

Brainstorm Visualize Organize Present

USER MANUAL MAC

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About iMindQ

iMindQ® is a mind mapping solution which enables visualization of ideas, inspires creativity, stimulates thinking and brainstorming, provokes innovation, project planning, conceptualization and modeling of processes.

User Manual

The following document is intended to give assistance to users of iMindQ Mac.

It contains both a written guide and associated images of all of the available features.

By browsing through the Table of content, users can select the topics that they are most interested and get familiar with the basic and advanced mind mapping features.

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Welcome to iMindQ®

Introduction

iMindQ® is a dynamic and exciting mind mapping software tool for creative thinking, brainstorming, visualizing ideas, presenting them to other or putting ideas into action. iMindQ® helps you map out any information the way you want, also you can improve your memorization, increase productivity and creativity. It is great for solving problems easier, improving communication and making plans more quickly and creatively.

By its smooth usability and highly interactive interface it really saves time, energy and effort and improves every aspect of your work. iMindQ® allows users to capture all important information on a simple, easy-to-use, cross-platform. Follow your ideas and intuitively create friendly mind maps.

iMindQ® guides you to clarify your thinking. The flow of your thoughts creates worthy and valuable never-ending story. iMindQ® helps you make your story streamlined in an intuitive and powerful mind map and stimulate your visual thinking.

iMindQ® lets you create mind maps, make a good representation of complex systems and processes with a concept map and at the same time visually simplify processes with flowchart diagrams. Type your idea as you think and visualize your mind in a second. It provides simplicity and easiness to your visual thinking process.

iMindQ® makes the most of the core mind mapping functionalities with a single click navigation and very intuitive user interface. It offers a selection of features that provides you full advantage of the logical way of thinking. Words are not as powerful on their own as when you take the time to draw them into images.

There are no more limitations in the map space, you are the designer and manager of what you will do with it and how you will represent things.

What's in iMindQ® 9.0

iMindQ® 9.0 introduces a new GUI. The redesign of the GUI aims to streamline the mind mapping experience of the users.

New Feature:

- GUI redesign

iMindQ® User Interface

Application Menu

Overview

iMindQ®'s graphic user interface is a combination of Microsoft Office ribbon interface and Menus, which includes ribbon strips with actions and menus with same actions that are implemented in the ribbons.

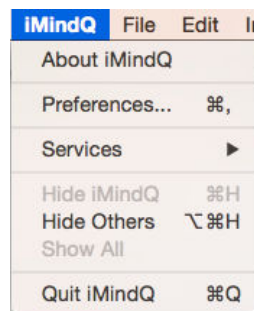
iMindQ® contains a cluster of ribbon bars and inside the ribbon bars are placed all application's functions. Detailed explanations of every ribbon and its features is given in "Ribbons" heading in this manual.

Application menus are located at the top of the application, containing lists of same functions that are contained in the ribbon. Detailed overview of the menus as well as implemented shortcuts are given in the "Menus" and "Shortcuts" headings appropriately in this manual.

iMindQ®

The iMindQ® menu is divided into several sections, and each section contains a group of features that are responsible for application's behavior in general.

The look of the File menu with all available actions is presented on the figure below.



The following features are available in the iMindQ® menu:

Feature	Description
About iMindQ	Opens up the About dialog for the product
Preferences	Opens up a dialog with configuration options for the application
Services	Present all services that are used by iMindQ®
Hide iMindQ	Sends iMindQ® out of user's sight. It can be unhide using the "Show all" feature
Hide Others	Sends all opened applications out of user's sight except the iMindQ®
Show All	Unhide all hidden applications and bring them back to user's sight
Quit iMindQ	Closes the main windows and exits the program

File

The File menu is divided into several section, containing actions with same starting point but different goals. Using the features form the File menu you can start new map or edit already created maps. Saving option is available through several features allowing you to save the map in different file formats. Before printing opened mind map, you can make the necessary adjustments for the printout.

The look of the File menu with all available actions is presented on the figure below.

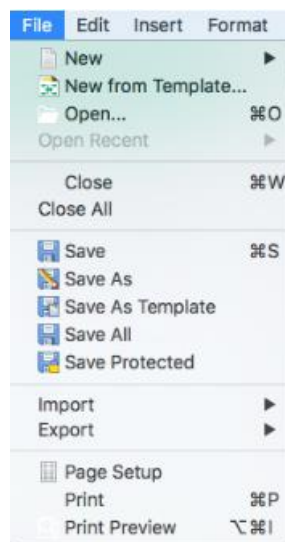


Figure 1. File Menu in iMindQ®

The following features are available in the File menu:

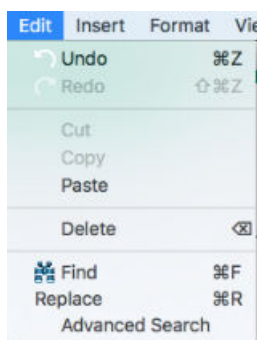
Feature	Description
New	This sub-menu contains a list of options that allow you to create a new map.
New from Template	Opens the library with all the available Templates in iMindQ®.
Open	Shows the Open File dialog where you can browse for and select a map (.dmm file) to open in iMindQ®. Beside the native iMindQ® file format (.dmm file) user can save the map in one of the following formats: FreeMind map (.mm file format) and MindJet map (.mmap file format) and XMind map (.xmmmap file format)
Open Recent	Opens a list of recently opened files, from which you can choose a file to open.
Save	This sub-menu contains a list of options to save the currently active map. Beside the native iMindQ® file format (.dmm file) user can save the map in one of the following formats: FreeMind map (.mm file format) and MindJet map (.mmap file format) and XMind map (.xmmmap file format)
Save As	Save the document in the native file format. Beside the native iMindQ® file format (.dmm file) user can save the map in one of the following formats: FreeMind map (.mm file format) and MindJet map (.mmap file format) and XMind map (.xmmmap file format).
Save All	Save all the currently opened maps.
Save As Template	Save the map as template with .dmmt file format.
Save Protected	Save the map as a password-protected file.

Print	This sub-menu contains all the options you need to print the map - Print, Print Preview and Page Setup. Print shows the Print dialog where you can choose a printer to print the currently active map. Preview shows the Print Preview window for the currently active map. Page Setup opens the Page Setup dialog for the currently active map.
Page Setup	Opens the Page Setup dialog where you can set the general page settings, set the margins, as well as make custom Header and Footer for the Printed pages.
Import	This sub-menu contains a list of applications from which IMindQ® can import files.
Export	This sub-menu contains a list of formats and applications to which IMindQ® can export the information from currently active map

Edit

The Edit menu is divided into four sections, containing functions for reversing/repeating some actions, coping and pasting elements as well as finding/replacing topic's parameters.

The look of the Edit menu with all available actions is presented on the figure below.



The following features are available in the Edit menu:

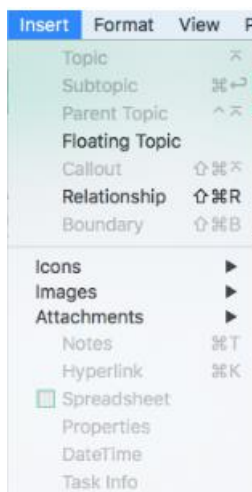
Feature	Description
Undo	Undo the last action
Redo	Redo the previously undone action
Cut	Makes replica of the cell's data in the cell(s) temporary storage area and delete the contents afterwards
Copy	Makes replica of the cell's data in the cell(s) temporary storage area
Paste	Replaces the contents of the cell(s) with the data that is stored in the temporary storage area
Delete	Deletes map's elements (topics, subtopics) or topic's elements (attached documents, icons, images)
Find	Provides an opportunity to search through the topics in the currently active map by using different criteria
Replace	Replaces one topic's term with new one through entire map
Advanced Search	Males search through map's elements according predefined search options.

Insert

The Insert menu is divided into several section, containing features for inserting the main map's elements (topics, callouts, relationships and boundaries) as well as functions for adding topic

elements, such as notes, hyperlinks, images or attachments. In addition, with the features implemented in this menu you can add task properties to the every map's topic or add custom properties.

The look of the Insert menu with all available actions is presented on the figure below.



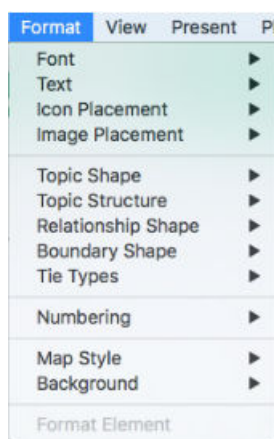
The following features are available in the Insert menu:

Feature	Description
Topic	Insert "sibling" topic (topic on same level) of the selected topic
Subtopic	Inserts "child" topic of the selected topic
Parent topic	Inserts topic between the "parent" and "child" topic
Floating topic	Inserts topic that has no relationships with the with the topics that are under the Central topic
Callout	Inserts descriptive topic in the map
Relationship	Inserts a link between two topics in the map
Boundary	Inserts visual group of selected topics in the map
Icons	Inserts icon from the iMindQ®'s library in the selected topic
Images	Inserts image from the iMindQ®'s library or from specific file in the selected topic
Attachments	Adds external file to the selected topic
Hyperlink	Insert hyperlink to web page, map's topic, map on web, external documents for the selected topic
Notes	Add note to the selected task
Task Info	Opens the Task info tab on the right side of the working area for inserting project management properties to the topic
Date/Time	Insert date and time in the map's topic
Properties	Inserts the following types of custom properties in the topic: text, boolean, number, date, time and date and time
Spreadsheet	Inserts spreadsheet in the topic

Format

The File menu is divided into four sections, containing features for editing topic's text (font type, font size, alignments and etc.), location of the images and icons as well as the overview of the map in term of map's structure and map's style and background.

The look of the Format menu with all available actions is presented on the figure below.



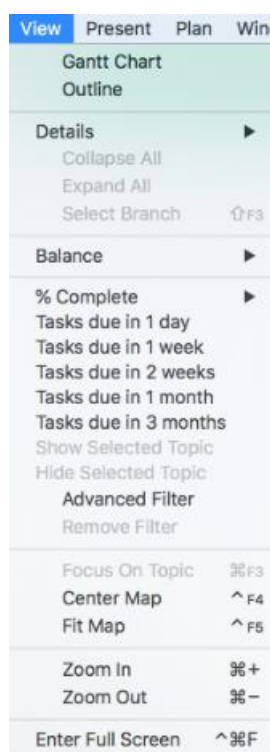
The following features are available in the Format menu:

Feature	Description
Font	Opens sub-menu for editing the select text, such as changing font type and size, make it italic, bold or underline
Text	Opens sub-menu for setting the position of selected text
Image Placement	Selects the location where the appropriate image will be placed in the map's topic
Icon Placement	Selects the location where the appropriate icon will be placed in the map's topic
Numbering	Adds numbers to the topics and subtopics according predefined numbering scheme
Topic Structure	Arrange the map's topics around the central topics using one from the available predefined map's structure
Topic Shape	Change default topic's shape using the shapes from the iMindQ®'s library or use your own shape or edit topic's fill color, border color or transparency.
Relationship Shape	Change the default shape of the relationship
Tie Types	Define the tie types between the map's topics.
Relationship Shape	Format the shape (color, pattern, style)of the existing relationships between the topics in the map.
Boundary Shape	Format the shape (style line color, line pattern, line weight, fill color and transparency) of the existing boundaries in the map
Map Style	Apply different visual styles from the iMindQ® library into the map
Background	Insert one of the available patterns from the iMindQ®'s library into the map and change map's background color
Format Topic	Changes the topic's shape, fill parameters, line parameters, image shape and alignment

View

The features implemented in the View menu will allow users to expand or collapse maps' branches, to filter the map according specific criteria and to use different zooming functionalities in order to emphasize specific topic or branch.

The look of the View menu with all available actions is presented on the figure below.



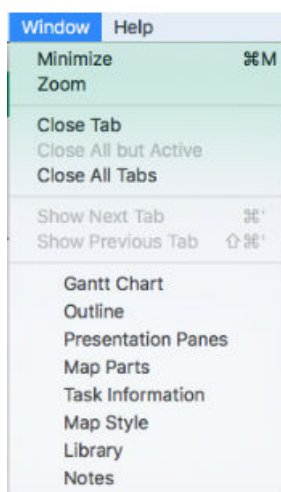
The following features are available in the View menu:

Feature	Description
Details	Expand/Collapse the subtopics in the branch according the selected outline level
Collapse All	Collapse all subtopics for which parent is the selected topic.
Select All	Expand all subtopics for which parent is the selected topic.
Select Branch	Automatically selects all subtopics for which parent is the selected topic.
Balance Map	Automatically distributes the topics around the central topic for visual balance.
Show Selected Topic	Visually present the topic and its children topics that are previously hidden.
Hide Selected Topic	Visually hide the topic and its children topics from the map.
Advanced Filtering	Apply filter in the map to view different details in the map.
Remove Filter	Remove the applied filter from the map.
Focus on Topic	Automatically places the selected topic in the center of the screen.
Center Map	Automatically places the central topic (and entire map appropriately) in the center of the screen.
Fit Map	Zoom the map to the level that occupies the entire working area on the screen.
Zoom In	Enlarge the view of the map.
Zoom Out	Reduce the view of the map.

Window

The Window menu contains features for manipulating application's tabs and features for inserting topic elements in the map. In addition, this menu contains several views, allowing user to switch from task management view (Gantt Chart) into Outline (mind mapping) view.

The look of the Window menu with all available actions is presented on the figure below.



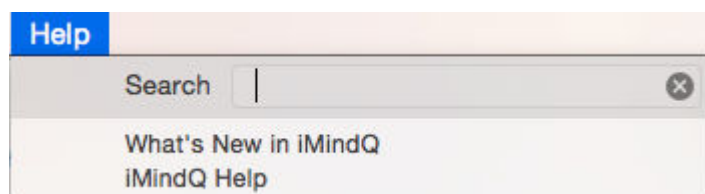
The following features are available in the Window menu:

Feature	Description
Minimize	Minimize the application to doc
Zoom	Zooms the content of the map
Close tab	Closes currently active map
Close All but Active	Closes all opened tabs except the tab that the user is working
Close All Tabs	Closes all opened tabs in the application
Show Next tab	Opens the next tab to the currently opened one
Show Previous tab	Returns to the predecessor tab of the currently opened tab
Gantt Chart	Presents the topics that are transformed into task in Gantt Chart view
Outline	Opens new tab (Outline view) with all topics and subtopics arranged by their outline level code
Presentation Panels	Open the Scenes and Animation Panels.
Map Parts	Saves part of map containing the selected topic and its subtopics
Task Information	Opens the Task info tab on the right side of the working area for inserting project management properties to the topic
Map Style	Apply different visual styles from the iMindQ® library into the map
Library	Opens the Library docking window for inserting icons, images, shapes and patterns
Notes	Add note to the selected task

Help

The Help menu contains features for starting application's help and search through map's terms.

The look of the Help menu with all available actions is presented on the figure below.



The following features are available in the Help menu:

Feature	Description
Search	Search through items inside the application
What's New in iMindQ	Opens up the "What's New" page of the context help which lets you quickly access information about the new features implemented in iMindQ®
iMindQ help	Opens up the Contents menu of the context help, which lets you to navigate the entire help through the available categories organized in hierarchy

Backstage View (File Menu), Quick Access Toolbar and Quick Topic Menu

Introduction

iMindQ®'s graphic user interface is based on Microsoft Office 2013 ribbon interface, which includes ribbons instead of standard menus, quick access toolbar as replacement for the toolbars and application menu as an alternative for the File menu. Also three new dynamic ribbons are added, that are selection dependent.

iMindQ® contains a cluster of ribbon bars and inside the ribbon bars are placed all application's functions. Detailed explanations of every ribbon and its features is given in [Walkthrough iMindQ® ribbons](#) heading in this manual.

The quick access toolbar can be treated as repository place, where the most used functions, such as New, Undo & Redo, Save are placed. For more information regarding the quick access toolbar go to the "Info" part of this document.

Backstage View

The Backstage view is the first ribbon in iMindQ® viewing from left to right. It consists of functions and tabs arranged in vertical order. Named as "File", it is a place where you can manage your maps and diagrams. Through the Backstage view you can open/close different types of maps, take a closer look of what has been created using the print preview or make printout of

the Map, Gantt Chart or Map Outline. Export and Import features are placed inside the Backstage view along the features for collaboration with Microsoft® Outlook and other.

The look of the Backstage view is presented in the figure below.

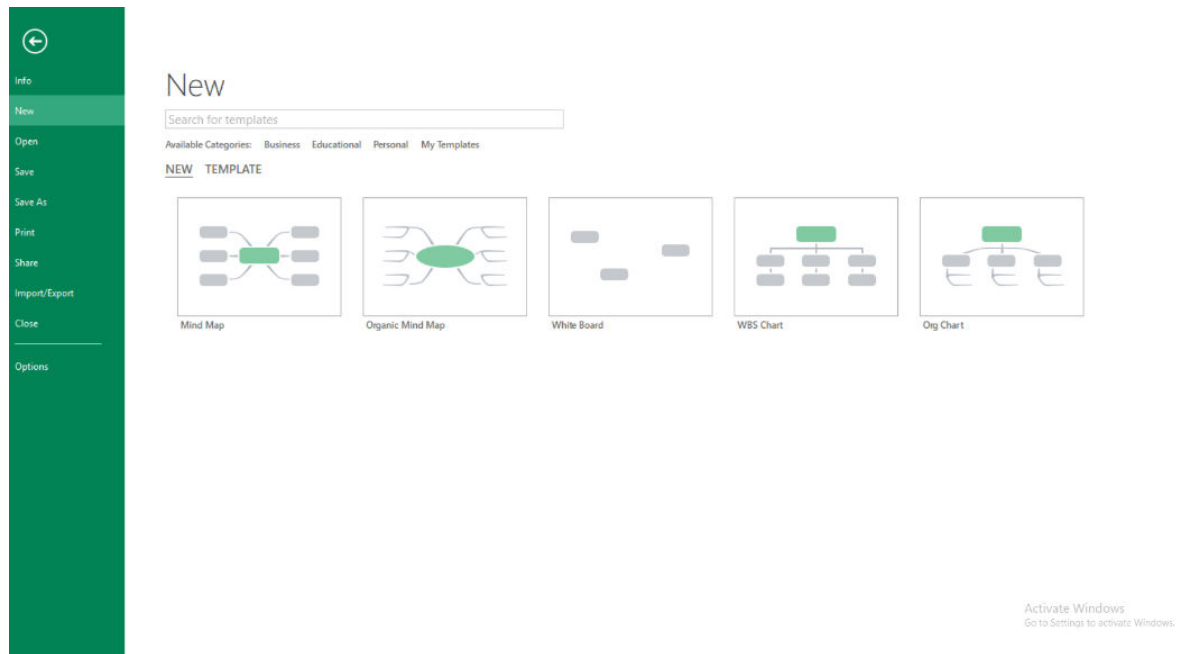


Figure 2. Backstage View (File Menu) in iMindQ®

The following features are available in the Backstage View (File Menu):

It contains 6 tabs in the following order:

- Info
- New
- Open
- Save As
- Print
- Share
- Import/Export


As well 3 functions for managing project and application's preferences:

- Save
- Close
- Options

Info Tab

The “Info” tab, presented on the figure below, displays information of the project plan. It is divided into two sections: the left section consist of features for presenting detailed project information while the right sections contains project’s dates such as Star and Finish date, Status and Current date as well as project calendar and its priority.

The functions that are available in the Info tab are:

	Feature	Description
	Protect Map	Opens up the Protect map dialog where you can insert map password for protecting map’s information

Sometimes, during your brainstorm session or map creation process, you want to keep the information save, available for viewing only for few people. In this case you have to protect your map with password, and share it with selected people. “Protect Map” functionality inside iMindQ® will help you to secure the map’s information.

This action can be done in several steps:

1. Open the mind map
2. From the File ribbon, click on the Info tab
3. Click on the Protect Map button
4. In the newly opened dialog, insert the password for protecting the map’s information

Note: The password is case sensitive information. Keep it on save place, because if you lose it, it cannot be recovered.

New Tab

Starting new, blank map or map based on template is performed using the New tab from the File menu. It contains two main sections: New and Template.

The New section contains the five different map types that are currently available in iMindQ®:

1. Mind Map
2. Organic Mind Map expression
3. White Board
4. WBS Chart
5. Organizational Chart

Selecting one of them will load the working space with the appropriate working area and elements.

The Template section contains map templates that can be used as base for creating mind maps, divided into several categories (Business, Educational and Personal). For a quick start, you can use the search option through the templates, finding the most appropriate template for your map in very short period of time.

Open Tab

The Open section is the most visited tab in the File menu. It allows users to open mind map from their PC and continue to work on them, download maps from Web iMindQ® and Microsoft SharePoint and edit them.

The “Open” tab contains sub-tabs:

- Recent Maps
- Computer
- SharePoint Online

iMindQ® keeps track of the mind maps that you have recently opened and store this information inside the “Recent maps” sub-menu. It contains a list from recently opened maps, allowing you to quickly access the desired file and start working on it.

The “Computer” sub-menu contains a lists of folders that you have recently visited and opened mind maps from them. I case you need to open folder that is not on the list, by using the “Browse” button you can navigate to the preferred folder where your map is saved and open it.

The “SharePoint 365” feature, allows you to import mind maps uploaded on SharePoint Online (SharePoint 365), work on the map and then uploaded it. In order to synchronize the information between the desktop and the SharePoint, your IT administrator must grant you permissions for accessing the SharePoint Online server.

Feature	Description
.dmmx	Default file format in which iMindQ saves the maps.
.dmmt	Default file format for iMindQ Templates.
.dmms	Default file format for iMindQ Styles.
.dmmw	Default file format for iMindQ Workspace, where more than one map can be saved in one file.
.mmap	Default file format for MindJet MindManager.
.mm	Default file format of FreeMind.
.xmind	Default file format of XMind.

Print Tab

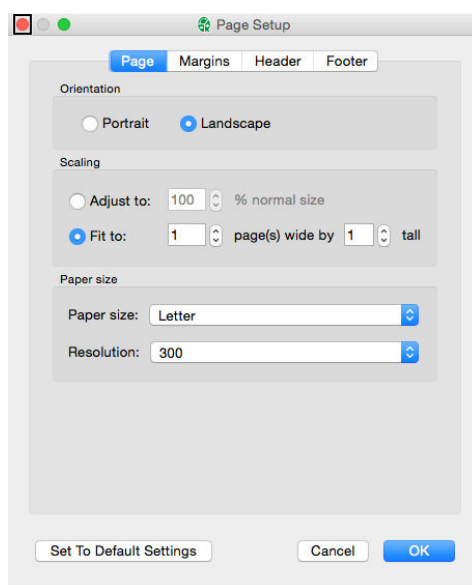
To manage mind maps effectively, you may need to communicate map information to a variety of people. With iMindQ®, you can print maps and charts that present the exact information you want.

The process of printing the information you need can be as simple as clicking a button or as refined as customizing and previewing the existing views. No matter how simple or refined the process, printing a map or chart consists of essentially the same steps:

- Select the map or chart that best presents the information you want – If a predefined map or chart does not meet your exact needs, you can apply different styles.
- Make display changes to the map or chart – For example, you may want to scale information to fit on a single page.
- Preview a map or chart before it is printed – Previewing a view or report can help you verify content and display changes you made so you can adjust them again if necessary.
- Print the map or chart – To make printing as efficient as possible you can specify the options you want. For example, you can print a range of pages (defined by page numbers or dates), suppress blank pages, and print multiple copies.

You can make changes to the way a printed view or report looks by specifying page setup options such as page orientation, scale, or paper size.

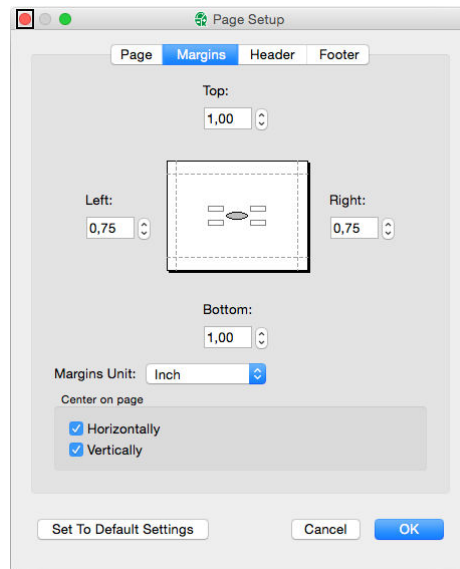
Once you open the *Page Setup* dialog, you can follow the steps below to specify the page and other printing options for a view or a report. Note that some of the options in the Page Setup dialog available for views may not be available for the reports.



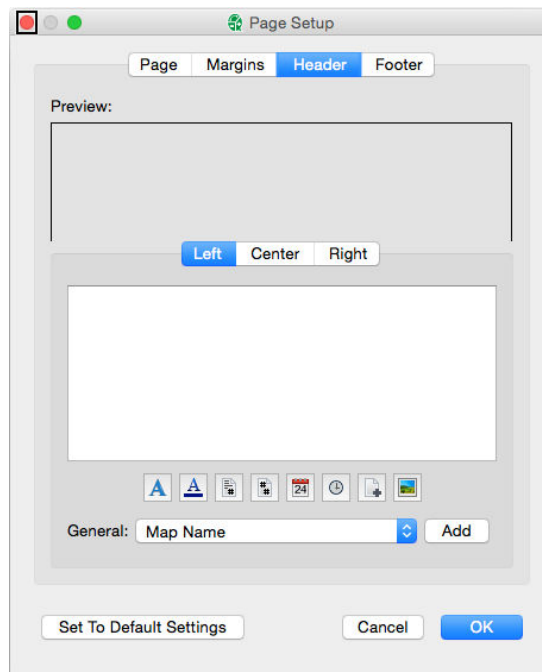
Some options may differ between different views as well:

1. Click the *Page* tab in the *Page Setup* dialog.
2. To change page orientation, under *Orientation*, click *Portrait* (vertical) or *Landscape* (horizontal).
3. To scale pages, under *Scaling*, click *Adjust to*, and then type the percentage at which you want information to appear on your printed pages in the *% normal size* box.
4. To adjust page fit (some views only), under *Scaling*, click *Fit to*, and then specify the number of pages you want in the *pages wide by* and *tall* boxes.
5. To change the paper size, click the paper size you want in the *Paper Size* box.

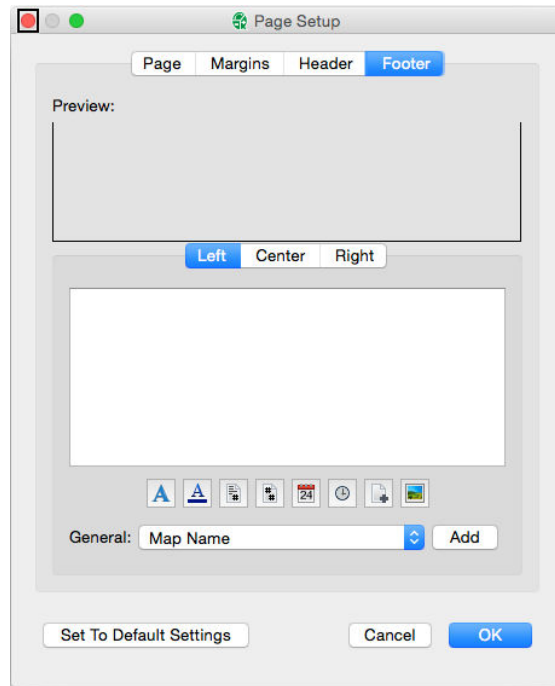
6. Click the *Margins* tab.



1. In the *Top*, *Bottom*, *Left*, and *Right* boxes, type or select the new margin settings
2. To place the map in the center of the page, select the *Horizontally* and *Vertically* check boxes in the Center on page frame.
3. Click on the *Header* tab.



1. To select the font of the *Custom* header, click on the *Font* button
2. To insert an image in the *Custom* header, click on the *Image* button
3. To select the alignment of the header's text or image, click on the *Right*, *Center* or *Left* button
4. Click on the *Footer* tab.



1. To select the font of the *Custom* header, click on the *Font* button
2. To insert an image in the *Custom* footer, click on the *Image* button
3. To select the alignment of the footer's text or image, click on the *Right*, *Center* or *Left* button.
4. Before printing a map or chart, in addition to the page setup options, you can specify print options such as the printer and its properties, the print range for pages, the number of copies, and the date range.
5. In the *File* tab, click on the *Print* sub-tab.
6. From the *Printer* drop-down menu select the appropriate printer.
7. In the Settings portion of the *Print* sub-tab select the page orientation, paper size and the map's part (mind map, outline or notes).
8. To print the map or chart click on the *Print* button.

Share Tab

Sharing the ideas, brainstorming records among team members or colleagues is useful because you want to spread the word to get your idea off the ground and to receive valuable feedbacks. The "Share" functionality in iMindQ® gives an opportunity to the users to send messages to their colleagues with entire mind map as attachment. Before sending the e-mail, sender must save the mind map.

The process for sharing mind map among colleagues is very easy and it is performed in several steps:

1. Open/Save the mind map
2. From the "File" menu select the "Share" tab

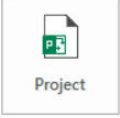


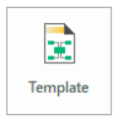
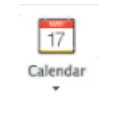
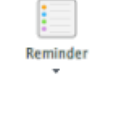
3. Click on the "Send As Attachment" button

Import/Export

"Import/Export" tab is divided in four major sub-tabs that allows converting information from various applications from MS Office into map in iMindQ®, exporting map's information in various file formats, convert it into pdf file or save the map's content into different file type. The implemented features in the "Import/Export" tab are described in the sections below.

Import

The following features are implemented in the "Import" tab:


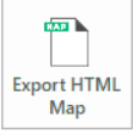
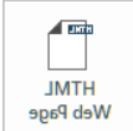
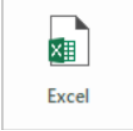
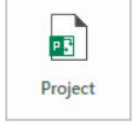

	Feature	Description
	Microsoft Project	Creates iMindQ® map based on existing Microsoft Project file.
	Microsoft Excel	Opens the Excel Importer panel for importing Microsoft® Excel file (.xlsx file format) from which data will be presented in an iMindQ® map.
	OPML	Opens the OPML (Outline Processor Markup Language) file, from which a mind map is created. Exports the map as an outline tree of the map content.
	Import Template	Import existing templates (.dmmt file) in iMindQ®.
	Calendar	Imports Calendar events from different calendars to a topic in iMindQ®.
	Reminders	Imports reminders from the Reminders App from different lists, to a topic in iMindQ®.

To import Microsoft Project file, you have to perform the following steps:

1. Open/Save the mind map.
2. From the "File" menu select the "Import/Export" tab.
3. Click on the "Import from MS Project" button.
4. Browse to the location where the file is placed.
5. Load the file.

Export

"Export" tab contains the following options:

	Feature	Description
	Image	Opens up the Protect map dialog where you can insert map password for protecting map's information
	Rich Text Format	Exports the current map information as a text outline for Microsoft Word (.rtf file format)
	HTML Map	Export the map as an interactive HTML map that can be zoomed, expanded, collapsed and shared.
	HTML Web Page	Exports the iMindQ® map as web page in .html format.
	Microsoft Excel (CSV)	Exports the information in a textual, comma-delimited format. The exported file can be opened in Microsoft® Excel or any text editor. This format exports the task or resource information in raw table format, with no formatting or outline information.
	Microsoft Project	Exports the map information as Microsoft Project file.
	ODT	Exports the map information as Open Document Text (ODT) file.

Common for exporting into all types is that you have to save the mind map, set the exporting settings (for exporting to image, Microsoft® Project and Microsoft® Outlook) and then select the location and the name of the output file.

Save Map as File

iMindQ® uses the .dmmx file format to save the mind maps. In case, you want to share information with people that have older version of iMindQ® (DropMind) or another mind map application, you can work in compatibility mode or to save the information in the third-party applications file formats.

The following file formats are available:

Feature	Description
.dmmx	Default file format in which iMindQ® saves the mind maps.
.dmm	Old file format in which iMindQ® saves the mind maps.
.dmms	iMindQ® file format for saving maps styles. The styles in the file can be edited and then imported and applied in the map.
.dmmt	iMindQ® template file format. This file can be used as a base when starting preparing mind maps.
.dmmw	iMindQ® workspace file format. This file can be used as a start point when working with several maps at time.
.mm	FreeMind file format in which iMindQ® is capable to store the information from the mind maps.
.mmap	MindManager default file format in which iMindQ® is capable to store the information from the mind maps.
.xmmap	MindManager xml map file format in which iMindQ® is capable to store the information from the mind maps.

For exporting the map in one of the available file formats, you have to save the latest changes in the mind map, and then choose the appropriate file format:

1. Open/Save the mind map.
2. From the "File" menu select the "Import/Export" tab.
3. Click on the "Save Map as file" button.
4. Browse the location and name the output file.
5. Click on the "OK" button.




Quick Topic Menu

The Q-menu is a unique iMindQ® quick access menu which is available only in the map space. You can find the Q-menu in the upper-right or upper-left corner of a topic, once you hover over the topic with your mouse, as shown on the figure below. This menu is intended to provide the user ability to add topic, add relationship or format the topic on the fly while building its map.



Figure 3. Quick Topic Menu

The Quick Topic Menu is divided in to three main parts that provide the following functionality:

	Feature	Description
	Add Subtopic	Insert subtopic topic by single click on the plus icon or click once on the plus icon, hold and drop the topic in the empty map space.
	Add Relationship	Create relationship where the start topic is the selected one. Drag and drop the end point of the relationship to another topic from map or drop it in the empty map space. This will create a new Floating topic.
	Format Topic	Open the format topic dialog.

Ribbons

Introduction

iMindQ® is software designed to work with Ribbon user interface, where application's functionalities are placed in tabs in a tab bar. By its definition, Ribbon is a single tab bar that contains graphical elements as representation for different functionalities. Several application's controls with similar functionalities can form a Group inside the Ribbon.

The iMindQ® Graphic User Interface consists of Application menu, where all features from the File menu from the Standard GUI are placed and Ribbons containing the other viewing features.

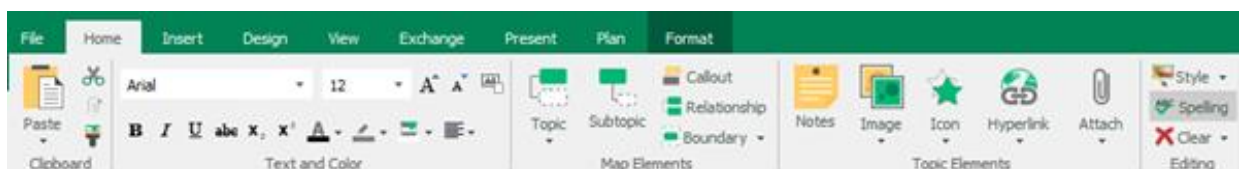


Figure 4. Ribbon elements

Ribbon overview

iMindQ® contains six standard ribbons:

- Home
- Insert
- Format
- View
- Present
- Exchange
- Plan

Detailed description of the iMindQ® ribbons is given in the “Walkthrough iMindQ® ribbons” section.

iMindQ® contains additional three dynamic ribbons, selection dependent:

- Topic Format
- Relationship Format
- Boundary Format

Working space

After installing and starting iMindQ® you will see user interface as it is presented on the figure below.

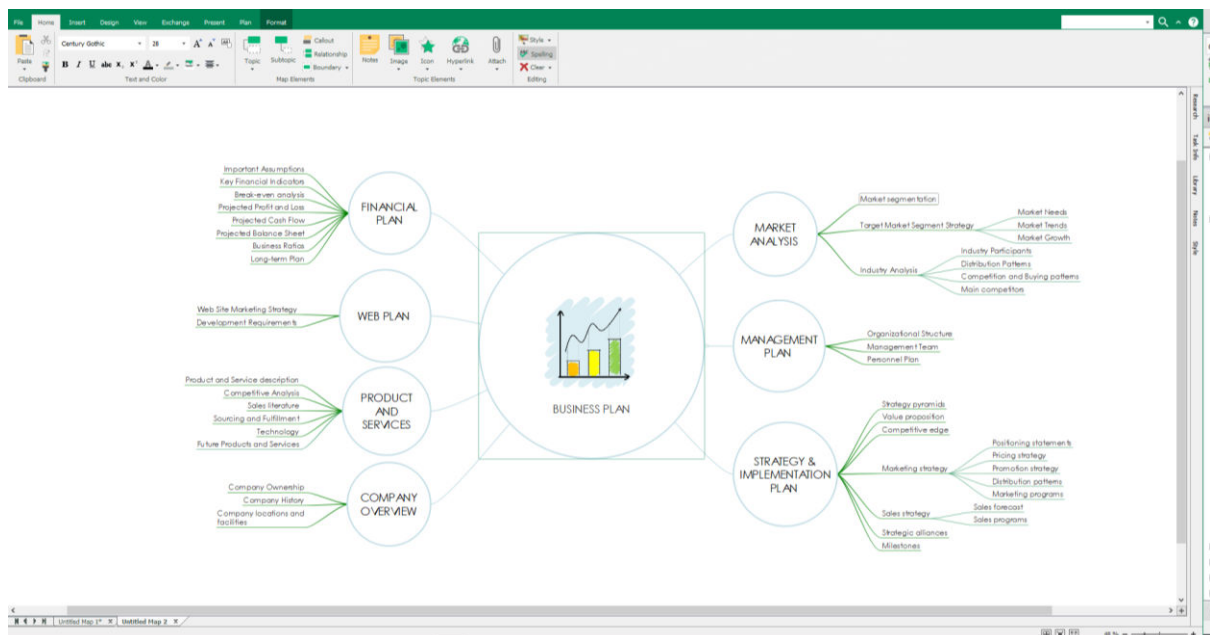


Figure 5. iMindQ® Working space

The main elements of the working space in iMindQ® user interface are:

- Ribbons – containing all commands available in iMindQ® grouped by the type of action. Detail explanation of the commands is given later in this chapter.
- Application menu – containing features for starting new maps, opening already created maps, printing and synchronizing with Web iMindQ®
- Working area – space where the map is created, edited and viewed.
- Backstage View (File Menu)

Walkthrough iMindQ® ribbons

Home ribbon

Home ribbon in iMindQ® contains the most used commands for creating and editing a map, such as inserting new topic in the map, formatting the topic's text, insert notes to the topic, change the background of the map, etc. All features are categorized according to their similarity and functionality and organized in six groups, as illustrated in the figure below

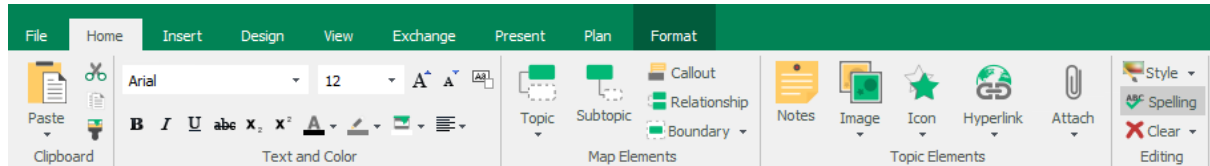


Figure 6. Home ribbon in iMindQ®

Clipboard group

The Clipboard group in the Home ribbon is presented on the figure below:

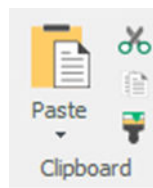






Figure 7. Clipboard group in Home ribbon

The Clipboard group contains features for copying and pasting different elements from the map. The following actions are available:

	Feature	Description
	Paste	Replaces the contents of the cell(s) with the data that is stored in the temporary storage area
	Cut	Makes replica of the cell's data in the cell(s) temporary storage area and delete the contents afterwards
	Copy	Makes replica of the cell's data in the cell(s) temporary storage area.
	Format Painter	Format topic's fill color, border color, shape and text color

Text and Color group

Text and Color group with the implemented functionalities is presented on the figure below:

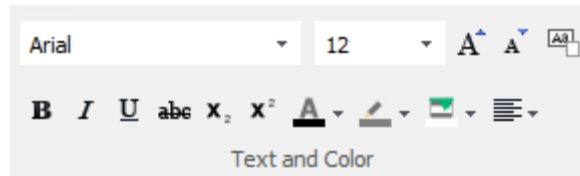


Figure 8. Text and Color group in Home ribbon

The topic's text in the map can be changed using the features from the Text and Color group. The following actions are available:

	Feature	Description
	Font Type	Change the font type of the selected text
	Font Size	Change the font size of the selected text
	Increase Font Size	Increase the font size of the selected text with fix step
	Decrease Font Size	Decrease the font size of the selected text with fix step
	Bold	Make text bold
	Italic	Make text <i>italic</i>
	Underline	<u>Underline</u> the selected text
	Strikethrough	Draw a line through the middle of the selected text
	Change Font Color	Change the color of the selected text
	Line Color	Change the color of the topic boundary and the connector line
	Fill Color	Change the color of the topic's inside.
	Alignment	Change the position of the selected text
	Clear Formatting	Delete all custom settings and return the default settings

Map Elements group

Map Elements group with the implemented functionalities is presented on the figure below:

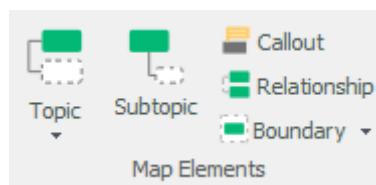






Figure 9. Map Elements group in Home ribbon

Different types of topics such as subtopic, floating topic or callout can be added in the map using the features from the Map Elements group. The following actions are available:

	Feature	Description
	Topic	Insert "sibling" topic (topic on same level) of the selected topic

	Subtopic	Inserts "child" topic of the selected topic
	Callout	Inserts descriptive topic in the map
	Relationship	Inserts a link between two topics in the map
	Boundary	Inserts visual group of selected topics in the map

Topic Elements group

Topic Elements group with the implemented functionalities is presented on the figure below:

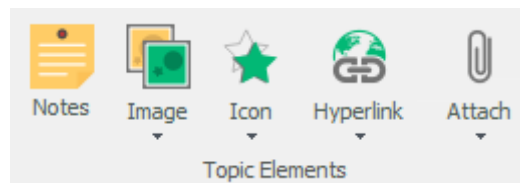







Figure 10. Topic Elements group in Home ribbon

By using one of the features located in the Topic Elements group, you can add new notes or edit an existing one, insert hyperlinks to different objects, attach files to the topics etc. The following features are available:

	Feature	Description
	Notes	Add note to the selected task.
	Hyperlink	Insert hyperlink to web page, map's topic, map on web, external documents for the selected topic.
	Attach	Add external file to the selected topic.
	Icon	Insert icon from the IMindQ®'s library in the selected topic.
	Image	Insert image from the IMindQ®'s library or from specific file in the selected topic.

Editing group

Editing group with the implemented functionalities is presented on the figure below:

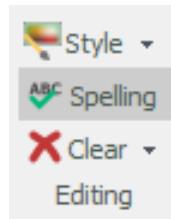





Figure 11. Editing group in Home ribbon

Spelling the map's text and removing the objects that are inserted in the map's topics are done using the features from the Editing group. The following actions are available:

	Feature	Description
	Style	Apply different visual styles from the iMindQ® library into the map. Create your own topic's style library and manage it or insert one of the available patterns from the iMindQ®'s library into the map and change map's background color.
	Spelling	Check the spelling of the selected text from the map
	Clear	Clear the changes that are done in the map.

Insert ribbon

Insert ribbon in iMindQ® contains features for adding different types of topics in the map, edit the topics in term of adding elements such as notes, images, icons, custom properties and other elements, as well as create new map as part of the current one. All features are categorized according their similarity and functionality and organized in three groups.

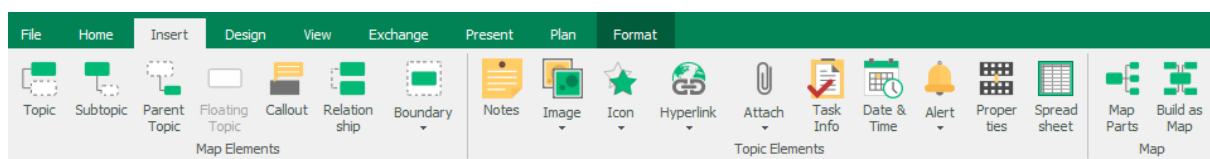


Figure 12. Insert ribbon in iMindQ®

The available subset of functions placed in the Home ribbon classified in groups is presented below:

Map Elements group

Map Elements group is presented on the figure below:

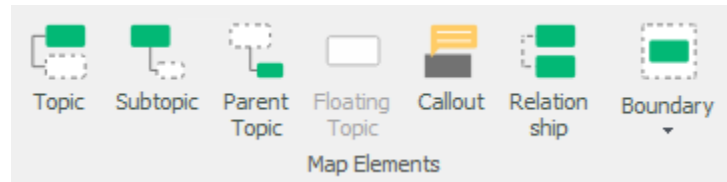









Figure 13. Map Elements group in Insert ribbon

Different types of topics such as subtopic, floating topic or callout can be added in a map by using the features from the Map elements group. The following actions are available:

	Feature	Description
	Topic	Insert "sibling" topic (topic on same level) of the selected topic.
	Subtopic	Inserts "child" topic to the selected topic.
	Parent Topic	Inserts topic between the "parent" and "child" topic.
	Floating Topic	Inserts topic that has no relationships with the with the topics that are under the Central topic
	Callout	Inserts descriptive topic in the map
	Relationship	Inserts a link between two topics in the map
	Boundary	Inserts visual group of selected topics in the map

Topic Elements group

The Topic Elements group is presented on the figure below:

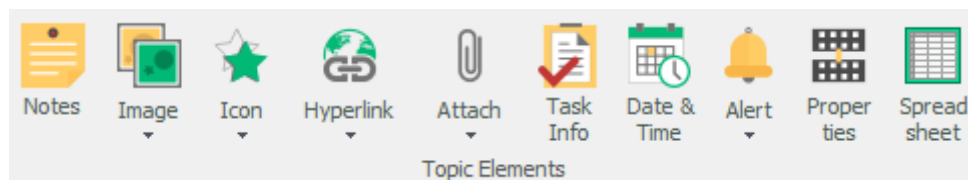












Figure 14. Topic Elements group in Insert ribbon

In the Topic Elements group, the following features are available:

	Feature	Description
--	---------	-------------

	Notes	Add note to the selected task
	Hyperlink	Insert hyperlink to web page, map's topic, map on web, external documents for the selected topic
	Attach	Add external file to the selected topic
	Icon	Insert icon from the IMindQ®'s library in the selected topic
	Image	Insert image from the IMindQ®'s library or from specific file in the selected topic
	Task Info	Opens the Task info tab on the right side of the working area for inserting project management properties to the topic
	Date & Time	Insert date and time in the map's topic
	Alert	Insert alert to the map's topic
	Spreadsheet	Inserts spreadsheet in the topic
	Custom Properties	Inserts the following types of custom properties in the topic: text, boolean, number, date, time and date and time

Map group

The look of the Map group in the Insert ribbon is presented on the figure below:

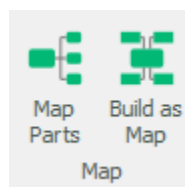




Figure 15. Map group in Insert ribbon

Saving map parts and creating new maps from different branches of the master map is performed with features located in the Map group. The following features are available in this group:

	Feature	Description
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	Map Parts	Saves part of map containing the selected topic and its subtopics
	Build As Map	Create a new map where the selected topic from the master map is central topic in the new map

Design ribbon

The Format ribbon in iMindQ® contains features for editing map's topics such as topic's font, size, shape, color and position; map's structure, layout, background color and pattern, spacing and alignment of topics, ordering of topics etc. All features are categorized according to their similarity and functionality and organized in four groups.

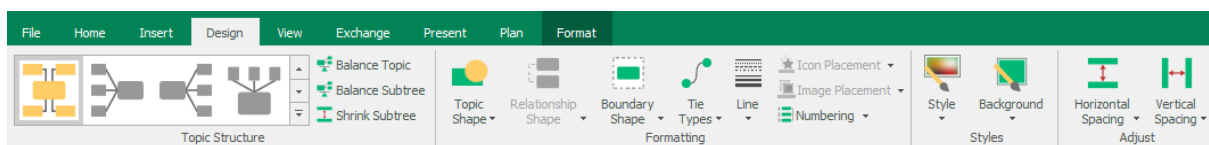


Figure 16. Format ribbon in iMindQ®

Topic Structure

The Topic Structure functionalities are presented in the figure bellow:

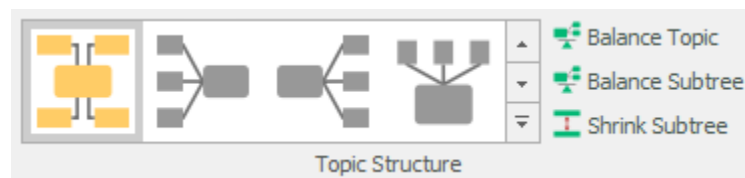





Figure 17. Topic Structure in Design ribbon

The following features are available in this group:

	Feature	Description
	Balance Topic	Balance Map feature allows you to align the topic in the map.
	Balance Subtree	Balance Subtree feature allows you to align the topics of the selected subtree
	Shrink Subtree	Shrink Subtree feature allows you to shrink the topics of the selected subtree

Formatting group

The look of the Formatting group in the Format ribbon is presented on the figure below:

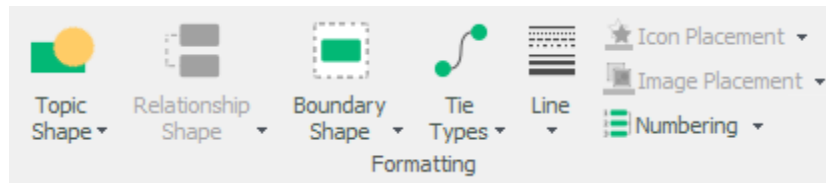


Figure 18. Formatting group in Format ribbon

The following features are available in this group:

	Feature	Description
	Topic Shape	Apply different visual styles from the iMindQ® library into the map, as well as manage styles, both new and existing ones. Add gradient color to an entire branch. Create mind map with spectrally colored ties.
	Relationship Shape	Insert one of the available patterns from the iMindQ®'s library into the map and change map's background color
	Boundary Shape	Format the shape (style line color, line pattern, line weight, fill color and transparency) of the existing boundaries in the map
	Tie Types	Define the tie types between the map's topics
	Line	Edit the line style and weight for the selected relationship or boundary
	Icon Placement	Select the location where the appropriate icon will be placed in the map's topic
	Image Placement	Select the location where the appropriate image will be placed in the map's topic
	Numbering	Add numbers to the topics and subtopics according predefined numbering scheme

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Styles group

Styles group with the implemented functionalities is presented on the figure below:

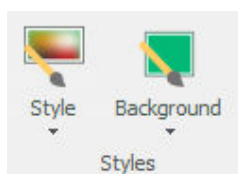




Figure 19. Styles group in Format ribbon

Changing map's style (topic's shape, color, background color and pattern) can be done using the features from the Styles group. The following features are available in this group:

	Feature	Description
	Style	Create your own style library and manage it
	Background	Insert one of the available patterns from the iMindQ®'s library into the map and change map's background color

Adjust topic group

Resize topic group with the implemented functionalities is presented on the figure below:

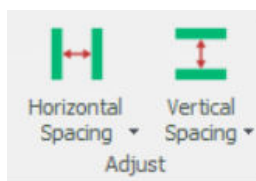




Figure 20. Adjust group in Format ribbon

Changing topic size (topic's width, topic's height or both) can be done using the features from the Resize topics group. The following features are available in this group:

	Feature	Description
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	Horizontal Spacing	Distributes the selected topics horizontally dividing equal spacing between the selected topics.
	Vertical Spacing	Distributes the selected topics vertically dividing equal spacing between the selected topics.

View ribbon

The View ribbon in iMindQ® contains features for working with the map, such as view different branches of the map, expand or collapse the topics and subtopics, balance the map, etc. All features are categorized according their similarity and functionality and organized in five groups.

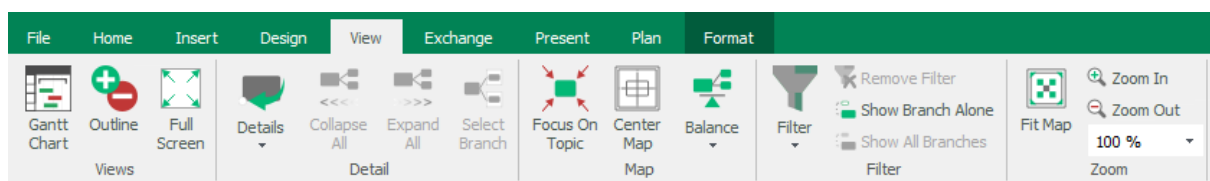


Figure 21. View ribbon in iMindQ®

The available subset of functions placed in the View ribbon classified in groups is presented below:

Views group

The look of the View group in the View ribbon is presented on the figure below:

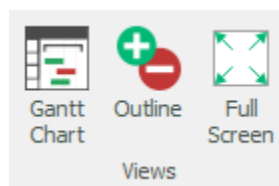





Figure 22. View group in View ribbon

To present the map into outline view or to get the maximum of the working area for presenting the map you can use the features implemented in the View group. The following features are available in this group:

	Feature	Description
	Gantt Chart	Presents the topics that are transformed into task in Gantt Chart view

	Outline	Distributes the selected topics vertically dividing equal spacing between the selected topics.
	Full Screen	Maximize the working area on the entire screen





Detail group

The look of the Detail group in the View ribbon is presented on the figure below:



Figure 23. Detail group in View ribbon

For hiding or presenting different levels of the map you can use the features that are implemented in the Detail group. The following features are available in this group:

	Feature	Description
	Details	Expand/Collapse the subtopics in the branch according the selected outline level
	Collapse All	Collapse all subtopics for which parent is the selected topic
	Expand All	Expand all subtopics for which parent is the selected topic
	Select Branch	Automatically selects all subtopics for which parent is the selected topic

Map group

The look of the Map group in the View ribbon is presented on the figure below:

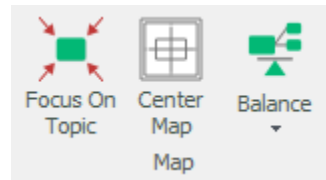


Figure 24. Map group in View ribbon

If you want to automatically place the map/topic in the center of your screen or to balance the topics in the map, use the features from the Map group. The following features are available in this group:

	Feature	Description
	Focus On Topic	Automatically places the selected topic in the center of the screen
	Center Map	Automatically places the central topic (and entire map appropriately) in the center of the screen
	Balance	Automatically distributes the topics around the central topic for visual balance

Filter group

The look of the Filter group in the View ribbon is presented on the figure below:

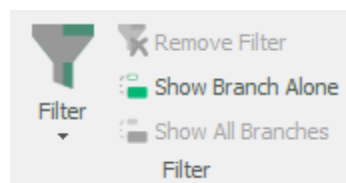




Figure 25. Filter group in View ribbon

To view different details from the map use the features from the Filter group. The following features are available in this group:

	Feature	Description
	Filter	Apply filter in the map to view different details in the map.
	Remove Filter	Remove the applied filter from the map.

	Show Branch Alone	Presents the selected branch alone, without the central topic and the other branches.
	Show All Branches	Present the map with all branches after "Show Branch Alone" feature was selected.

Zoom group

The look of the Zoom group in the View ribbon is presented on the figure below:

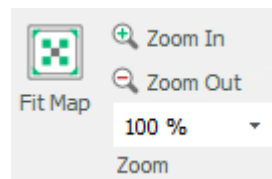





Figure 26. Zoom group in View ribbon

The following features are available in this group:

	Feature	Description
	Fit Map	Zoom the map to the level that occupies the entire working area on the screen.
	Zoom In	Enlarge the view of the map.
	Zoom Out	Reduce the view of the map.

Present ribbon

In the Present ribbon in iMindQ®, the user can make an automatic or custom presentation for mind maps, WBS, organic maps and organizational charts. The user can also make presentation for Flowchart diagrams and other types of maps, by using Template scenes with predefined animations.

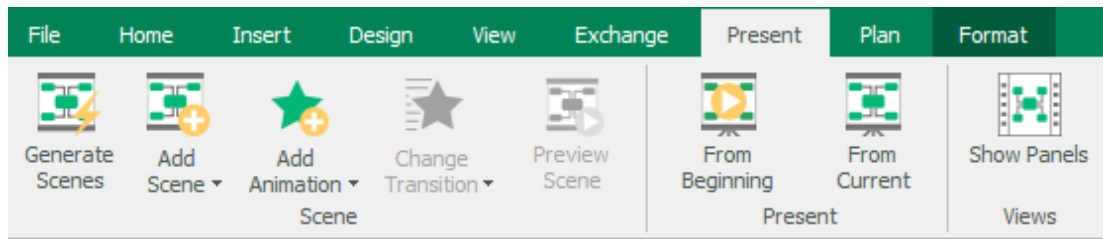


Figure 27. Present ribbon in iMindQ®

The available subset of functions placed in the Present ribbon classified in groups is presented below:

Scene group

The look of the Scene group in the Present ribbon is presented on the figure below:

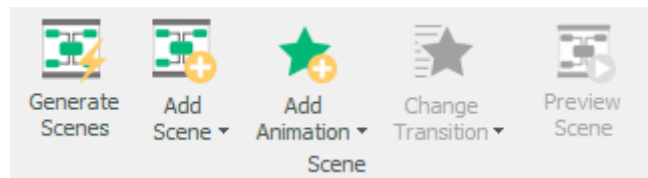







Figure 28. Scene group in Present ribbon

The following features are available in this group:

	Feature	Description
	Generate Scenes	Automatically generate scenes for a mind map, organic Mind Map, WBS and organizational chart with predefined animations.
	Add Scene	Adds scene in the Scenes Panel for the selected topic(s). The Add Scene menu contains Template Scenes that contain dynamic predefined animations.
	Add Animation	Adds animation to the selected topic(s) as a selected single item or as parent topic including the child topics.
	Change Transition	Changes the Transition to the selected Scene(s) or acts as a default Transition for a new created Scene if there is no selection in the Scenes Panel. Two transition effects: Pan and Jump To.
	Preview Scene	Preview of the selected scene.

Present group

The look of the Present group in the Present ribbon is presented on the figure below:

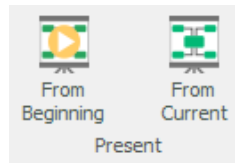




Figure 29. Scene group in Present ribbon

The following features are available in this group:

	Feature	Description
	From Beginning	Automatically plays a presentation for a Mind Map, Organic Mind Map, WBS and Organizational Chart; if there are no scenes in the Scenes Panel. Otherwise plays the presentation from beginning.
	From Current	Plays the presentation in a Full Screen Presentation View from the currently selected Scene.

Views

The look of the Views group in the Present ribbon is presented with the figure below:

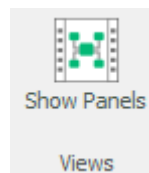


Figure 30. Views group in Present ribbon

The following features are available in this group:

Exchange ribbon

The Exchange ribbon in iMindQ® allows you to import data into a mind map, such as data from the MS Office suite: MS® Excel and MS Project. iMindQ® allows you to export data to MS® Project, and other type of formats, such as PDF, HTML, RTF etc.

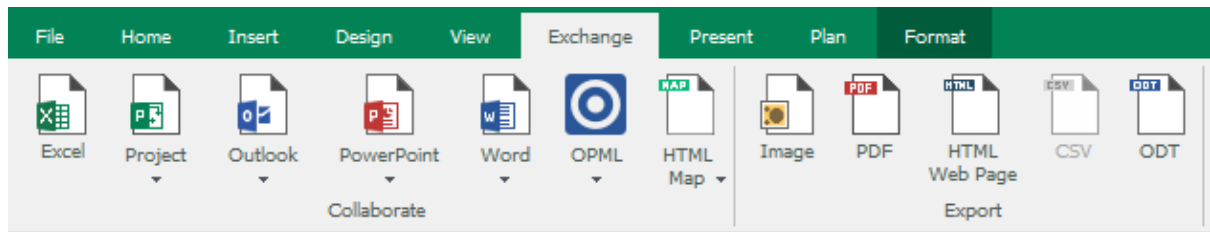


Figure 31. Exchange ribbon in iMindQ®

Collaborate group

The look of the Collaborate group in the Exchange ribbon is presented on the figure below:

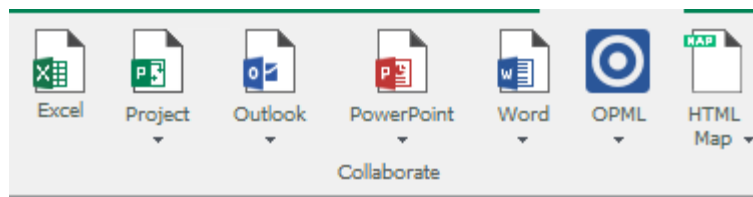







Figure 32. Collaborate group in Exchange ribbon

iMindQ® collaborates with the following Microsoft® Office suite applications, and each of them collaborates in a different manner with iMindQ® explained in more details in other parts of the User Manual.

	Feature	Description
	PDF	Exports the iMindQ® map into Adobe portable document format (.pdf file format).
	Image	Exports the iMindQ® map as image (.jpg file format).
	HTML Web Page	Exports the iMindQ® map as web page in .html format.
	CSV	Exports the WBS (Work breakdown structure) task information in CSV (Comma Separated Value) file format.
	ODT	Exports the content of the map as ODT (Open Document Text) file.

Export group

The look of the Export group in the Exchange ribbon is presented on the figure below:

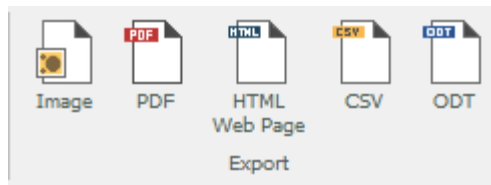







Figure 33. Export group in Exchange ribbon

You can export the iMindQ® map content into the following file formats:

	Feature	Description
	PDF	Exports the iMindQ® map into Adobe portable document format (.pdf file format).
	Image	Exports the iMindQ® map as image (.jpg file format).
	HTML Web Page	Exports the iMindQ® map as web page in .html format.
	CSV	Exports the WBS (Work breakdown structure) task information in CSV (Comma Separated Value) file format.
	ODT	Exports the content of the map as ODT (Open Document Text) file.

Plan ribbon

The Plan ribbon in iMindQ® allows you to easily access the Gantt Chart view, as well as add different elements of a plan in the map (summary task, task, subtask, milestone). In the same time allows you to outline task data from the map and get quick project info. The Plan ribbon is consisted of six groups.

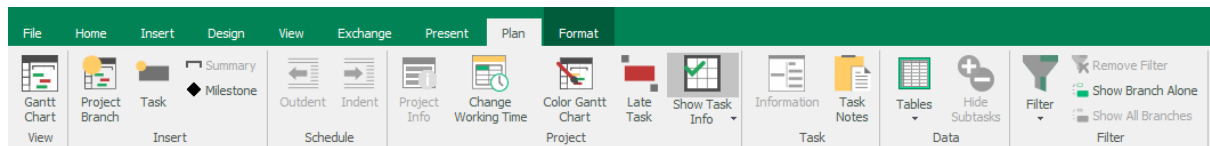


Figure 34. Plan ribbon in iMindQ®

View group

You can see the View group in the figure below:

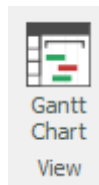



Figure 35. View Group in the Plan ribbon

The following features are implemented in the View group:

	Feature	Description
	Gantt Chart View	Gives visual representation of the entire plan and plan's tasks with appropriate info sorted in columns.

Insert Group

The elements in the Insert group from the Plan ribbon can be seen in the following figure:

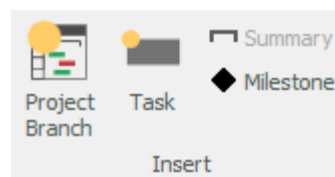






Figure 36. Insert Group in the Plan ribbon

The following features are implemented in the Insert group:

	Feature	Description
	Project Branch	Makes the selected branch a summary task

	Task	Adds new task on the same level as the selected one.
	Summary	Inserts summary (parent) task to the selected task.
	Milestone	Turns a selected item as event that receives should receive special attention and signals the completion of a key deliverable.

Schedule group

The elements of the Schedule group in the Plan ribbon are represented in the figure below.

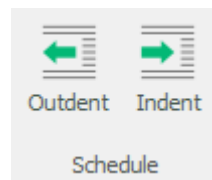




Figure 37. Schedule Group in the Plan ribbon

The following features are implemented in the Schedule group:

	Feature	Description
	Indent	Selected task becomes a subtask of the task above, which becomes summary task.
	Outdent	Selected task is moved back to the level of the task above and it is no longer a subtask.

Project Group

The elements of the Project group in the Plan ribbon are represented in the figure below:

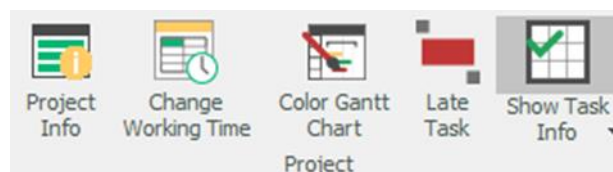







Figure 38. Project Group in the Plan ribbon

The following features are implemented in the Project group:

	Feature	Description
	Project Info	Opens up the Project Information dialog with general information for the project plan.
	Change Working Time	Change the working time for the project plan; insert exception days and create custom working weeks according your needs.
	Color Gantt Chart	Colorizes the task bars in the Gantt Chart View, by inheriting the tasks fill color in the map space.
	Late Task	Marks all tasks that should be finished at the current date, but their % Complete is not 100%.
	Show Task Info	Show/Hide Task Info in topics. Manage which Task Info will be visible in the map space.

Task Group

The look of the Task group can be seen in the following figure:

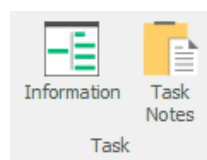




Figure 39. Task Group in the Plan ribbon

The following features are implemented in the Task group:

	Feature	Description
	Information	Opens up the Task Information dialog for the selected task.
	Task Notes	Opens the Topic Notes tab for selected task/topic.

Data group

The look of the Data group can be seen in the following figure:

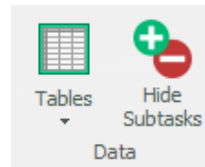




Figure 40. Data Group in the Plan ribbon

The following features are implemented in the Data group:

	Feature	Description
	Tables	Opens tables in the Gantt Chart specifically for Entry, Summary, Tracking and Usage.
	Hide Subtasks	Shows or hides subtasks in the map.

Filter group

The look of the Filter group in the View ribbon is presented on the figure below:

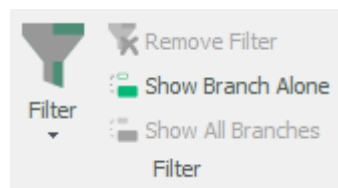






Figure 41. Filter group in View ribbon

To view different details from the map use the features from the Filter group. The following features are available in this group:

	Feature	Description
	Filter	Apply filter in the map to view different details in the map.
	Remove Filter	Remove the applied filter from the map.
	Show Branch Alone	Presents the selected branch alone, without the central topic and the other branches.
	Show All Branches	Present the map with all branches after "Show Branch Alone" feature was selected.

Format Topic contextual ribbon

Format Topic contextual ribbon in iMindQ® contains features for creating and editing map's topics plans. All features are categorized according their similarity and functionality and organized in five groups.

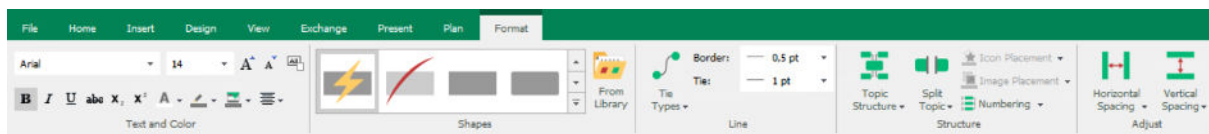


Figure 42. Format Topic Ribbon in iMindQ®

Text and Color group

The Text and Color group with the implemented functionalities is presented on the figure below:

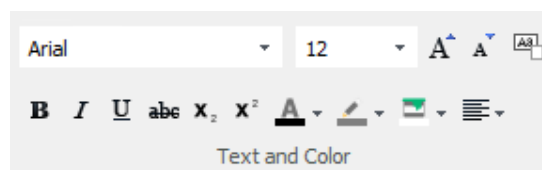







Figure 43. Text and Color group in Format ribbon

The topic's text in the map can be changed using the following features:

	Feature	Description
	Font Type	Change the font type of the selected text
	Font Size	Change the font size of the selected text
	Increase Font Size	Increase the font size of the selected text with fix step
	Decrease Font Size	Decrease the font size of the selected text with fix step
B	Bold	Make text bold
<i>I</i>	Italic	Make text italic
<u>U</u>	Underline	<u>Underline</u> the selected text
abc	Strikethrough	Draw a line through the middle of the selected text

	Change Font Color	Change the color of the selected text
	Line Color	Change the color of the topic boundary and the connector line
	Fill Color	Change the color of the topic's inside
	Alignment	Change the position of the selected text
	Clear Formatting	Delete all custom settings and return the default settings

Shapes group

Shapes group with the implemented functionalities is presented on the figure below:



Figure 44. Shapes group in Format Topic ribbon

You can choose different shapes for map's topics from the gallery placed in the ribbon. In case the desired shape is not in the gallery, you can add custom shape to the topic using the "From Library" functionality.

Line group


The Line group is presented on the figure below:



Figure 45. Line Group in Format Topic ribbon

The following actions are available:

	Feature	Description
--	----------------	--------------------

	Tie Types	Define the tie types between the map's topics
	Border	Define the topic's width
	Tie	Define the tie's width

Structure group

Structure group with the implemented functionalities is presented on the figure below:

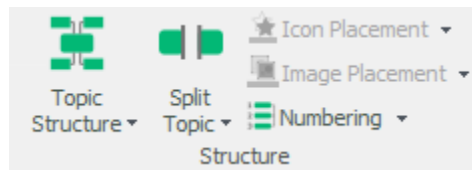







Figure 46. Structure group in the Format Topic ribbon

The following actions are available:

	Feature	Description
	Topic Structure	Arrange the map's topics around the central topics using one from the available predefined map's structure
	Split Topic	Split the text in the topic either as topic, as subtopic, as multiple topics or as multiple subtopics.
	Icon Placement	Select the location where the appropriate icon will be placed in the map's topic
	Image Placement	Select the location where the appropriate image will be placed in the map's topic
	Numbering	Add numbers to the topics and subtopics according predefined numbering scheme

Adjust group

Adjust group with the implemented functionalities is presented on the figure below:

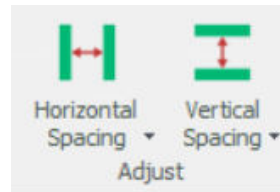


Figure 47. Adjust group in the Format Topic ribbon

Changing topic size (topic's width, topic's height or both) can be done using the features from the Adjust topics group. The following features are available in this group:

	Feature	Description
	Horizontal Spacing	Distributes the selected topics horizontally dividing equal spacing between the selected topics.
	Vertical Spacing	Distributes the selected topics vertically dividing equal spacing between the selected topics.

Format Relationship contextual ribbon

Format relationship ribbon in iMindQ® contains features for editing map's relationships. All features are categorized according their similarity and functionality and organized in three groups.

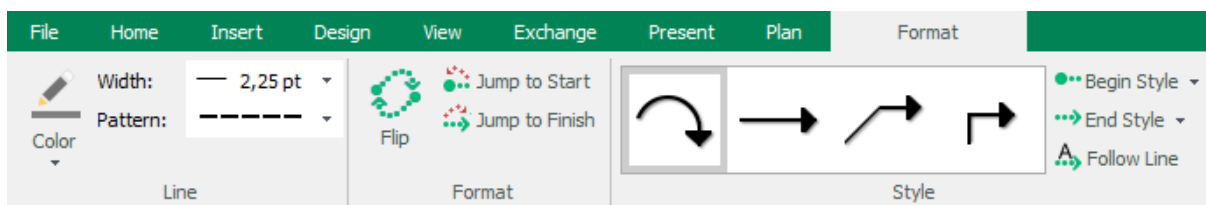


Figure 48. Format Relationship Ribbon in iMindQ®


Line group

The Line group is presented on the figure below:



Figure 49. Line group in the Format Relationship ribbon

The following actions are available:

	Feature	Description
	Color	Define the relationship color
	Width	Define the relationship's width
	Pattern	Define the relationship's pattern

Format group

The Format is presented on the figure below:

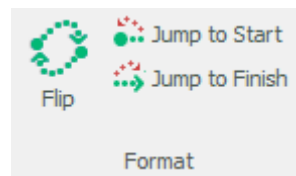





Figure 50. Format group in the Format Relationship ribbon

The following actions are available:

	Feature	Description
	Flip	Replace the starting and finishing point of the relationship respectively
	Jump to Start	Put the focus on the starting point of the relationship
	Jump to Finish	Put the focus on the finishing point of the relationship




Style group

The Style group is presented on the figure below:



Figure 51. Style group in the Format Relationship ribbon

The following actions are available:

	Feature	Description
	Gallery	Select the relationship style from the gallery in the ribbon
	Begin Style	Define the beginning style of the relationship
	End Style	Define the ending style of the relationship
	Follow Line	When selected the label of the relationship will follow the shape adjustments of the relationship.

Format Boundary ribbon

Format boundary ribbon in iMindQ® contains features for editing map's boundaries. All features are categorized according to their similarity and functionality and organized in three groups.

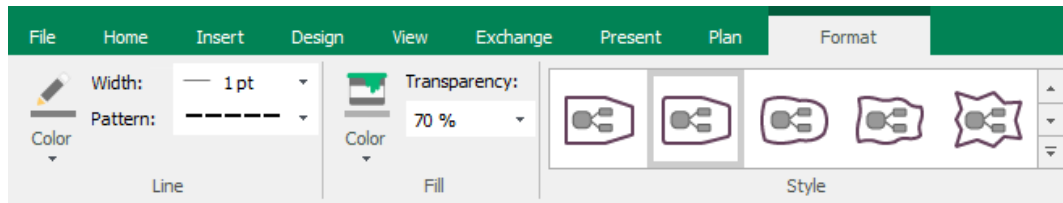


Figure 52. Format Boundary Ribbon


Line group

The Line group is presented on the figure below:



Figure 53. Line group in the Format Boundary ribbon

The following actions are available:

	Feature	Description
	Color	Define the boundary color
	Width	Define the boundary's width
	Pattern	Define the boundary's pattern

Fill group

The Fill group is presented on the figure below:

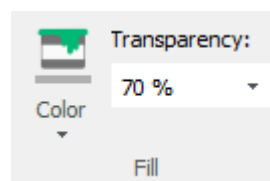



Figure 54. Fill group in the Format Boundary ribbon

The following actions are available:

	Feature	Description
	Color	Define the boundary's fill color.
	Transparency	Define the transparency of the filled color.

Style group

The Style group is presented on the figure below:



Figure 55. Style group in the Format Boundary ribbon

You can choose different shapes for the topic's boundary from the gallery placed in the ribbon.

Create a Mind Map

What is a map?

What is map? Map is a set of topics linked and arranged around one key word. It is visualization, graphical presentation, of your ideas, thoughts or tasks. Topics inside your map are connected in different ways, forming a radial net with several branches and the central topic as connection point for all branches. Each branch from the map can be relocated to another position in the map, reattached to another topic or presented as separate map using the "Build as Map" feature.

You can create different types of maps with iMindQ®, such as: Balanced/Free style Mind Maps, Organic Mind Maps, Concept Maps, Flowchart diagrams and other different, basic types of diagrams etc. Depending on what you want to create in iMindQ®, from the mentioned above, you have the following options in File Menu:

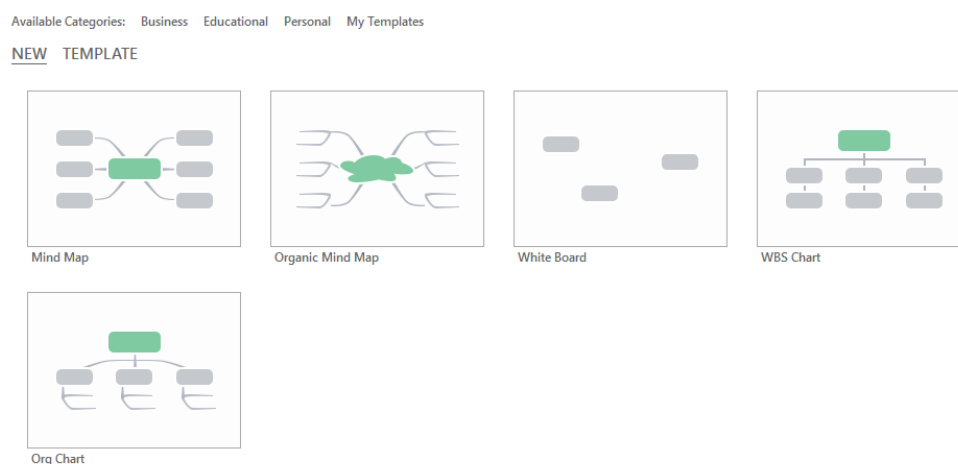


Figure 56. File Menu options

Create your First Map

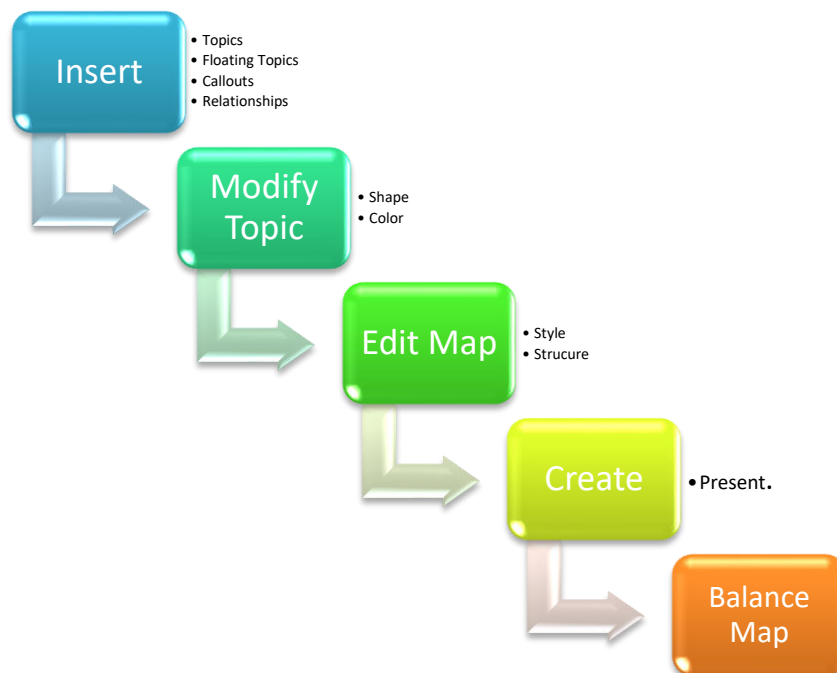
The next step, after the introduction with all features and their location in the ribbons, is to create a map. This small exercise will be practical introduction to iMindQ® main features and possibilities. You will create map that contains topics, floating topics, change topic's shape and color, rearrange the order the topics in the map.

The map, created by you, will have no more than 20 topics indented up to 4th level and 2-3 floating topics. At the beginning of this tutorial, you will learn how to insert topics and build a new map, to modify the content and the outlook of the topics, to choose and apply your own map style select the appropriate topic structure for the map and balance it.

In the next headings you will learn how to:

- Insert topics
- Modify topics
- Create map style, choose the topic structure, balance the Map and etc.
- Balance a Map

For that purpose, you have to fulfill the steps that are presented on the graphic below:



Start New Map

After starting iMindQ®, you will see the Introduction map, in which are presented all possibilities of the iMindQ® software. In order to start working with the application and create your first map you have to begin with blank map. For that purpose perform the following steps:

1. Click on the File menu button.
2. Point the mouse cursor on the *New* sub-menu
3. From the available map types (Mind Map, Organic Mind Map, White Board, Org Chart and WBS Chart), select the one that is most appropriate for your work.

💡 **Tips:** You can start a new map by using the "**Cmd+N**" shortcut.

After performing the steps above, you will see the screen presented on the figure below.

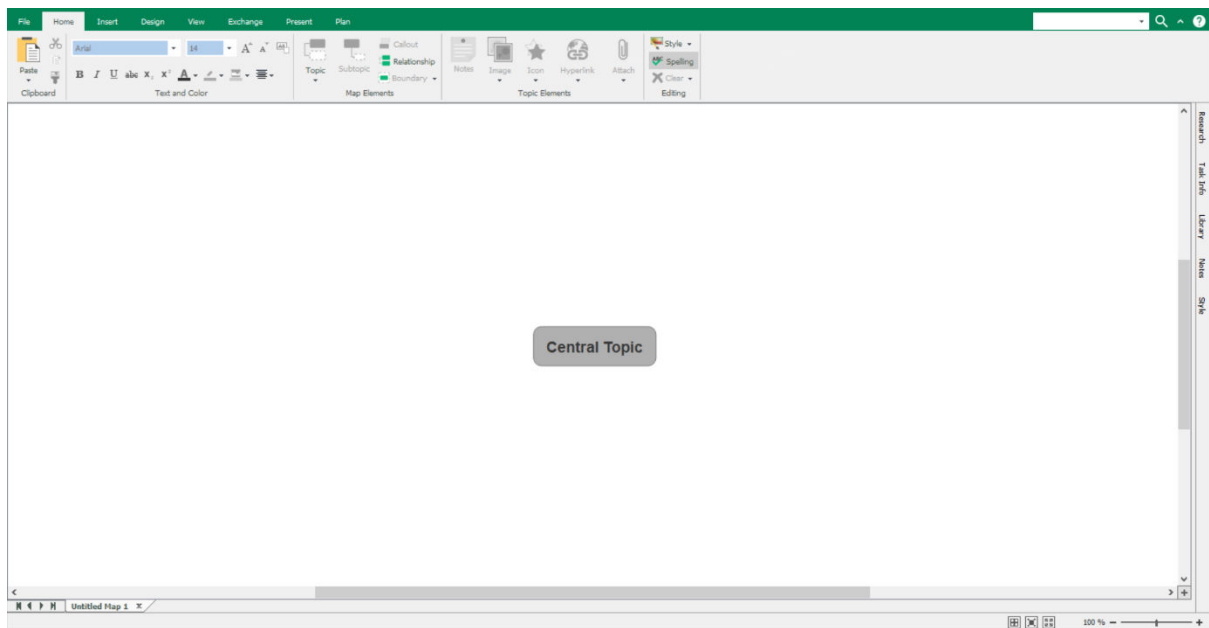


Figure 57. New Map

Insert Topics

Topics are the main elements of the iMindQ® map. They can represent an idea, wish or task, process depending from the purpose of the created map. Detailed explanation of the topics in term of their definition, how you can use them in iMindQ®, how you can edit them is given in "Introduction" heading from this manual.

To insert topic (sub-topic of existing one) i.e. to create parent-child relationship in the map perform the follow procedure:

1. Select the topic that you want to add sub-topics (in this case the Central topic)
2. Use the shortcut keys **Cmd+Enter** to insert the topic from the next level (Sub-topics of the Central Topic)
3. To insert new topic (level 3) use the **Cmd+Enter** button or if you want to add sibling topic use the **Enter** button on the keyboard.

You can also insert subtopic to an existing topic, by using the Quick Menu which appears on mouse hover of a given topic. Insert subtopic by simply click, hold and drop. You can see how it is done in the figure below.

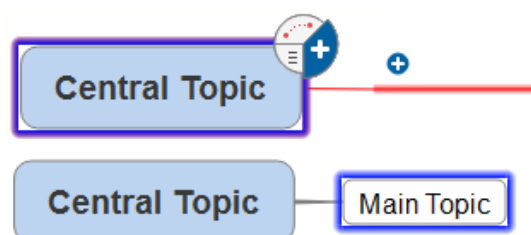


Figure 58. Insert Topic with Quick Menu

To create the map you will insert:

- 4 topics in 2nd level
- 5 topics on 3rd level
- 7 topics on 4th level

After several times performing the mentioned procedure, you will get the following map:

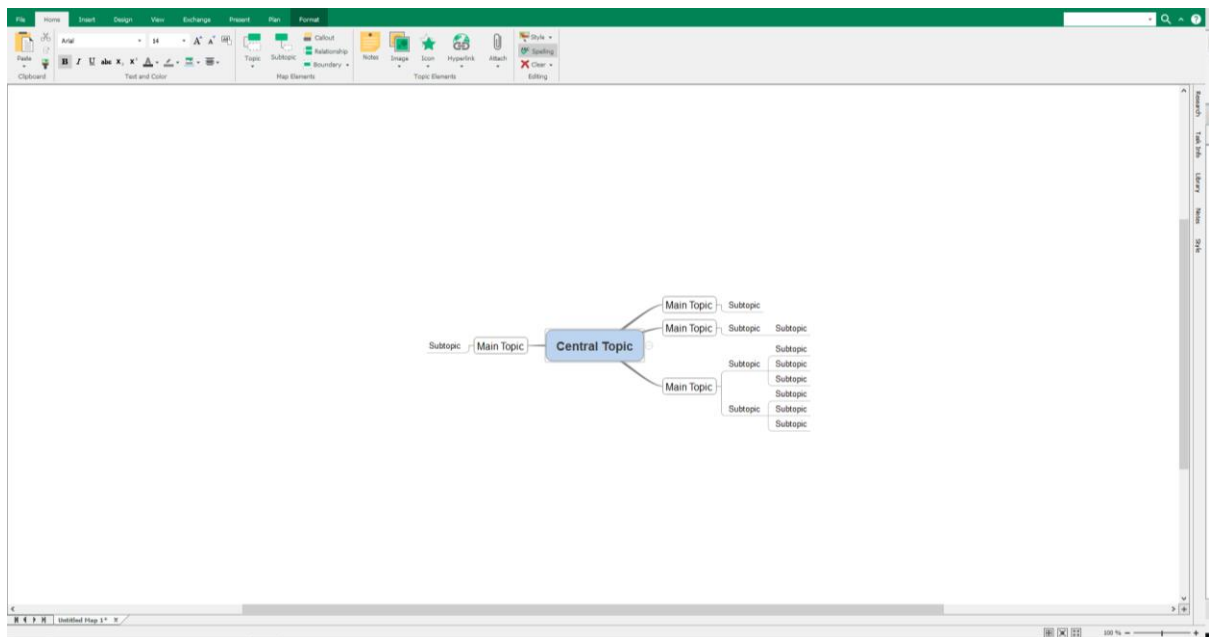


Figure 59. Add Topics in the map

Edit Topics


When the map is created and it has the preliminary contour, it is time to give names to all topics inside it. You can use your own notification for the topics, but for this exercise we will use the following names (in clockwise order):

Level	Name
2	Insert
2	Modify
2	Edit
2	Present
3	Topic
3	Topic
3	Style
3	Color

3	Present your Mind Map automatically
4	Color
4	Black Velvet
4	Blue Petrol
4	Sunny Day
4	Basic Color
4	Custom Color
4	My Color

Format Topics

To format a topic means to change the font of the text, text size and color, change the topic shape and shape color, line color etc. This can be done in several ways. It can be done by:

- Clicking on the grey part of the Topic Menu  that appears on mouse hover in one of the upper topic's corners
- Using formatting options from the dynamic Topic Format Ribbon, which appears after a topic is selected
- Using formatting options from the main Format ribbon

Edit Map Background

When it comes to editing the Map Background, there are several things you can do with the Background of a Map: change Background color, add different Patterns in the Background from iMindQ library or insert Background Image. All these things are accessible via the Format Background dialog.

To open the Format Background dialog, do the following steps:

1. Right click on empty Map Space.
2. From the *Background* context menu, click on the *Format Background* button.

Add Patterns to Background

In order to add Patterns to the Background you have to use the Library, Do the following steps:

1. Click the *Library* panel on the right side of the space.
2. Choose the *Pattern* tab.
3. From the different folders select a Pattern of your preference.

Note: If you want to remove the Pattern from the Background, click on the 'Clear Background Image of Map...' button in the *Library Panel*→*Patterns Tab*.

Insert Background Image

You can add Image to the Background by using the Format Background dialog. Here you can change the Position options of the image (Center, Fit and Tile), change its transparency and size. The image size can be enlarged by 10x more than its actual size and diminish it 10x less its actual size.

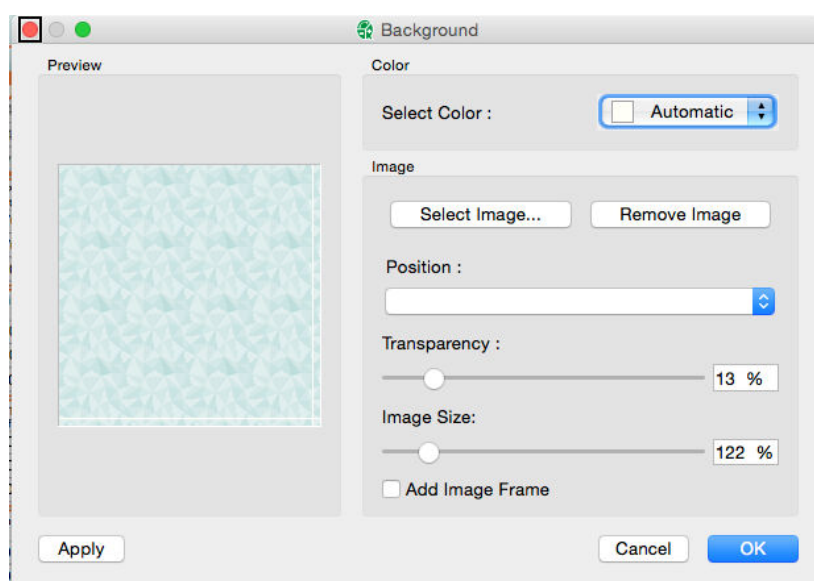


Figure 60. Edit Background Image

Create your own Map Style

Map style feature allows you to change the outlook of your map by selecting one from the available styles or by creating your own style. After applying the appropriate style, you can make customizations of some topic, by changing the shape, color, font, etc.

Define topic style

To create your own topic styles for every type of topic in the map, you have to do the following steps:

1. Select the topic that you want to modify (for Example, select the Central Topic);
2. Make the necessary changes in term of modifying the font, font size, color, etc.
3. Click on the *Style* button located on the far right side of the working area;

4. From the *Style items* drop-down menu select the appropriate topic style for which you have made changes (in step 1 we have modified the Central topic, so you have to select the *Central Topic Style* from the drop-down menu).
5. Drag the mouse on the Central Topic style and from the drop-down menu select the *Update style to match selection*.
6. Save the file in **.dmms** file format (iMindQ Map Style).

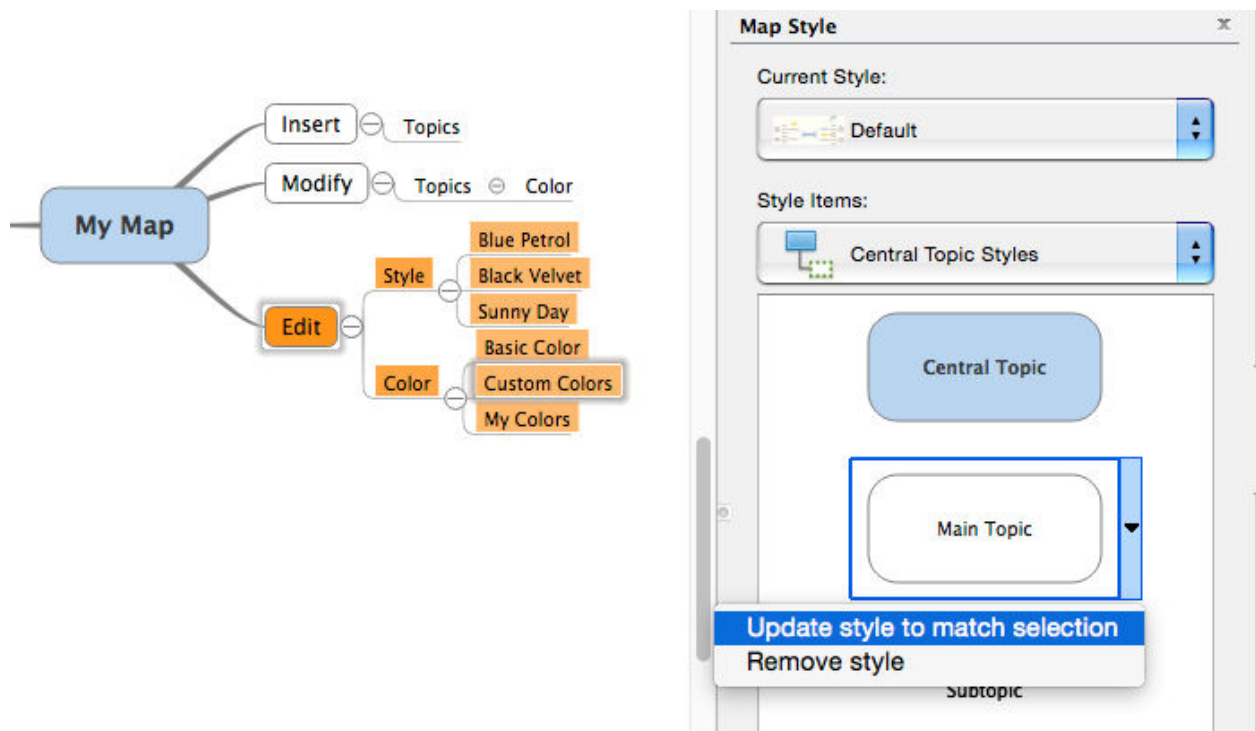


Figure 61. Define Topic Style

Import and apply topic style

To apply the style that you have created into your map, first, you have to import the style and then to apply it in the map.

To import the map style, perform the following steps:

1. In the *Style* group of the *Format* ribbon click on the *Style* drop-down icon;
2. Select the *Manage Styles...* feature;
3. Click on the *Import* button and browse the **.dmms** location;
4. Close the *Manage Style* window.
5. To import the map style, perform the following steps:
6. Open map;
7. Click on the *Style* button located on the far right side of the working area;

- From the *Map Style items* drop-down menu select the topic style that you have created.

Our new, refreshed map is presented on the figure below.

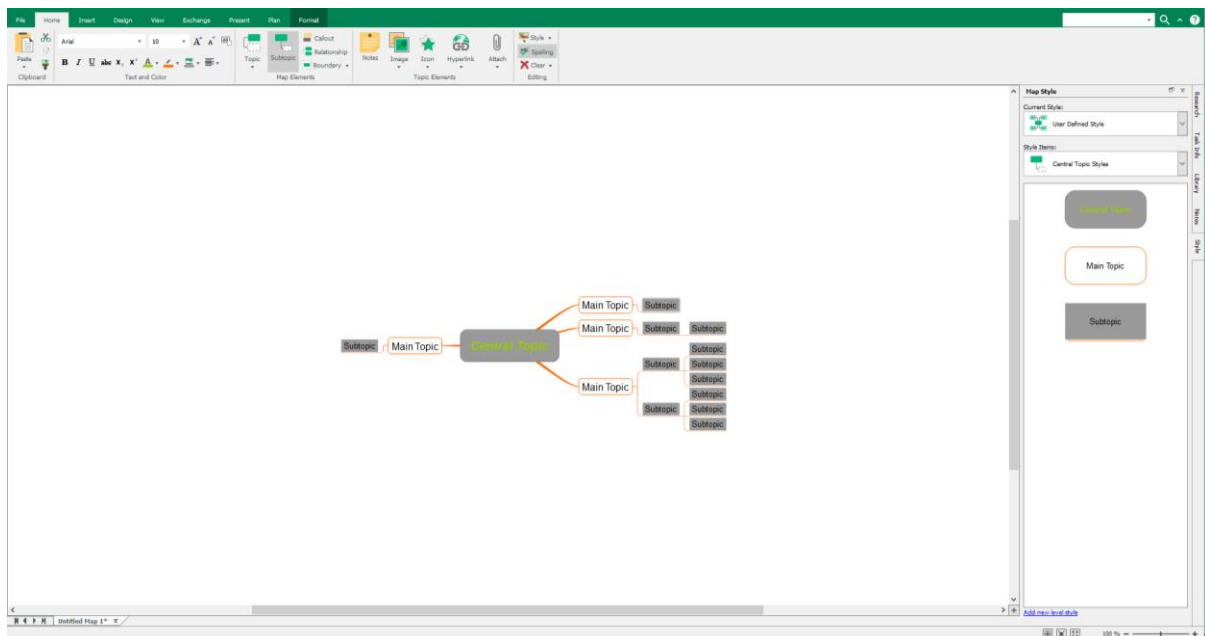



Figure 62. iMindQ® map with implemented Map style

 **Tips:** The same effect will be achieved if you use the same action located in the *Format* ribbon.

Edit Map Style

Map style or .dmms file can be edited as ordinary map. If you open a .dmms file, then iMindQ® will open in editing mode, containing only one ribbon that will allow you to make the necessary changes in the style. You can edit the following items: Central topic, Main topic, Floating topics, Subtopics, Callouts, Relationships and Boundary.

To edit any of the mentioned map items, perform the following steps:

- Open the .dmms file, where the map styles are saved;
- Select the topic that you want to modify (for Example, select the Central Topic);
- Make the necessary changes in term of modifying the font, font size, color, etc.
- From the *Style items* drop-down menu select the appropriate topic style for which you have made changes (in step 1 we have modified the Central topic, so you have to select the *Central Topic Style* from the drop-down menu)
- Drag the mouse on the Central Topic style and from the drop-down menu select the *Update style to match selection*.

6. Save the modifications.

Change Topic/Branch/Map Structure

You can change the topic or map structure in several ways. To change the structure of a map, do the following steps:

1. Select the Central Topic.
2. Click on the *Home* Ribbon.
3. From the *Formatting* group, click on the *Topic Structure* option.
4. Choose one of the desired Topic Structures.

Available Topic Structures:

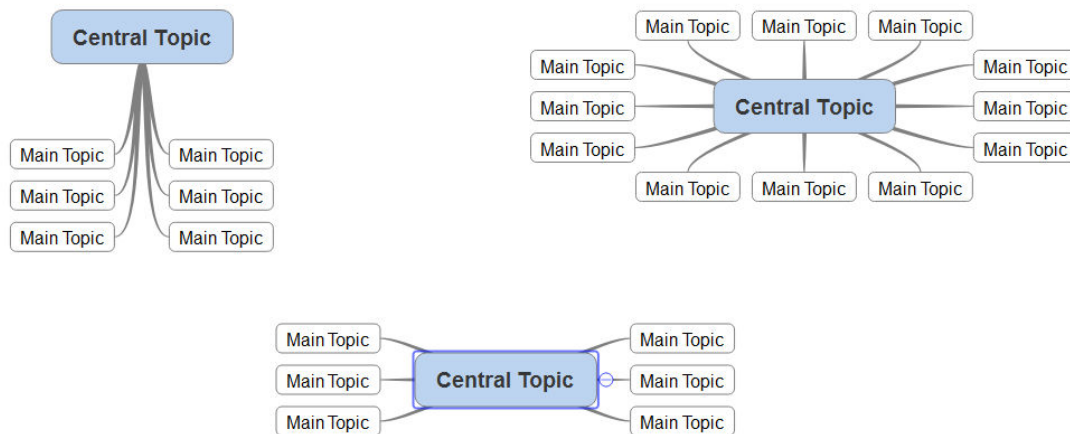
- Map
- Four Direction Map
- Split Tree
- Left Map
- Right Map
- Top Map
- Down Map
- Right Tree
- Left Tree
- Free Layout

In a balanced map not only that you can change structure of the entire map, you can also do it on the desired topic (branch). The Floating topics in a balanced map as well as the Main Topics of a Central Topic can be freely moved in a balanced map layout.

You can apply the same map structure, mentioned above, to the Floating topics too. If you apply the topic structures listed below, to the Floating topics, they will become Central Topics.

- Map
- Four Direction Map
- Split Tree
- Free Layout

This way you can create multiple mind maps in one iMindQ® document.



You can have multiple mind maps in one iMindQ® file with different map structures balanced map combined with free layout map and vice-versa. (See the image above)

Freestyle Map Layout

When you create a New Map it is balanced by default. Here, the positioning of the topics it is balanced and limited. With the Freestyle layout you can change their position anywhere in the map space.

To apply freestyle layout to the map, perform the following steps:

1. Select the central topic (My first Map).
2. Click on the *Format* Ribbon tab.
3. Click on *Topic Structure* dropdown menu and choose *Freestyle*.

You can open a freestyle map with an interesting default map style from the *File Menu* → *New* → *Organic Map*. In the figure below, it is presented how a freestyle map will look like.

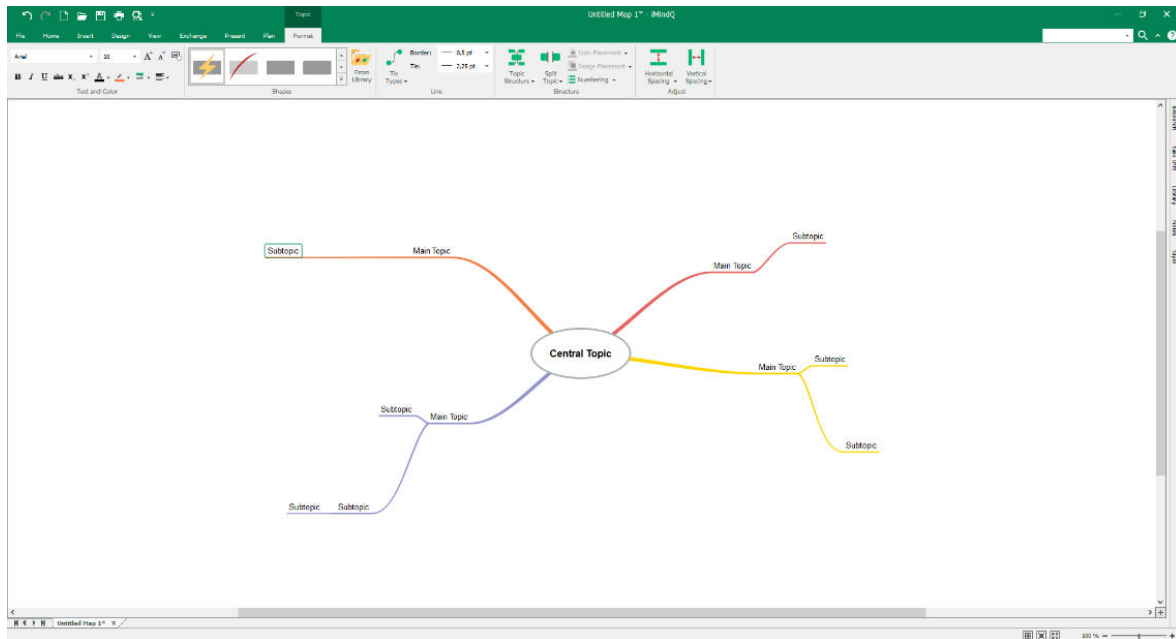


Figure 63. Freestyle map in iMindQ®

Balance Map

If we analyze the map for a bit, we can see that three branches are on the right side of the central topic (Insert, Modify and Edit) and one the Contents branch is on the left side. To do map symmetrical i.e. to have same number of branches from the both side you need to balance your map.

To balance the map, perform the following steps:

1. Select the central topic (My first Map)
2. Click on the *View* ribbon tab.
3. In the Map group, click on the *Balance* icon
4. The look of the balanced map is presented on the figure below.

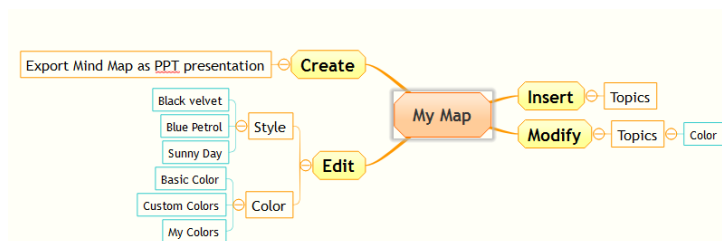



Figure 64. Balanced map in iMindQ® (tbc)

Split text information in a topic as new topics

You can split a topic into multiple topics or multiple subtopics using spaces as a delimiter. When you have selected a topic, the user will be enabled to split the text in the topic:

- **As Multiple Topics** – to create a group of new topics, all at the same level;
 - **As Multiple Subtopics** - to create a topic from the first word, with the other words as subtopics.
1. Select the topic.
 2. Click on the *Topic Format* contextual ribbon tab.
 3. From the *Structure* group, click on the *Split Topic* option.
 4. From the dropdown menu, either select *As Multiple Topics* or select *As Multiple Subtopics*.

 **Tip:** You can use the same Split options from the contextual menu on right-mouse click on the topic.


You can also use the following shortcut keys:

- To split into multiple topics press **Cmd+Alt+Enter**.
- To split into a topic with multiple subtopics press **Cmd+Alt+I**.

You can split the topic at a particular location, using the text to the right of the cursor as text for the new topic(s). When you want to split the topic at a location where you have positioned the cursor, the following options are available:

- **As Topic** – Split the text to the right of the cursor in a new sibling topic of the topic being split.
 - **As Subtopic** – split the text to the right of the cursor as a new child topic of the topic being split.
 - **As Multiple Topics** - the text is split at the cursor location, and then into additional new sibling topics using spaces as the delimiter.
 - **As Multiple Subtopics** - the text is split at the cursor location, and then into additional new child topics using spaces as the delimiter.
1. Make a double click inside the topic at the location where you want to split it.
 2. Click on the *Topic Format* contextual ribbon.
 3. From the *Structure* group, click on the *Split Topic* option.
 4. From the dropdown menu select the desired splitting option.

Click the topic type you want to create with the text to the right of the cursor. If you choose one of the "Multiple" options, the text is split at the cursor location, and then into additional new topics using spaces as the delimiter.

 **Tip:** You can use the same Split options from the contextual menu on right-mouse click on the topic.

You can also use the following shortcut keys:

- To split and create a sibling topic press **Shift+Alt+Down arrow**.
- To split and create a subtopic press **Shift+Alt+Right arrow**.

Organize your researched information

In iMindQ®, you can search for information online in the same time as you are creating your map. As you type specific terms in the map, iMindQ® Research searches the information instantly and the searched results are presented to you in the preview window. If you need to search additional information for an existing topic, just select it and open the Research Panel. iMindQ®v will do the rest for you.

You can filter your search by choosing one of the available options:

- Google Search
- Google Images
- OpenClipart
- Twitter

To start searching, you shall open the Research Panel, positioned on the right side of the application window. The research panel is consisted of the following options:

- Backward and Forward options to switch between already made searches;
- Choose the desired search service: Google Search, Google Images, OpenClipart or Twitter;
- Type what you search for in the edit box positioned in the top of the Research Panel;
- Preview of the searched results;
- Drag and drop desired content from the search results to the topics in the map space.



Figure 65. Research Panel in iMindQ®

You can make drag and drop for different images and if you drop the desired image over a specific topic it will be added as an image in the topic.

When you make a selection of a text and you drop that text over a specific topic, the selected text will be added as a subtopic. You can also add reference links to webpages that helped you while you were conducting a research. The dropped link to a webpage will be added as a subtopic to the topic where you dropped your selected hyperlink. See example below.



Note: You can also use the copy and paste options available in the contextual menu that appears on right mouse click over the selected text, image, link or tweet.

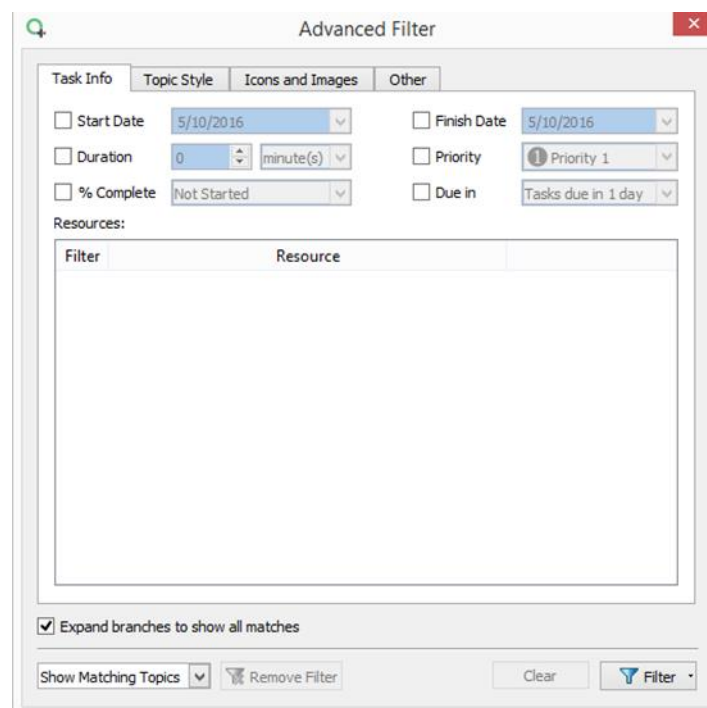
Filter important info in large maps

When you are working with large maps, it is very hard to find specific information that you might need. The only way to view the important information is to use a filter with different filtering criteria. iMindQ® enables you to filter topics by different topic elements (notes, attachments, hyperlinks), specific task information, images or icons used in the mind map, as well as search for topics with custom topic style applied in the map.

In order to use the filtering options available in iMindQ®, do the following steps:

1. Go to the View ribbon.
2. From the Filter group, click on the Filter option.
3. From the Filter dropdown menu, click on the Advanced Filter option.

Once the Advanced Filter dialog opens up, you can see the different filtering options by which you can search specific topics within the map.



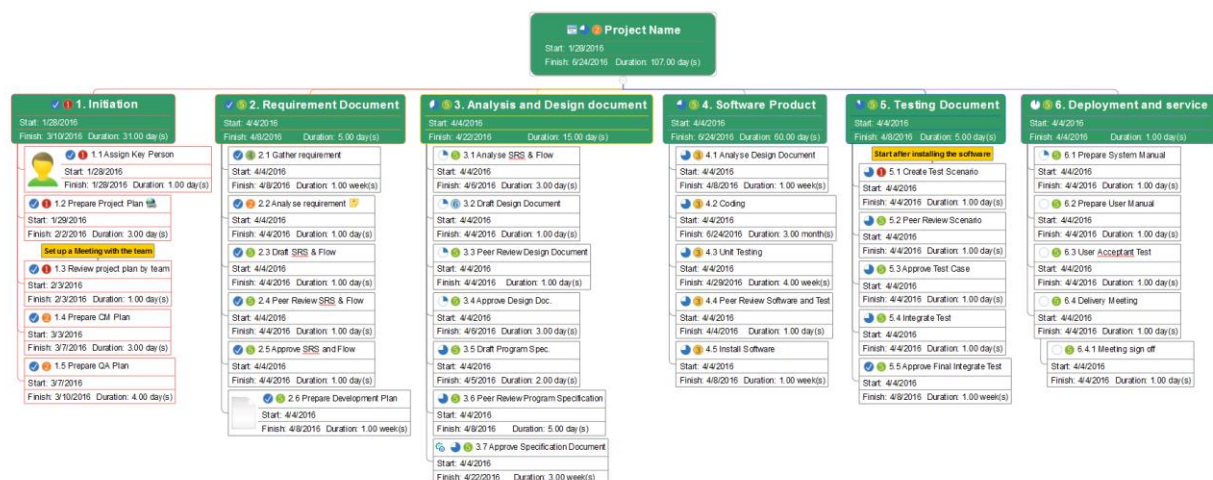
Filter Important Info in Large Maps

Filter tasks by different criteria

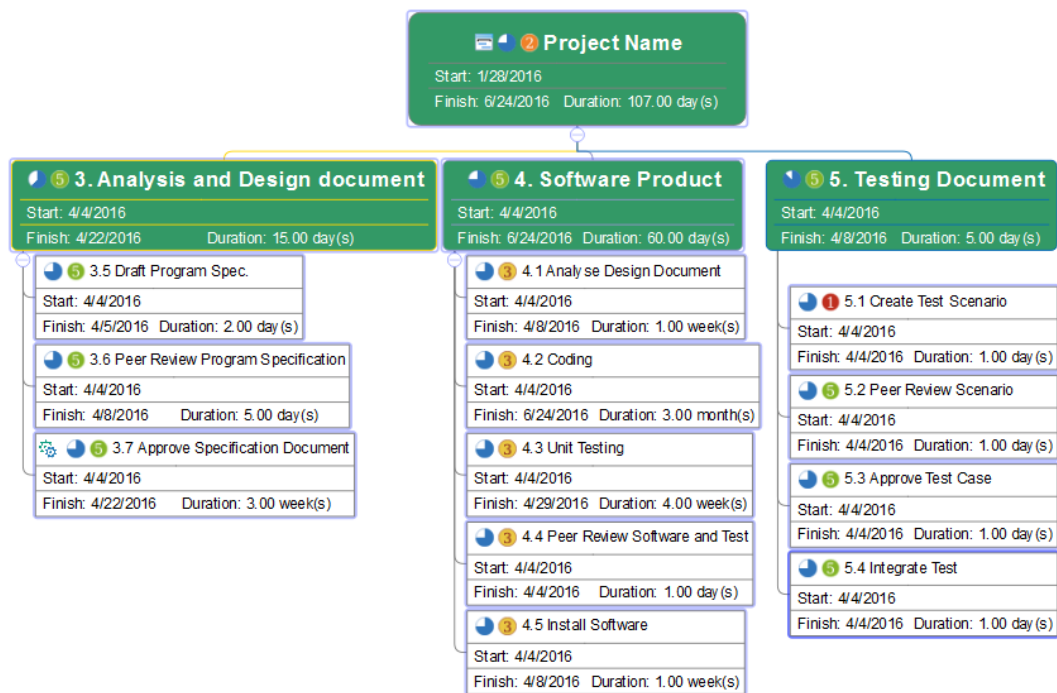
In the filter dropdown menu, there are several, predefined task filter criteria. You can search for tasks that are not started yet, that are in progress or have been completed. When you want to be up-to-date with the progress of different tasks that are going to be due in the needed time interval, you can choose one of the available predefined task filters:

- Tasks due in 1 day - Tasks that need to be finished within the following day;
- Tasks due in 1 week - Tasks that need to be finished within the seven days;
- Tasks due in 2 weeks - Tasks that need to be finished within the following 2 weeks;
- Tasks due in 1 month - Tasks that need to be finished within the following month; and
- Tasks due in 3 months - Tasks that need to be finished within the following three months.

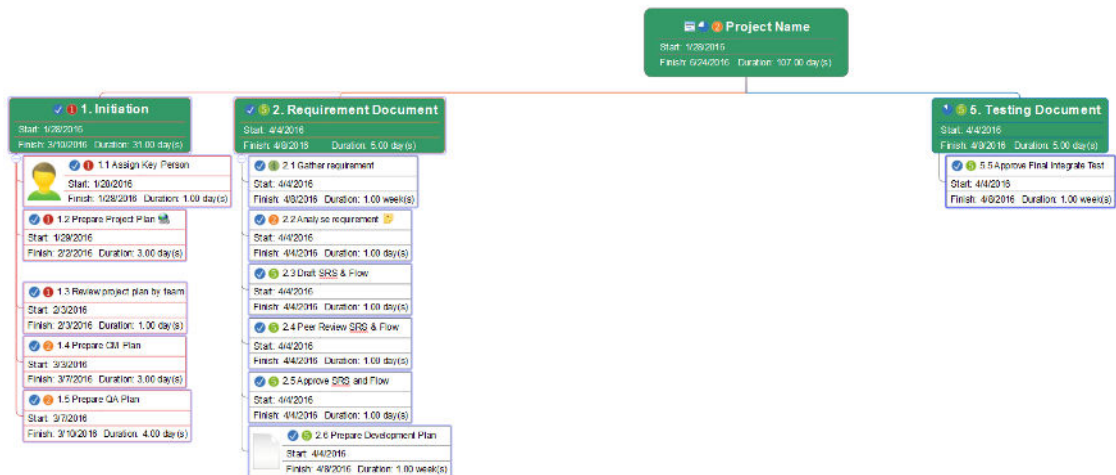
Below you can see examples for all available, predefined task filters.



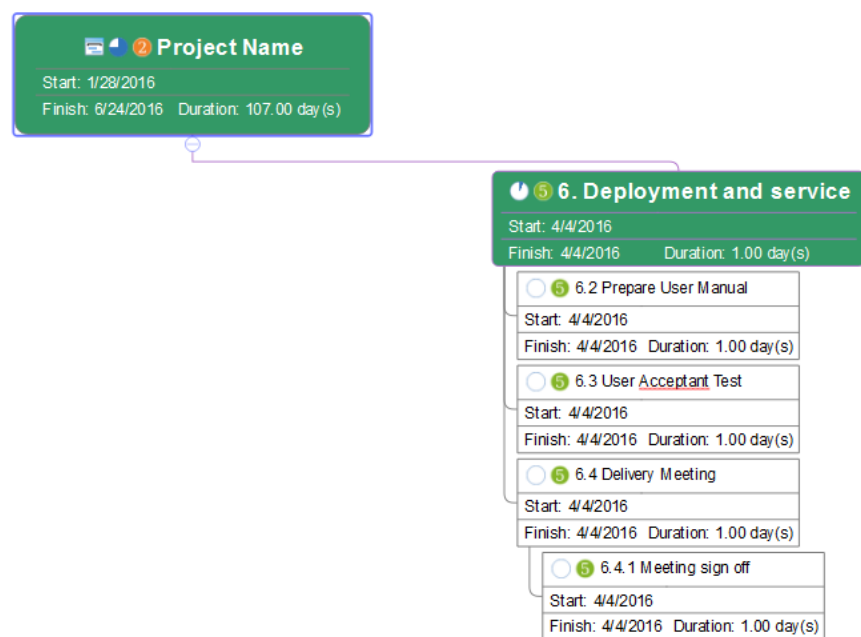
Example map of a project plan



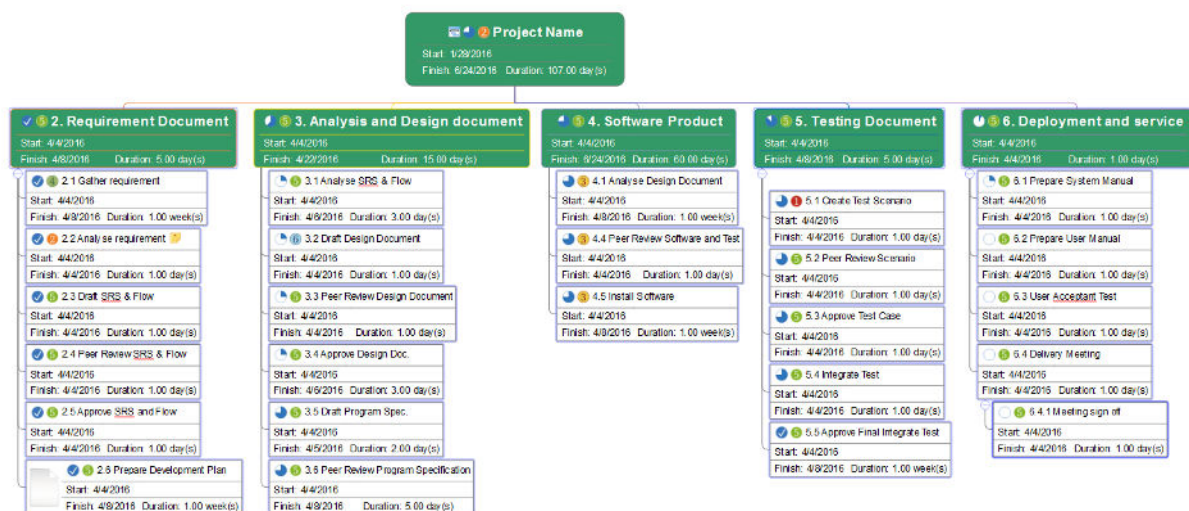
Filtered tasks with % complete that falls in the interval of 51% – 75%



Filter of tasks that are completed



Filter of tasks that are not started



Filter of tasks that need to be finished within the following 7 days

As we mentioned before you can filter information, by using additional filtering criteria. In order to do that, you need to open and use the options available in the Advanced Filter dialog. If you don't want to use the predefined task filters, you can filter tasks by combining different tasks criteria together. For example you can search and filter tasks that start and finish on the same date.

Filter topics by different topic elements or a custom topic style

If you have applied a custom topic style in the map, you can filter topics that have the custom style applied in the mind map.

You can also view and filter topics that have one or a combination of all topic elements listed in the Advanced Filter dialog, such as:

- Images and icons
- Attachments
- Hyperlinks
- Notes
- Alerts
- Callouts

Present your maps & diagrams

Present your Mind Map

iMindQ® allows you to present your mind maps in a new and unique way, as well as in a very easy and fast manner. You can make an automatic presentations for your mind maps with just one click or make a custom presentations for specific audiences. You will be even able to interactively present different parts of your mind map, depending on the interaction and communication with the audience. For the first time, the concept of a screen play is presented in the mind mapping world, where your presentation is the screenplay, the scenes – view of a part of the maps in which different topics (actors) have their own animation (role) to play.

Present your map automatically with one click

At the end of a meeting, you might want to directly present what was concluded from the meeting, in a form of a mind map, to all attendees. You might need to present the Project WBS to the project team, in order to convey the main objectives of the project and what is expected as a project Deliverable. You can do that in iMindQ® with just one click.

To present your mind map automatically, do the following steps:

1. Click on the *Present* ribbon tab.
2. From the *Present* group, click the *From Beginning* button.

You can also use the shortcut key **F5** to play the presentation automatically from beginning.

An automatic presentation will be played in a Full Screen Presentation View. The flow of the presentation is represented in the figure below.

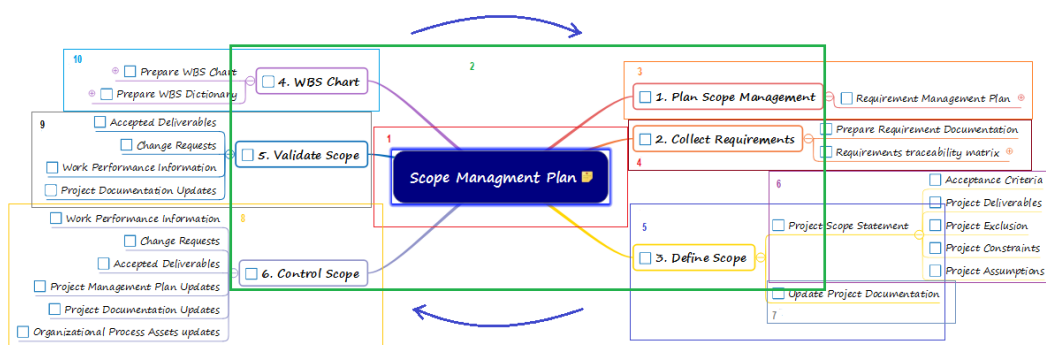


Figure 66. Flow of automatic presentation for a mind map iMindQ®

You can present an Organizational Chart, Organic Mind Maps and WBS (Work Breakdown Structure), by following the same steps as described above with the difference in the flow for a top down layout of the maps. The flow for an automatic presentation for a WBS and Organizational Chart is presented in the Image below.

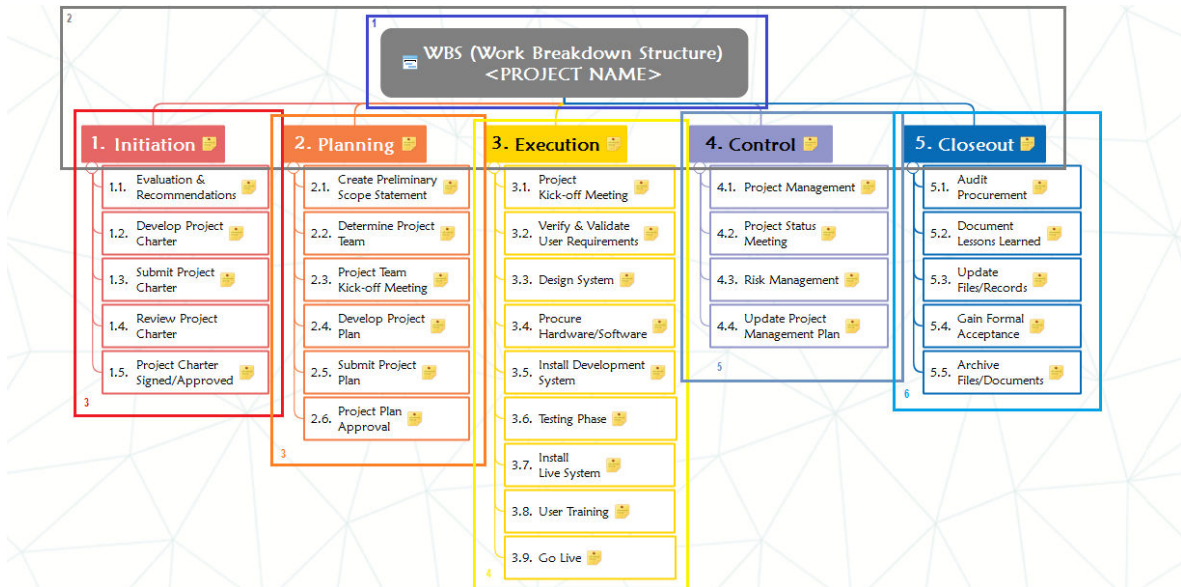


Figure 67. Flow of automatic presentation for WBS in iMindQ®

To play the next scene/animation in the Full Screen Presentation View, you can click on right-mouse click, the **Right Arrow** key or **Space**. To exit the Full Screen Presentation View and end the presentation you can press **Esc**. If you want to switch the Full Screen Presentation Window to a second monitor, do the following steps:

1. Use the shortcut Cmd + Right Mouse click.
2. From the contextual menu, click on *Leave Full Screen* option.

The size of the window will be restored and you can move the Presentation Window to another Monitor Display.

Generate predefined presentation scenario for your mind map

To generate predefined presentation scenario for your mind map, you will have to do the following steps:

1. Click the *Present* ribbon tab.
2. From the Scene group, click on the *Generate Scenes* button.

The automatically generated scenes for your mind map, organic mind map, organizational chart or WBS will be inserted in the Scenes Panel on the left side. Each scene has a life preview of the topics animated in the specific scene.

The generated scenes in the Scenes Panel can be additionally modified/customized in the way that best suit your presentation needs. To play the automatically generated presentation scenario, click on the *From Beginning* button if you want to play the presentation from the beginning or click the option *From Current* if you want to play the presentation from the currently selected scene in the Scenes Panel.

To play the presentation from beginning use the **F5** shortcut key, and to play the presentation scenario from the currently selected scene use the shortcut keys **Alt+F5**.

Make custom presentation for your Mind Map

You can make a custom presentation for your Mind Map, Organic Mind Map, Organizational Chart or WBS by using template scenes and make custom modifications to the presentation.

For mind map presentation the following template scenes might be used:

- **Focus on Topic** – shows all elements and focuses on the Central Idea (Central Topic)
- **Expand Branch(es) Parallel** – expands the selected branch(es) with all the child topics displayed at once and highlights each topic in sequence on click.
- **Sequentially Expand Branch**– expands the selected branch(es) sequentially, one child topic at a time.
- **Show All Elements** – display all elements of the mind map, to present the big picture of the discussed topic

When you start talking about certain topic, you want to focus on it. That's why *Focus on Topic* shall be used at the beginning of the presentations scenario.

Add a Scene (Template Scene)

To add a template scene, do the following steps:

1. Select the Central Topic.
2. Go to the *Present* Ribbon tab.
3. From the *Scene* group, click on the *Add Scene* dropdown menu.
4. Click on the *Focus on Topic(s)* template scene.

Note: You can also create a scene, by dragging the selected topic(s) and dropping them in the Scenes Panel and from the contextual menu, choose the desired template scene.

To present a specific branch and its child topics, use the *Expand Branch* template scene. Follow these steps:

1. Drag the desired branch to the *Scenes Panel*.
2. Drop the branch in the *Scenes Panel*.
3. From the contextual menu, choose *Expand Branch(es) Parallel* template scene.

To display all elements of the mind map, use the *Show All Elements* template scene. Follow these steps:

1. Go to the *Present* ribbon.
2. From the *Scenes* group, click on the *Add Scene* dropdown menu.
3. Click on the *Show All Elements* template scene.

Change transition to a scene

To change the transition of a scene, do the following steps:

1. Select the desired scene.
2. Go to the *Present* ribbon tab.
3. From the *Scene* group, click on the *Change Transition* dropdown menu.
4. Choose the desired transition (Pan or Jump To).

Delete Scene(s)

To delete a single scene, select the Scene in the *Scenes Panel* and press the shortcut key **DELETE** or do the following steps:

1. Make a right mouse click on the desired scene.
2. From the contextual menu, choose *Delete Scene*.
3. If you want to delete a group of selected scenes, do the following:
4. Make a multiple selection of topics by holding **Cmd + Left mouse click**. (You can use **Shift + Left mouse click** selection on the first and last topic of the group of scenes to be deleted).
5. Press the shortcut key **Delete**.

To delete all Scenes, use the shortcut keys **Cmd+A** and press the shortcut key **Delete**.

Add Animation

In a mind map, organic mind map, WBS or organizational chart, you can add animation in two ways to the selected item, depending on what you want to be animated with the selected element.

You can add animation:

- **On selected item(s)** – Only the selected topic(s) are animated and included in the scene, without their child topics.
- **On child items** – The selected branches are animated in the same time including their child topics.

You can change how the animated topic should be treated, either as *Parent Item* or as *Single Item*.

If you treat the animated topic as **Parent Item**, the parent and its child topics will be animated in the same time. The child topics will be animated only if you have previously expanded the parent branch.

If you treat the animated topic as **Single Item**, only the parent or the selected item will be animated without its child topics.

To change how a topic is treated in the animation, do the following steps:

- Double click on the desired Animation in the Animations Panel, to view the animated topics.
- Make a right-mouse click on the desired topic.
- Go to the *Treat As* option in the contextual menu.
- Choose one of the desired options, *Parent Item* or *Single Item*.

You can add animation to selected topic(s), by doing the following actions:

- Select the desired topic(s).
- Go to the *Present* ribbon tab.
- From the *Scene* group, click the *Add Animation* button.

There is another alternative of how to animate topic(s). You will have to select the desired topic(s), drag them and drop them to the Animations Panel. You can set desired properties to a specific animation and you have the following options:

- Animation Type
- Effects
- Start On – the animation can start on click, after the previous animation or with the previous animation.
- Start After
- Duration
- Rewind Effect - rewinds the animation effect and returns the topic to its previous positions.

Delete Animation

To delete an animation, follow these steps:

1. Make a right mouse click on the desired animation.
2. From the contextual menu, click on *Delete Animation* option.
3. To delete a group of animations, do the following actions.
4. Make a multiple selection of a group of animations with **Cmd + Left mouse click**.
5. Press the shortcut key **Delete**.

To delete all animations, make a multiple selection with **Cmd+A** and press the shortcut key **Delete**. Also you can delete all animations, by making right click in the *Animations Panel View* and from the contextual menu choose *Delete All Animations*.

To change the order of an animation, drag the animation and drop it to the desired position in the Animations List in the Animations Panel.

Play Presentation

Play Presentation Scenario

To play the presentation scenario, you have two options:

- To play the presentation from beginning
- To play the presentation from the currently selected scene

To play the presentation scenario from beginning, do the following steps:

1. Click on the *Present* ribbon tab.
2. From the *Present group*, click on the *From Beginning* button.

To play the presentation scenario "From Beginning" you can use the shortcut key **F5**.

To play the presentation scenario from the currently selected scene in the Scenes Panel, do the following steps:

1. Click on the *Present* Ribbon tab.
2. From the *Present group*, click on the *From Current* button.

You can also use the shortcut key **Alt+F5** to play the presentation scenario from the currently selected Scene. To play next animation or next scene you have two options:

- Right-mouse click
- Use shortcut key **Space**
- **Right Arrow** or **Down Arrow** keys.

When you are Full screen Presentation View you can play the presentation by using the arrow shortcut keys.

- To play next scene/animation use the Right/Down arrow keys.
- To go back to the last played scene from your current position in the Presentation scenario, use the Left/Up arrow keys. (When you go back to a last-played, previous scene, the application will just focus the presented topic/branch in the screen view).

If you skipped several scenes from the Presentation and played one that was interactively selected, by using the Left/Up arrow shortcut keys, you can continue from your last played scene.

While you are presenting in Full Screen Presentation View, you can open links and attachments in the default application of what is being opened. You can also view the Notes of a topic while you are presenting. To do so, click on the Notes icon of the desired topic and a pop up window will be displayed like in the image below. To close the Notes pop up window click anywhere on the screen, except the Notes window area.

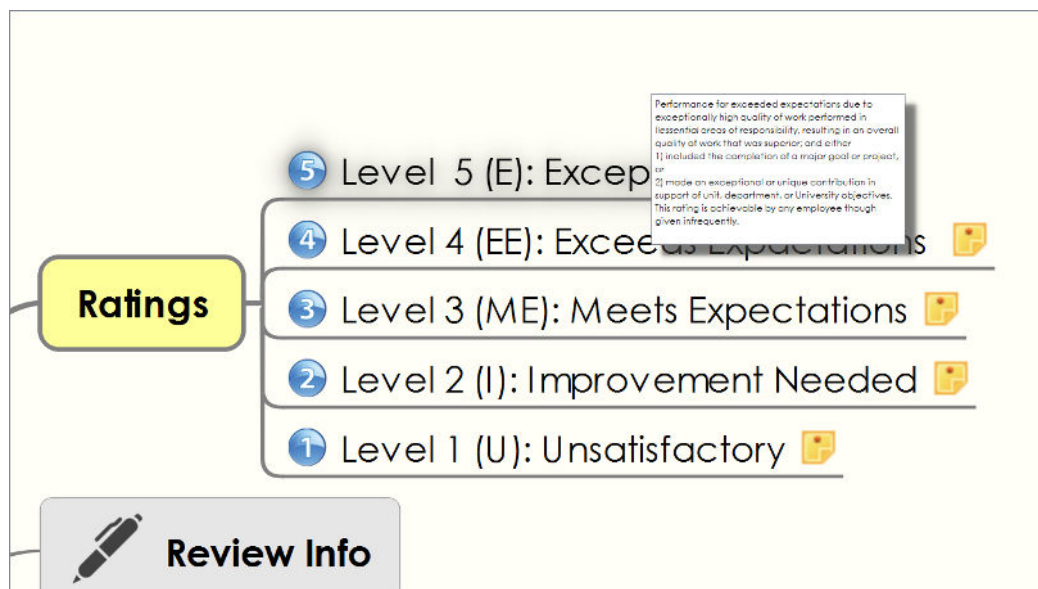


Figure 68. View Topic Notes while presenting

Play Presentation Interactively

To play a scene of a branch that is forward in the presentation scenario, do the following actions:

- Select the desired topic/branch.
- Make a **Right Mouse** click.

The presentation will be continued from the selected scene. If you want to focus your view on already presented Scene, just select the played (animated) branch/topic and make a right mouse click. The system will just focus your view on the selected branch/topic.

If you want the play skipped step (topic, branch) from the presentation scenario, just select the desired topic and make right mouse click.

When you are Full screen Presentation View you can play the presentation by using the arrow shortcut keys.

- To play next scene/animation use the **Right/Down Arrow** keys.
- To go back to the previous scene from your current position in the Presentation scenario, use the **Left/Up Arrow** keys. (When you go back to a last-played, previous scene, the application will just focus the presented topic/branch in the screen view).

If you skipped several scenes from the Presentation and played one that was interactively selected, by using the Left/Up arrow shortcut keys, you can continue from your last played scene.

Present your Flowchart diagram

You can visualize your business processes in iMindQ® with a Flowchart diagram. After creating the Flowchart diagram, with iMindQ® you can easily make a presentation for your Flowchart diagram easily by using Template Scenes.

Create a Presentation for a Flowchart Diagram

To create a presentation for a Flowchart diagram, you will need to use the following three Template Scenes:

- **Focus on Topic(s)** – hides all map elements and focuses on the one(s) you have selected
- **Present Sequence** – fades in the selected topics in a sequence.
- **Highlight Presented Sequence** – fades in the selected topics in the sequence and highlighting them as they fade in.
- **Show All Elements** – shows all elements in the map, so the user can see the whole picture

Here is an example flowchart diagram that we are going to use to create a presentation:

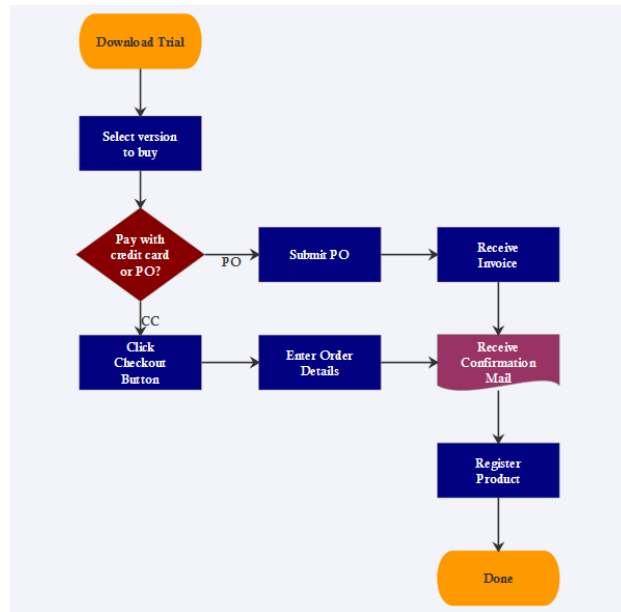


Figure 69. Example Flowchart Template in iMindQ®

You can add a Template scene to a topic/topics in the following ways:

- By using the Add Scene menu in the Present ribbon
- By using drag and drop of topics to the Scenes Panel

To add a template scene by using the Add Scene dropdown menu in the Present ribbon, do the following steps:

1. Select the starting topic of the Flowchart diagram.
2. Click the *Present* ribbon tab.
3. From the *Scene* group, click on the *Add Scene* dropdown menu.
4. Click on the *Focus on Topic* Template scene.

To add a template scene by using drag and drop of topic(s), follow these steps:

1. Drag the starting topic of the Flowchart diagram.
2. Drop the topic to the *Scenes Panel*.
3. From the contextual menu, choose *Focus on Topic* Template scene.

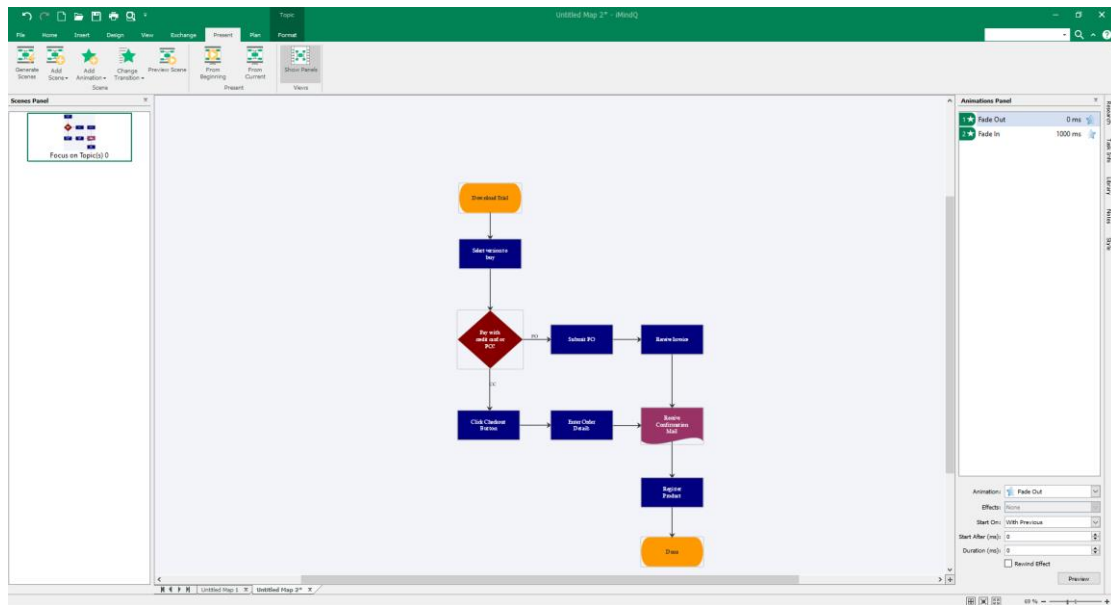


Figure 70. Focus on Topic template Scene – Flowchart diagram

After focusing on the starting point of the Flowchart diagram, we will have to present specific flow or sequence. In this Flowchart diagram example, our first sequence to be presented will up to the decision point. To present the first flow, we will have to use the *Present Sequence* Template scene.

Do the following steps:

1. Make a multiple selection of topics by holding **Cmd + Left mouse click**, like in the image below.
2. Drag the selected topics to the *Scenes Panel* and drop them.
3. From the contextual menu, choose the *Present Sequence* Template Scene.

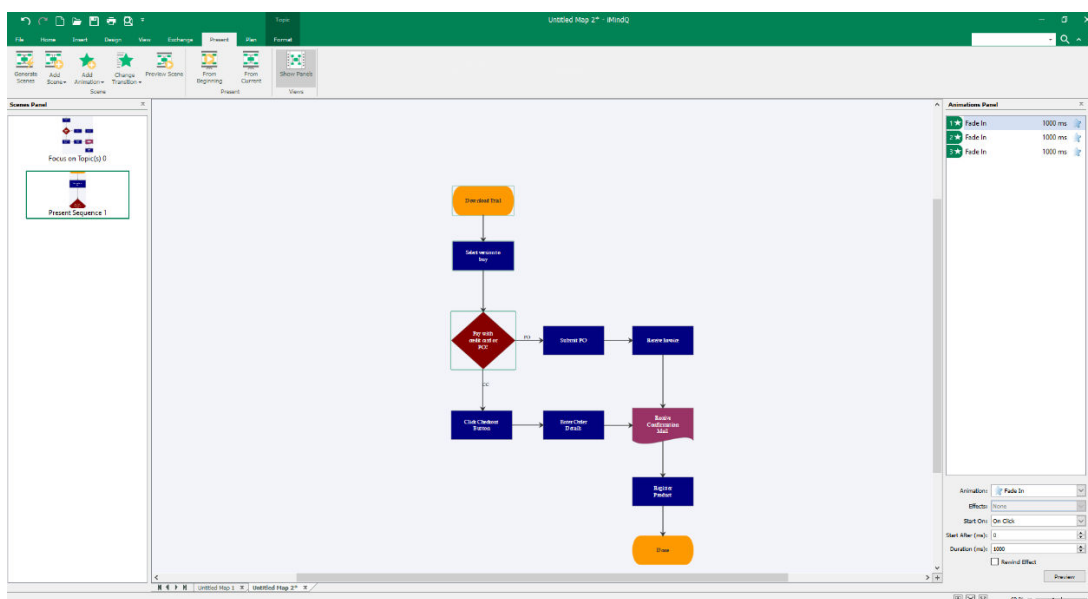


Figure 71. Present Sequence template Scene – Flowchart diagram

Do the same steps until you finish presenting all the desired flows or sequences in the Flowchart diagram. For the example Flowchart diagram, all the sequences are presented in the image below.

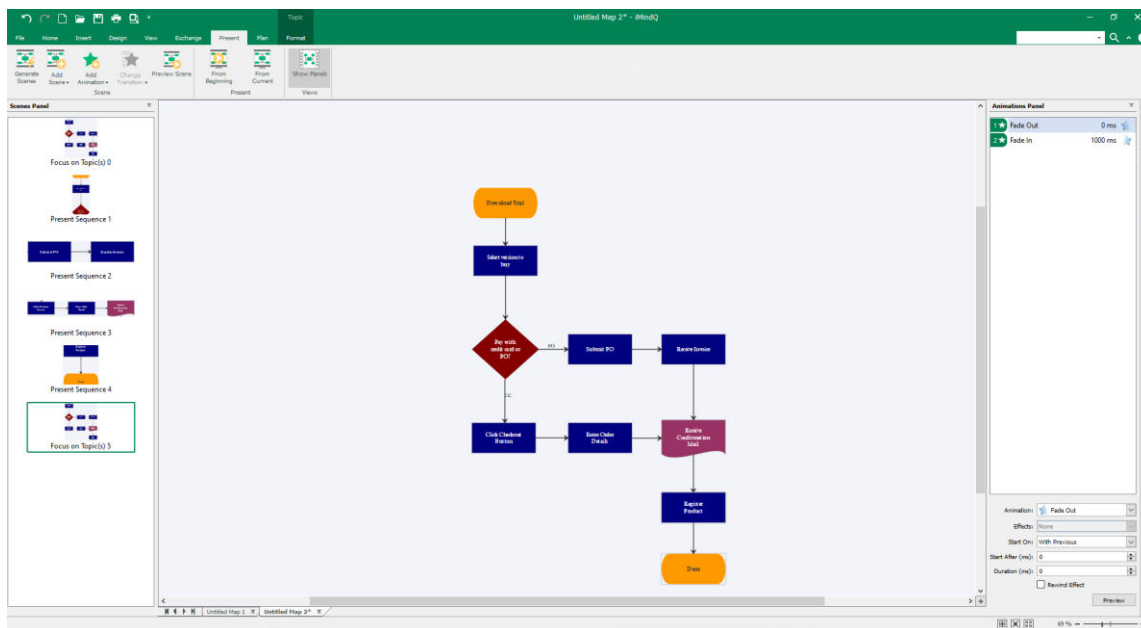


Figure 72. Flowchart diagram presentation flows

At the end of each presentation, the presenter always wants to show the audience the big picture of what was discussed during the presentation and how everything is connected. In order to present all the elements of the Flowchart diagram, you will have to use the *Show All Elements* Template scene.

Follow these simple steps:

1. Click the *Present* Ribbon tab.
2. From the Scene group, click on the *Add Scene* dropdown menu.
3. Choose the *Show All Elements* template scene.

Note: You can add *Show All Elements* template scene directly from the Scenes Panel. Make a right click on empty part of the Scenes Panel and from the contextual menu go to *New Scene* → *Show All Elements*.

Here is how the custom presentation scenario for the example Flowchart diagram looks like in the Scenes Panel, by using Template Scenes.

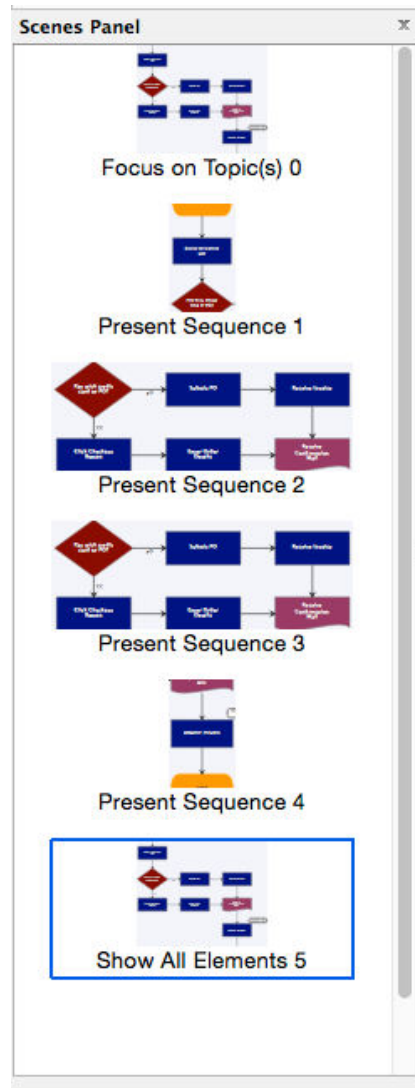


Figure 73. Generated presentation scenario for Flowchart Diagram

Present your Concept Map

With concept maps you can visualize complex ideas and the interrelationships between them. They can be also used for knowledge sharing with others by giving meaning to the connections between what the presenter is trying to convey.

Here is an example Concept Map template through which the process of creating a presentation for a Concept Map will be explained. You can make a presentation for a concept map in two ways: by using template scenes with predefined animations of the elements or by making a custom presentation from scratch.

An example concept map is displayed in the image below.

Do the same steps for each flow you want to present in the presentation scenario. After you finish with creating a scene for all the desired flows from the Concept map, add the presentation scenario by adding the *Show All Elements* template scene.

Make custom modifications to the Concept Map presentation

The template scenes contain predefined animation with predetermined animation properties, which can be modified depending on your needs. You can modify the previous scenario by doing several things:

- Add new animation in existing scene
- Modify animation properties of existing animation
- Change transition of Scene
- Change the order of an animation
- Change the order of a Scene

Add new animation in existing scene

In order to add new animation in an existing scene, you will need to select the desired scene in the Scenes Panel. The animations applied to the topics in the existing scene appear in the Animations Panel on the right side of the Application window. See the image below.

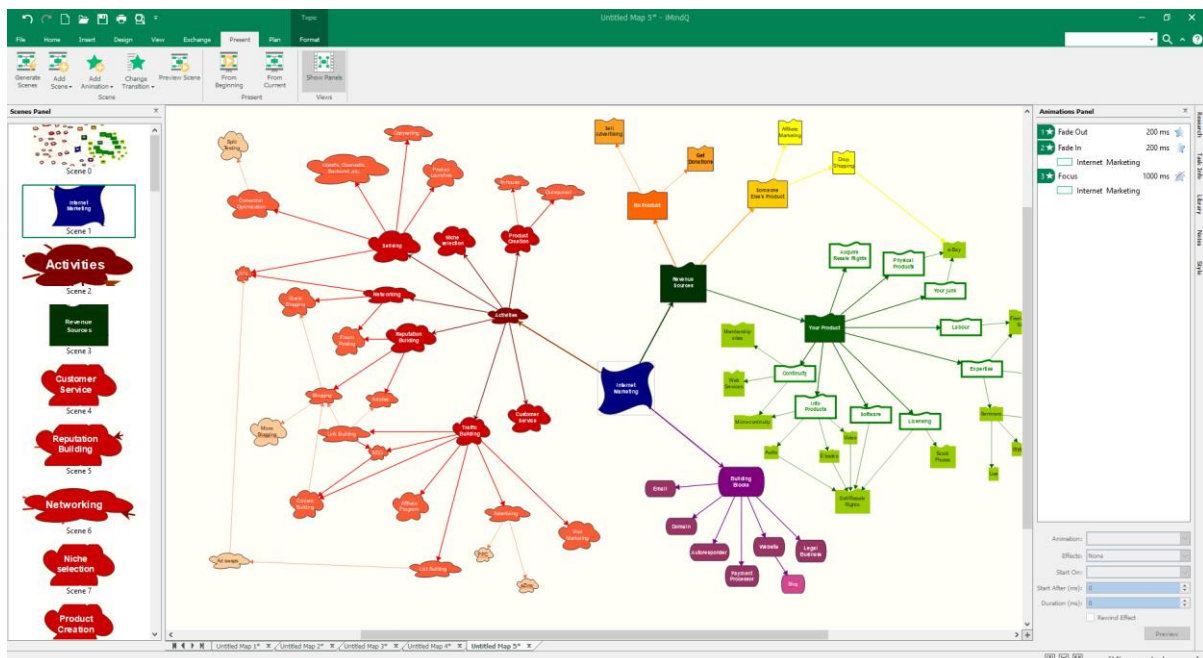


Figure 75. A scene with applied animations to topics in the Scene

For our example, I want to add new *Zoom In* and new *Zoom Out* animation to starting idea (main idea) of the concept. To add a new animation in the Animations Panel in the existing scene, you can do the following steps:

1. Select the starting point of the Concept Map (main idea).
2. Drag it to the *Animations Panel* to an empty part or between two animations. (For our example, drag the topic after the second animation *Fade In* in the image above)
3. Drop it between the *Fade In* and *Focus* animations.

New Animation with *Focus* has been added in the Animations Panel. Set the following Animation Properties for the newly added animation:

- Animation Type: Zoom In
- Start on: With Previous
- Duration: 2000ms

Do the same steps to add a second animation between the Zoom In and No Effect Animations. Apply the following Animation Properties for the second animation:

- Animation Type: Zoom Out
- Start On: After Previous
- Start After: 1000ms
- Duration: 1000ms

To preview the applied changes to the selected scene, go to the *Scene Group* → *Preview Scene* button. If you want to preview a specific animation, select the animation and click the *Preview* button in the Animations Panel.

If you want to modify certain animation properties in a specific animation, select the animation in the Animations Panel and change the desired animation properties.

To delete an animation, you can do the following steps:

1. Make a **Right Mouse Click** on an animation.
2. From the contextual menu, click on *Delete Animation* option.

To delete all animations, follow these steps:

1. Make a **Right Mouse Click** on any animation.
2. From the contextual menu, click on *Delete All Animations* option.

To delete specific animations, you have to make a multiple selection of the Animations in the Animations Panel and press the shortcut key **Delete**.

You can remove animated topics from one animation. In order to see which topics fall under specific animation, make a double click on the desired animation. After the topics are displayed, either make a right mouse click on the desired topic and select **Delete Topic** or use the shortcut key **Delete**.

To change the order of an animation in the Animations list, drag the desired animation and drop it to the desired position.

Add various elements to the map

Introduction

What is topic? Topic is the key element of the map. Beside the connections that exist between all topics, forming parent-child relation, the topic is the “fundamental particle” of every map. With rectangular or round shape, in different colors and font styles they can present an idea, taught or task inside your map.

According to topic's position within the map, iMindQ® has several types of topics:

- Central Topic
- Main Topic
- Sub Topic
- Floating Topic
- Callout

Central Topic

The central topic is the starting point of building your map. When starting a new map, the central topic is already placed in the map, and you start adding new topics around the central one. It is a special type of topic that cannot be copied inside the same map. Only one central topic exists in the map. You can also delete it from the map. There are no restrictions in positioning the central topic anywhere you want in the map space.

Main Topic

Main topic is the second level of the map. It connects the central topic with the rest of the map presented through sub-topics and it is the starting point of branching your ideas. Main topics can be added or deleted, copied and pasted inside the existing map or in a new one. Although they differ visually from the central topic (as its predecessor) and the subtopics (as successors), they possess the same characteristics like the other topics in the map.

Subtopic

All other topics that are entered in the map after the main topic can be named as sub-topics. Depending on the position inside the map they can take different shapes but like the conclusion for the main topic, they have the same characteristics like the other topics in the map.

Floating Topic

Floating topic is a topic that can be inserted without connection to the existing map. It can be considered as a new central topic. It has the same properties as any other topic, except for the fact that a sibling topic cannot be added from it. Floating topic can have subtopics and callouts.

and can be moved through the map space. If you want, you can attach the floating topic somewhere in the map, so that it will no longer be a floating.

Callout

Callout is a descriptive topic and has the same properties as any other topic. It can be added to any element in the map except the Central Topic. By default, it is placed above the selected topic. Also, you can also add callout to external relationships when it is placed in the center of the relationship.

Whenever a callout is added, you can immediately start writing text inside. There is limit on characters added in topics.

Insert Topics

You can insert topics in your map using one of the following methods that is appropriate for your work:

- Using one of the available features from the Map Elements group in the Home ribbon;
- Using the quick menu that appears on mouse hover on topic
- Using one of the available features from the Map Elements group in the Insert ribbon;
- Using the keyboard's buttons (**Cmd+Tab** or **Enter**);
- Using the Insert feature from the contextual menu.

Enter button from the keyboard is used when you want to insert topic on the same level with the topic that you have selected. Example: If you want to add sibling topic to the *Main Topic 1* just select it and hit the Enter button. The result that you get is presented on [Figure 76](#).

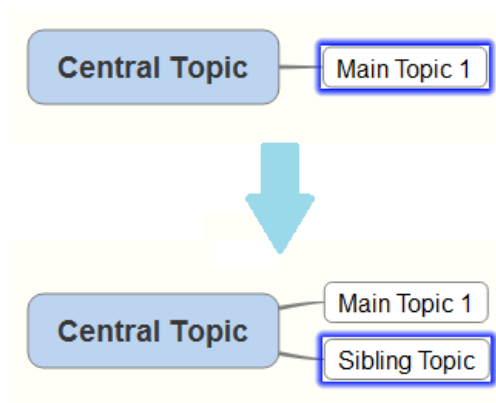


Figure 76. Create sibling topic

Cmd+Enter button from the keyboard is used when you want to insert child topic to the selected topic (create parent-child relation). Example: If you want to add sibling topic to the *Main Topic 1* just select it and hit the Enter button. The result that you get is presented on Figure 77.

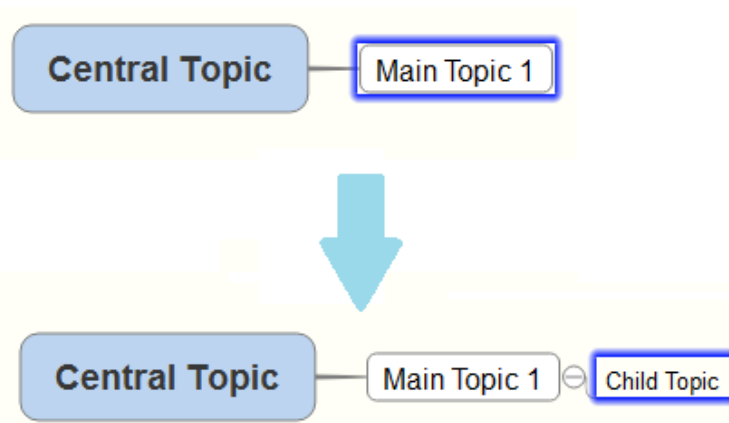


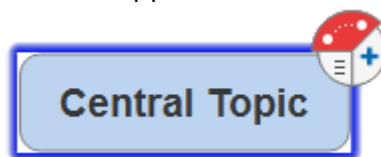
Figure 77. Insert child topic

Insert Relationships

The relationship between two topics can be used for visualizing the connection between two different topics or it can be used for defining the dependency when working with task properties (Project Management part in iMindQ®).

There are several ways how to add a relationship between two topics:

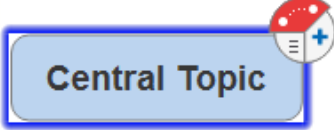

- Using one of the available features from the Map Elements group in the Home ribbon;
- Using the quick menu that appears on mouse hover on topic



- Using one of the available features from the Map Elements group in the Insert ribbon;
- Using the keyboard's buttons (**Cmd+Shift+R**);
- Using the Insert feature from the contextual menu

To insert relationship between two topics by using the Quick menu, you have to perform several steps:

1. Point the mouse cursor over the topic that will be the starting point of the relationship. The topic will be rounded with gray colored border.

- 
2. Click on the Relationship option, presented with the  icon, hold the left mouse button pressed and point the topic that will be the final point of the relationship.
 3. Placed the mouse cursor over the end-point topic (rounded with red colored frame) and released the left mouse button.

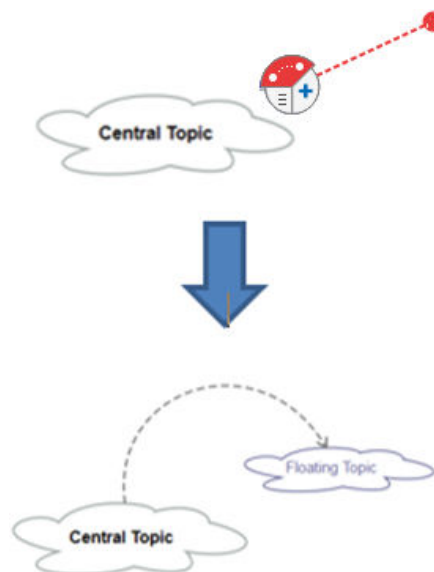




Figure 78. Insert relationship with quick menu

To connect two topics in the map, you can perform the following steps as well:

1. Select the topic that will be the start point of the relationship (by default, marked on the topic with  symbol)
2. Pressing the **Cmd** button select the topic that will be the end point of the relationship (by default, marked on the topic with  symbol)
3. Click on the *Insert* ribbon
4. From the *Map Elements* group, click on the *Relationship* button.

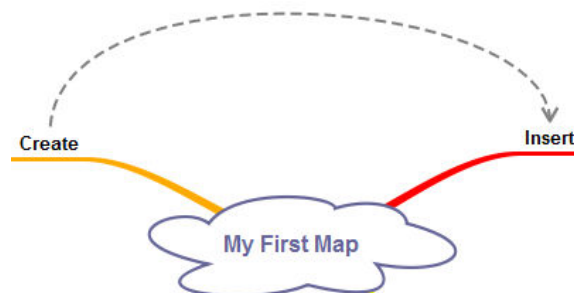


Figure 79. Insert relationship between topics

After you have inserted the relationship, you can edit the line that connects the topics. You can change the color, weight and pattern of the line, the styles of the beginning and ending points. This can be done in two ways: from the Format Relationship dialog (presented with figure 58) and from the Format Relationship dynamic ribbon (presented in the figure below).

The *Line Color* in the *Relationship Format ribbon* → *Line Group* after you have applied a custom line color to a map element, shall display the last applied Line color. If you have a relationship selected, and click on the Line Color dropdown menu, the line color of the selected relationship will be displayed.

The same logic applies to the *Relationship Shape* option in the main *Format ribbon* → *Formatting group*.

The label of a relationship can be added by selecting the relationship and start directly typing the context of the label. When the label is entered, you can decide whether you want the label to follow the shape of the relationship. You can activate the *Follow Line* option by doing the following steps:

1. Select a relationship.
2. Click on the *Relationship Format* ribbon tab.
3. From the Style group, click on the *Follow Line* option.

Note: The same thing can be done from the *Format Relationship dialog* by selecting the *Follow Line* checkbox.

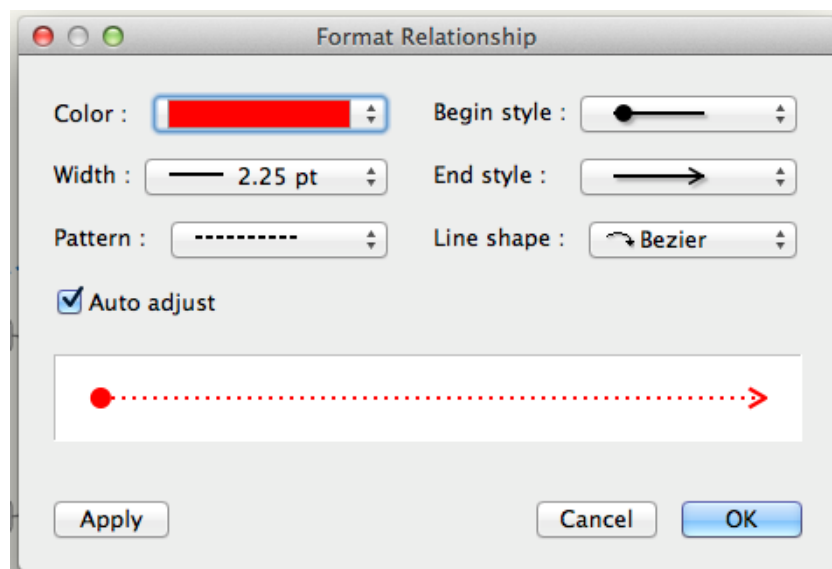



Figure 80. Format Relationship dialog

Insert Boundary

Boundaries in iMindQ® are used to group topics and visualize this group from the rest of the map. The grouping can be done by various criteria such as common idea, solution, etc.

Inserting boundaries in the map is very easy:

1. Select the topic in the map
2. Click on the *Insert* ribbon tab.
3. In the *Insert* group, click on the  *Boundaries* button



 **Tips:** You can use the default boundaries that are available in the drop-down list from the Boundaries feature. If you want to make modifications on the look of the boundary, you have to use the *Format Boundary* dialog.



Figure 81. Insert Boundary in map

 **Note:** If you select topic that has sub-topics then all elements will be inside the boundary.

After you have inserted the boundary, you can edit the style of the boundary. You can change the style of the boundary, the line color, weight and pattern, as well as the fill color and transparency. This can be done in two ways: from the *Format Boundary* dialog, or from the dynamic *Format* ribbon for Boundary.

The *Line Color* in the *Relationship Format ribbon* → *Line Group* after you have applied a custom line color to a map element, shall display the last applied Line color. If you have a relationship selected, and click on the Line Color dropdown menu, the line color of the selected relationship will be displayed.

The *Fill Color* in the *Boundary Format ribbon* → *Fill Group* after you have applied a custom fill color to a map element, shall display the last applied fill color. If you have a boundary selected, and click on the Fill Color dropdown menu, the fill color of the selected boundary will be displayed.

The same logic applies to the *Boundary Shape* option in the main *Format ribbon* → *Formatting group* and in the *Home Ribbon* → *Map Elements group*.

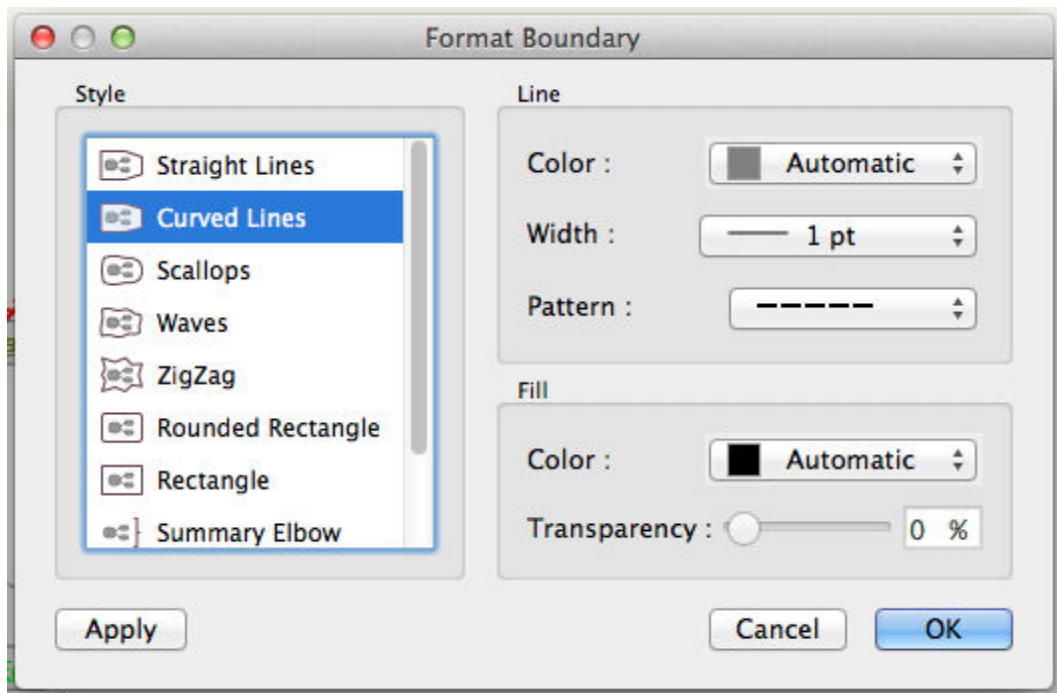


Figure 82. Format boundary dialog

You can insert multiple boundaries per topic, which is helpful when you want to visually present an intersection or common elements for two different sets or when you want to separate a subset of a bigger set of objects. Here are several examples:

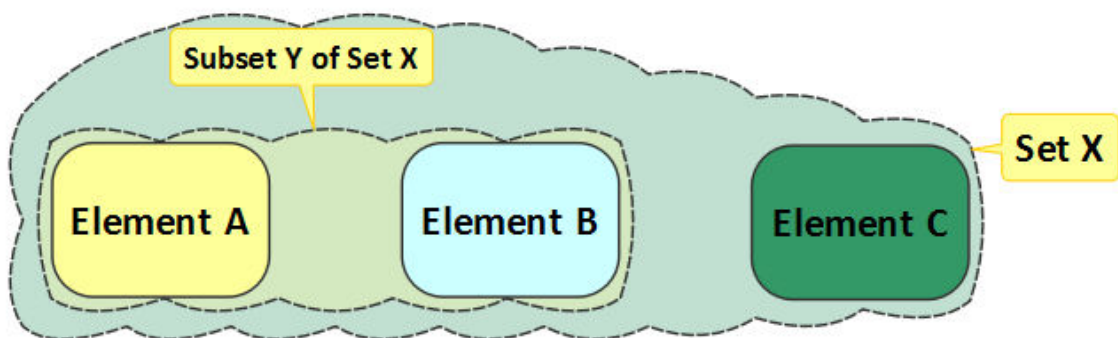


Figure 83. Subset of a set (Multiple Boundaries per topic)

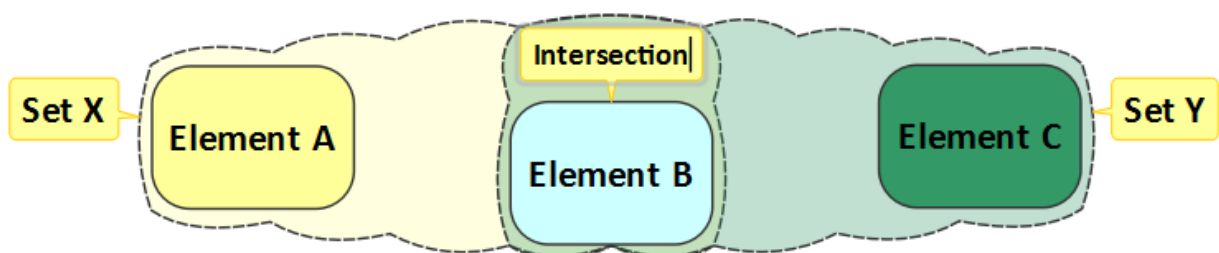


Figure 84. Subset of a set (Multiple Boundaries per topic)

Add objects to the topic

Several types of objects can be attached to each topic from the map. These objects can be images from the iMindQ® library, different documents, hyperlinks or notes. Every object is visually presented with different icons in the topic and you don't need extra time to find out which topics have hyperlinks, notes or images.

Insert Notes

All comments, explanations, descriptions and details for one topic can be inserted in it using the Topic notes feature. In the notes area you can insert text associated with the topic, select the appropriate font and font size, text and highlight color, align and outline the text, etc.

You can access the Topic notes by:

4. Select the topic that you want to have notes.
5. Click on the *Home* ribbon tab.
6. In the *Topic Elements* group click on the *Notes* button.

Example for topic's notes is presented on the figure below:

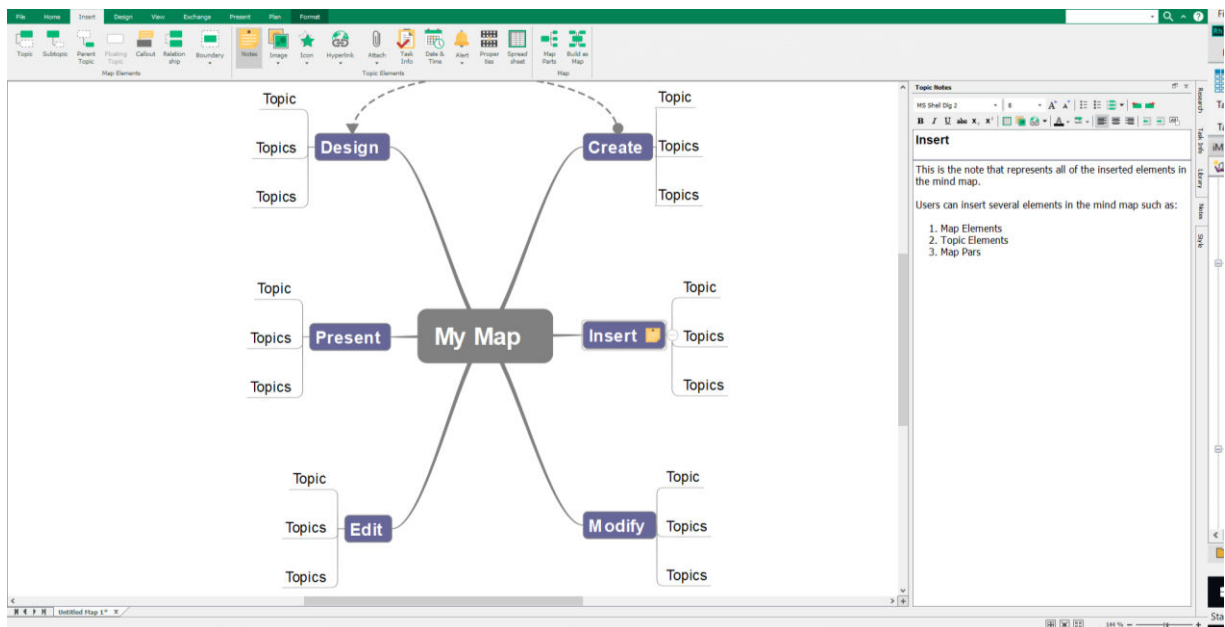



Figure 85. Insert Topic notes

 **Note:** The same action can be achieved using the same feature from the *Insert* ribbon or clicking on the *Task Notes* tab from the docked tabs.

Insert Image in Notes

To insert an image in the notes, you shall do the following steps:

1. Select the desired topic.
2. Click on the *Notes* Panel on the right side of the application.
3. Click on the *Image* button in the Notes editor.
4. Specify the correct file location.
5. Click OK.

You can also change the size of the image you have already inserted in the Notes area. Make a right click on the image and click on the *Size* option.

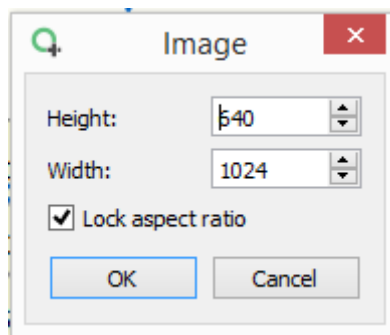


Figure 86. Image Size dialog in the Notes Editor

Insert Table in Notes

To insert a table in the notes area of a specific topic, you shall do the following steps:

1. Select the desired topic.
2. Click on the *Notes* Panel on the right side of the application.
3. Click on the *Table* option.
4. Specify the number of columns and rows of the table.

Note: The *Display Column Headings* and the *Display Row Headings* options are not included in the total number of columns and rows that you specify.

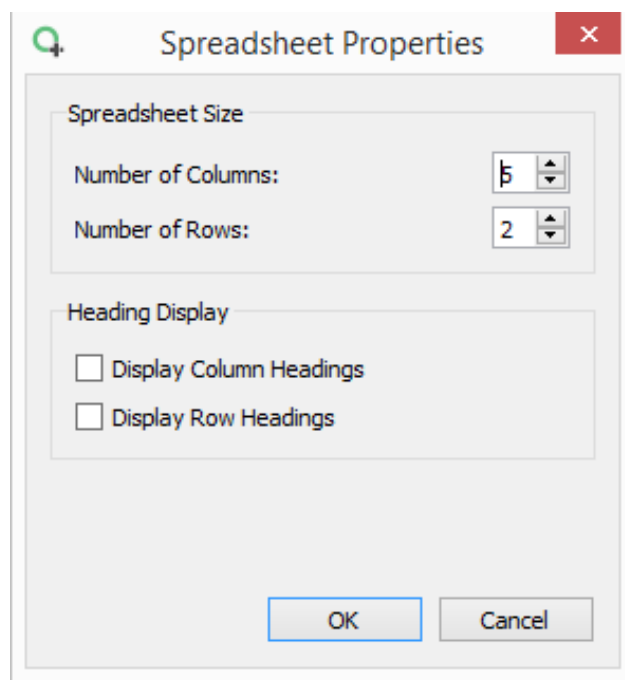


Figure 87. Spreadsheet Properties dialog in Notes Editor

You can also apply custom formatting to the table. To do so, follow these steps:

1. Make a right click on the inserted table.
2. From the contextual menu, choose the *Format Table* option.

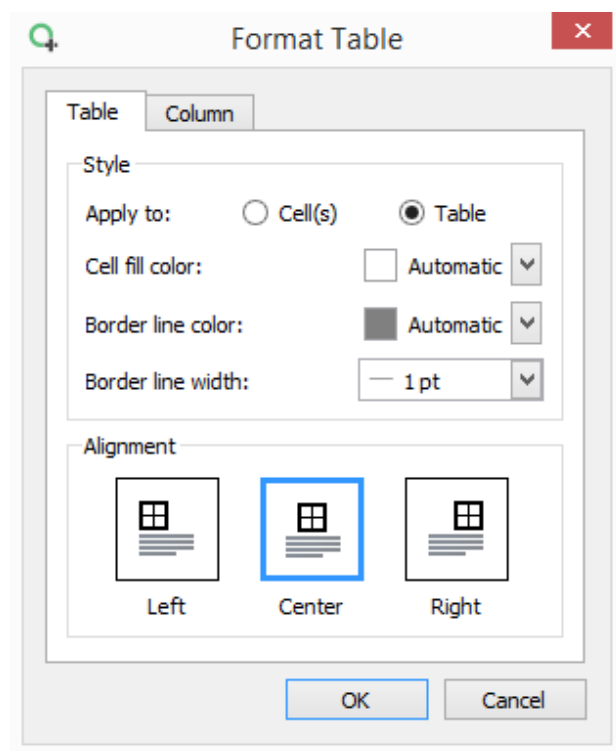


Figure 88. Format Table dialog in Notes Editor

Insert Hyperlink

iMindQ® allows you to insert three types of hyperlinks:

- Hyperlink to map on the web – link your topics from the map with the maps on Web iMindQ®. Do use this feature you will need premium account
- Hyperlink to topic in map – this type of hyperlink allows you to link two topics from same map. It very useful feature when you work with large maps that covered great working area and you need to navigate constantly between two topics
- Hyperlink to external object – link map's topics with external documents, internet pages, folders or e-mails.

The procedure for inserting hyperlinks is very similar with inserting notes;

1. Select the topic to which you want to add hyperlink.
2. Click on the *Home* ribbon tab.
3. In the *Topic Elements* group click on the *Hyperlink* button.

In order to edit an existing hyperlink, make a right click on the desired link and from the contextual menu, choose the *Edit Hyperlink* option.

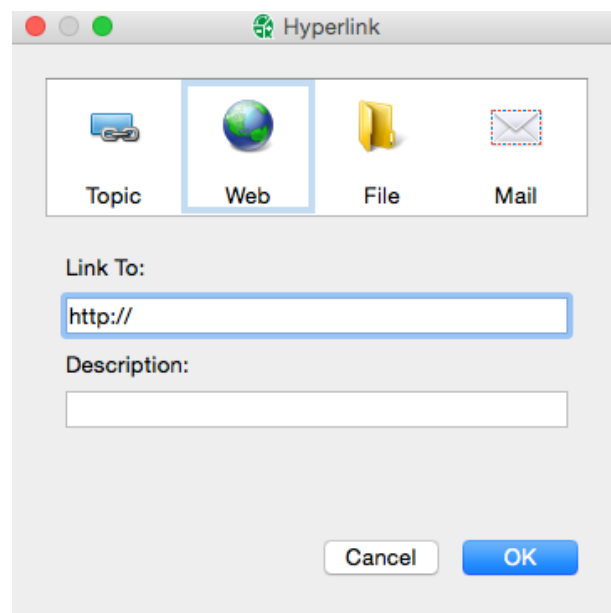



Figure 89. Add Hyperlink to topic

Add Attachment

If you need to attach specific file to the topic, you can use the Attach feature, located in the *Home* and *Insert* ribbon. To attach file to some topic from you map perform the following four steps:

1. Select the topic that you want to attach file
2. Click on the *Home* ribbon
3. In the *Topic Elements* group click on the  *Attach* button
4. In the newly opened window browse to the file's location

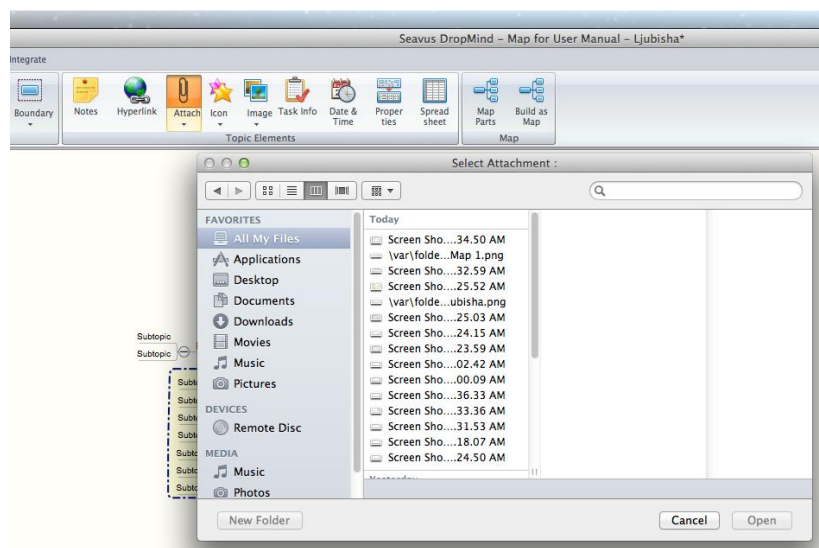


Figure 90. Add attachment to topic

Insert Image

iMindQ® helps you to visualize your ideas, your thoughts. This visualization can be used not only for the entire map as one entity but also for its elements - topics. You can, for example, unify the use of images and icons for presenting common property for the topics. These images and icons can be inserted from the iMindQ® image library or imported. You can also drag and drop images from external and from the internal iMindQ® browser, either to a topic in the map or an empty map space.

The following steps allow you to insert image in the topic:

1. Select the topic to which you will insert the image
2. Click on the *Home* ribbon tab.
3. In the *Topic Elements* group click on the *Image* button
4. From the Library docking window – Image tab, select the location from which the image will be imported into the topic or just drag and drop the desired image.

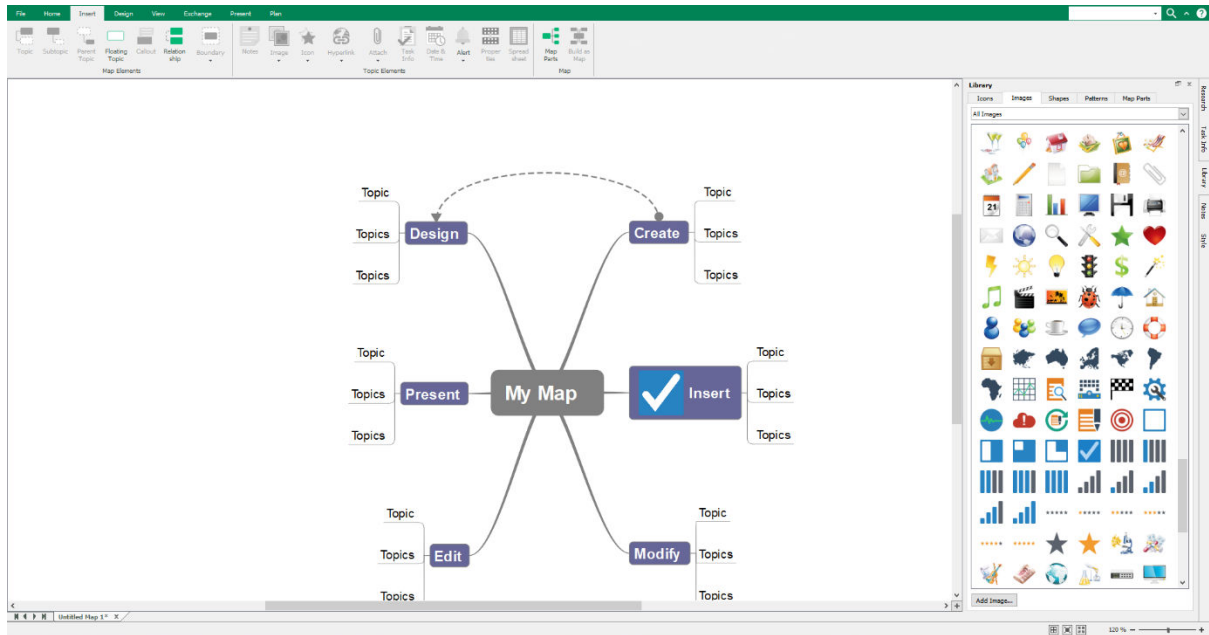


Figure 91. Add image to topic

Insert Icon

The same explanation that is given for inserting images is valid for inserting icons. Once again, you can choose icon from one of the six available predefined icons packs (Number, Signs, Smileys, Office, Tasks and Other) or to work with the icons from the Professional folder.

The following steps allow you to insert image in the topic:

1. Select the topic to which you will add an icon.
2. Click on the *Home/Insert* ribbon tab.
3. In the *Topic Elements* group click on the *Icon* button
4. From *Image* tab select a specific folder from which you will insert your icon to the topic or in an empty space, but in that case you will skip step one.

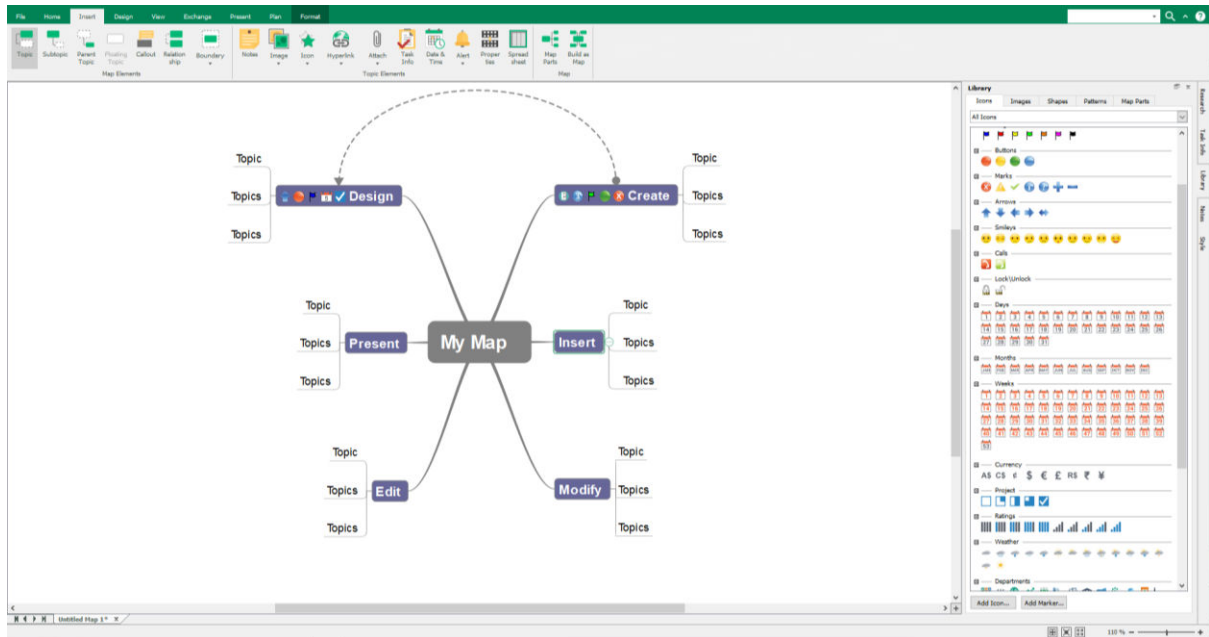


Figure 92. Add icon to topic

Add Custom Properties

If you want to add and describe different properties of the content in the topic, you can do that by adding custom properties. These custom properties will describe different attributes of the content in the topic. The look and design of the custom properties is dependent on the formatting used for the topic and the text in it (fill color, body color and text font family and font size).

To insert custom properties in the topic perform the following steps:

1. Select the topic from the map.
2. Click on the *Insert* ribbon tab.
3. In the *Topic Elements* group click on the **Properties** button.
4. Insert the desired name for the new property in the field "**Type new property here...**"
5. **Press ENTER.**

The custom property will be added in the topic. You can change the data type of the property, and you have the following options: Text, Number, Date, Time, Date & Time, and Boolean. Also you can change and edit the property value within the topic and in the Custom Properties panel.

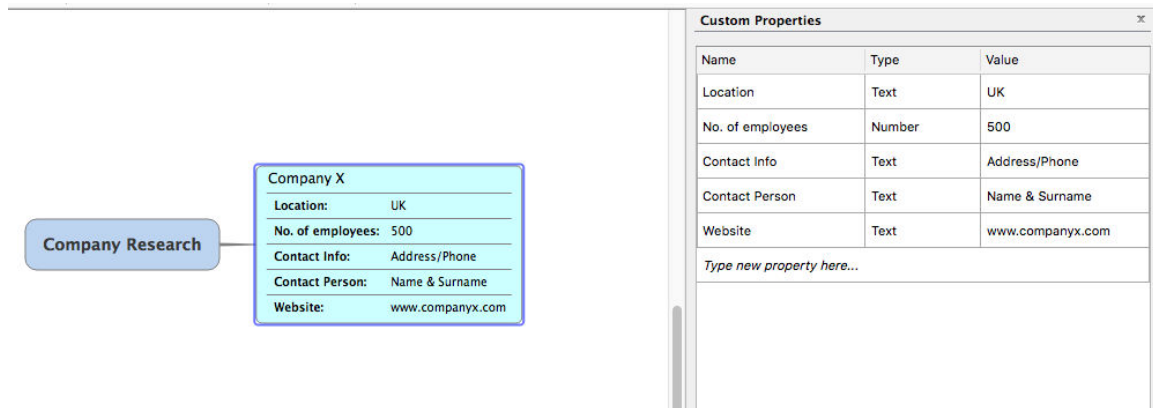


Figure 93. Add custom properties to topic

If you want to save time on creating the same property again and specifying their data type, you can choose an existing custom property in the map, by choosing the desired property from the recent list that appears when you enter new or you edit existing Property Name.

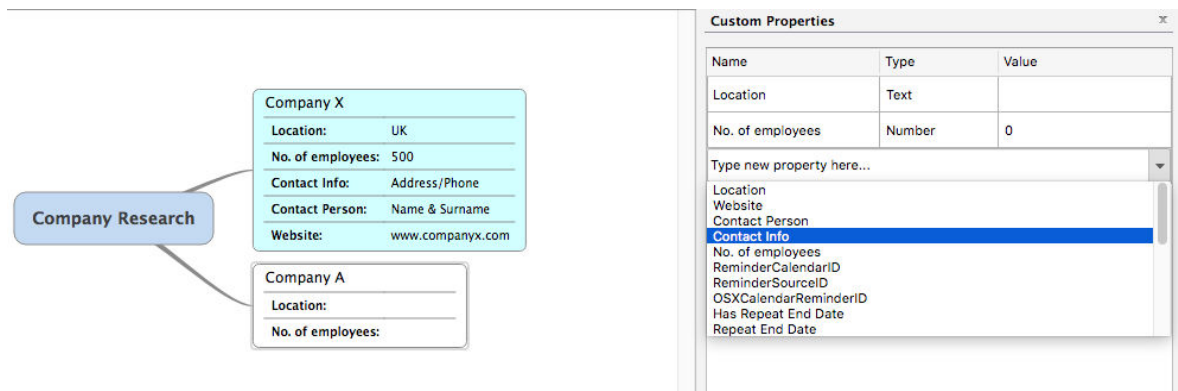


Figure 94. Custom Property Recent List

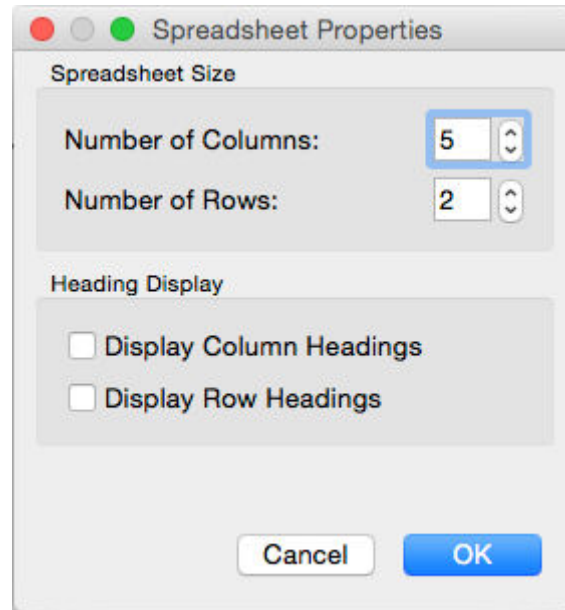
Insert Spreadsheet

To insert a Spreadsheet in a topic, you will need to do the following steps:

1. Click on the Insert ribbon.
2. From the Topic Elements group, click on the Spreadsheet button.
3. In the Spreadsheet Properties dialog, specify the desired number of columns and rows.

You can enter basic formulas in the Spreadsheet, such as:

- Sum - SUM
- Average - AVERAGE
- Minimum - MIN
- Maximum - MAX
- Count - COUNT



To use one of these formulas, will need to select the desired range and make a right mouse click. From the context menu, go to the Formulas option and choose the desired formula. The result will always be displayed at the bottom of the selected range.

If you want to get the result of a the desired formula in other cell, rather than below the selected range, you will need to do perform these steps:

1. Select the desired cell.
2. Type the following parameter values:

=FUN(Range Cell 1:Range Cell X);

Ex. =SUM(B1:B3)

Insert Spreadsheet		
	A	B
1	Value 1	2
2	Value 2	5
3	Value 3	6
4	SUM	13

Ex. =AVERAGE(B1:B3)

Insert Spreadsheet		
	A	B
1	Value 1	2
2	Value 2	5
3	Value 3	6
4	AVERAGE	4.33333

Ex. =COUNT(B1:B3)

Insert Spreadsheet		
	A	B
1	Value 1	2
2	Value 2	5
3	Value 3	6
4	COUNT	3

Ex. =MIN(B1:B3)

Insert Spreadsheet		
	A	B
1	Value 1	2
2	Value 2	5
3	Value 3	6
4	MIN	2

Ex. =MAX(B1:B3)

Insert Spreadsheet		
	A	B
1	Value 1	2
2	Value 2	5
3	Value 3	6
4	MIN	6

Stylized Map Layout

Balance Map

Balance Map feature allows you to align the topic in the map. Sometimes, during your work on the map, you will relocate the sub - topics around the parent topic. Make space for the new topics, add missed topics are few examples how the symmetry of the map can be disturbed.

To “fix” this issue and have visually nice and esthetical map, you can use the Balance Map feature. Using this iMindQ® element, the child topics will be equally distributed around the parent topic. Let’s see this trough example:

From several reasons the symmetry in our topic’s sub-tree is disturbed by adding several new topics.

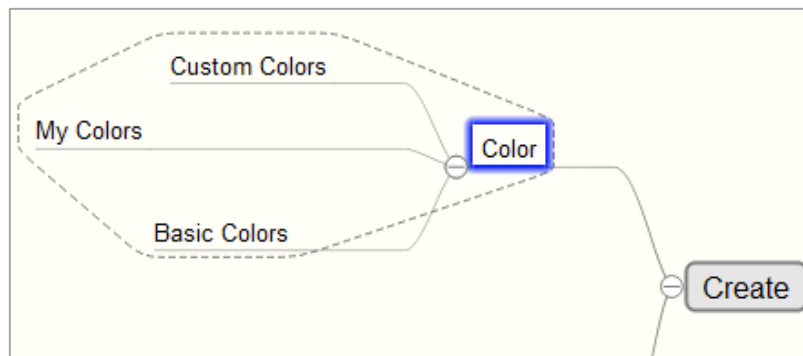


Figure 95. Unbalanced map

To balance the map and bring order in the sub-tree, perform the following steps:

1. Select the topic from the map (in our case
2. Click on the *View* ribbon tab.
3. In the *Map* group click on the *Balance* button
4. From the drop-down menu you can select whether to balance topic or subtree

The result from this action is presented on the figure below:

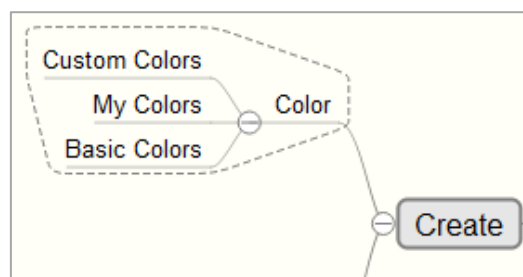


Figure 96. Balanced Map

Focus on Topic

As mentioned before, in the introduction part, iMindQ® map can contain several hundred topics (example: My First Map). If you know the topic that you want to emphasize, Focus on Topic feature can help you to do that. Instead of scrolling and navigating through the map and zooming with just one click, the desired topic will be in the center of the screen zoomed to the appropriate level.

With one click on the Focus on Topic feature (View tab⇒Map group⇒ Focus on Topic) the desired topic will be in the focus, zoomed and positioned in the center of the screen.

Center Map


The “Center Map” functionality is same as the “Focus on Topic”. Clicking on this feature located in the Map group, placed in the View ribbon, the focus will be put on the Central Topic i.e. this topic will be in the center of your screen.

Build as Map

“Build as Map” feature created a new map with the selected topic as central topic and its branches as main topics and subtopics. This is very suitable to use it when you want to developed one branch from the existing map in new map, with more details compared with the previous one.

To create new map from existing one, follow then next procedure:

1. Select the topic that will be the central topic in the new map.
2. Click on the *Insert* ribbon tab.
3. In the *Map* group click on the *Build as Map* button.

 **Tip:** If the root topic is related with other topic from its branch with a relationship, that relationship will not be shown in the new map. Also, if the root topic is in a boundary from a parent topic, that boundary will not be shown in the new map

Map Parts

For using same topic tree structure on several locations in the map or in another map, use the “Map Parts” feature. This feature allows you to save the selected map sub-structure in the Map Parts tab from the docking windows panel and use it in the opened maps. You can insert saved parts in other maps, modify them, rename it or delete it.

The Map Parts are categorized in three main categories, depending on the user's need: *Business*, *General* and *Personal*. In the Business category, there are additional subcategories:

- Brainstorming
- Business General
- Marketing
- Meetings
- Planning
- Project Management
- Quality Assurance

For example: the branch will be used in several maps. It is universal subtree arrangement that will represent same process, idea, information flow in all maps.

1. Select the topic from the map that will be copied in the Map parts library.
2. Click on the *Insert* ribbon tab.
3. In the *Map* group click on the *Map Parts* button.
4. In the *Map Parts* library click on the *Add Selected Topic(s)* option.

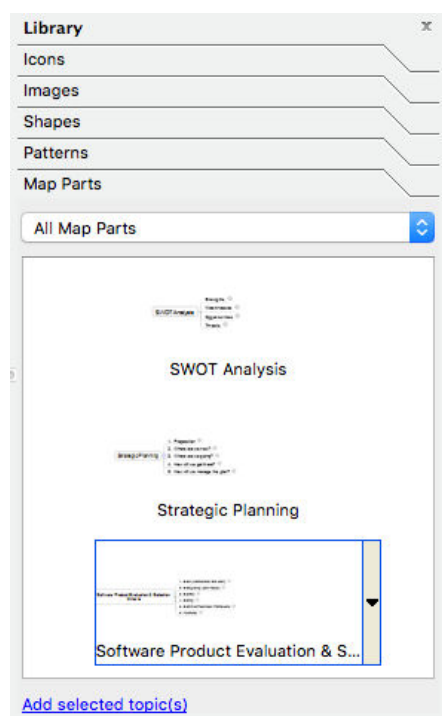


Figure 97. Map Parts Panel and Map parts categorization

Now to use this part in another map perform the following steps:

1. Select the topic from the map that will be parent topic for the saved map parts.
2. Select the map part that will be added in the new map.

3. Right click on the mouse button and select the *Insert as New Topic* feature from the contextual menu.

You can also rename an existing Map Part, in two ways:

- Select the Map Part that you want to rename, and directly start typing the changes.
- Click on the dropdown menu of the existing Map Part and click on the *Rename* option.

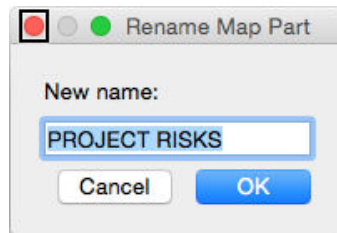


Figure 98. Map Parts Panel and Map parts categorization

Rearrange topics in the map

Mind map is dynamic system. The represented idea, task or projects evolves and the number of sub-topic, topics and branches increase. Thus, sometime during map's creation or before important presentation you need to re-arrange the topics or branches in order to emphasize particular idea or path. You can also apply different spacing between topics.

The following rearrangement process refers to a balanced map. In the rearranging process, the main point is to follow the red indicator that appears under the selected topic (—) and informs you about the current position and the final result of the moving procedure if you release the mouse button in that moment.

To show you how easy is to rearrange topics and branches in iMindQ®, the following examples will be presented:

Example 1. The generic mind maps is created and it is presented on Figure 99.

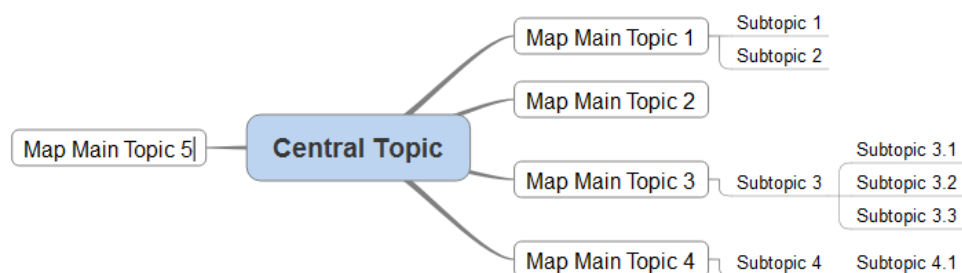


Figure 99. Map before rearrangement

As it can be seen from the image, the left side of the map is “empty” and contains only one branch while the right side contains four branches. The map is dis-balanced and the visual effect is not very good. The task that you want to perform is to rearrange the map and move the branch that contains the “Map Main Topic 4” on the left map’s side.

To do this, perform the following steps:

1. Click on the “Map Main Topic 4” and hold the right mouse button

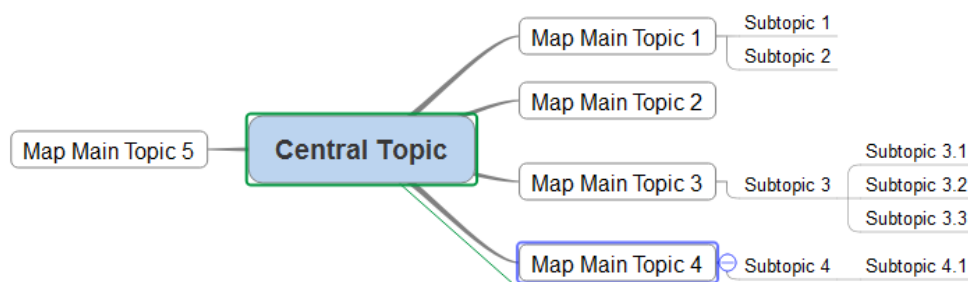


Figure 100. Select topic

2. Move the branch toward “Map Main Topic 5” and position it above it.

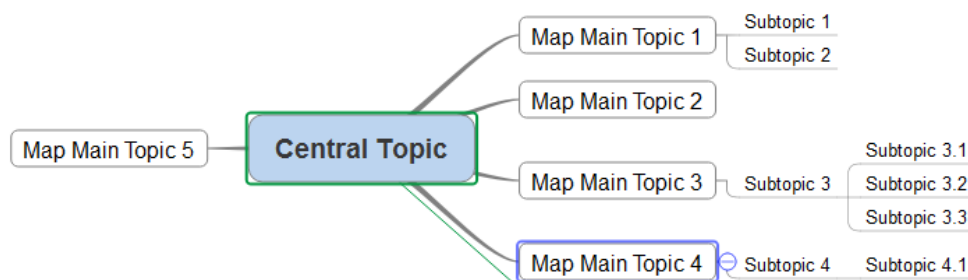


Figure 101. Move the topic across the map

3. Release the mouse button.

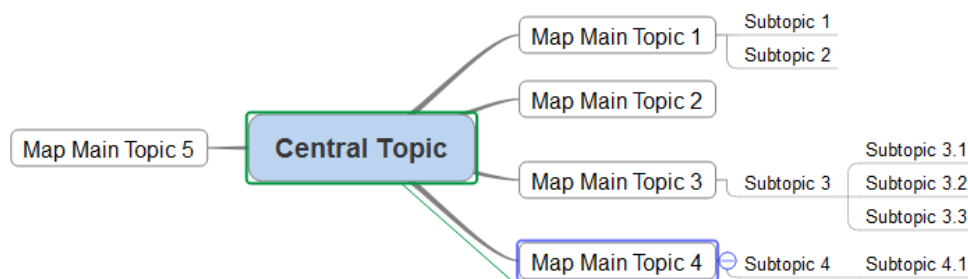


Figure 102. Rearranged map

Example 2: The second example is little complicated compared to the first one. Branch that contains "Map Main Topic 3" is important and you want to relocate it between Branches 1 and 2.

To rearrange the map and move "Map Main Topic 3", perform the following steps:

1. Click on the "Map Main Topic 3" and hold the right mouse button

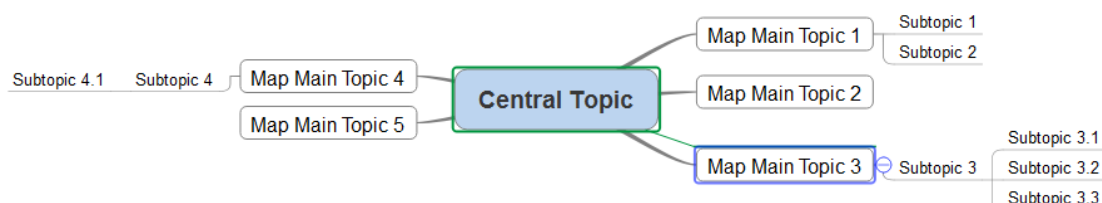


Figure 103. Select topic

2. Move the selected branch upward and position it between the "Map Main Topic 1" and "Map Main Topic 2". Move the selected topic toward the "Central Topic" in order "Map Main Topic 3" to touch it (in that moment red line will appear around the Central Topic), as it is presented on the figure below.

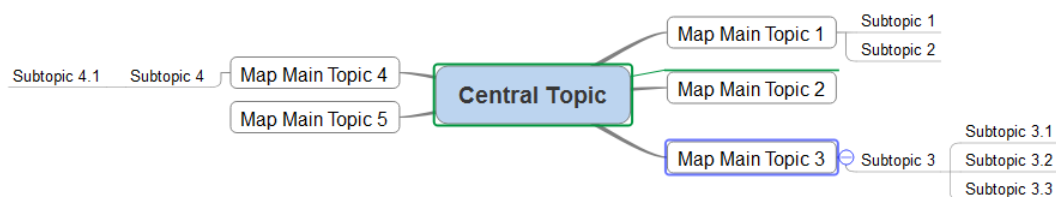


Figure 104. Place the topic on the desired position

Note: Working on this way you will ensure that you have relocated the topic properly. If you don't "touch" the Central Topic, the application will attach the "Map Main Topic 3" on the first or second branch depending where the red indicator is positioned.

3. Release the mouse button.

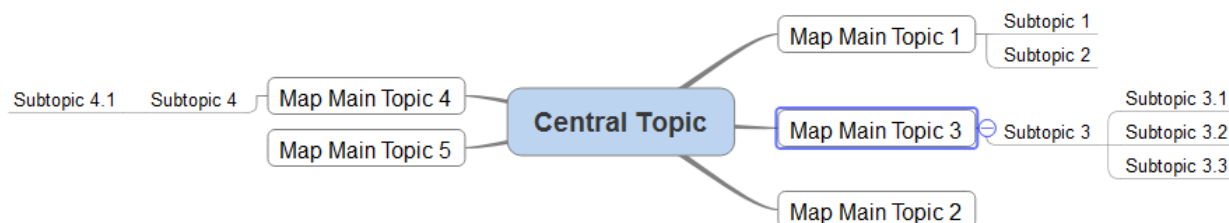


Figure 105. Final look of the map

Example 3: The last example is to rearranging the sub-topics in the third branch. Let's rearrange them in the following order

- Sub-topic 3.1
- Sub-topic 3.3
- Sub-topic 3.2

To rearrange the sub-topics inside the branch, perform the following steps:

1. Select the "Sub-topic 3.3"
2. Position the sub-topic between "Sub-topic 3.1" and "Sub-topic 3.2" and with the left lower corner "touch" the "Sub-topic 3"

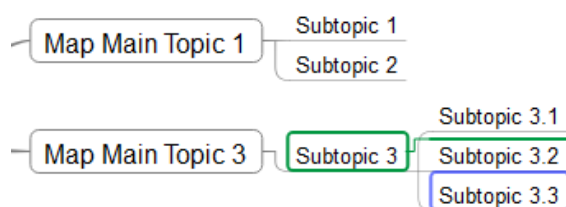


Figure 106. Move it to the desired location

3. Release the mouse button.

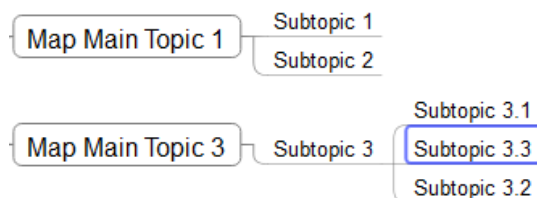


Figure 107. Final look of the branch

You can rearrange topics within the same level by using shortcut keys: Ctrl + "→" for moving a topic one place up and Ctrl + "←" for moving topics one place down.

Spacing between Topics

You can manage the horizontal and vertical spacing between topics in map with five different levels of spacing in each category (horizontal/vertical). The enumerations are 1x (Default), 2x (200%), 4x (400%), 8x (800%) and 16x (1600%) from the default spacing. The spacing is applied to the entire map (if the central topic is selected) or to a specific branch. To manage the spacing between the topics, do the following steps:

1. Select a topic.
2. Go to *Format/Topic* Format ribbon tab.

- From the *Adjust* group, click the *Spacing* button and choose a vertical/horizontal spacing option(s) from the dropdown menu.

These are the combinations of the different horizontal spacing if the selected topic is the central one.



Figure 108. Default 1x Horizontal Spacing applied to the Central Topic



Figure 109. Horizontal 2x Spacing applied to Central Topic

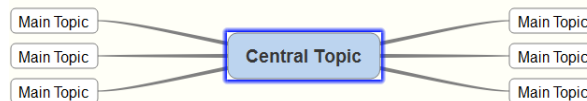


Figure 110. Horizontal 4x Spacing applied to Central Topic

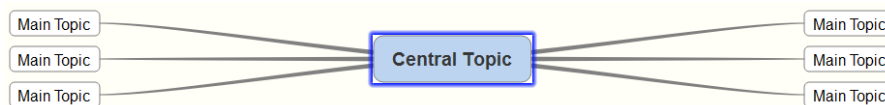


Figure 111. Horizontal 8x Spacing applied to Central Topic

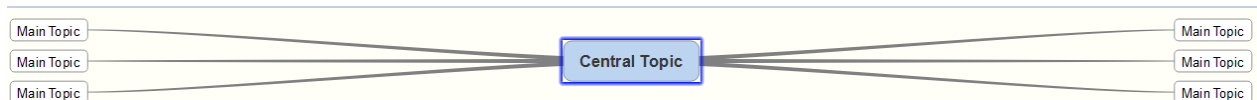


Figure 112. Horizontal 16x Spacing applied to Central Topic

The figures that follow are the combinations of the different vertical spacing if the selected topic is the central one.

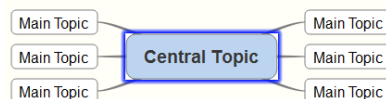


Figure 113. Default 1x Vertical Spacing applied to the Central Topic

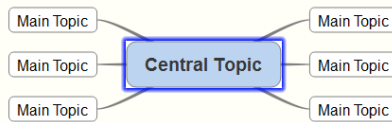


Figure 114. Vertical 2x Spacing applied to the Central Topic

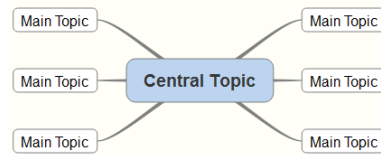


Figure 115. Vertical 4x Spacing applied to the Central Topic

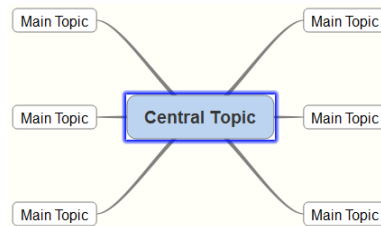


Figure 116. Vertical 8x Spacing applied to the Central Topic

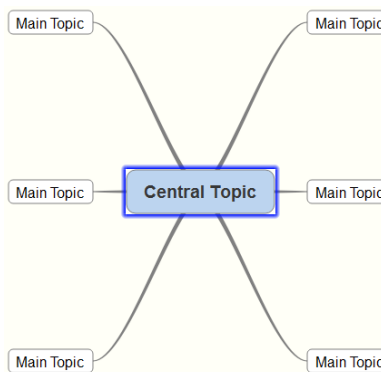


Figure 117. Vertical 16x Spacing applied to the Central Topic

Alignment of Topics

The alignment of topics is available only when you work with White Board space and with Freestyle Map Layout. To enable this functionality, you have to select more than one topic. The alignment will be applied to the last created topic. There are several alignment options: *Align Left*, *Align Center*, *Align Right*, *Align Top*, *Align Middle* and *Align Bottom*.

To align specific topics, you need to the following steps:

1. Select the topics you want to align.
2. Click on the main *Format* ribbon tab or to the *Topic Format* ribbon tab.

3. From the *Adjust* group click the  *Align* button and choose some of the alignment options.

Here are examples for each alignment functionality, presented on the figures below.



Figure 118. Left Alignment by the last created Topic



Figure 119. Right Alignment by the last created Topic

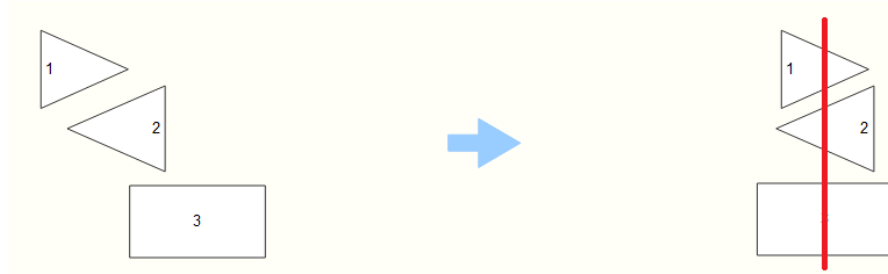


Figure 120. Center Alignment by the last created Topic



Figure 121. Top Alignment by the last created Topic

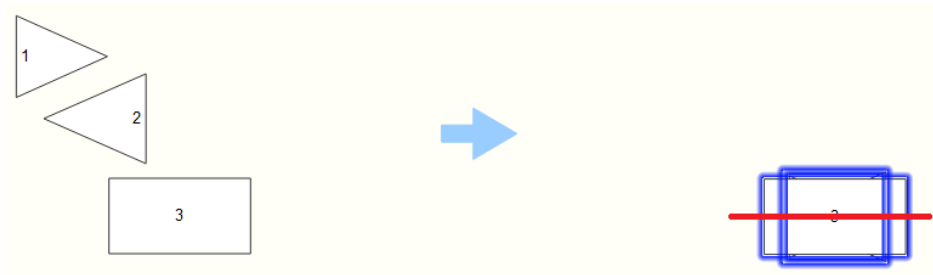


Figure 122. Middle Alignment by the last created Topic



Figure 123. Bottom Alignment by the last created Topic

Distribution of topics horizontally and vertically

You can also distribute topics in even horizontal or vertical distances from each other. In order this function to be enabled you need to select at least three topics, objects and this feature only is enabled only in White Board. Do the following steps.

1. Select at least three topics.
2. Go to the *Format/Topic* Format ribbon tab.
3. From the Adjust group, click on the *Align* button and from the dropdown menu choose either '**Distribute Horizontally**' or '**Distribute Vertically**'.



Figure 124. Horizontal distribution of topics

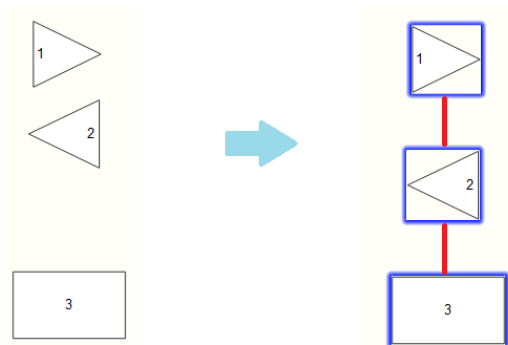


Figure 125. Vertical distribution of topics

Z - Ordering of elements

You can also assign different order to the topic(s) in the map. You can assign different order to the topic(s) in the map, having four different ordering options:

- Bring to front - Bring the selected topic(s) in front of all other topics.
- Bring Forward - Bring the selected topic(s) forward one level so that it's/they're hidden behind fewer topic(s).
- Sent to Back - Send the selected topic(s) behind all other topics.
- Send Backward - Send the selected topic(s) back one level so that it's/they're hidden behind more topics.

If you want to bring a topic in front of all other topics, do the following steps:

1. Select the topic(s) in the map.
2. Click the main *Format* ribbon tab or the contextual *Topic Format* ribbon tab (appears when the topic is selected).
3. From the *Adjust* group, click the button *Bring to Front*.

Tip: The same thing can be done on right click on a selection from the contextual menu.

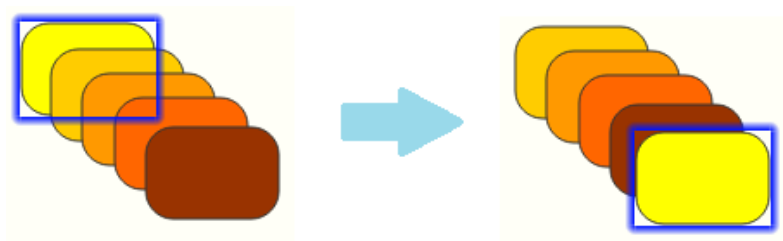


Figure 126. Bring a topic in front of all other topics

If you want to bring a topic forward to be one level closer to the front, do the following steps:

1. Select the topic(s) in the map.

2. Click the main *Format* ribbon or the dynamic *Topic Format* ribbon (appears when the topic is selected).
3. From the *Adjust* group, click the button *Bring Forward*.

Tip: The same thing can be done on right click on a selection from the contextual menu.



Figure 127. Bring a topic one level forward

If you want a topic to be sent to back, behind all topics, do the following steps:

1. Select the topic(s) in the map.
2. Click the main *Format* ribbon or the dynamic *Topic Format* ribbon (appears when the topic is selected).
3. From the *Adjust* group, click the button *Send to Back*.

Tip: The same thing can be done on right click on a selection from the contextual menu.

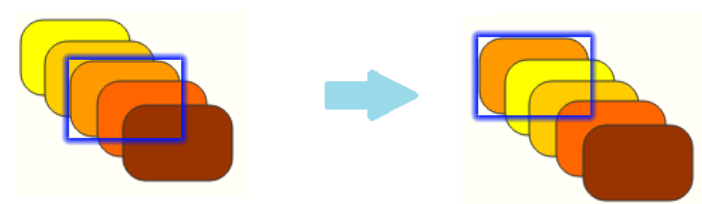


Figure 128. Sent topic to Back

If you want a topic to be sent one level backward, do the following steps:

1. Select the topic(s) in the map.
2. Click the main *Format* ribbon or the dynamic *Topic Format* ribbon (appears when the topic is selected).
3. From the *Adjust* group, click the button *Send Backward*.

Tip: The same thing can be done on right click on a selection from the contextual menu.

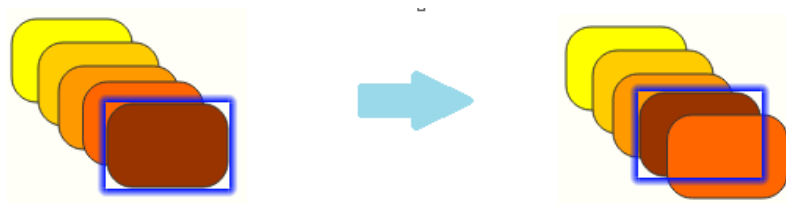


Figure 129. Sent topic Backw

Make a Flowchart in iMindQ

Mind Map

What is map? Map is a set of topics linked and arranged around one key word. It is visualization, graphical presentation, of your ideas, thoughts or tasks. Topics inside your map are connected in different ways, forming a radial net with several branches and the central topic as connection point for all branches. Each branch from the map can be relocated to another position in the map, reattached to another topic or presented as separate map.

You can create different types of maps with iMindQ®, such as: Balanced/Freestyle Mind Maps, Concept Maps, Flowchart diagrams and other basic types of diagrams etc.

A **Mind Map** is a diagram used to visually outline information. A mind map is often created around a single word or text, placed in the center, to which associated ideas, words and concepts are added.

Major categories radiate from a central topic, and lesser categories are sub-branches of larger branches. Categories can represent words, ideas, tasks, or other items related to a central key word or idea.

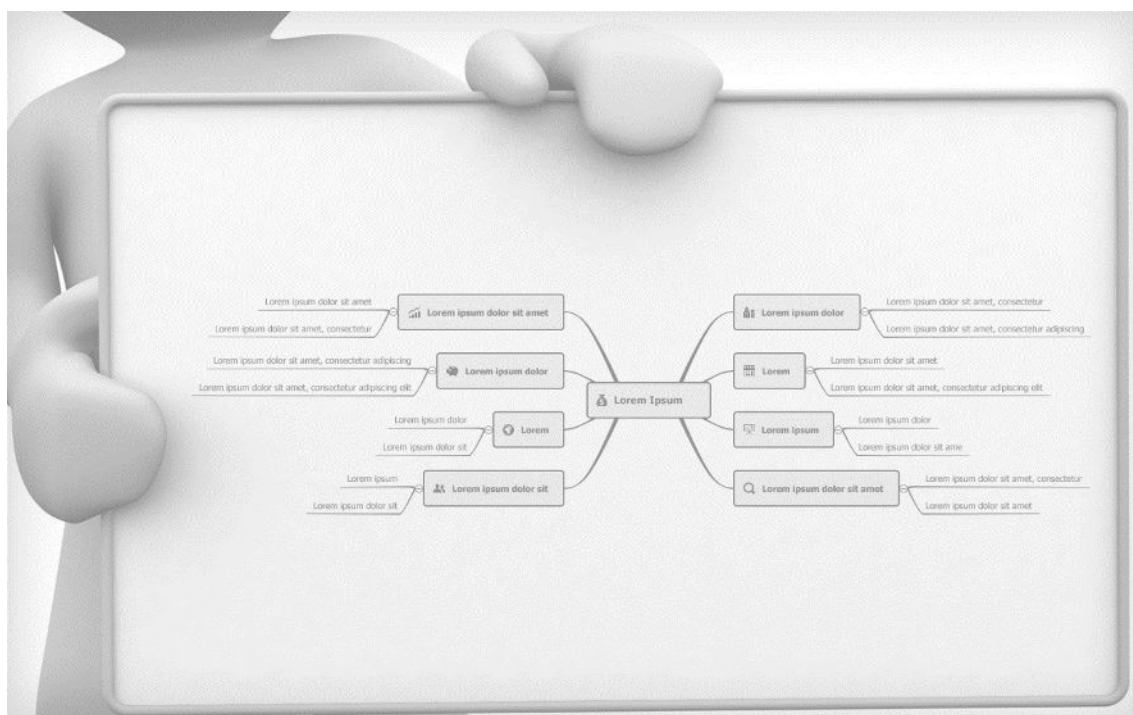



Figure 130. Mind Map

Concept Map

A **Concept Map** is a way of representing relationships between ideas, images or words in the same way that a sentence diagram represents the grammar of a sentence. In a concept map, each word, phrase, or idea connects to another, and links back to the original idea, word or phrase. Concept maps are a way to develop logical thinking and study skills by revealing connections and helping people see how individual ideas form a larger whole.

A well-made concept map grows within a *context frame* defined by an explicit "focus question".

The concept maps (spider concept maps, flowcharts, system concept map), other diagrams can be created in the White Board space. Do the following steps:

1. Click the *File* Menu.
2. Go to *New* and click on the  *WhiteBoard* button.

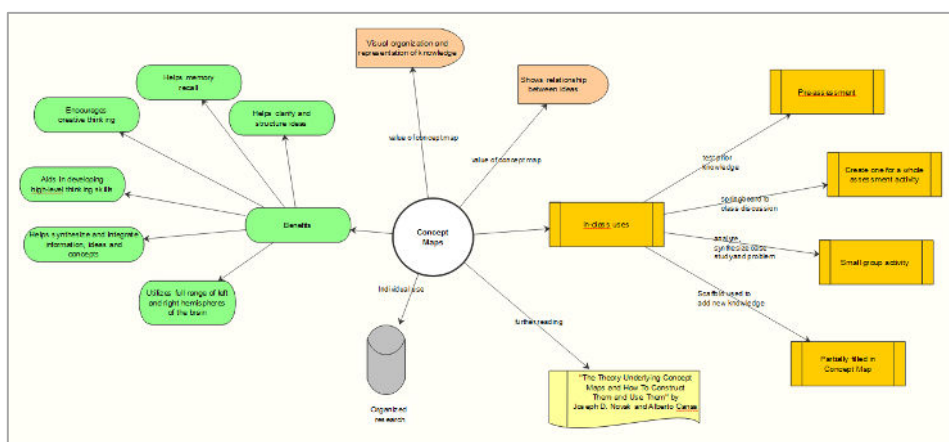


Figure 131. Spider Concept Map

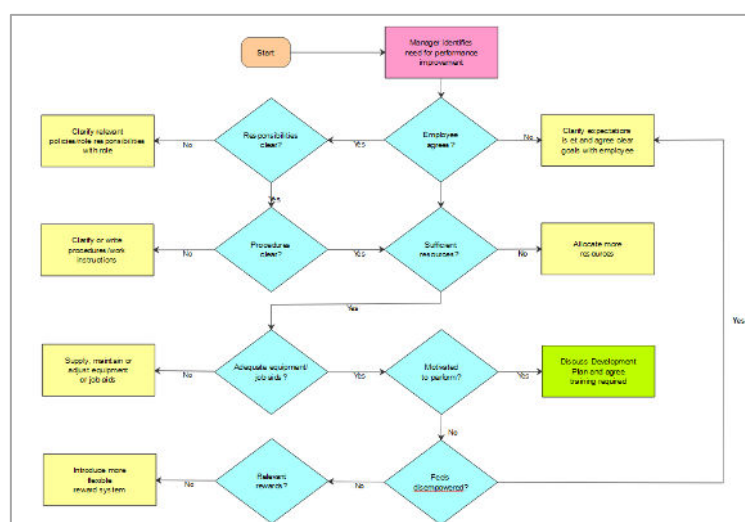


Figure 132. Flowchart Diagram

Concept Maps vs. Mind Maps

Because of the different origins and purpose of each, Mind Maps and Concept Maps have complementary strengths.

- Mind maps can grow much larger than Concept Maps. Concept maps (networks) get exponentially more awkward as they scale up, whereas trees can scale up very well, because they encapsulate larger amount of information (mind mapping term collapse branch).
- Mind Maps are used mainly to generate ideas more quickly.
- Mind Maps are much better at visually and mentally dividing things up into different contexts and areas of focus. A Concept Map is more usually considered as a whole, which is another reason that Concept Maps tend to remain smaller.
- Concept Maps are designed to be clearly read one proposition at a time, whereas many Mind Maps can only be skimmed to give a flavor of the subject, or even just visually appreciated as a work of art.
- Mind Maps work well as a reminder for those "in the know". Concept Maps are self-contained and self-explanatory, so are better suited to sharing real knowledge with non-authors, without a limited shelf life.
- Concept Maps visualize systems, something that is hard to do in tree diagrams.

Create a Flowchart diagram

A flowchart is a type of diagram that represents an algorithm or process, showing the steps as boxes of various kinds, and their order by connecting them with arrows. This diagrammatic representation illustrates a solution to a given problem. Process operations are represented in these boxes, and arrows; rather, they are implied by the sequencing of operations. Flowcharts are used in analyzing, designing, documenting or managing a process or program in various fields.

Flowcharts are used in designing and documenting complex processes or programs. Like other types of diagrams, they help visualize what is going on and thereby help the viewer to understand a process, and perhaps also find flaws, bottlenecks, and other less-obvious features within it. There are many different types of flowcharts, and each type has its own repertoire of boxes and notational conventions.

As a rule of thumb, flowcharts always start either from left to right or top to bottom. The reason for this is clarity.

iMindQ® allows you to create flowchart diagrams very easy. The first thing you need to do is open a Whiteboard space from the File Menu → New. All the commonly used boxes for creating a flowchart diagram, are placed in a specific folder in the Library panel → Shapes tab.

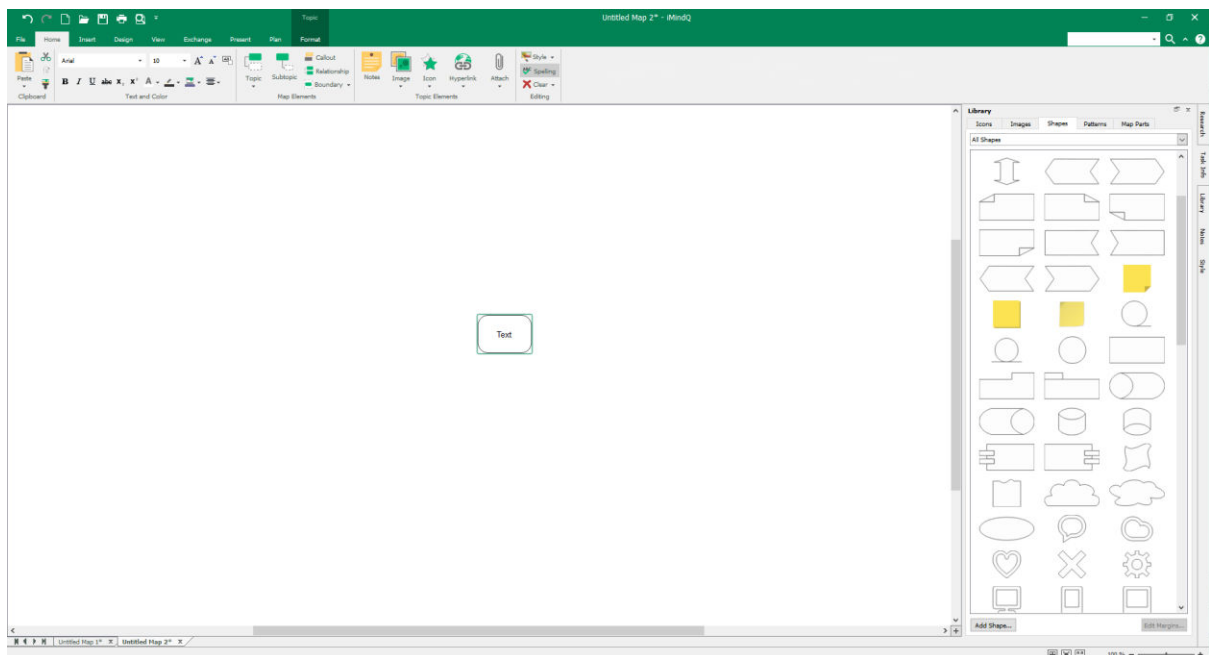


Figure 133. Flowchart diagram folder containing commonly used shapes

The commonly used notations in a flowchart diagrams are represented in Figure 134.

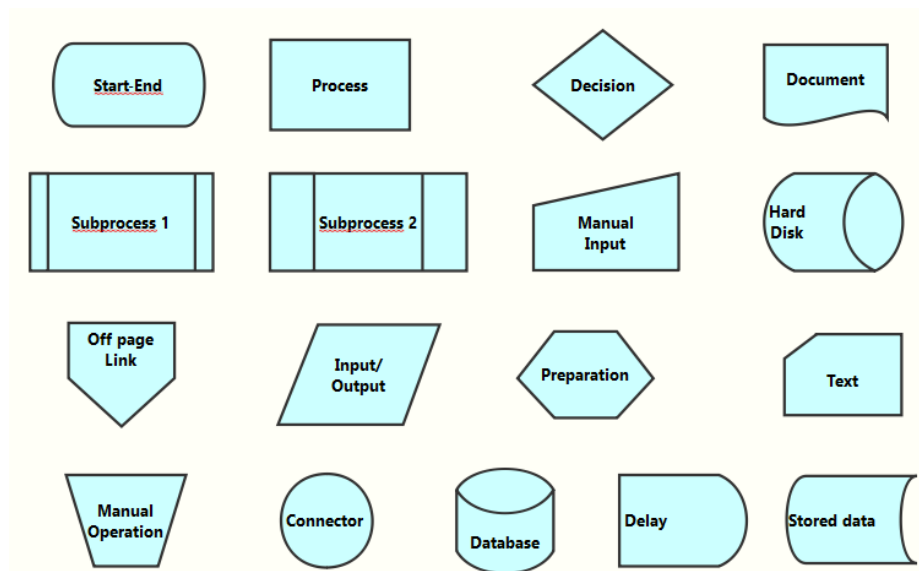


Figure 135. Meaning of the flowchart diagram shapes

To insert a shape in the map space, simply drag and drop a shape from the Shape Library anywhere you want in the map.

To connect two shapes you can use the Topic menu, like in the figure below. You can put a label to the relationship as well.

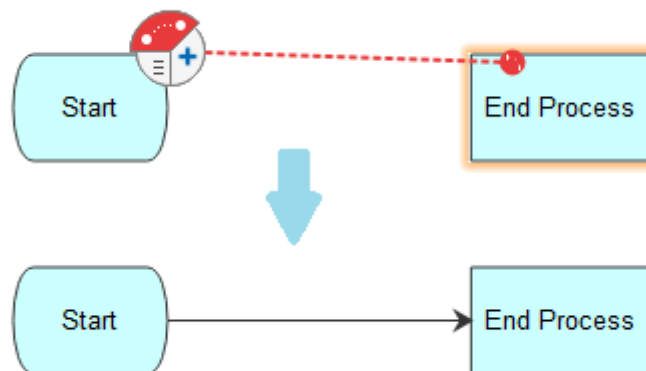


Figure 136. Connecting two shapes with an arrow (relationship)

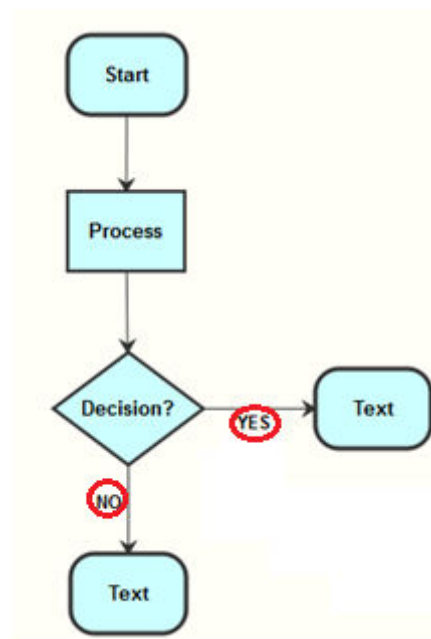


Figure 137. Labeling a relationship between two shape

Create and track project plans

Introduction

What is project? According the "PM Body of Knowledge" project is "temporary endeavor undertaken to create a unique product, service or result". PRINCE 2 methodologies define the project as "a management environment that is created for the purpose of delivering one or more business products according to a specified business case". If you search the World Wide Web, you can find more definitions for project or project plan. You don't need to know all these terms in order to make or to manage one project plan. Just remember that project is something that has start and finish, and deliver material or nonmaterial goods.

One good example for project is shopping at the local supermarket. Although it seems too trivial as example, actually you will find that it is not as simple as it looks like. At the beginning you are defining the timeframe for the shopping, keeping in mind the supermarket's working hours and the time needed for going to the mall and for shopping. Next, you are writing on a piece of paper the product that you will buy and prioritize them. The last step is planning the budget i.e. how much money you are planning to spend for shopping. Of course, there is always a backup plan in case something goes wrong. After fulfilling these steps, you are ready for spending some money.

As you can see, this example contains the main characteristics for one project: timeframe, planning, prioritizing, budgeting and backup plan. You can use the same technique for creating projects in iMindQ® but instead organizing entire process in your mind and writing it on a piece of paper you will use views and other features for better and faster creation of projects.

Tasks and resource will be introduced in this chapter, since they are basic elements of any project plan.

Gantt Chart

Gantt chart view is the most used view while creating project. It gives tabular and graphical presentation of the tasks in the project plan. Gantt chart view consists of two parts: *Gantt Table* which is located on the left side of the application and *Gantt chart* on the right side.

Gantt Table (or Gantt Sheet) consists of columns that contain information for the tasks. Depending on which table you are working, different columns will be presented in the Gantt Sheet. A default table for the Gantt chart is the Entry table. Task's attributes can be entered in the Gantt Sheet by typing the appropriate information in the cells, selecting from the drop-down list in the cell or by using the Task Info window.

The look of the Gantt chart view is presented on the figure below.

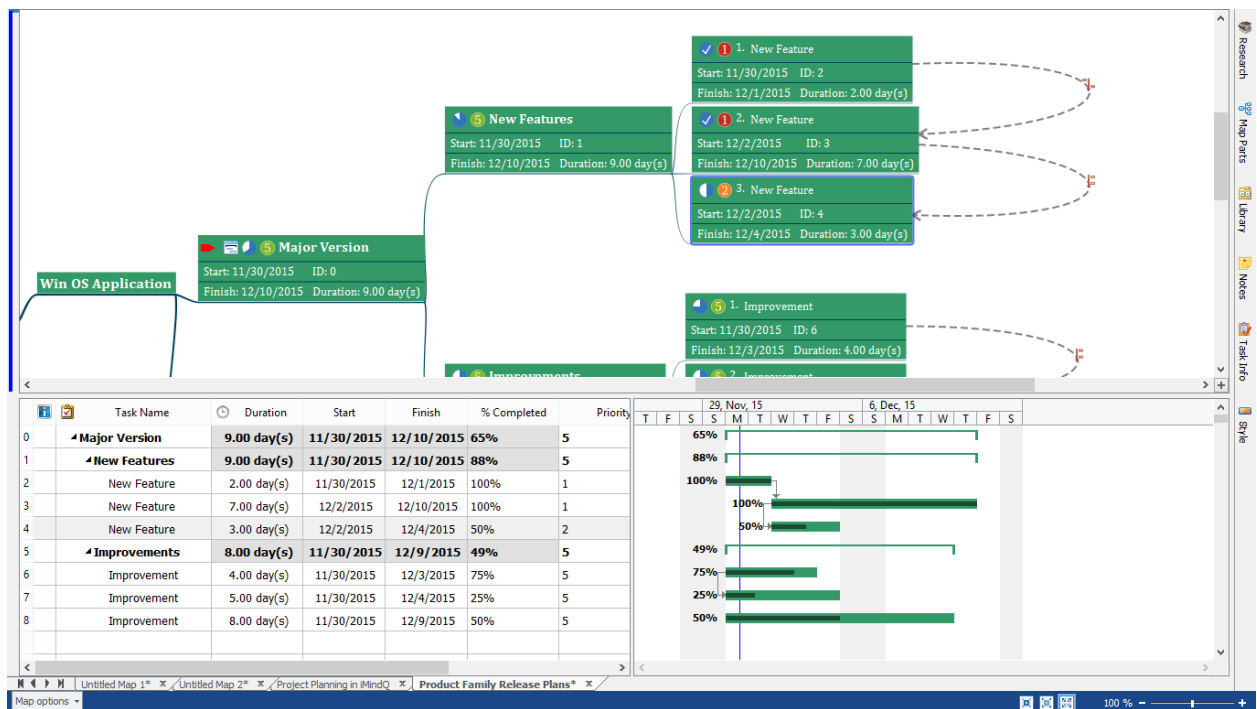


Figure 138. Gantt chart view in iMindQ®

Gantt chart contains bars that are graphical presentation of the tasks entered in the Gantt Table. The length of the bar corresponds to the task's duration. At the top of the Gantt chart is the timescale with two layers. The bottom layer presents the working days in the week and the top layer presents the working weeks in the year. The non-working days are colored blue. The Gantt chart has gridlines for background in order to help you in determining starting or finishing day of some particular task or to view task's duration.

You can use the Gantt chart for:

- Planning and Organizing project plans to the
- Monitoring project's progress

Task


There are several symbols that represent task in iMindQ®. The task's bars that are used in Gantt chart view and their description can be found in the table below:

Bar	Description
	Summary Task
	Task
	Milestone

Summary *Task* can be graphical symbol for one group of tasks that are logically connected or can be representation for project summary task. When representing one group of tasks, *Summary Task* summarizes the information for duration, progress and costs for the tasks.

Milestone is a task that represents achieving major point in the project. Characteristic for this type of task is the duration. *Milestone* has 0-day duration and it can hardly be considered as a task since they are point in time. You can use milestones to emphasis the breaking points (major releases of product, starting marketing and sales campaign, etc.) when you present the project plan in front of the upper management in your company.

Dependencies

After you entered the task, you need to connect the tasks in order to get visual flow of the project plan. You can link tasks on several ways: by selecting tasks in Gantt Sheet and clicking on the  icon in the Standard toolbar; using the Link Task function in the Edit menu; connect tasks using the connector in the Gantt chart. If you use one of these possibilities for linking tasks, they will be connected with Finish to Start dependency because this is a default dependency in iMindQ®

iMindQ® has the following dependencies:

- Finish to Start (FS)
- Start to Finish (SF)
- Start to Start (SS)
- Finish to Finish (FF)

Finish to Start (FS)

Finish to Start is a default dependency in iMindQ®. This means that the successor task cannot start until the predecessor task finishes. The line's arrow that connects two tasks is pointed from the task that is assumed to be predecessor (task's Finish Date) to the task that is successor (task's Start Date).

For example, there are two tasks: Task Blue and Task Red, connected with *Finish to Start* dependency, as it is presented on Figure 139. *Finish to Start* dependency determines that the Task Red cannot start until Task Blue is 100 % complete. Also, you can notice that the arrow is pointed from the Task Blue Finish Date (predecessor) to the Task Red Start Date (successor).

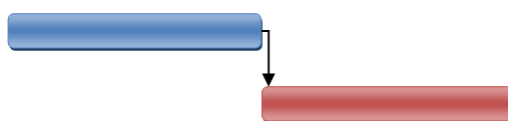


Figure 139. Example for Finish to Start dependency

Start to Finish (SF)

Next dependency that is supported by iMindQ® is the *Start to Finish*, where the successor task cannot finish until the predecessor task starts. The Finish Date of the successor task can be equal or greater than the Start Date of the predecessor task:

$$\text{Successor}(\text{Finish Date}) \geq \text{Predecessor}(\text{Start Date})$$

The link that connects the task starts from the predecessor's Start Date and ends at the successor's Start Date.

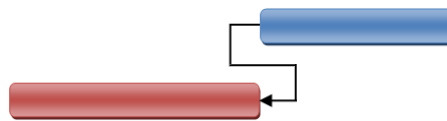


Figure 140. Example for Start to Finish dependency

Let's see the *Start to Finish* dependency through example. On Figure 140 Task Red cannot finish until Task Blue starts. This means that Task Red can finish on the same date when Task Blue starts, or later. The dependency link starts from Task Blue Start Date and ends to Task Red Finish Date.

Start to Start (SS)

Another dependency in iMindQ® is *Start to Start* dependency. Definition for this dependency is: "The successor task cannot start until the predecessor task starts". Tasks may or may not have the same Start Date. The successor task may start at any time after predecessor task starts, or expressed with equation:

$$\text{Successor}(\text{Start Date}) \geq \text{Predecessor}(\text{Start Date})$$

The arrow that connects these tasks is pointed from predecessor's Start Date to successor's Start Date.

Once again, let us see the example with the Task Blue and Task Red, presented on Figure 141. According to the definition, Task Red cannot start until the Task Blue starts. Also, you can notice that the arrow is pointed from the Task Blue Start Date (predecessor) to the Task Red Start Date (successor).



Figure 141. Example for Start to Start dependency

Finish to Finish (FF)

The last dependency in iMindQ® is *Finish to Finish*. This means that the successor task cannot finish until the predecessor task finishes. Tasks may or may not have identical Finish Date. The successor task can finish at any date after predecessor task's finish. Expressed with equation:

$$Successor(Finish\ Date) \geq Predecessor(Finish\ Date)$$

The line arrow that connects these two tasks starts from predecessor task's finish date and pointed to successor task's finish date.

On the figure below are presented two tasks connected with Finish to Finish dependency. Task Red can finish at any date after Task Blue is 100% complete. You can see that the connection line starts at Task Blue Finish date and ends at Task Red Finish Date.



Figure 142. Example for Finish to Finish dependency

Create Task in iMindQ®

After the introduction with the main elements of the Project Management and iMindQ® project management features, you are ready to create tasks from the topics and create project plans.

Topics are modified into tasks using the Task Info feature:

1. Select the topic from the map that will be transformed into task
2. Select the *Insert* ribbon tab.
3. In the *Task Elements* group click on the *Task Info* button
4. In the Task Info panel enter the *Start Date* for the Task.

These four steps are enough to create task and this task to be presented in Gantt chart (View ribbon⇒Views group⇒Gantt chart)

Now, you can create tasks from the Plan ribbon too and see how they are created directly in the Gantt chart. Do the following steps:

1. Click on the *Plan* ribbon tab.
2. Select a topic.
3. Click on the *Task* button.

Note: If you continue to click the same button and the same topic (task) is selected in the map, the newly tasks will be topics (tasks) on the same level as the selected. This is presented in the figure below.

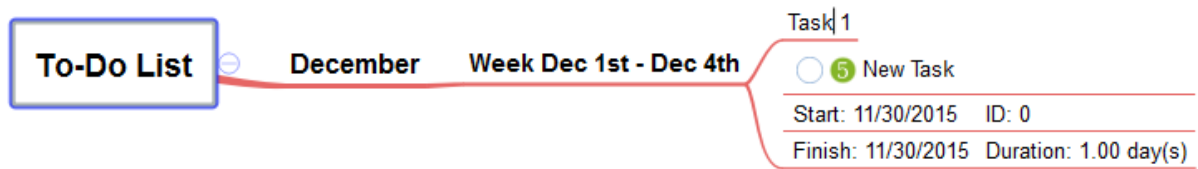


Figure 143. Create task in iMindQ® from Plan ribbon

Set a Mind Map branch into Project Branch

In a Mind Map you can set a branch as Project Branch and make initial plans by further branching it out. The Project Branch is a summary task and is directly represented in the Gantt Chart View.

To transform an ordinary branch into Project Branch, do the following steps:

1. Select the desired branch.
2. Click on the *Plan* Ribbon tab.
3. From the *Insert Group*, click on the *Project Branch* button.

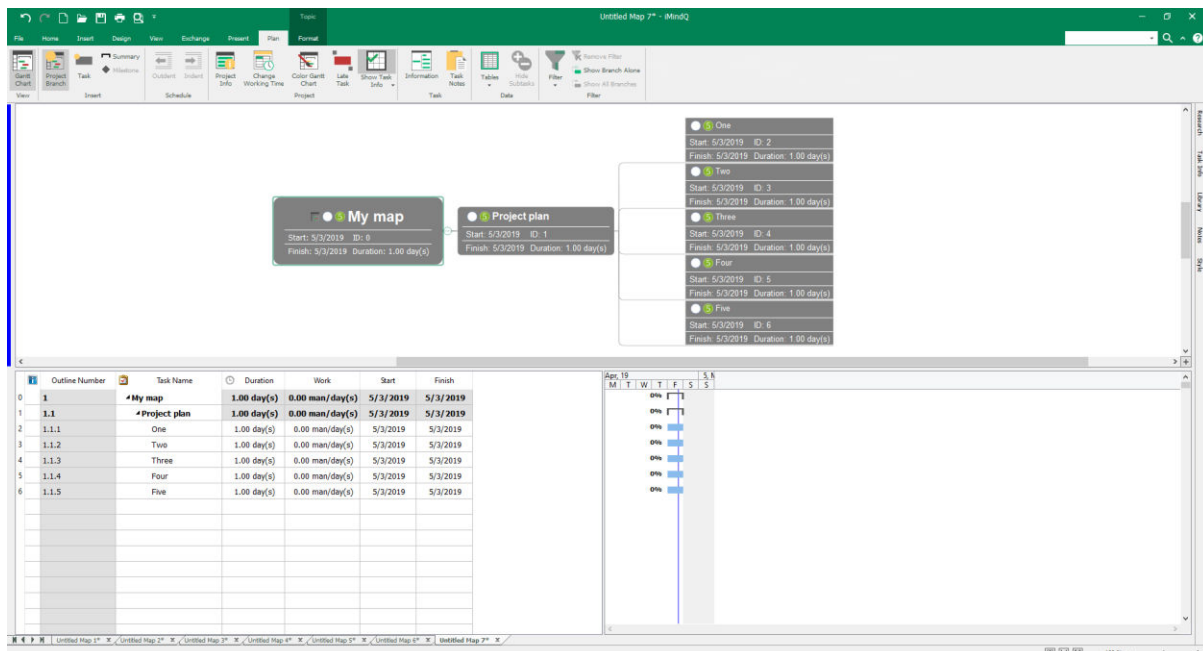


Figure 144. Transform a Branch into a Project Branch

Edit Task

You can edit tasks parameters in your project in several ways:

- Using the Task Info panel
- Using the Gantt table
- Using the Gantt Chart
- Using the Task Info dialog

Use the method that is most appropriate for you.

Edit task using Task Info panel

Using the Task Info panel, you can define and edit the Start and Finish Date of the task, update task's progress through % Complete and prioritize the task using the Priority field. This information is as much as necessary to create one task. The required values can be entered using the calendar for Start and Finish Dates, a symbol near fields for increasing or decreasing the value or by typing the value in the field.

The look of the Task Info panel is presented on the figure below.

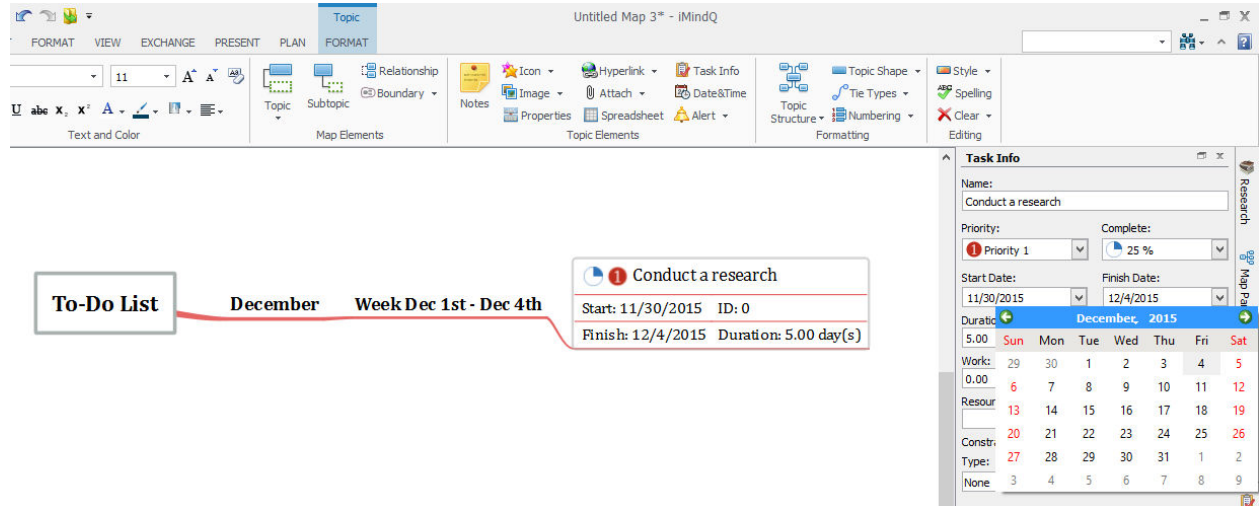


Figure 145. Edit task using Task Info

Edit task using Gantt table

Another option for editing tasks is by typing the tasks' names or values directly in the sheet. For this purpose you can use the Gantt table part from the Gantt Chart view. You can edit task's names, Start and Finish dates, Duration and Predecessors.

Part of the editing process of the task (example: Start Date) is presented on the figure below.

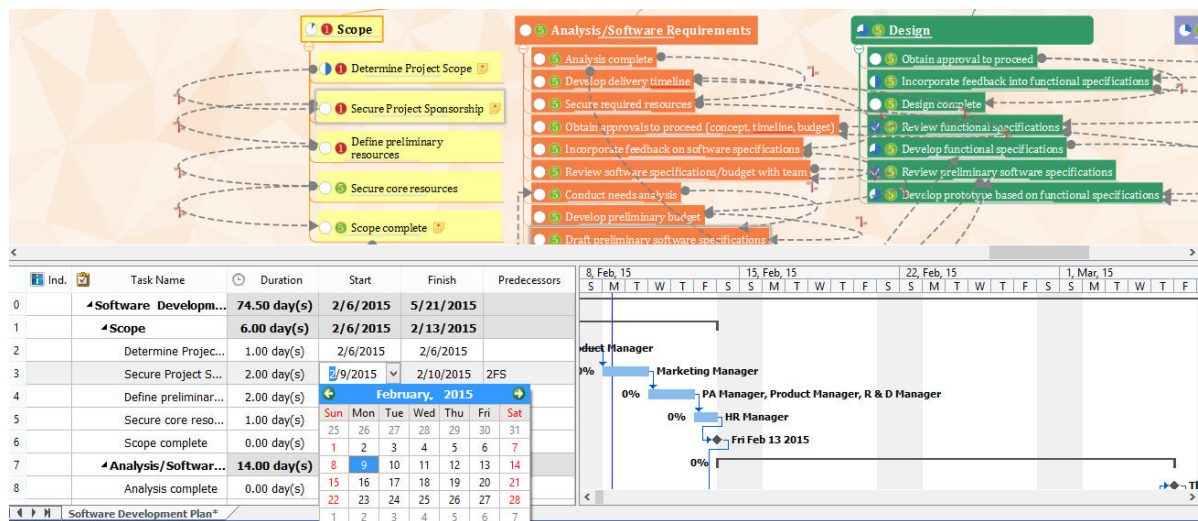


Figure 146. Edit task using Gantt table

Edit task using the Gantt Chart

The easiest and the fastest way to edit a task is to use the Gantt chart. Point the mouse cursor at the day that will be start date of the task, click on the left-mouse button and draw the length of the task, as it is presented on figure below.

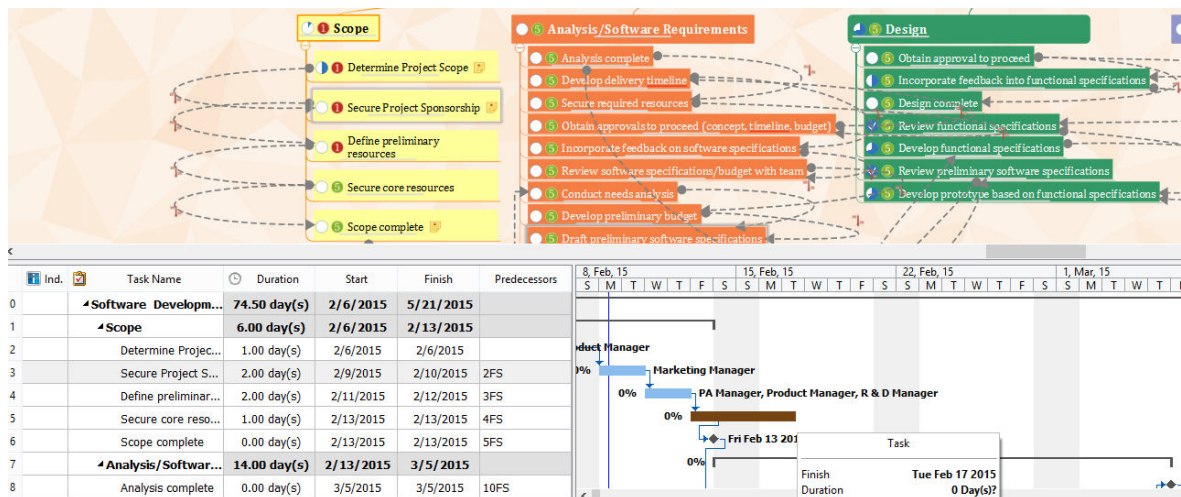


Figure 147. Start editing task from Gantt chart

When the left-mouse button is released, the task is created, ready for editing and incorporating in the project plan. Using this method for drawing tasks and connecting them with task dependencies (presented in next section), you can create entire project plan in a very short period of time. All you have to do afterwards is to give a name to the tasks. The final result of the editing process is presented below.

Edit task using Task Info dialog

Now with the new Plan ribbon, you can easily access everything related Tasks (Gantt, Open WBS, create Tasks, Subtasks, Milestones, access the Task Info and get basic Project Statistics instantaneously). To edit the Task Info through a dialog, do the following steps:

1. Click the *Plan* ribbon tab.
2. From the *Task* group, click the *Information* button.

Here you can access the General Information about the task, you can set its predecessors, which in the same time means setting dependencies and add the necessary resources.

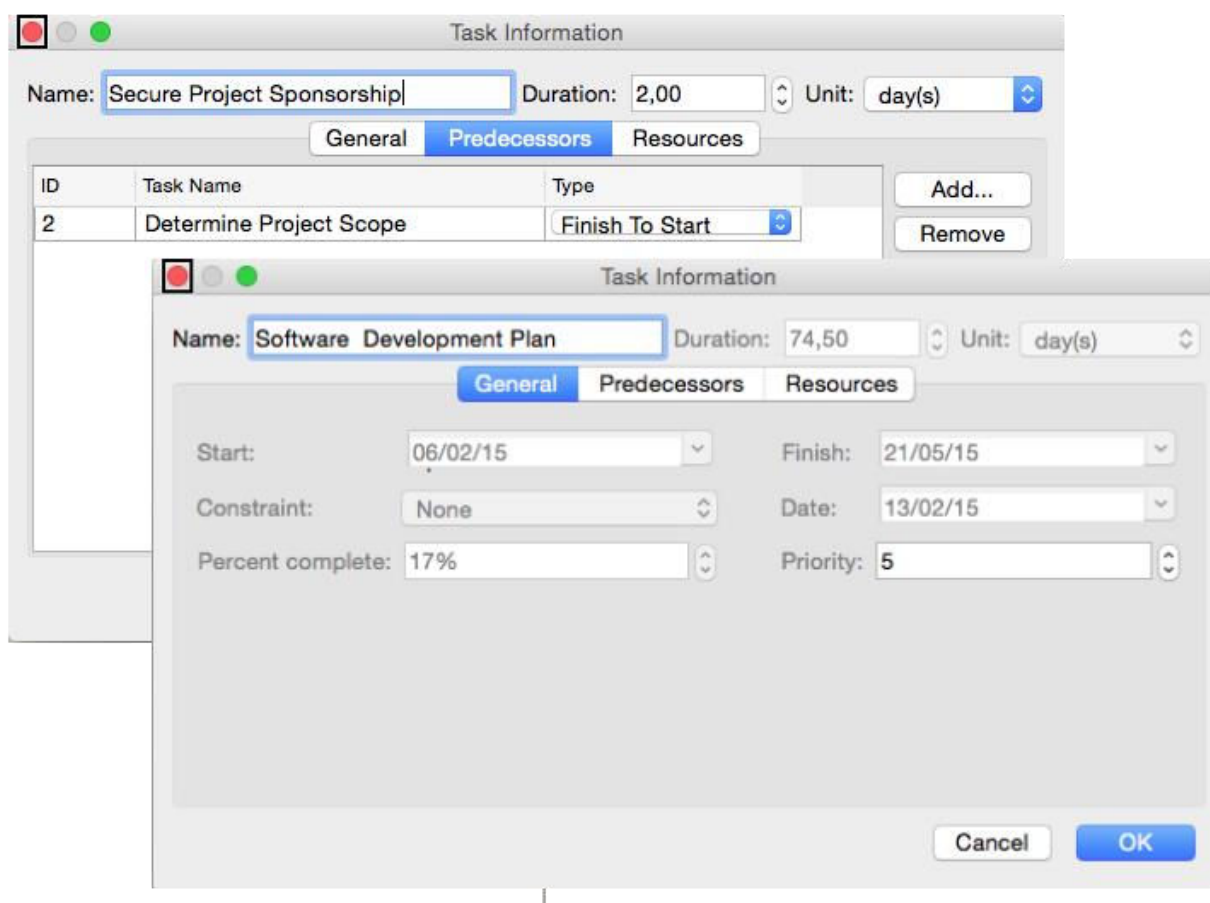


Figure 148. Task Information dialog

Work with Constraint Dates

Constraint means restrictions. While creating a project plan you can set a restriction on task's start or finish date. This means that some specific task must start on or finish no later than a particular date.

There are three types of constraints:







- Flexible constraints
- Semi-flexible constraints
- Non-flexible (Inflexible) constraint

Flexible constraints doesn't content specific date. Using these constraints, users can start the project tasks as early as possible or as late as possible as long as the tasks with constraint dates ends before project's finish date.

Semi-flexible constraints requires an association with dates that controls the earliest or latest start or finish date of the task. Tasks with semi-flexible constraints can finish at any time as long as it meets the start or finish deadline of the project plan.

Non-flexible constraints requires an association with dates that controls the start or finish date of the task. These constraints are used when there are many external factors that are associated with the task/project plan.

All constraints that are implemented in iMindQ® are presented in the table below.

Symbol	Type	Name	Description
	SNET	Start No Earlier Than	Schedules the task to start on or after a specified date. Use this constraint to ensure that a task does not start before a specified date
	FNET	Finish No Earlier Than	Schedules the task to finish on or after a specified date. Use this constraint to ensure that a task does not finish before a certain date
	SNLT	Start No Later Than	Schedules the task to start on or before a specified date. Use this constraint to ensure that a task does not start after a specified date
	FNLT	Finish No Later Than	Schedules the task to finish on or before a specified date. Use this constraint to ensure that a task does not finish after a certain date
	MFO	Must Finish On	Schedules the task to finish on a specified date. Sets the early, scheduled, and late finish dates to the date that you type and anchors the task in the schedule
	MSO	Must Start On	Schedules the task to start on a specified date. Sets the early, scheduled, and late start dates to the date that you type and anchors the task in the schedule

Set Constraint Date

iMindQ® works with Semi-flexible and Non-flexible constraints. Constraint Date and Constraint Type are located in the Task Information window, in the General tab. Setting Constraint Date and Type to the task is very easy and it can be done in several steps:

Select the task in the *Gantt Chart*.

Double-click on the cell in order to open the *Task Information* window.

In the *General* tab click on the *Constraint* drop-down list to assign a Constraint type to the task.

In the *General* tab click on the *Date* drop-down list to assign a Constraint date to the task.

Get basic Project Info

Once you have created/planned all your tasks needed for finishing a project successfully. You can open the Project Statistics dialog from the ribbon Plan→Project group.

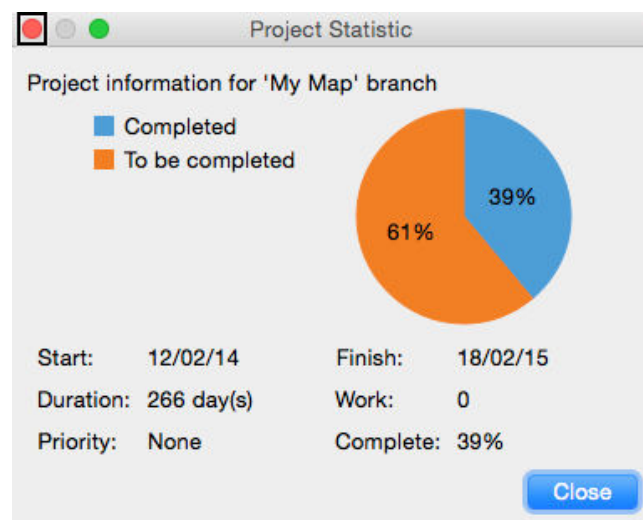


Figure 149. Get basic Project Info

Importing project plan with Constraint dates in iMindQ®

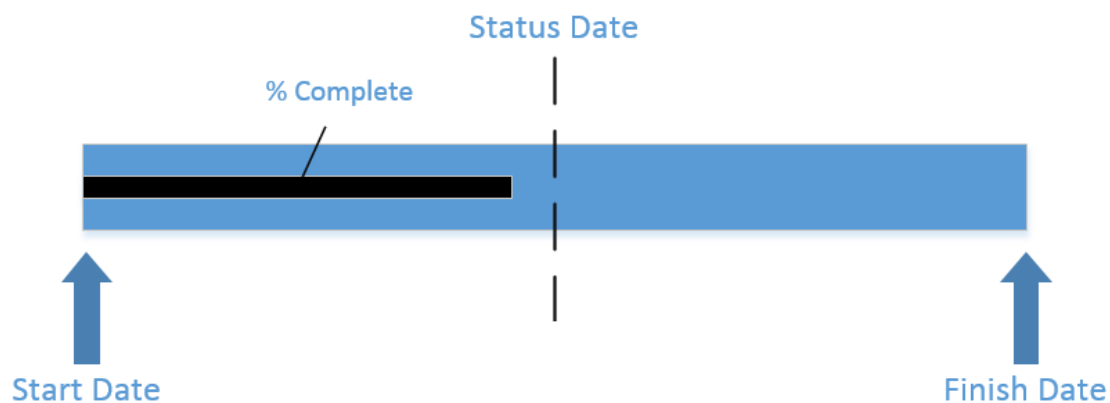
If you import project plan created in Microsoft® Project and the project plan contains Constraint Type and Constraint date, then the same information will be imported and presented in iMindQ®. The symbol for Constraint Type in the Indicator column will appear in

front of the task name and in the Task Information window you can view the necessary information.

Late Tasks

Project plan is a massive structure that has many tasks, involves number of resources and has costs. Very often project participant, projects managers and team leads need information that comes from a different part of the project plan. For example, they need general info for the project's schedule and the milestones, or they need to view which tasks can harm the project's output. Thus, iMindQ® has one category of marking tasks that present certain task's status in the project plan.

Late tasks are those tasks that are not 100% when the status date is past the task's finish date.



To view which tasks are late, just click on the Late Task button in the "Plan" ribbon and the tasks that are not fulfilling the criteria above will be colored light red, as is presented on the image below.

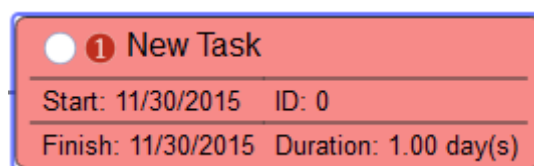
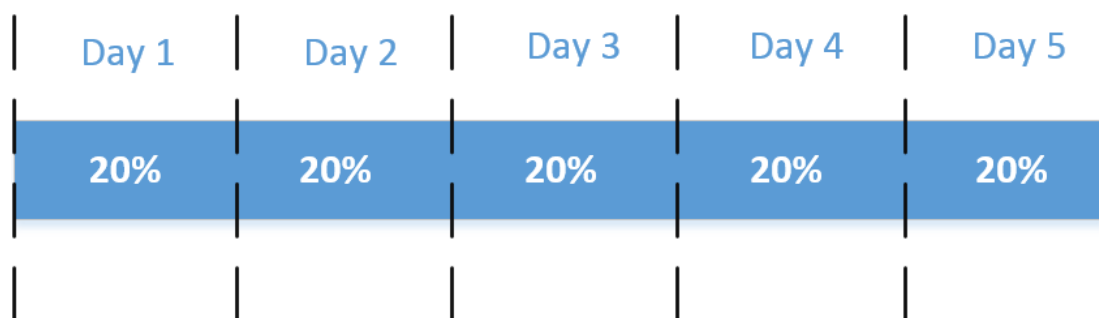
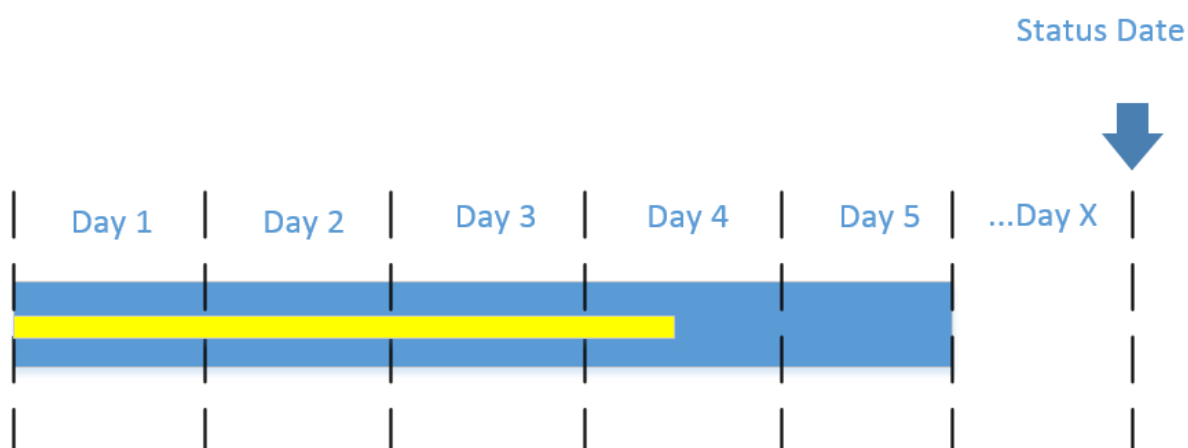


Figure 150. Late Task

Short Example: One task has duration of 5 days. That means that every day, assigned resource must complete 20% from the task. Status date is at the 5th day (or after the 5th day).



That means that at the end of the 5th day, 100% of the tasks must be completed. If this is not a case, then the task will be colored red.



Change Working Time

Project plans are scheduled according calendars. They defined the working days in the week, how many hours project participant will be spend on daily basis and etc. The "Standard" calendar is defaulted calendar in iMindQ®, with working days from Monday through Friday, from 8 A.M. to 5 P.M. The other two calendars that are available for scheduling are:

- Night Shift
- 24 Hours

But sometimes, you need to modify it. You need to change the working hours, to make particular day non-working or to set the working weeks according the project needs. For this case you will use the "Change Working Time" feature, located in the "Plan" ribbon. Using mentioned feature, you can:

- Insert Exceptions
- Make custom Work Weeks

Exceptions

Exception days are days in the working week with different working time as the usual one. Resource's vacation, national holidays, time off days can be considered as exceptions for the project plan and must exist in the project calendar. It is very important for the project manager to take them into consideration when estimating the project deadlines.

Exception day with specific working time

In iMindQ®, by default, all exception days are created as non-working days. If you want to make them working days, but with different working times, perform the following steps:

- From the *Plan* ribbon click on the "Change Working Time" icon
- Once the new dialog is opened, choose the base calendar for which you want to insert exception day (presented on the image below with number 1.)
- Insert the name of the exception along with the Start and Finish dates (presented on the image below with number 2.)
- Once the exception is created, click on the "Details" button (presented on the image below with number 3.)

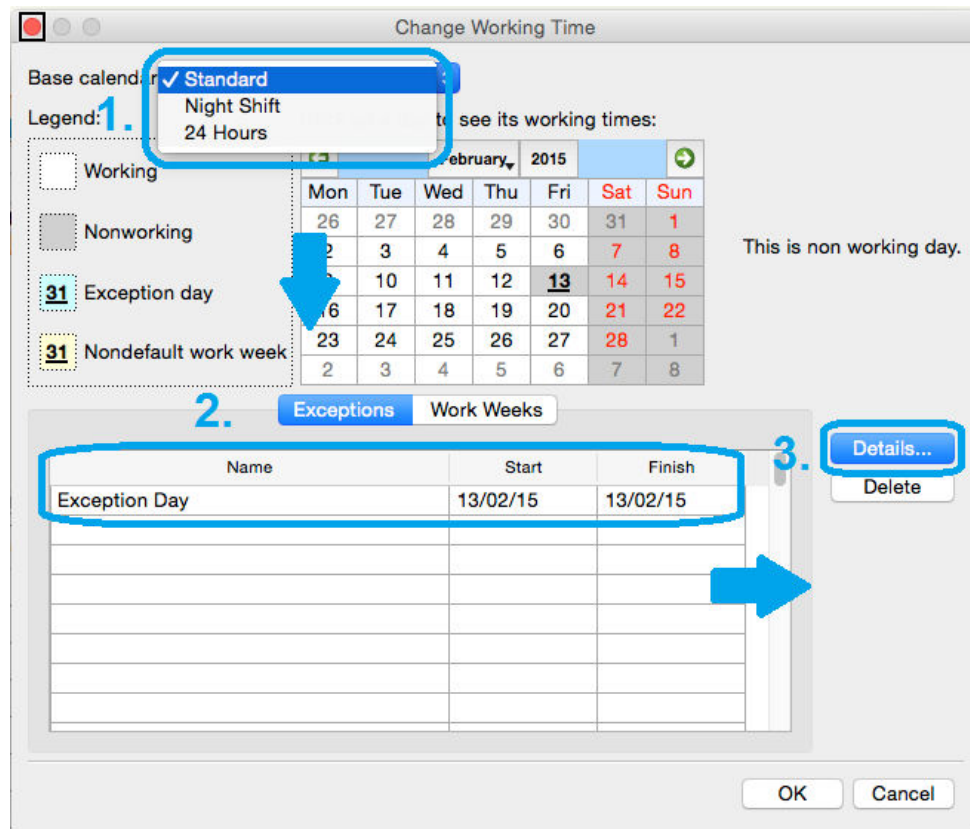


Figure 151. Change Working Time dialog

The newly created exception day will be colored **blue** in the calendar preview. Next step is to define the working hours for this particular day.

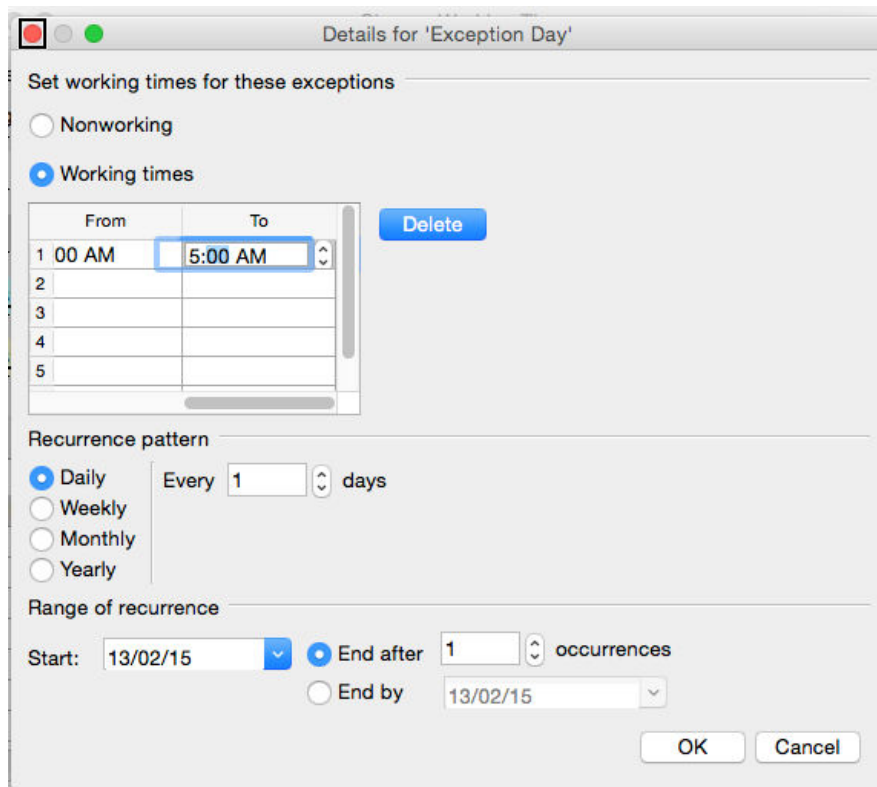


Figure 152. Details for Exception Day

1. In the "Set working times for Exceptions" section click on the "Working times" radio-button
2. Inserts the working time using the "From" and "To" column in the table.

Exception days as repeating holidays

National holidays are days with recurrence pattern. They are not included in the application's calendar, but you can add them manually.

1. Repeat the first 3 steps from the previous section.
2. In the "Recurrence pattern" section select the recurrence of the holiday.
3. In the "Range of recurrence" pick how often the holiday repeats during the project time-frame.

Work Week

Based on the selected project calendar, the work schedule for all project's tasks varies. Their schedule depends from the working days and the working times. iMindQ® provides three

base calendar that can be used as templates for the project plans, with the following working days and times:

- **Standard** – The Standard calendar reflects the traditional western work schedule: From Monday to Friday, from 08:00 A.M. until 5:00 P.M., with an hour break between 12:00 A.M. and 1:00 P.M.
- **Night Shift** – The Night Shift calendar is scheduled from Monday night to Saturday morning, from 11:00 P.M. until 08:00 A.M., with an hour break from 03:00 A.M. to 04:00 A.M.
- **24 Hours** – The 24 hours calendar characterizes with continuous work, 24 hours a day, 7 days a week.

Very often, project plan required modifications of the working times, working days. You can customize them using the steps that are described below:

1. From the *Plan* ribbon, click on the *Change Working Time* icon
2. Once the new dialog is opened, choose the base calendar for which you want to insert custom week (presented on the image below with number 1.)
3. Click on the "Work Week" tab (presented on the image below with number 2.)
4. Insert the name of the exception along with the Start and Finish dates
5. Once the exception is created, click on the "Details" button (presented on the image below with number 3.)

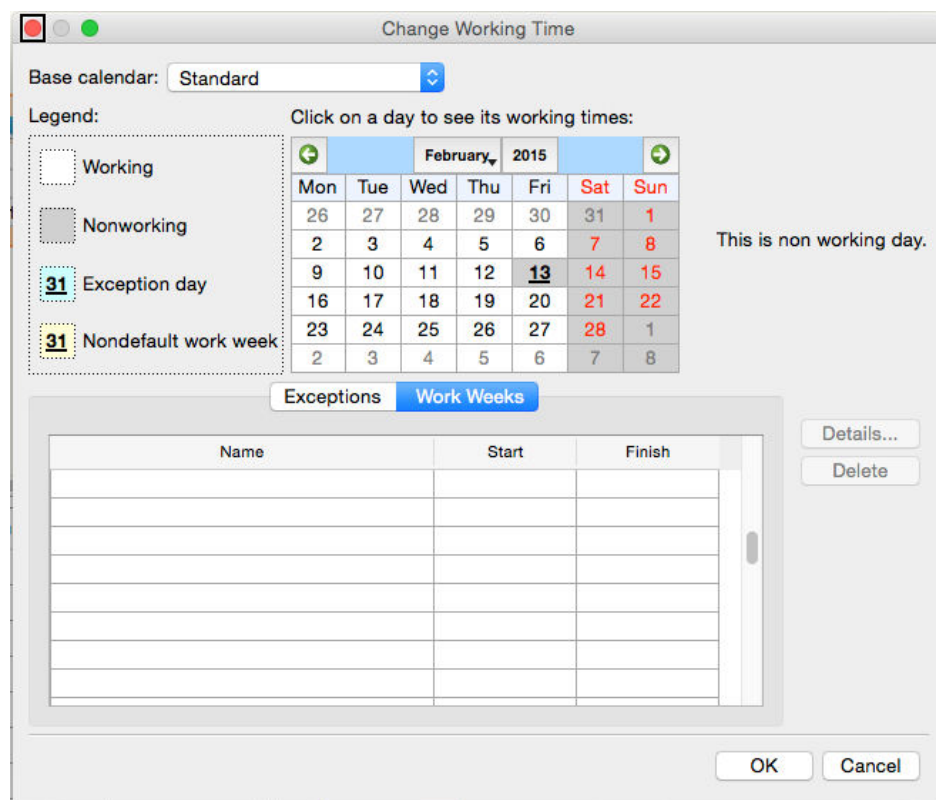


Figure 153. Change Working Time dialog

- The newly created exception day will be colored **yellow** in the calendar preview. Next step is to define the working hours for this particular day.

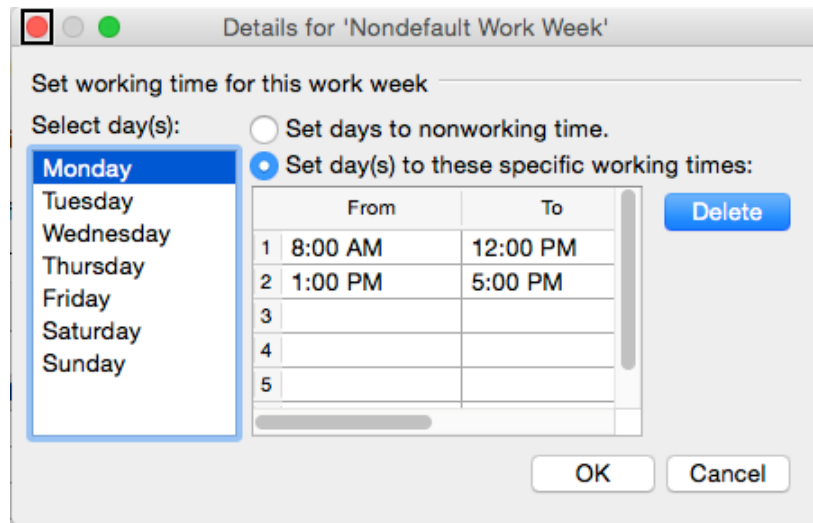


Figure 154. Details for Work Weeks dialog

- In the “Set working times for this work week” section click on the each day from the week and insert the specific working time.

If you need to make some day nonworking, then select the “Set days to nonworking time” radio button.

Differentiate and visualize tasks in the Gantt Chart by coloring the Task Bars

In order to better differentiate and visualize the tasks from the map space into the Gantt Chart view, iMindQ® enables you to colorize the task bars with one single click. The main rule is the specific type of task represented in the Gantt Chart View, with appropriate symbol, to inherit the fill color of the adequate task in the map space. Each task in the map space, that has white fill color or the fill color is set to *None*, than these tasks in the Gantt Chart View shall be represented in the Gantt Chart View with the predefined style for each type of task accordingly.

The transparency of a certain Fill color applied to a task, will be ignored and the task bar in the Gantt Chart View shall be colored with the basic Fill Color to which the transparency was applied. Do the following steps:

- Click on the *Plan* ribbon tab.
- From the Project group, click on the *Color Gantt Chart* button.

Here is an example of how your tasks will be visualized in the Gantt Chart View, after choosing the option to use the Color Gantt Chart option.

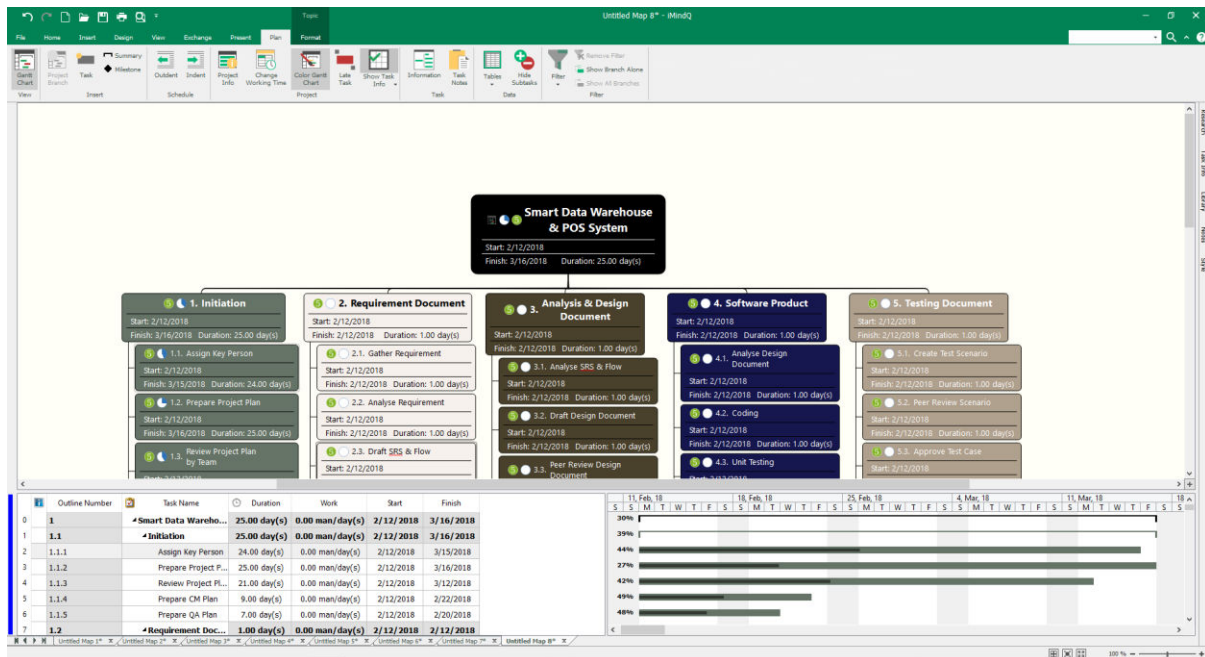


Figure 155. Colored Task Bars in the Gantt Chart View

Manage the visibility of desired Task Information

At different times, you need different Task Information to be visible in the map space, depending for which purpose you use specific Task Information. You can manage whether the Task Information shall be visible or not, and which specific information shall displayed within the task in the map space.

To display the needed Task Information in a specific document, do the following steps:

1. Click on the *Plan* ribbon.
2. From the *Project* group, click on the *Show Task Info* button.

To manage which Task Information shall be visible within one task in the document, follow these steps:

1. Click on the *Plan* ribbon.
2. From the *Project* group, click on the *Show Task Info* dropdown menu.
3. From the dropdown menu, click on the *Display Options* feature.

The *Display Options* dialog shall open, and here the user can select which Task Information shall be visible and can also specify what shall be the default value for the *Priority*.

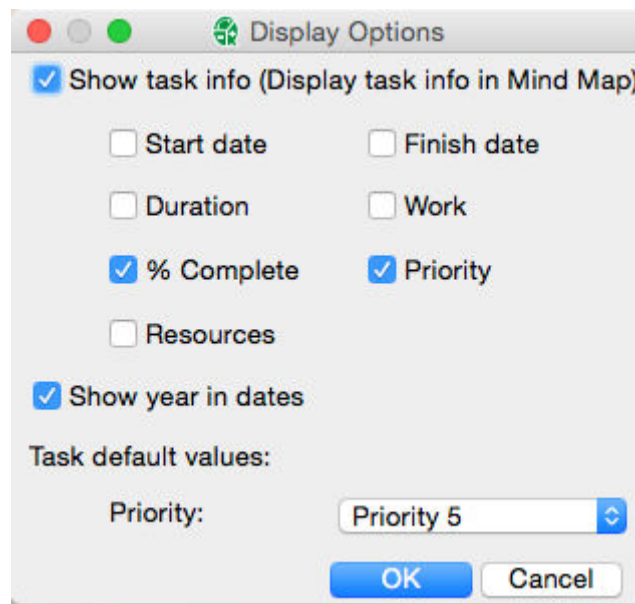


Figure 156. Display Options

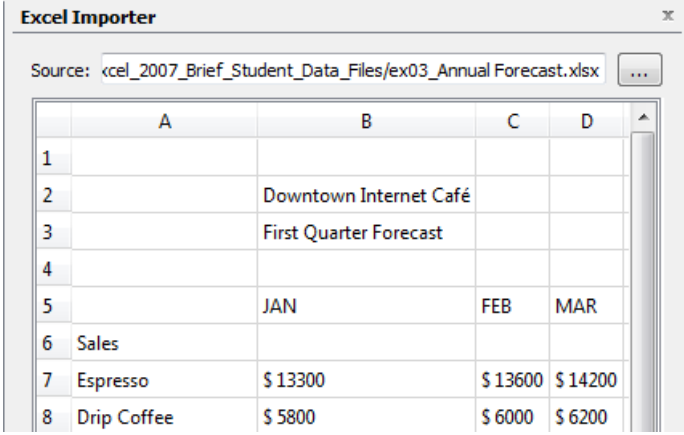
Import and Export map information

Import from Microsoft® Excel

Selecting the "Excel" icon in the from the Import group in the Integrate ribbon, you will import the content of the document created with Microsoft Excel 2007/2010/2013.

You can import data from an Excel file in iMindQ® in several ways. First thing you need to do is open an Excel file in iMindQ®, with the help of Excel Importer Panel. To import an Excel file, perform the following steps:

1. Go to the Exchange Ribbon Menu and choose 'Excel' from the 'MS Office' Group.
2. Click the button from the Excel Importer Panel.
3. Select a specific Excel file.
4. Click 'OK'.



The screenshot shows the 'Excel Importer' dialog box. The 'Source' field contains the file path 'xcel_2007_Brief_Student_Data_Files/ex03_Annual Forecast.xlsx'. Below the source field is a preview of the Excel spreadsheet data.

	A	B	C	D
1				
2		Downtown Internet Café		
3		First Quarter Forecast		
4				
5		JAN	FEB	MAR
6	Sales			
7	Espresso	\$ 13300	\$ 13600	\$ 14200
8	Drip Coffee	\$ 5800	\$ 6000	\$ 6200

Figure 157. Excel Importer Panel

You can insert data from the imported file in a map, by using one of the following functionalities.

- Import as Topics
- Import as Outlined
- Import as Spreadsheet
- Import as Custom Property
- Import Topics with Properties

Import as Topics

The functionality '**Import as Topics**' uses the following logic: each value in a new column is a subtopic to the value in the predecessor column, but in the same row.

For example, we can use the data from the following table to show you exactly how selected data will be inserted in the map.

Job Title	Mid-West States	North-East States
Computer and Information Scientists, Research	\$ 39.1	\$ 47.95
Computer Programmers	\$ 35.19	\$ 28.07

Table-1.

Do the following steps:

1. Select a topic in the map, to which you would like to insert the selected data.
2. Select a column/or columns with data from the *Excel Importer*. (In our example, we will use selection of three columns).
3. Click '**Import as Topics**' from the dropdown menu in the bottom of the Excel Importer Panel.

Note: You can also choose this functionality from the context menu on right click to the made selection.



Figure 158. Example 1 for 'Import as Topics'

Import as Outlined

The functionality '**Import as Outlined**' uses different logic from the previous functionality. To better present how this functionality inserts the data in the map, we will use data from Table-2 and Table-3.

	A	B	C
1	1		
2		1.1.	
3			1.1.1.
4	2		
5		2.1.	
6			2.1.1.
7	3		

8		3.1.	
9			3.1.1.

Table-2.

	A	B	C
1	1	1.1.	1.1.1.
2	2	2.1.	2.1.1.
3	3	3.1.	3.1.1.

Table-3.

Here are the rules that apply to the logic of this functionality, which you need to know in order to properly insert the wanted data in the map.

- The data from the first column in **Table-2** will be inserted as subtopics, with level X, to the selected topic in the map;
- Each cell with data within one column, should be the only cell in the specific row, filled with data.
- In order to present a child topic (with level X+1) to a certain topic with level X, the data should always start in the successor column and in the successor row.

To insert data in the map with the functionality '**Import as Outlined**', perform the following steps:

1. Select a topic in the map, to which you would like to insert the selected data.
2. Select data from the Excel Importer. (In our example, we have selected the data from Table-2)
3. Choose '**Import as Outlined**' from the dropdown menu in the bottom of the panel.

Note: You can also choose this functionality from the context menu on right click to the made selection.

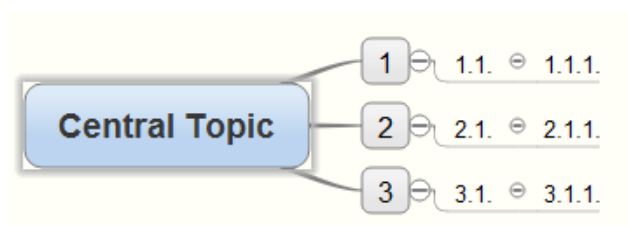


Figure 159. Example 2 for 'Import as Outlined'

If data are not outlined as the rules specify, then any selection from **Table-3** will only insert the data from the first column selected from the table and will be displayed in the map as subtopics to the selected topic in the map.

The data that are in the same row as the data from the first selected column, won't be inserted in the map at all.

Import as Spreadsheet

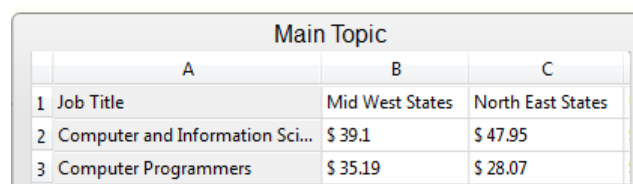
You will be able to insert the selected data from panel as a spreadsheet in the selected topic. You can do this in two ways: from a dropdown menu in the bottom of the panel or from a contextual menu on right click of the selection.

Do the following steps:

1. Select a topic in the map, to which you would like to insert the selected data.
2. Select data from the Excel Importer. (In our example, we have selected the data from Table-2)
3. Choose '**Import as Spreadsheet**' from the dropdown menu in the bottom of the panel.

Note: You can also choose this functionality from the context menu on right click to the made selection.

We used the data from Table-1 to insert data in a topic as spreadsheet. See the result in Figure



	A	B	C
1	Job Title	Mid West States	North East States
2	Computer and Information Sci...	\$ 39.1	\$ 47.95
3	Computer Programmers	\$ 35.19	\$ 28.07

Figure 160. Example 3 for 'Import as Spreadsheet'

Import as Custom Property

There are two business rules connected with this functionality. You cannot import data as custom property if you have selected more than two columns or only one column. The latter applies only when you haven't defined the property identifiers.

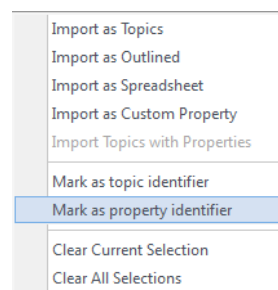
This functionality allows you to insert the selected data in the form of Property Name/ID in a left-side column and the property values in right-side column. In the case when there is no data in the table that are marked as property id's, the selected data of two columns will be inserted as the default rule:

Property ID	Property Value
-------------	----------------

We also allow you to define which data from the panel will be considered as property identifiers. This can be done by selecting the data that you want to define as property id's and right click on the selection '**Mark as property identifier**'.

Mark as Property Identifier

You can mark data from one column or one row as property identifiers. To insert data from the panel as values, they will have to match the marking.



If you've marked data from one column as property identifiers, then you have to select data from a column that fits the range of the marking.

If you've marked data from one row as property identifiers, then you have to select data from a row that fits the range of the marking.

To mark specific data as property identifiers, do the following steps:

1. Select data from one row and several columns.
2. Right-click on the selection and choose 'Mark as Property Identifier'.

To **import data as custom property** to a selected topic in the Map, perform the steps:

1. Select a topic in the map.
2. Select data from the panel that fall into the range of the marked property identifiers.
3. Right-click on the selection and choose '**Import as Custom Property**'.

Note: You can also choose this functionality from the context menu on right click to the made selection.

In the case when no marking is done, then any data selected from two columns can be imported as custom properties. You can select data from two consecutive columns or from two different columns.

Import Topics with Properties

For this functionality you will need to mark two things: Topic identifiers and Property Identifiers. You can mark data as Topic identifiers only by columns. This column will be the last left column from the data that you would like to insert in the map. You can see here how to [mark data as Property Identifiers](#).

Mark as Topic Identifiers

In order to mark data as topic identifiers, you need to do the following:

1. Select data from a specific column.
2. Right-click on the selection and from the contextual menu choose '**Mark as Topic Identifier**'.

To better explain this functionality, we will use the data from Table-1, but with marked Topic and Property Identifiers.

Job Title	Mid-West States	North-East States
Computer and Information Scientists, Research	\$ 39.1	\$ 47.95
Computer Programmers	\$ 35.19	\$ 28.07

Once the marking is done, to insert the data in the map do the following things:

1. Select a topic in the map.
2. Select data from the panel that fall into the range of the marked data as topic and property identifiers.
3. Right-click on the selection and choose '**Import as Topic with Properties**'.

Note: You can also choose this functionality from the context menu on right click to the made selection.

The grey color of the cells from this table signifies the data marked as Topic Identifiers, and the red color signifies the data marked as Property identifiers. After performing the previous steps, you can see the result in [Figure 161](#).

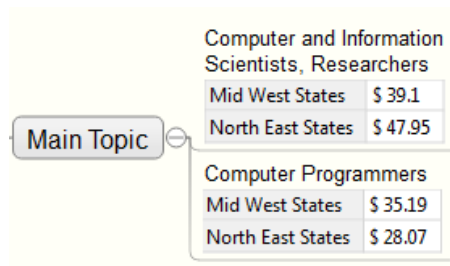


Figure 162. Example 4 for 'Import as Topics with Properties'

Import

Import from Microsoft® Project

In iMindQ®, there will be no need to have MS® Project installed on your computer, in order to import a Microsoft® Project (.mpp) file.

By selecting the "Project" icon from the *Collaborate* group, in the Exchange ribbon, you will import the content of the document created with Microsoft Project 2007/2010/2013.

The import process is very simple. When the appropriate feature is selected, the "Open" dialog starts up, from where you can specify the location of the desired file. After selecting the file, the imported project document will be imported in a new map.

Import an OPML file

An OPML (Outline Processor Markup Language) file can be opened by choosing the *Import from OPML* option in the *Collaborate* group, positioned in the *Exchange* ribbon. iMindQ® will present the outlined content from the OPML file as a mind map. If the file contains notes for a certain topic, the text will be presented as plain text in the Notes Editor. Only one hyperlink can be displayed per topic, when importing an OPML file.

Import HTML interactive mind map

In order to import a HTML interactive mind map, you can use the option available in the Import submenu in the File Menu options or use the Import HTML map option in the Exchange ribbon. This option is useful when you want to view the feedback of other coworkers or team members which gave or added a constructive feedback to the map that you created or you might add your own review and comments and send it back to the creator, exported as HTML interactive file format again.

Export

Export to Microsoft® Project

Selecting the “MPP” icon in the from the *Collaborate* group in the Exchange ribbon, you will export the content from the iMindQ® map into Microsoft® Project 2007/2010/2013 document.

The import process is very simple. When the appropriate feature is selected, the “Save” dialog starts up, from where you can browse the desired location where the file will be saved.

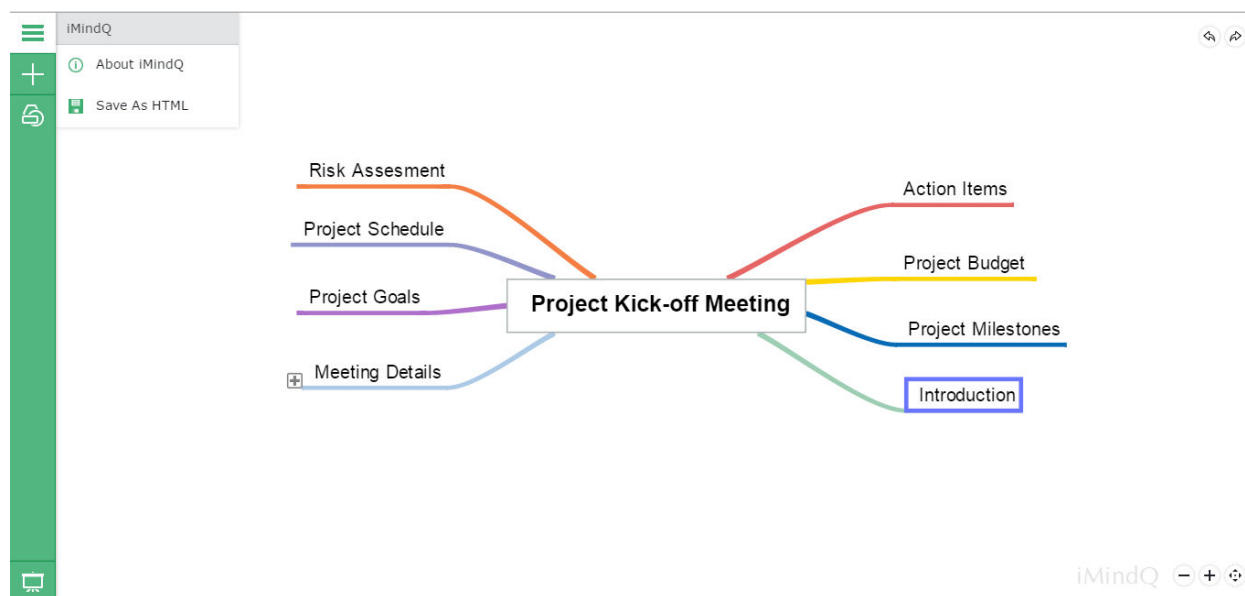
Export as HTML interactive Map

When you export a map as single page, HTML interactive map, you have the advantage to do several things with it:

- View the branches in depth;
- Position the branches where you want;
- Zoom in and zoom out;
- Play the creation of the map;
- Share your mind map on your blog, website, and in social media.

In order to export the map as HTML interactive map, do the following steps:

1. Click on the *Exchange* ribbon.
2. From the *Export* group, click on the *HTML Map* button.



Export as HTML Web Page

When you export a map as HTML web page, in the exported file you will get an outline of the content of the map, plus an image of the exported map.

In order to export the map as HTML interactive map, do the following steps:

1. Click on the *Exchange* ribbon.
2. From the *Export* group, click on the *HTML Web Page* button.

Export to OPML file

An iMindQ® map will be exported as an OPML (Outline Processor Markup Language) file can be exported, by choosing the *Export to OPML* option in the *Collaborate* group, positioned in the *Exchange* ribbon. The OPML file will contain the outline of the mind maps created in the iMindQ® file. Have in mind that only the first hyperlink in a topic will be exported in the OPML file. The text in the Notes editor will be exported as plain text.

Export to ODT file

The map content and the supported topic elements can be exported to an ODT (Open Document Text) file format, which will contain rich-text content of the map and topic elements' content that are supported with the export of the map in this format.

To export the map as ODT, you will need to click on the *Exchange* ribbon tab, and from the *Export* group, choose the *ODT* export option. There is one more way to export the map to ODT file format, by going to the *Import/Export* submenu in the *File* Menu, and from the *Export* Tab choose the *Export to ODT* functionality.

Export as .pdf document

Selecting the "PDF" icon in the from the *Collaborate* group in the *Exchange* ribbon, you will export the content from the iMindQ® map into .pdf file format.

The import process is very simple. When the appropriate feature is selected, you have to set the exporting settings. Once you are done with this dialog, the "Save" dialog starts up, from where you can browse the desired location where the file will be saved.

Export as image

Selecting the "Image" icon in the from the *Collaborate* group in the *Exchange* ribbon, you will export the content from the iMindQ® map into .jpg, .svg or .png file format.

The import process is very simple. When the appropriate feature is selected, the "Save" dialog starts up, from where you can browse the desired location where the file will be saved. Before saving the file you can set the image size and quality.

Languages

With this feature the need of reinstalling the application in order to change the application language has been avoided. You can now switch the application language by simple click on the desired language and restarting the application.

There are five available languages: English (default), German, French, Spanish and Portuguese.

Printing

Printing

In order to manage the map or the project plan effectively, you will often need to share information. The usual way for doing this is to print an entire map/project plan or a specific parts such as map parts or the Gantt Chart view. When using Print function, the printout will be the currently selected view in iMindQ®.

The Print tab contains the following sections:

- Print – Start printing the mind map.
- Copies - Spin box for inserting the number of printing outcomes of the mind map.
- Printer - Drop - down list containing all available printers.
- Page Setup – Pops up the Page Setup dialog, where you can adjust the printout settings, such as Paper size, Orientation, Margins, Header and Footer.
- Settings:
 - Page Orientation
 - Paper Size
 - Print Mind map, Gantt chart or Notes

You can start the Print function from the File menu File ->Print, from the Standard toolbar by pressing on the icon or from the Standard Quick bar.

Page Setup

After selecting the *Page Setup* option from the File menu, new dialog form (Page Setup dialog box) will pop up allowing you to make the necessary preparation before printing. In terms of selecting the page orientation, paper format, inserting header and footer and etc.

The Page Setup dialog box has a tab structure and contains 4 tabs: Page, Margins, Header and Footer.

Page Tab

Page tab, presented on the figure below, allows you to adjust the page layout before printing project information. You can select whether the project printout will be Portrait or Landscape, printed on A4, A3 or Letter paper size, etc. Default values are: Landscape and A3 for Page Orientation section and resolution of 600 px.1.27 cm for all margins in the Margins section.

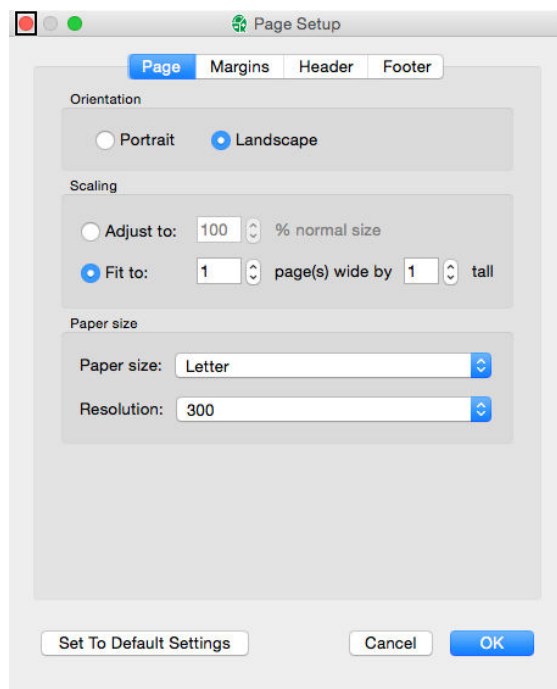


Figure 163. Page tab

Margins Tab

The Margins tab allows you to defining the space where the map will be displayed as well as the position of the map on the paper. The default values are 1 inch for the Top and bottom margin and 0.75 inches for Left and Right Margins. The map is horizontally and vertically centered on the page.

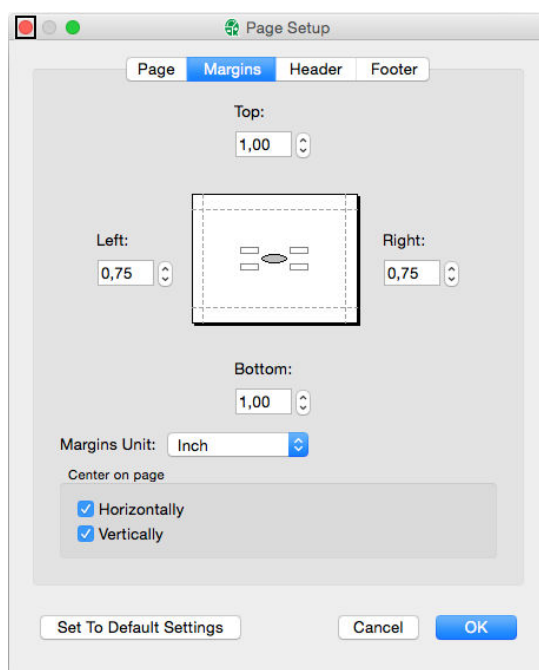


Figure 164. Margin tab

Header Tab

Many companies have a company template(s) when printing official documents. One example for printing template is to have the name of the project in central position, company logo on the left side of the paper and the project manager name on the right side. This information should be placed in the upper part of the paper. Using the *Header tab* can help you to establish the company's policy when mind maps in iMindQ®. The look of the *Header* tab is presented in Figure 165.

Header tab has 3 tabs: left, center and right that refers to the positions of the inserted text in the printing paper. In the fields you can enter your own text or insert previously prepared project information text such as: page number, total page number, date, time and file name.

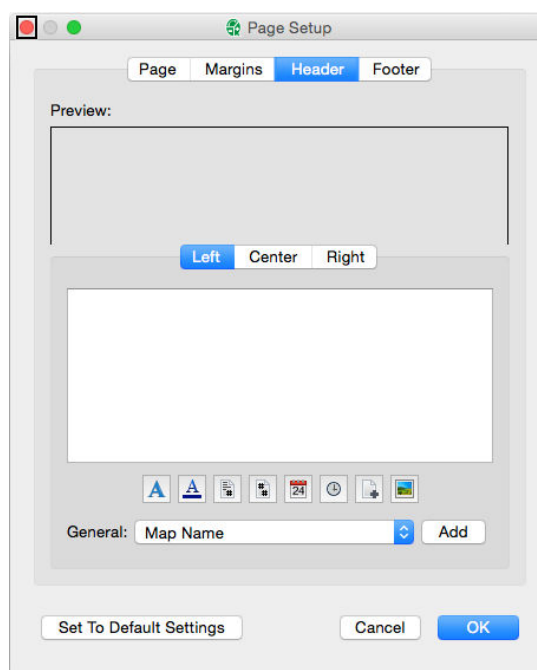


Figure 165. Header tab

Footer tab

The look of the *Footer* tab, Figure 166, is identical to the *Header* tab. You can insert various information that will be placed in the lower part of the printing paper, under the project's legend.

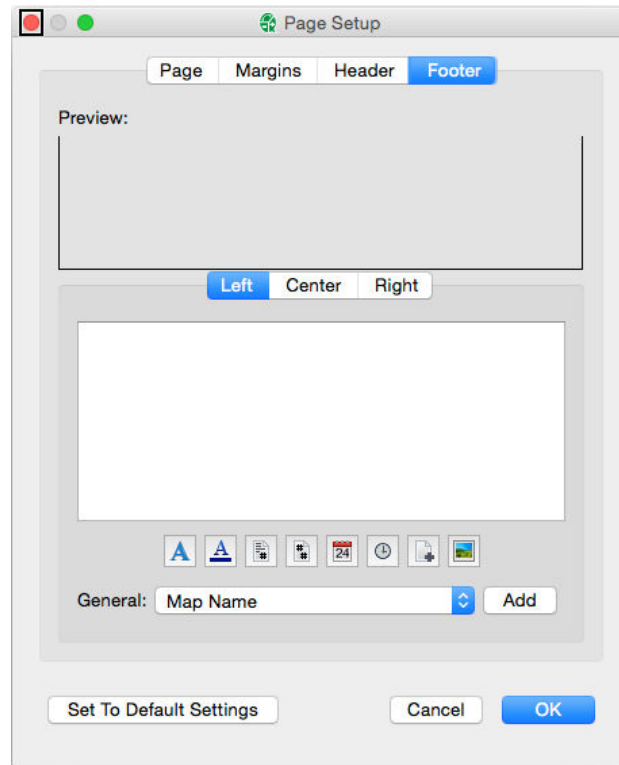


Figure 166. Footer tab

Print

To manage a mind maps effectively, you may need to communicate map information to a variety of people. With iMindQ®, you can print maps and charts that present the exact information you want.

The process of printing the information you need can be as simple as clicking a button or as refined as customizing and previewing the existing views. No matter how simple or refined the process, printing a map or chart consists of essentially the same steps:

- Select the map or chart that best presents the information you want – If a predefined map or chart does not meet your exact needs, you can apply different styles.
- Make display changes to the map or chart – For example, you may want to scale information to fit on a single page.
- Preview a map or chart before it is printed – Previewing a view or report can help you verify content and display changes you made so you can adjust them again if necessary.
- Print the map or chart – To make printing as efficient as possible you can specify the options you want. For example, you can print a range of pages (defined by page numbers or dates), suppress blank pages, and print multiple copies.

You can make changes to the way a printed view or report looks by specifying page setup options such as page orientation, scale, or paper size.

Once you open the *Page Setup* dialog, you can follow the steps below to specify the page and other printing options for a view or a report. Note that some of the options in the Page Setup dialog available for views may not be available for the reports. Some options may differ between different views as well:

Click the *Page* tab in the *Page Setup* dialog.

1. To change page orientation, under *Orientation*, click *Portrait* (vertical) or *Landscape* (horizontal).
2. To scale pages, under *Scaling*, click *Adjust to*, and then type the percentage at which you want information to appear on your printed pages in the *% normal size* box.
3. To adjust page fit (some views only), under *Scaling*, click *Fit to*, and then specify the number of pages you want in the *pages wide by* and *tall* boxes.
4. To change the paper size, click the paper size you want in the *Paper Size* box.
5. Click the *Margins* tab.
6. In the *Top*, *Bottom*, *Left*, and *Right* boxes, type or select the new margin settings
7. To place the map in the center of the page, select the *Horizontally* and *Vertically* check boxes in the Center on page frame.
8. Click on the *Header* tab
9. To select the font of the *Custom* header, click on the *Font* button
10. To insert an image in the *Custom* header, click on the *Image* button
11. To select the alignment of the header's text or image, click on the *Right*, *Center* or *Left* button
12. Click on the *Footer* tab
13. To select the font of the *Custom* header, click on the *Font* button
14. To insert an image in the *Custom* footer, click on the *Image* button
15. To select the alignment of the footer's text or image, click on the *Right*, *Center* or *Left* button.

Before printing a map or chart, in addition to the page setup options, you can specify print options such as the printer and its properties, the print range for pages, the number of copies, and the date range.

1. In the *File* tab, click on the *Print* sub-tab.
2. From the *Printer* drop-down menu select the appropriate printer.
3. In the Settings portion of the Print sub-tab select the page orientation, paper size and the map's part (mind map, outline or notes).
4. To print the map or chart click on the Print button.

Plan and organize your daily activities

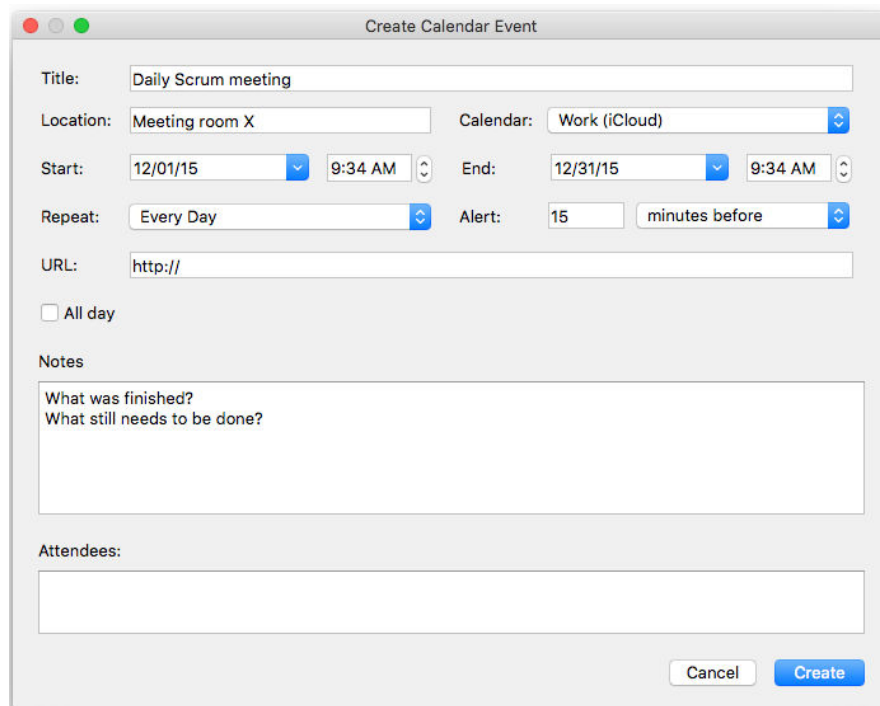
Create a Calendar Event

If you want to plan and organize your daily events from scratch, you can do that in a To-Do List or a Personal Planner mind map within iMindQ®. These created events will be directly added to the Calendar App and they will constantly be synchronized both in iMindQ® and in Calendar App. So anywhere you go, you will stay up-to-date with upcoming events and any changes to it.

In order to create a Calendar Event, do the following steps:

1. Click on the *Exchange Ribbon* tab.
2. From the *Collaborate* group, click on the *Calendar* dropdown menu.
3. Click on the *Create Calendar Event* option.

Set the desired properties for the Calendar Events in the Create Calendar Event dialog as in the image below.



The screenshot shows the 'Create Calendar Event' dialog box with the following fields and values:

- Title:** Daily Scrum meeting
- Location:** Meeting room X
- Calendar:** Work (iCloud)
- Start:** 12/01/15 9:34 AM
- End:** 12/31/15 9:34 AM
- Repeat:** Every Day
- Alert:** 15 minutes before
- URL:** http://
- All day:** ☐
- Notes:** What was finished?
What still needs to be done?
- Attendees:** (empty field)

At the bottom right, there are 'Cancel' and 'Create' buttons.

Figure 167. Create Calendar Event dialog

The created calendar event is added as a new topic added to the selected topic.

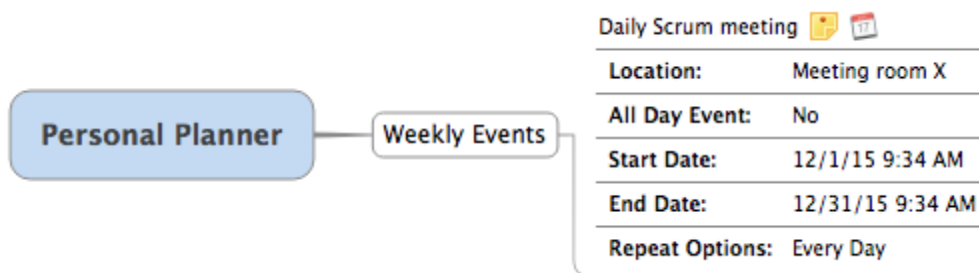



Figure 168. Calendar Event

If you want to edit the properties of the Event, click on the Calendar icon  in the event, positioned on the right side of the title of the topic. The Edit Calendar Event dialog will open and after you change the desired information, click on the *Update* button.

The 'Edit Calendar Event' dialog box is shown with the following fields and values:

- Title: Daily Scrum meeting
- Location: Meeting room X
- Calendar: Work (iCloud)
- Start: 12/01/15 9:34 AM
- End: 12/31/15 9:34 AM
- Repeat: Every Day
- Alert: 15 minutes before
- URL: (empty)
- ☐ All day
- Notes: What was finished? What still needs to be done?
- Attendees: (empty)

Buttons at the bottom: Cancel, Update.

Figure 169. Edit Calendar Event dialog

Import Calendar Events

If you want to create a dashboard with planned personal events and meetings, and always stay up-to-date with any changes and be reminded on time, use the Calendar options in iMindQ®. You can create and plan event within iMindQ® or you can import already created events from the Calendar application.

In order to import Calendar events to a topic in iMindQ®, do the following steps:

1. Click on the *Exchange Ribbon* tab.

2. From the *Collaborate* group, click on the *Calendar* dropdown menu.
3. Click on the *Import Calendar Events* option.

A dialog for importing Calendar Events opens up, where you can filter the events by different event properties and criteria. From the listed events, select the specific event that you would like to import to a topic in iMindQ®.

Filter by:

Title:

Calendar:


Location:

Start: End:

Please choose which event(s) to import:

	Event Title	Start Date	End Date
1	Appointment 2	12/1/15 10:15 AM	12/1/15 10:45 AM
2	Daily Scrum meeting	12/1/15 9:34 AM	12/31/15 9:34 AM
3	appointment 10	11/26/15 2:45 PM	11/26/15 4:45 PM

Figure 170. Import Calendar Events dialog

If you want to edit the properties of the Event, click on the Calendar icon  in the event, positioned on the right side of the title of the topic. The Edit Calendar Event dialog will open and after you change the desired information, click on the *Update* button.

The information will be automatically synchronized in both application: Calendar and iMindQ®.

Create a Reminder

If you want to add reminders for specific tasks and assignments that you need to finish on time or need to do something immediately in a specific moment, you can do that within iMindQ®. You can create a reminder to a task in the map, or different actions, by using the Reminders integration.

In order to create a Reminder, do the following steps:

1. Click on the *Exchange Ribbon* tab.
2. From the *Collaborate* group, click on the *Reminders* dropdown menu.

3. Click on the *Create Reminder* option.

Set the desired properties for the Reminder in the Create Reminder dialog as in the image below.

The 'Create Reminder' dialog box contains the following fields and values:

- Title:** Call company X
- List:** Reminders (iCloud)
- Priority:** High
- Alarm:** ☒ Alarm:
- Remind On Day:** 12/01/15 10:00 AM
- Repeat:** None
- Repeat until:** ☐ Repeat until: 12/01/15 10:39 AM
- Notes:** Interested in iMindQ

Buttons at the bottom: Cancel, Create

Figure 171. Create Reminder dialog

The created reminder is added as a new topic added to the selected topic.

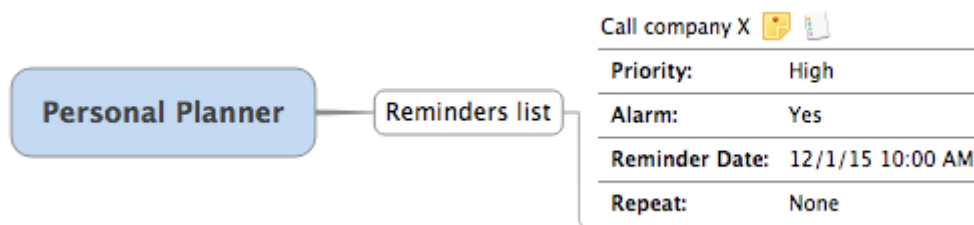



Figure 172. Reminder in iMindQ®

If you want to edit the properties of the Reminder, click on the Reminder icon  in the topic, positioned on the right side of the title of the topic. The Edit Reminder dialog will open and after you change the desired information, click on the *Update* button.

The information will be automatically synchronized in both application: Calendar and iMindQ®.

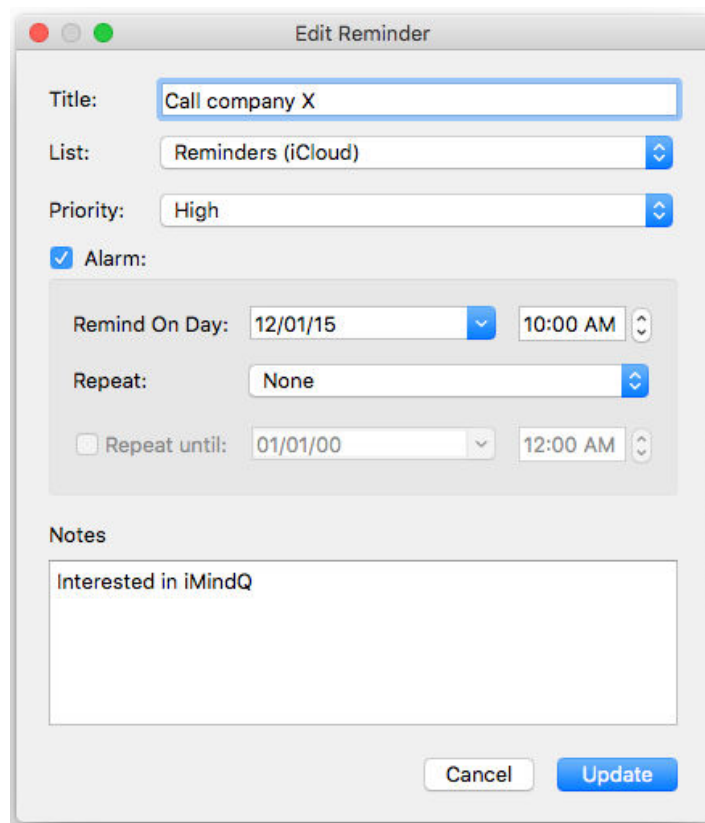


Figure 173. Edit Reminder dialog

Import Reminders

When you already planned specific reminders in a Reminders list, whether its custom or default list, and when you want to add them to a topic in a mind map, you have the option to import these reminders from Reminders application into iMindQ®.

In order to import Reminders to a topic in iMindQ®, do the following steps:

1. Click on the *Exchange Ribbon* tab.
2. From the *Collaborate* group, click on the *Reminders* dropdown menu.
3. Click on the *Import Reminders* option.

A dialog for importing the reminders opens up, where you can filter information by different reminders' properties and criteria. From the listed reminders, select the specific ones that you would like to import to a topic in iMindQ®.

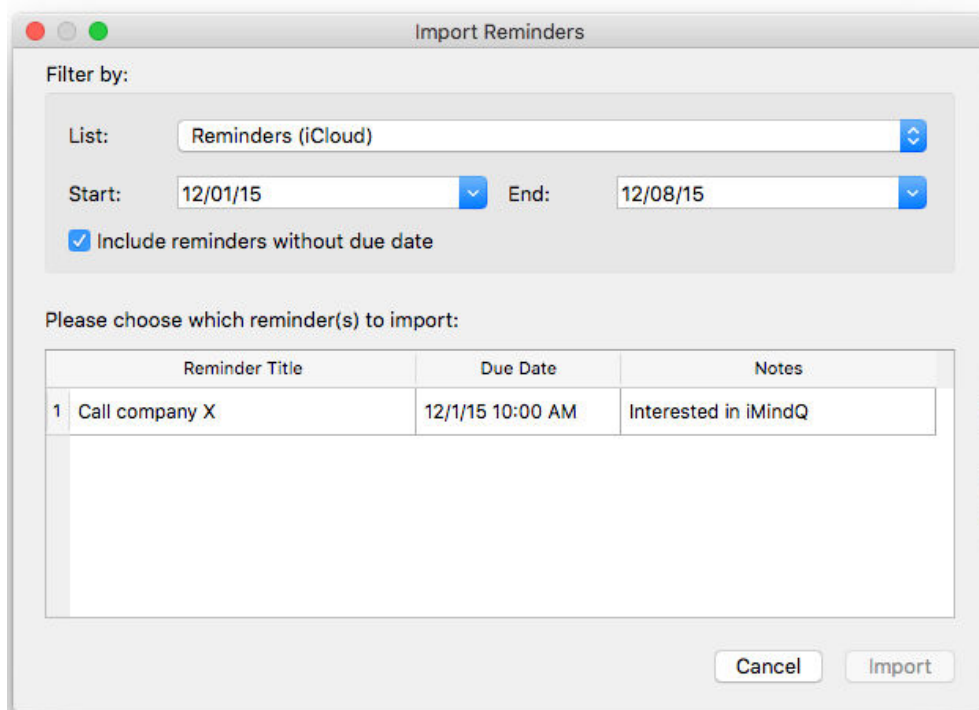



Figure 174. Import Reminders dialog

If you want to edit the properties of the *Reminder*, click on the *Reminder icon*  in the topic, positioned on the right side of the title of the topic. The Edit Reminder dialog will open and after you change the desired information, click on the *Update* button.

The information will be automatically synchronized in both applications: Calendar and iMindQ®.