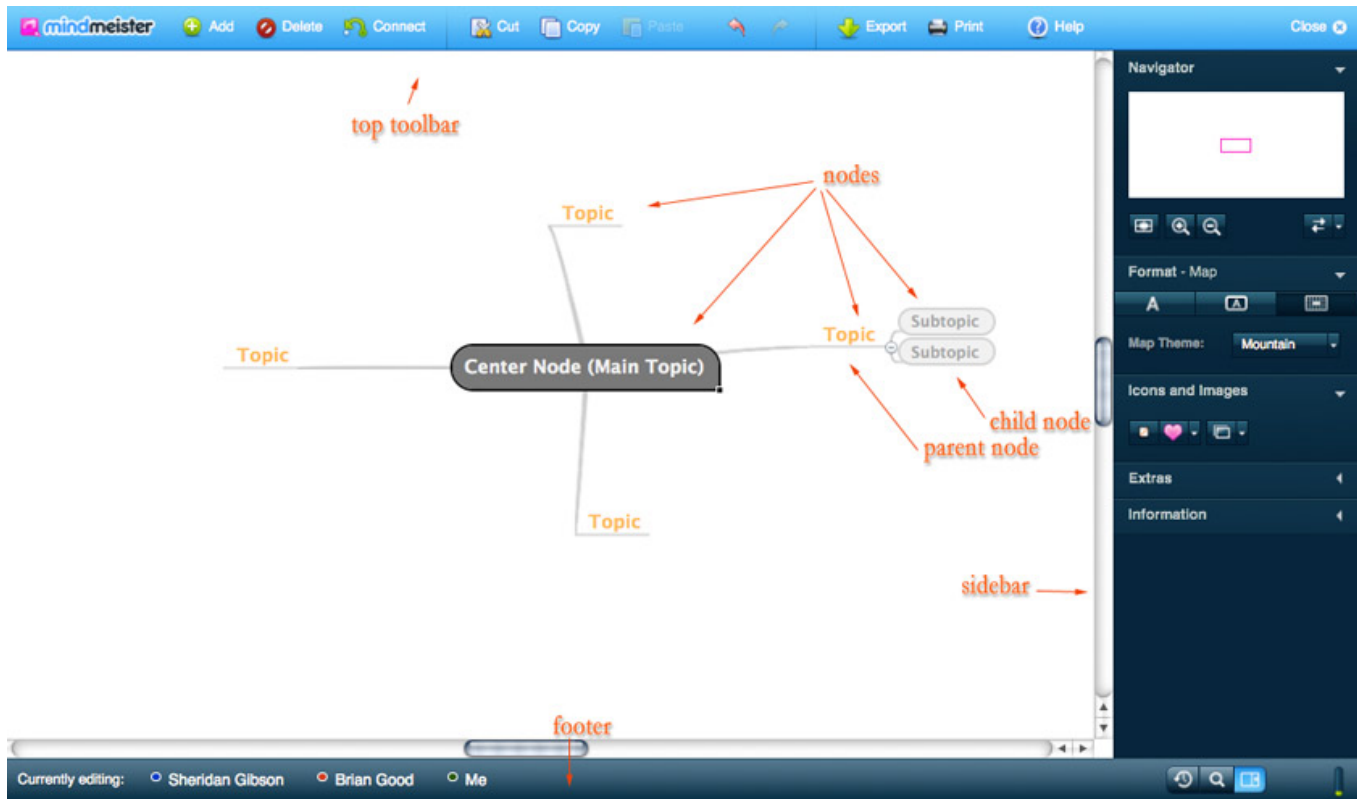


MindMeister: A Getting Started Guide

MindMeister is a simple, user-friendly program which allows the user to efficiently create mind maps (visual representations of a brainstorming process). This guide should provide a sufficient basis for the reader to create a mind map, utilizing the primary features of MindMeister.

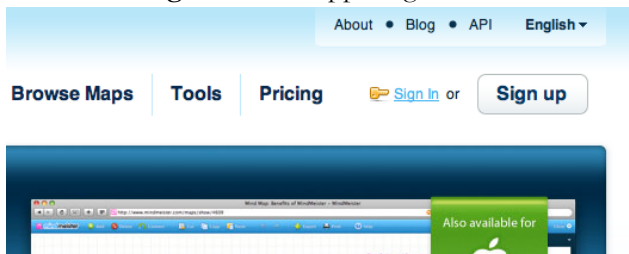


Creating an Account

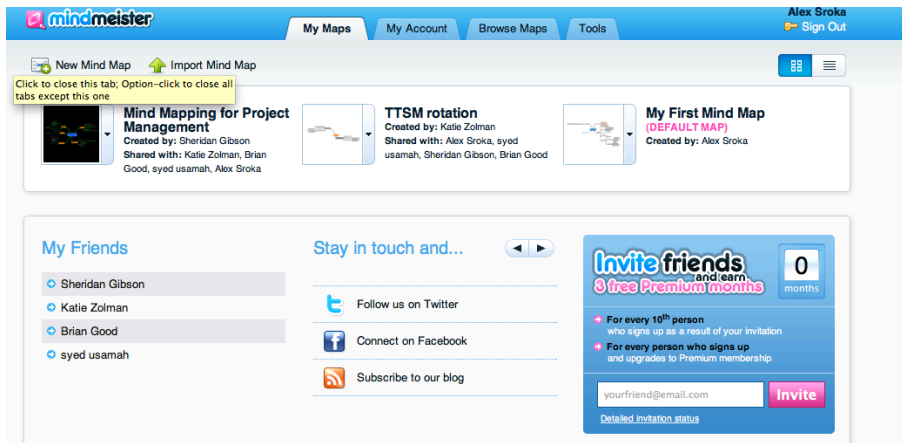
1. Navigate to www.mindmeister.com
2. Click on **Sign Up** in the top right corner.
3. Enter required information. Be sure to select the Basic (Free) edition.
4. Open your e-mail and click on the link provided by MindMeister to activate your account.
5. The link will take you to the welcome screen. Click on the pink **Start** button to begin using MindMeister!

Logging In

1. Navigate to www.mindmeister.com
2. Click on **Sign In** in the upper right hand corner.



3. Enter **Username** and **Password**.
4. If you have successfully logged in, the page should look like the example below.



Creating/Adding Topics and Sub-topics

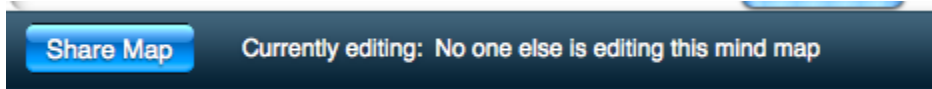
- There are three ways to create topics:
 - Double-click at the point where the node is desired.
 - Click **Add** button in the **top toolbar** (adds child topic stemming from currently selected node).
 - Press **Enter** to create a sibling topic, or **Tab** to create a subtopic.
- To change a topic into a subtopic, click and drag it over the desired parent topic.
- Click and drag nodes to desired positions around the map
 - You can also cut and paste using either the buttons in the **top toolbar** or shortcuts (ctrl+x and ctrl+v on a PC, command+x and command+v on a Mac)

Inserting Images, Links and Attachments

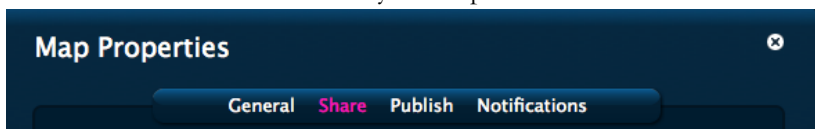
- For inserting images, go to **Icons and Images** in the **sidebar**, select **Choose Image** (the third button) and select your desired image.
- For inserting links and attachments, go to **Extras** and select either **Links** (the arrow) or **Attachments** (the paper clip).

Sharing and Collaborating

- Click the **Share** button in the **footer**. Then, click **Invite People** and enter the e-mail addresses of people whom you wish to collaborate with or allow to view the map.



- To publish your map to the Internet, go to the **Publish** tab from the **Map Properties** menu (accessible from the **Share** button or from the main **My Maps** page) and slide publish to **On**. Now anyone with the link will be able to view your map.



- Your map will save automatically; there is no independent save function.

Exporting

- Click on the **Export** button in the **top toolbar**.
- Select the format to which you would like to export your map.

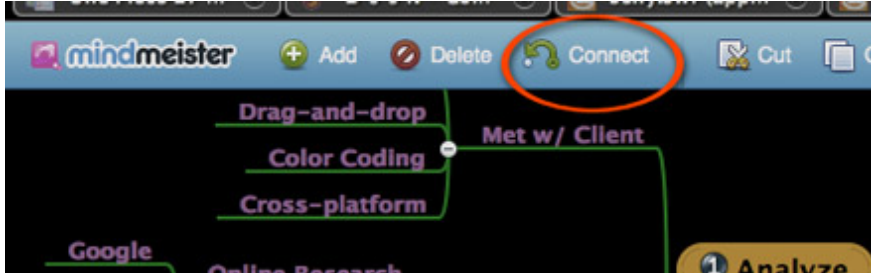


3. Click on **Export**.

Connections and Formatting

Connections

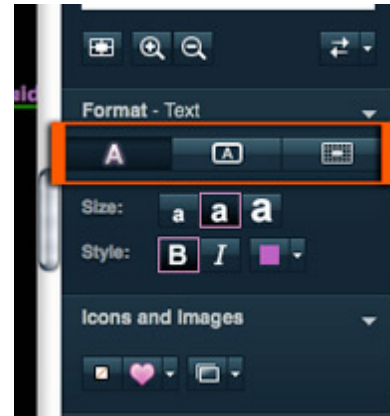
1. Make sure the node at which you want the connection to begin is selected.
2. Click **Connect** in the **top toolbar**.



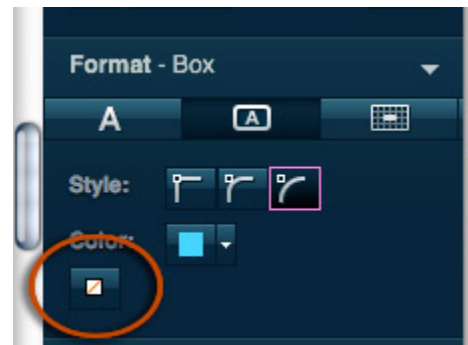
3. Double-click the node to which you want the connection to lead.
 - To remove a connection, click the circle at the base of the connection and choose **Remove** from the drop-down menu.
 - To edit the color of a connection, choose **Color** from the same drop-down menu at the base of the connection. There will be several different colors from which to pick.

Formatting

1. Select the node you want to format.
2. In the **sidebar**, open the **Format** menu.
3. The left button (the glowing A) allows you to change the size and color of the text, as well as make it bold or italicized.
4. The center button, (the A with a box around it) allows you to change the shape and background color of the node.
5. The last button (the grid with a box in the center) changes the theme for the whole map, but will not alter nodes you have already customized. You can choose from already made map themes or click on **Customize Map Theme** to create your own.







You can clear the formatting on a node by clicking the small white box with a red diagonal line through it.



Other Features:

Navigating a Map

The **Navigator** can be used to navigate throughout your mind map. The pink square represents the map region that is shown on your browser. You can move the pink box to any region to show different regions of a map.

- You can zoom in and out using the  and  or by using the + and - keys.
- The  button re-centers the map.
- The  button allows you to switch mind maps without going back to your main page.

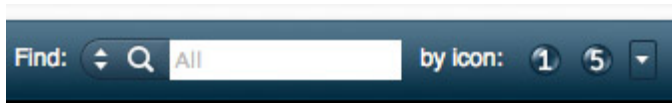
Showing Level Detail

To expand and collapse multiple ideas based on levels, right click on the root topic and open the **Show Detail** sub menu. Select the detail level you would like to see, or select **All** to expand all nodes.

Search in Map

You can search in maps by using **CTRL/command + F** which opens the filter view at the bottom of the screen in the **footer**. Simply type in the search box and the results will appear highlighted on the map.

- Keep in mind, you can filter by icon, ideas, editing user, or by selecting **All** in the drop-down menu next to the magnifying glass.



For other questions...

Try MindMeister's support page and blog:

<http://www.mindmeister.com/help?view=support>

<http://blog.mindmeister.com>