

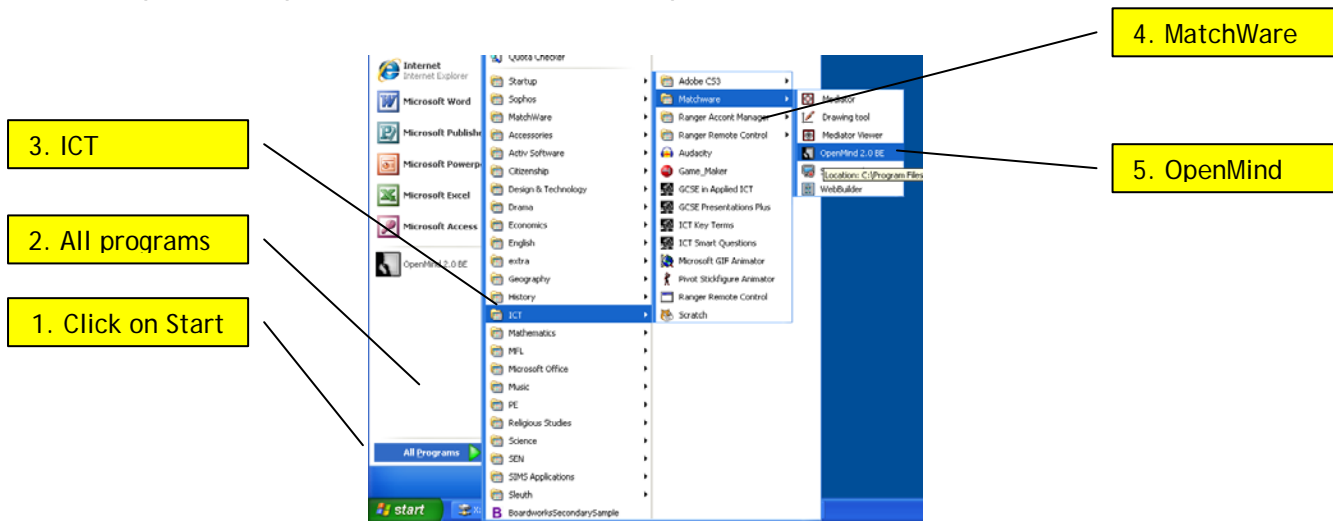
MatchWare OpenMind 2 Business Edition



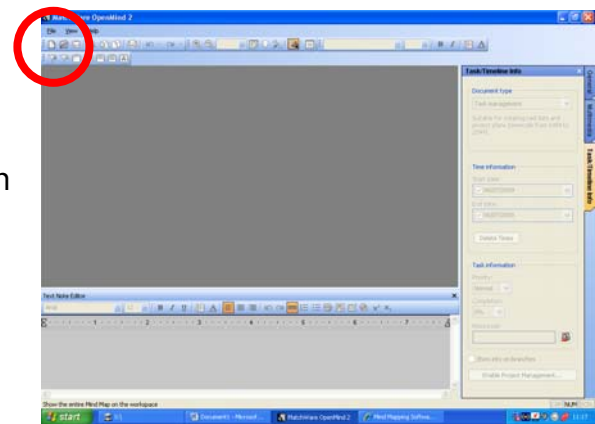
OpenMind 2 Business lets you instantly produce professional-looking Mind Maps with a few quick clicks of your mouse. To begin building your Mind Map, simply enter a central topic and then brainstorm sub-ideas to create your Mind Map's "branches". Once you've added all of your ideas and sub-ideas to your Mind Map, your Mind Map's branches can easily be reorganized by simply dragging and dropping them anywhere on your Mind Map. Mind Mapping really can be that easy!

Where to start:

To open the OpenMind 2 follow these steps.

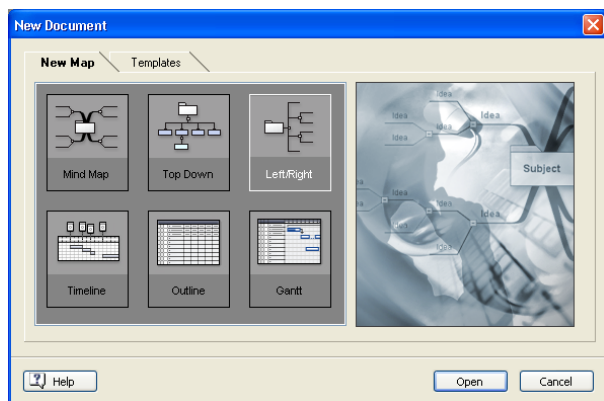


This screen appears. →



You will need to open a new document which can be done by going to *File - New*, or by clicking on the *New* icon.

A new window appears, containing two tabs. **New Map** or **Template**



New Map: You can create your Mind Map in one of 6 interchangeable views

OpenMind 2 provides 6 different views in which to display your ideas: Mind Map, top down, left-right, outline, timeline, and Gantt chart. You can work in any Mind Map view and transfer ideas from one view to another with a simple click of your mouse.

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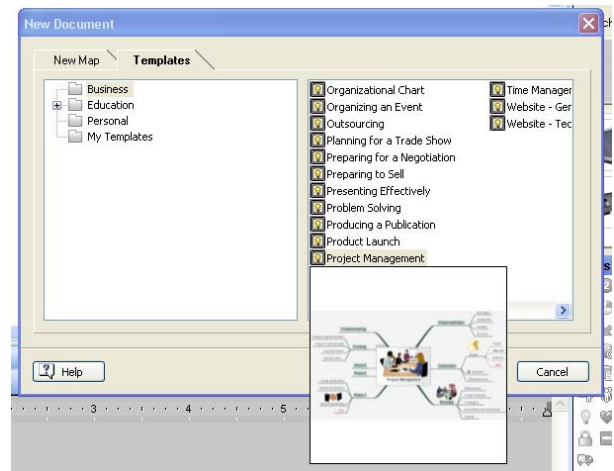


Templates

This allows you to create a document based on one of over 100 educational, business and personal templates included in OpenMind.

Once you have created your Mind Map from one of these templates, you can easily tailor it to meet your particular needs. Ideas and suggestions for expansion are given in text notes and pop-up comments.

If you have already created and saved your own templates, you can base your new Mind Map on one of them by selecting it in the My Templates category.



You can see a preview of each template by moving the pointer over its name on the right part of the dialog.

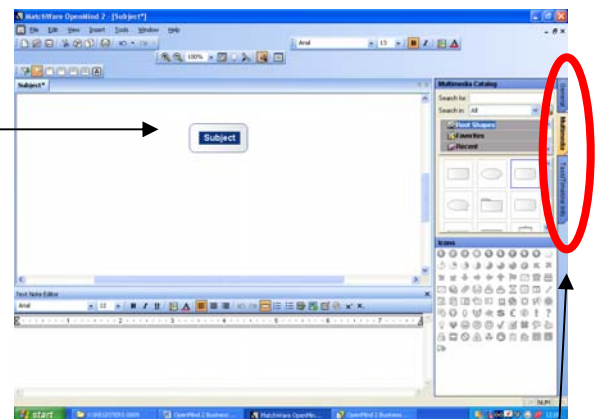
New Map: Creating your own Mind Map

Replacing the default label

- Just click the root to select it and start typing.
- When you have finished, press Enter or click outside the root.

To enter several lines of text:

- Type each line, then press Ctrl + Enter to start the next line.
- Press Enter when you have finished typing.



(Your map will be clearer if you keep your root and branch labels short. If you need to enter longer notes, use the Text Note feature. You can also enter Comments to serve as reminders while you build up your map.)

Changing the map style

You can change the look of your map by applying a different map style to it. This will apply different branch shapes, branch colours etc to your Mind Map.

If the Multimedia Catalog is not visible, click the Multimedia tab on the right of the workspace to open the corresponding panel.

Open the **Map Styles** category and drag the required map style onto the workspace.

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Editing the root (The first text box on your Mind Map)

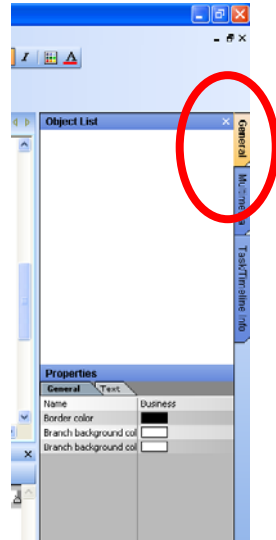
You can perform various operations on the root, such as editing or formatting its label, moving it to a different location in your map or cutting and pasting it.

You can also replace the default root shape by one of the other root shapes provided in the Multimedia Catalog:

- Open the **Root Shapes** category and drag the new shape to the root of your map.

Root properties

The root has its own properties, displayed in the Properties dialog. You can use the Properties dialog to make any necessary changes to the root. You can access Properties by clicking on the **General** Tab on the right side of the page.



Inserting Branches

OpenMind lets you insert main branches, sub-branches and pre-branches:

OpenMind automatically arranges the branches. You can however choose to reposition the main branches yourself after their insertion by disabling Auto-layout mode (Found on the View menu).

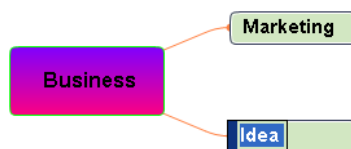
As soon as you add a branch it appears with the default label "Idea". This label is selected automatically, so that you can replace it straight away by overwriting it.

Inserting a main branch

This can be done in several ways, the easiest being to **Double-click** the root

Inserting a branch at the same level as another branch

- Click the required branch to select it and press **Enter**
- Double click on the root again




Inserting a pre-branch on an existing branch


- Click the required branch to select it and choose **Insert | Pre-branch** in the main menu, or
- Right-click it and choose **Insert | Pre-Branch** in its local menu.

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Expanding/Collapsing a branch

As soon as you add a sub-branch to a main branch or to another sub-branch, a small minus sign  appears between it and the higher-level branch. This allows you to hide some branches if you want to concentrate on the higher-level branches. There are several ways to do this, the easiest being:

- Click the minus sign 

To show again the sub-branch and all its further sub-branches and attached objects, do one of the following:

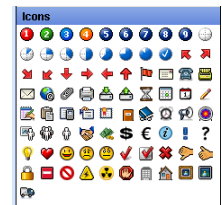
- Click the plus sign 

Deleting a branch

- Click the branch you want to delete and press **Delete**

Inserting an icon on a branch

Select the branch to which you want to add an icon. Click the Multimedia tab on the right of the workspace to open the corresponding panel. Click the required icons in the Icon palette.



Inserting pictures

OpenMind lets you add pictures to the workspace itself, the root and any branch or sub-branch.

As all the research done in this area indicates that the use of pictures significantly enhances memory retention, you should try to use pictures wherever possible to illustrate your map.

Three different types of pictures are available:

Floating pictures

A floating picture is visible on the screen at all times and can be moved wherever convenient. You can add as many floating pictures as you like to the workspace, the root or a particular branch.

Branch pictures

A branch picture is also visible on the screen at all times, but it "sits" on the root or branch to which it belongs. You can only add one branch picture to a particular root or branch.

It is considered good practice to insert a branch picture on the root to illustrate the subject of a map, as shown below.

Attached picture files

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OpenMind allows you to attach various objects to the root and branches of your map, such as text files, picture files, video files, Flash files and so on. Not only can you activate these objects from within OpenMind, but you can also choose to include them when exporting your map to a different format, such as HTML or Mediator.

Inserting Text Notes

The OpenMind Text Note editor lets you add comprehensive text notes to the root and any branch or sub-branch of your map. You can add as many different text notes as you like to any of these elements.

If the Text Note editor is not open, choose **View | Panels | Text Note Editor** in the main menu or click the Toggle Text Note Editor icon in the Display toolbar.

Creating a text note

Select the root or branch to which you want to add a text note.

Enter the text in the Text Note editor (see the next section, "Using the Text Note editor").

As soon as you select another branch or element in the map, the text note is automatically saved and added to the Object list of the root or branch.

OpenMind Business Edition lets you enter task and time-related information on any of the branches of your Mind Map in order to create different types of documents, such as timelines, task lists and project plans.

Inserting Task Information

This topic explains how to enter task information on the branches of your document to create a simple task list or a project plan. The **Task/Timeline Info** panel allows you to enter task information on your branches while brainstorming your document in one of the standard Mind Mapping views.

Building a task list

Click the **Task/Timeline Info** tab on the right of the workspace to open the panel.

- Optional {
- Make sure the document type is set to **Task management**.
 - Select a branch for which you want to add task information.
 - Enter a **Start date** and an **End date**.
 - Choose a **Priority** level.
 - Choose a percentage value to indicate how far the task has progressed to **Completion**.
 - Assign **Resources** to the task by typing their names separated by semi-colons.