

# iMindMap Quick Start Guide

## PC Users



### CREATING YOUR FIRST MIND MAP

This guide is designed as a quick starting point for learning how to use iMindMap. Simply follow the basic step-by-step instructions to create your first Mind Map.

*Please note that this guide is not intended as a complete illustration of all the features of iMindMap. For more information on all of the features and advanced tools contained within the software, please explore iMindMap Help which can be accessed within iMindMap.*

#### Step 1 - Central Idea/Theme

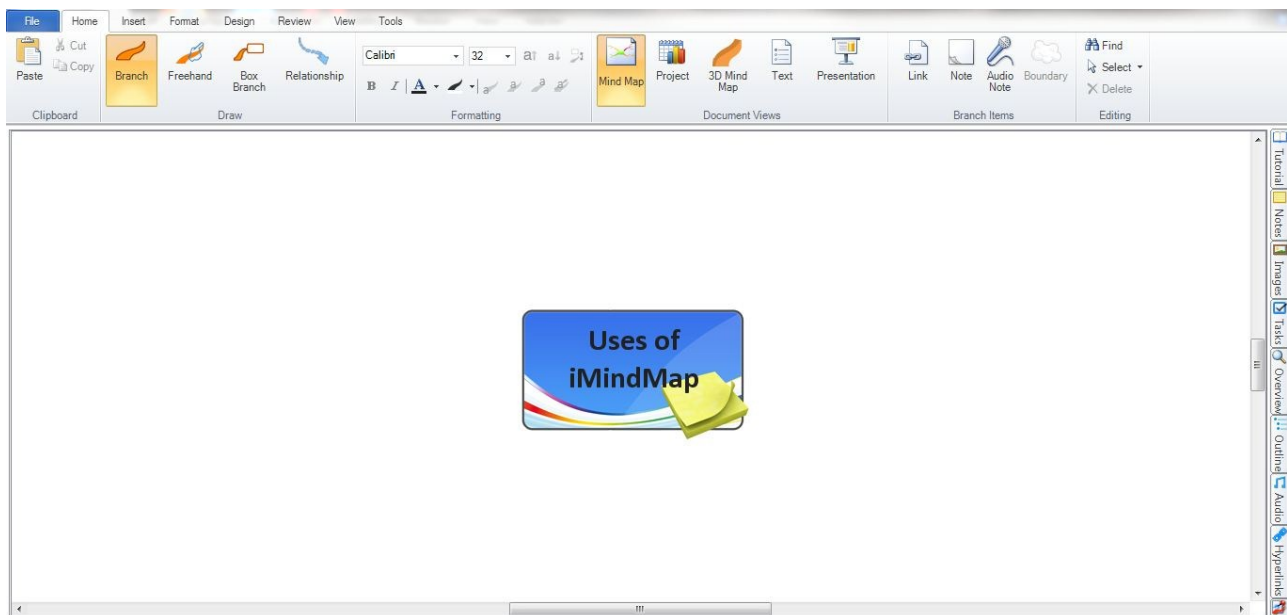
Using a central image to help represent your main goal or theme is a major factor in effective Mind Mapping.

- (1.1)** When you open iMindMap, select New Mind Map from the Start Page.
- (1.2)** Select a Central Idea image from the library provided by selecting it and clicking Choose, or by double clicking on it (see Fig 1 below).



Fig 1

- (1.3)** Your Central Idea Image will then be displayed in the centre of the screen. If you click on this you can then type your Central Idea text (see Fig 2 below).



**Fig 2**

**Note:** The name that you give your Mind Map will automatically be adopted as the name of the iMindMap file. This has the extension .imx when saved. If you wish to use a different name for your file, go to File > Save As and amend your file name.

## Step 2 – Main Branches

Now you are ready to add a series of primary ideas connected to your central theme. Your main branches represent your main ideas, the primary concepts or 'hooks' on which to hang all associated ideas.

- (2.1) To create a main branch** – Left click over the red circle in the centre of the Central Image (which will appear when you hover your mouse pointer over the Central Image) and drag your mouse outwards until you achieve the desired branch length.



- (2.2) To add a label/text to your branch** – Immediately after creating your branch type your text and press Enter. It will then be automatically attached to the branch (see Fig 3 below).

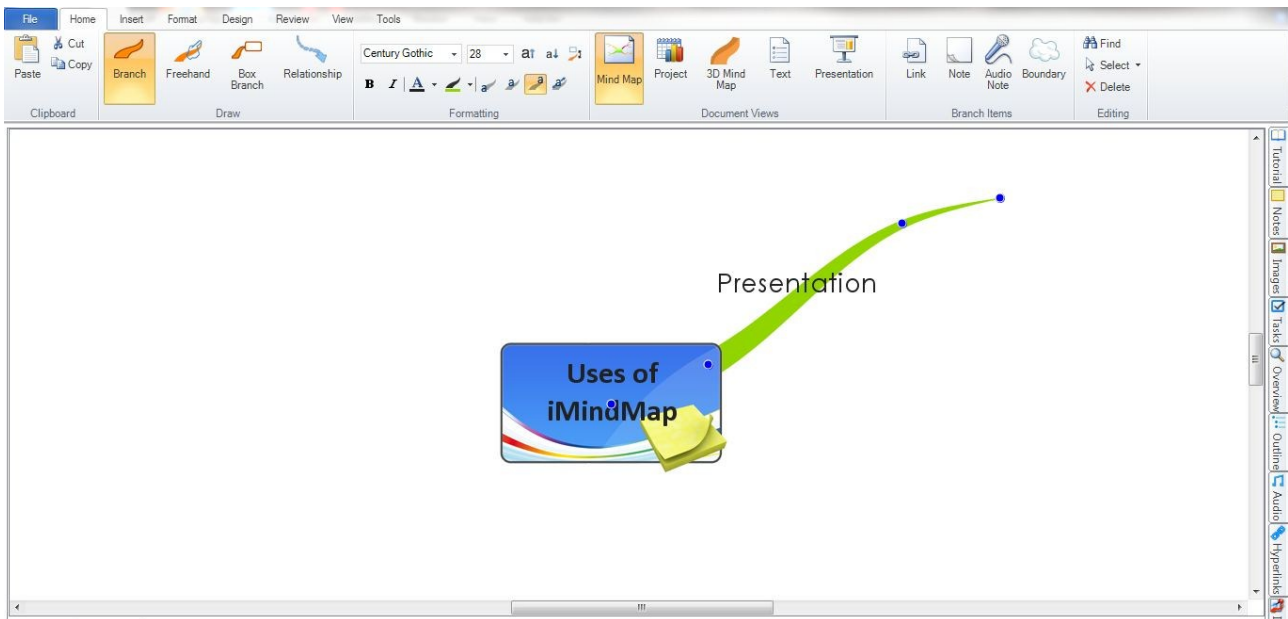


Fig 3

**Tip: For effective Mind Mapping, try to only use one keyword per branch. A single word is better at triggering thoughts and aiding memory recall than phrases or sentences.**

**Tip: Box Branches are great for including more than two words on a branch. To create a Box Branch, simply click on the Box Branch icon under the Home tab before you create a new branch.**

Now create as many branches as you like to represent your primary concepts. Please see example below (Fig 4).

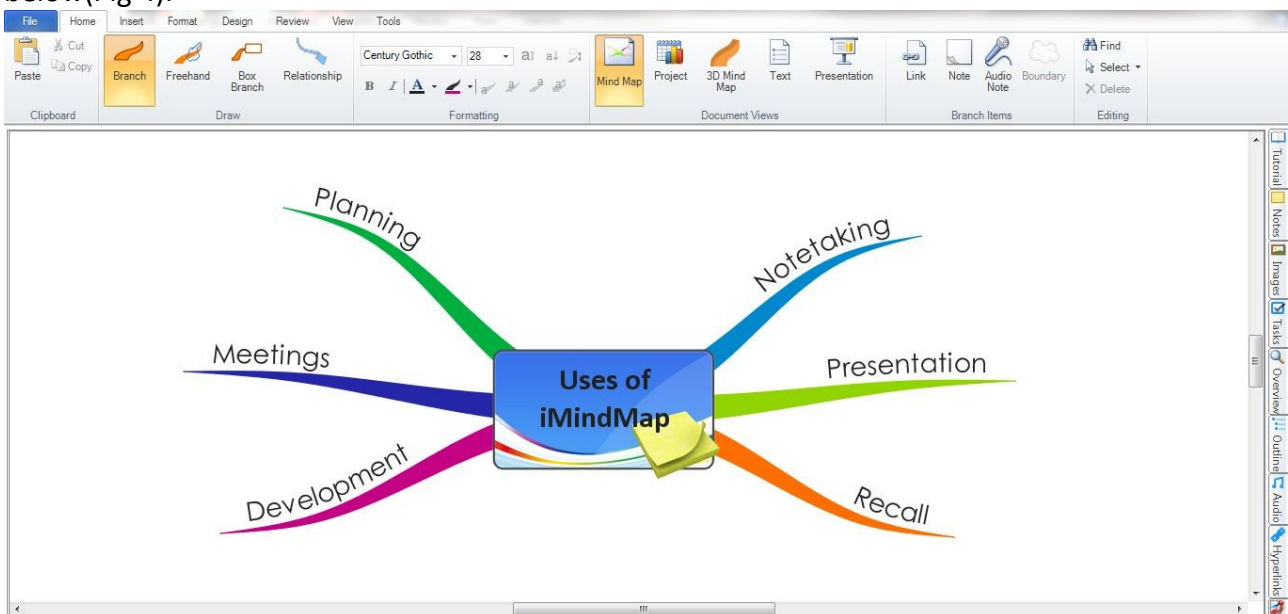
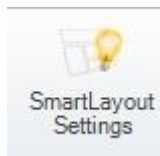


Fig 4

iMindMap also has an inbuilt feature known as 'SmartLayout'. The main purpose of this feature is to create iMindMaps in a quick and fast way.

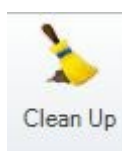
## SmartLayout Settings

The SmartLayout naturally lays out your Mind Map without you having to worry about branches, text or images colliding or overlapping. SmartLayout is activated by default, and if any branches, text or images get within a certain distance from other branches, then the branches will adjust automatically to avoid overlapping.



Under the 'Format' tab you can select 'SmartLayout Settings' which will allow you to turn SmartLayout on or off.

You can also clean up your maps so that they look more organized by selecting the 'Clean Up' icon within the 'Format' tab.



This will arrange your map according to the settings that are set within the SmartLayout Settings menu.

The SmartLayout feature is also a great tool to use when you are making Mind Maps quickly using just your keyboard. Save time and move away from your mouse and let the iMindMap's SmartLayout do the hard work so you can concentrate on generating ideas.

You can quickly insert new branches and add a text label using the following keyboard shortcuts without any fear of them colliding or overlapping and removing the need to use your mouse:

Insert child branch	Tab
Insert sibling branch	Enter
Insert child box branch	Shift + Tab
Insert sibling box branch	Shift + Enter
Navigation	Use Arrows keys

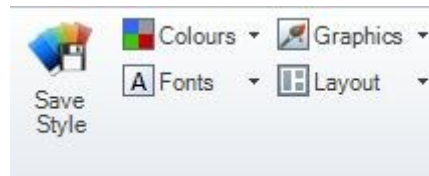
**Note: In order to change the font, colour or size of the text, left click once on the branch of the text you wish to change and simply choose the settings using the formatting bar near the top of the main window. You do not need to highlight the text to change it.**

For future use – iMindMap features a selection of pre-set colours and themes in order to speed up the customisation of you Mind Map. To use these quick and easy style sheets, click on any of the pre-set styles near the top of the workspace, located under Design - as shown below (Fig 5). You can scroll through additional pre-set styles by using the arrow keys or the drop down menu on the right hand side of the Styles bar.



Fig 5

You can also create your own customized Styles within iMindMap 5. In order to do so just select 'Create New...' from the following drop down menus within the 'Design' tab relating to the different aspects of your Style:



After creating your own Style, you just need to select 'Save Style' in order to save it. Please then choose a name for your style. Your new Style will now appear in the pre-set Styles section in the 'Design' tab and can be used by simply clicking on it within this window.

### (2.3 ) Modifying or moving your branch



To modify or move your branches, left click and drag your mouse over the blue ring found on the outside of any Branch Target which appears when you point your mouse at the end of any branch. This is ideal for lengthening, shortening, raising or lowering branches.

### Step 3 - Adding Images/Symbols to your Main Ideas

Using images and symbols when creating your main branches will assist in prompting your imagination and can aid memory through their ability to trigger associations in your mind.

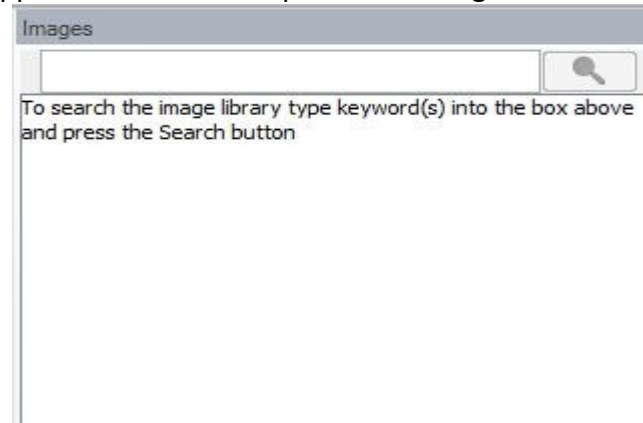
**(3.1) Image Library** – The Image Library contains over three thousand offline images which you can browse for inclusion in your Mind Map. To access the Image Library, click on the Insert tab in the main toolbar, and then select Image Library.



**Note:** If you login to your ThinkBuzan account within the software, you will gain access to our online image database which has over thirty thousand extra images. In order to login through the software, ensure you are connected to the internet, click on the Red light button in the bottom left hand corner of the main window and select Login. You will now be prompted to enter in your account information. This account information is the same you use to login to the

ThinkBuzan website at [www.thinkbuzan.com](http://www.thinkbuzan.com). Once you have successfully logged in, the Red light will change to a Green light and you can search the Image Library as you normally would whilst having access to a larger variety of images.

The Image Library will appear within the side panel on the right-hand side of the screen.



The Image Library has a built-in search tool which requires you to type a word or phrase into the search bar. Once this is done, click on the magnifying glass icon to search. You will then be presented with a choice of images related to your search word or phrase.

**(3.2) Icon Library** – The Icon Library contains a diverse bank of icons which can be used in your Mind Map. The icons are classified into categories for easy navigation. To access the Icon Library, click on the Insert tab in the main toolbar, and then select Icon Library (to the right of the Image Library). The Icon Library will appear within the side panel on the right hand side of the screen.

### **(3.3) Inserting an image from the Image and Icon Libraries**

- **Inserting on to a branch** – To attach the image or icon to a branch, you must first make the branch active before using the Image / Icon Library. With the branch selected, double click the image/icon you want to use and it will appear attached to the branch. (please see Fig 6 below).
- **Inserting as a Central Idea** – To insert the image (please note that you cannot insert an icon as a Central Idea) as a Central Idea, ensure that no branches are selected, choose your required image and double click it. Your image will now be visible on the iMindMap workspace and you can start adding main branches.

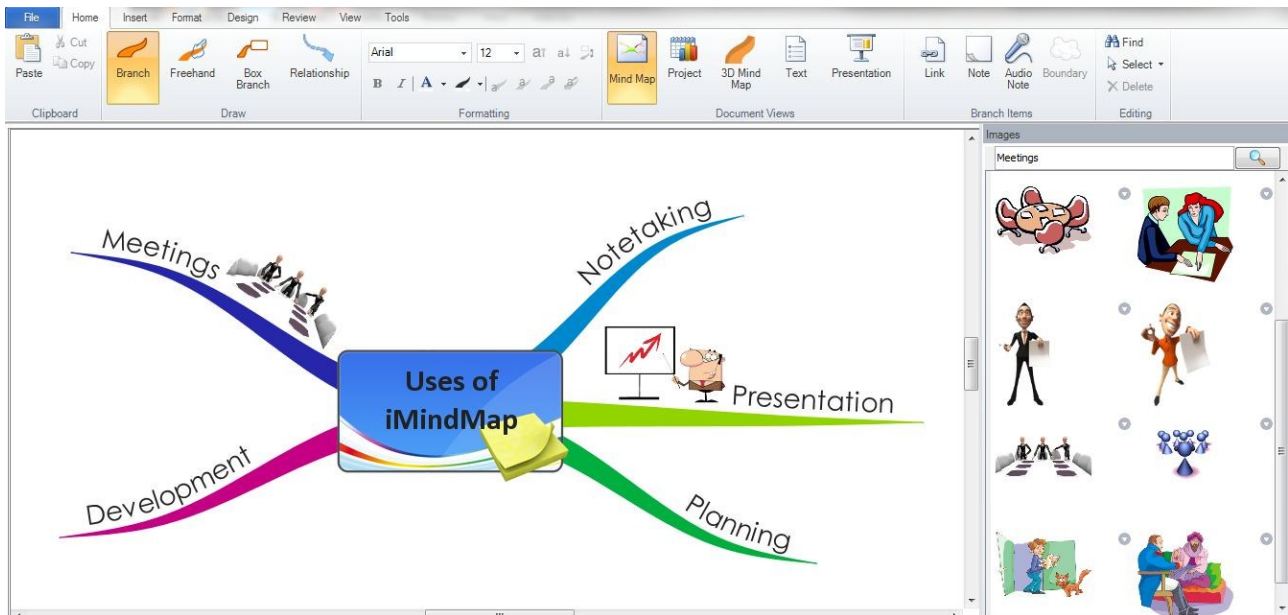


Fig 6

**(3.4) Re-positioning an image** - Your image can be clicked and dragged to any other position on your Mind Map.

**(3.5) Re-sizing an image** – To re-size an image, Left Click on the image, then click and drag on any of the eight 'Grab Handles' that appear.



**(3.6) Rotating an image** - To rotate an image click and drag on the rotation tool which appears in the bottom right hand corner of the selected image. Please note animations cannot be rotated.

## Step 4 – Creating Child Branches

Now that your main branches are in place, your secondary and tertiary concepts can flow quickly and easily to facilitate a harmonious thought structure.

### **(4.1) Adding child branches**



You can create child branches from your existing main branches by clicking and dragging from the red centre circle of a branch target that will appear when you point towards the end of a

branch. iMindMap will automatically create thinner branches to characterise this next level of ideas and associations (see Fig 7 below). It is recommended that you:

- Use key words to develop and explain your main ideas.
- Again try and only use one word on each of your branches to help your mind spark off new ideas and thoughts – keep it simple.
- Keep exploring all of your main branches until you feel that you have added enough child branches to reflect all your next level of associations.

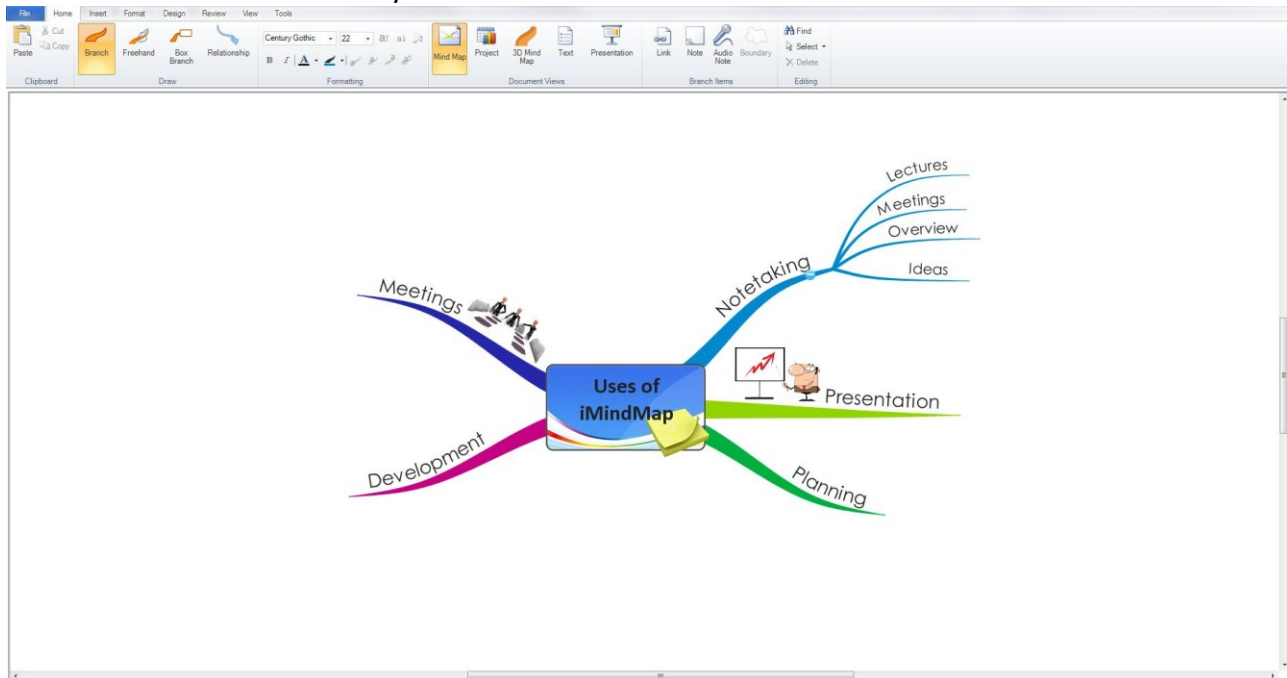


Fig 7

- You can delve into your subject further by adding more sub-branches to your child branches to represent your tertiary thoughts and concepts and so on.
- Remember to include images and symbols where appropriate to engage your imagination, clarify topics and aid your memory.

## Step 5 – Emphasising Relationships and Creating Boundaries

### (5.1) Adding Relationships

There may be times when two concepts are related to each other even if one does not follow the other. To make connections within and across the branch pattern or between different maps on your workspace (if you have MultiMaps), you can use the Relationship feature.

To add Relationships:



- Firstly select the Home tab on the main toolbar and then select Relationship.
- Select the end of one of the branches that you wish to connect with another and then click and drag to the related branch.
- When you release the mouse, your Relationship will appear connecting the two ideas.
- To add text to your Relationship, simply type when it is selected / active.
- To modify the shape of the arrow, simply click and drag your mouse over the Control Points (blue circles) that appear inside the length of the Relationship. You can add more control points to make them more flexible by holding down the shift key and clicking on the spot where you want the new control point to appear.



- To change the colour of your Relationship, ensure the Relationship is selected and modify the colour using the Branch Colour Selector Tool.
- You can format your Relationship further by going to the Format tab and selecting Relationship.

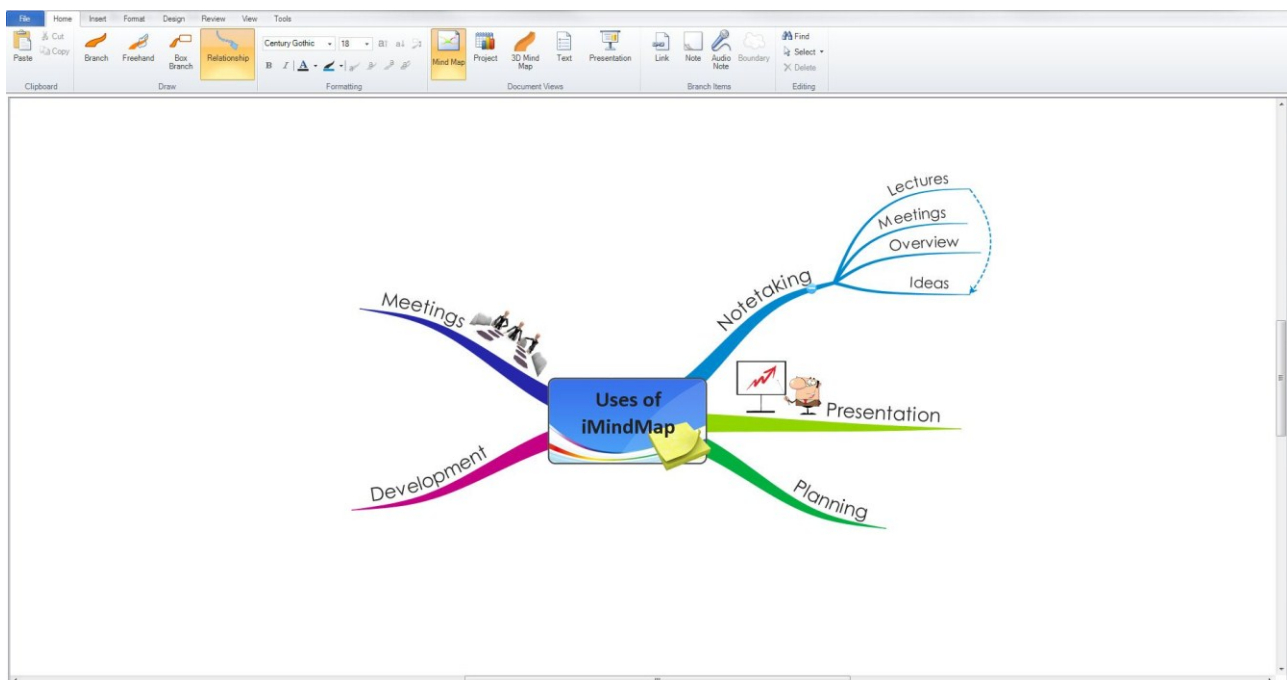


Fig 8

## (5.2) Adding Boundaries

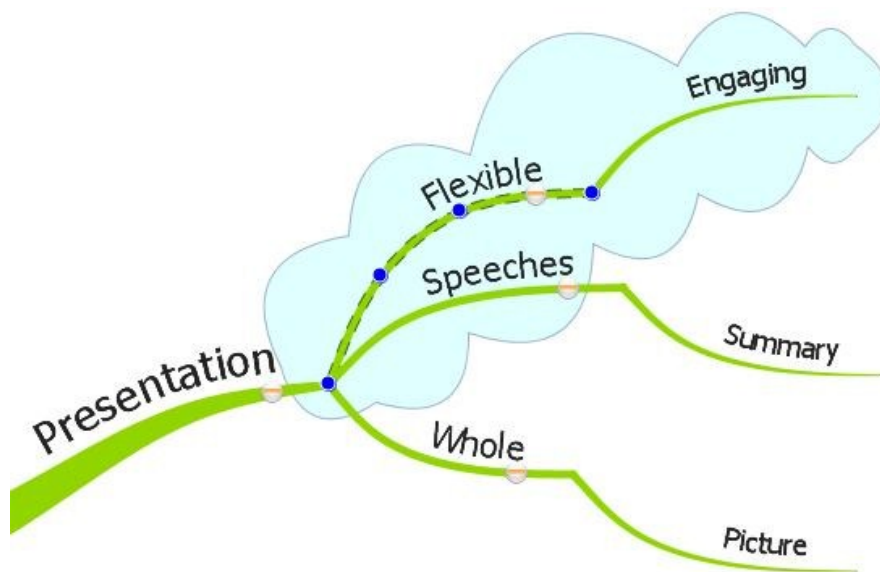
Adding boundaries can make specific topics 'stand out' making them easier to remember and communicate to others. They also allow you to group ideas together with a visual boundary. To

add a Boundary:

- Ensure the branch topic that you want to add a Boundary to is selected.



- On the Home tab, select Boundary. A Boundary cloud will now surround your selected topic. Please see Fig 10 below.



**Fig. 10**

- If you want to amend the colours and shape of your Boundary, make sure the branch the boundary surrounds is selected. Then double click within the Boundary. This will give you options to select fill and line colours as well as the options to adjust the Padding, Amplitude and Frequency of the Boundary. Make sure the branch that the Boundary is associated to is selected in order to make the options available.

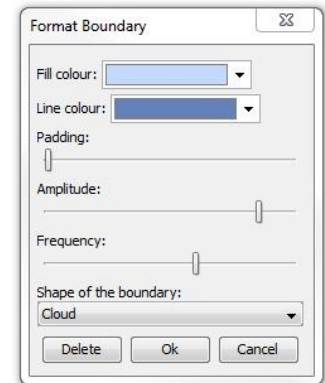
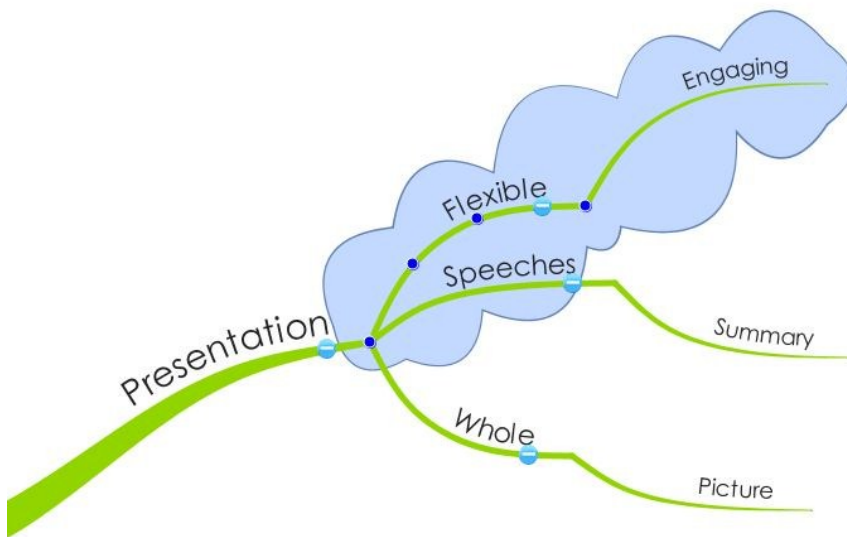


Fig. 11

## Step 6 – Moving Branches via Drag and Drop

### **(6.1) Moving branches to new positions using drag and drop**

To move branches to new positions select the branch you wish to move and whilst holding the left mouse button down drag to the desired branch. When you can insert the branch onto a new branch you will see a small greyed out silhouette of the branch locking onto the end of the new branch as seen in Fig 12 below.

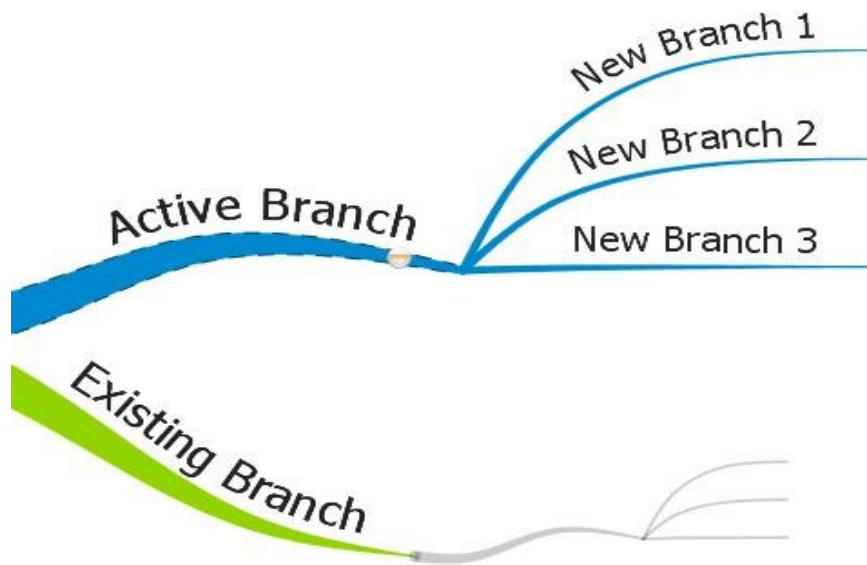


Fig. 12

The branch and its child branches will then be moved. Please note: when moving branches or cutting and pasting branches iMindMap will automatically flip the branches so that they continue to have the same structure but they also follow the correct direction of their new parent branch.


SmartLayout will ensure that any branches that are moved do not collide or overlap with any other branches, text or images.


### Step 7 – Inserting Information

To further explain and explore specific concepts, you may wish to link files, hyperlinks or notes to some of your branches. These can be accessed for reference purposes at any time.

#### **(7.1) Attaching files and links**

To attach a link to a branch, ensure the branch you want the link to appear on is selected, then click on the Home tab on the main toolbar and then select Link. Alternatively, you can right click on the branch and select Insert Link. The Hyperlinks side panel will now appear to the right of the screen.

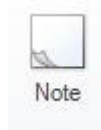
You can add a link to a file by selecting the Folder icon  and locating the file.

You can add a link to a website by clicking on the Chain icon  and entering the URL in to the box.

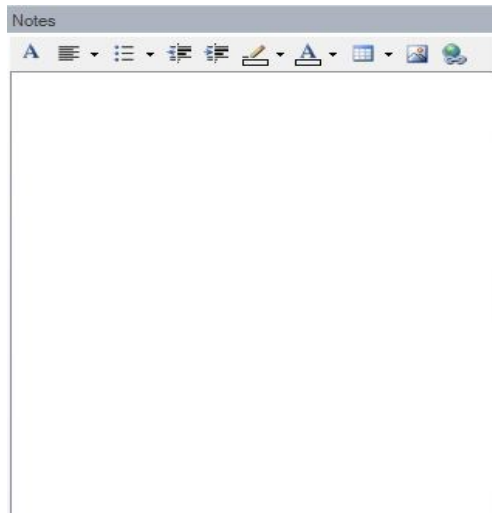
#### **(7.2) Adding Text Notes**

You may want to assign a note to a topic to add further information or data to your branch. Use the

'Notes Editor' for this:



**Notes Editor** – iMindMap includes a word processor that will allow you to add notes to your branches. Ensure the branch you want to attach the note to is selected. Then, simply click on the Home tab in the main toolbar and select Note. A box will open up to the right of the screen for you to enter your notes (Fig 13).

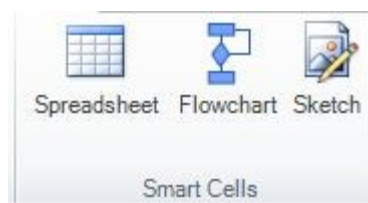


**Fig. 13**

### (7.3) Smart Cells

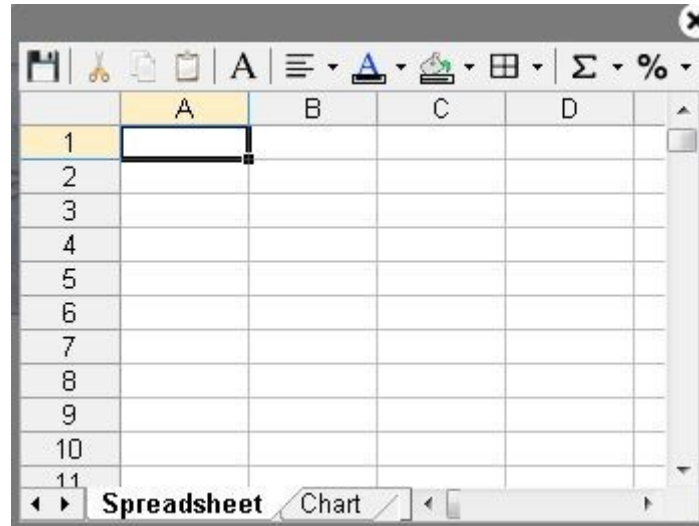
Smart Cells allow you to insert Spreadsheets, Flowcharts and even your own Sketches on to your branches.

To insert a Smart Cell, select a branch and go to Insert on the main tool bar.



From here you can choose which type of Smart Cell you would like to insert to your branch.



To insert a Spreadsheet, select the Spreadsheet icon and the Spreadsheet Editor will appear.





From this editor you can create a basic Spreadsheet, ideal for showing statistical information in your Mind Map.

From the format bar at the top of the editor you can choose font colour and style, cell colour, and border style.

You can use the Sum ( $\Sigma$ ) and Percentage icons to create formulas in your Spreadsheet.

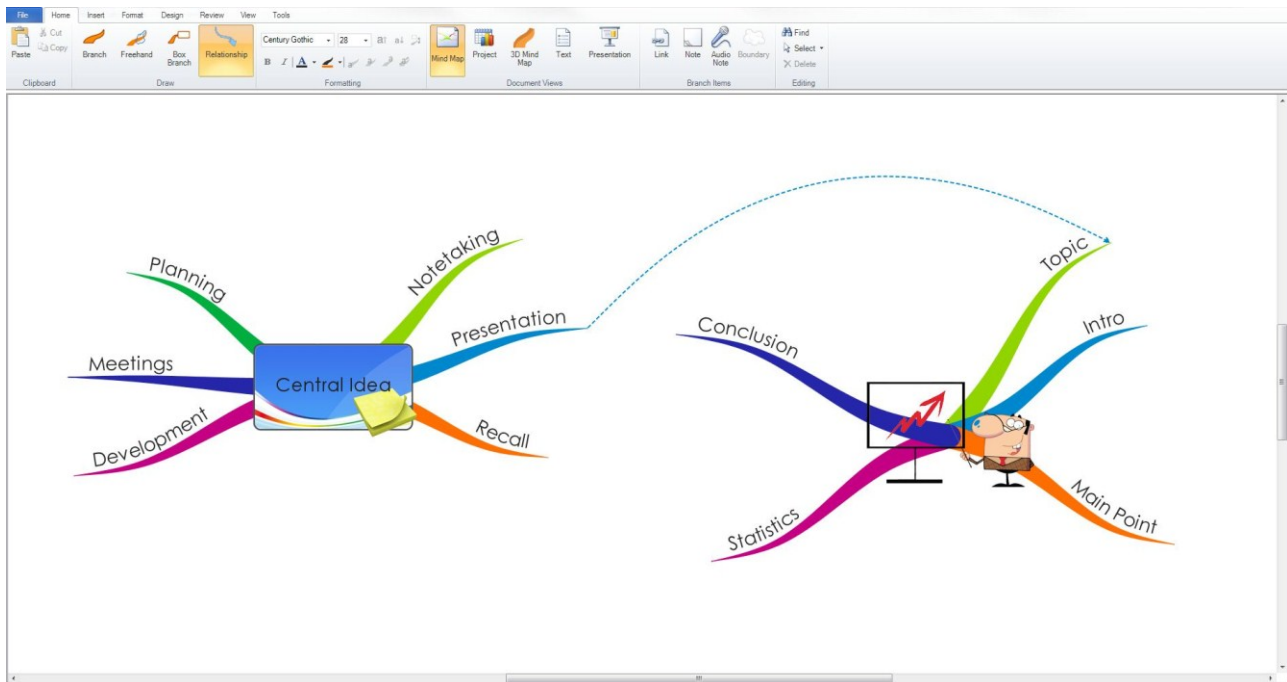
After you have created the Spreadsheet, click the Save button  and close . Your Spreadsheet should now appear on your branch.

To insert a Flowchart, select the Flowchart icon and the Flowchart Editor will appear. Drag and drop the shapes into the canvas and use the connector tools in the toolbar to link these together.

Save this using the Save button  and close .

#### (7.4) MultiMaps

You can insert a number of different Mind Maps onto your workspace. This feature allows you to have multiple central ideas which you link together and connect if you should wish, see Fig. 14.



**Fig. 14**

This is a really useful tool to use when you want to connect lots of ideas or if your Mind Map is getting big, you can create another main idea instead of making lots of child branches.

It can also help you to make it visually clearer and easier to make connections between ideas as you can create relationship arrows from a branch of one central idea to a branch of another one.

To create another central idea you can either:

- a) Go to the Insert tab and select Central Idea under Map Elements.
- b) Drag a branch or an image from your Mind Map into the workspace – this will default to be a new Mind Map. If the branch has child branches these will now become a new main branches.

### **Step 8 – Viewing your Mind Map in 3D**

3D View offers a completely new way to present. The world's first 3D Mind Map view takes your Mind Map and turns it into a 3 dimensional object, allowing you to glide around it from different angles, zoom in on different areas and turn Mind Mapping into a whole new experience. You have watched 3D films, you've perhaps seen 3D TV, now present in 3D – the ultimate of cool. Impress, stun and grip your audience which a totally fresh way of presenting that is fun to use and mesmerizing to watch.



To enter 3D Mind Map View, go to the Home tab at the top of the main tool bar and select 3D Mind Map under Document Views.

The real beauty of 3D View is the easy navigation. You can use your keyboard arrow keys, the simple 3D Control Panel (in the bottom right hand corner of your workspace) or even your mouse. You should notice that iMindMap gracefully animates as you pan around your workspace, zooming in at any angle.

**Keyboard Arrows:** This will allow you to jump from one branch to another easily. This zooms in on the active branch, giving the branch focus.

**3D Control Panel:** The left / right & up / down chevron arrows will change the angle of your perspective, so you can change the 3D planes of your map. The central circle button will reposition your Map to its original position.

The left and right arrows will allow you to focus on another central idea if there is one present on your Mind Map.

**Mouse:** Click on a branch to give it focus, or navigate to the white workspace to simply move the Map into a new position.

### Step 9 – Exporting your Mind Map

There are several export options within iMindMap, giving you choice in how you want to share and transport your Mind Map. These include:

- Exporting as an Image file (JPG, PNG and PDF formats).
- Exporting to an SVG
- Exporting to PDF and Document
- Exporting as a Web Page
- Export as a Spreadsheet
- Export as a Presentation and Interactive Presentation
- Export to Microsoft Project

The Export Menu can be accessed by clicking on File and then selecting 'Export'  
From there, the list of export option will appear for you to select.

**Note: The Export features are limited for different iMindMap Editions**

iMindMap Basic: Export to Image (JPG, PNG and PDF formats).

iMindMap Home & Student: Export to Image (JPG, PNG and PDF formats).

iMindMap Ultimate: Export to Text Document, Webpage, Pack & Go, SVG, Presentation, Project and Spreadsheet.

## Step 10 – Printing and Saving your Mind Map

### (10.1) Printing

You can print your active Mind Map by selecting the print tool located under the File tab at the top left corner of the iMindMap window. From here you can choose the number of copies you want to print and which printer to use. You can also choose whether you want to print the full map, just the central ideas, or just the main branches. You may also choose other options such as page layout i.e. portrait or landscape as well as scaling options.

### (10.2) Saving

Remember to save your Mind Map before exiting iMindMap.



- To Save, click on the Disk icon at the very top left hand corner of the screen.
- If necessary, select the folder in which you want to save the document.
- Click 'Save'

Alternatively you can click on File on the main tool bar, and click on Save or Save As, if you wish to change the name of the current Mind Map.

**Note:** All iMindMap documents are automatically saved with the extension '.imx'.

Why not watch our [video tutorials](#) for a more detailed look at iMindMap and its features?