

CS Odessa

Getting Started with ConceptDraw MINDMAP v7 for Windows

CONTENTS

| | |
|--|----|
| GETTING STARTED WITH ConceptDraw MINDMAP | 3 |
| CREATING MIND MAPS | 4 |
| ADDING DETAILS | 5 |
| TOPIC TYPES | 7 |
| PRESENTING YOUR MIND MAP | 7 |
| BRAINSTORM MODE | 8 |
| INPUTS & OUTPUTS | 8 |
| WORKING WITH OTHER APPLICATIONS..... | 9 |
| SOLUTION PARK | 9 |
| NO-CHARGE SUPPORT | 9 |
| CROSS-PLATFORM LICENSING | 9 |
| WINDOWS 32-/64-BIT SUPPORT..... | 9 |
| MULTI-DISPLAY SUPPORT | 9 |
| MULTI-LANGUAGE SPELLCHECK | 9 |
| ABOUT CS ODESSA | 9 |
| Technical Support/Sales Phone Numbers..... | 10 |
| FREQUENTLY ASKED QUESTIONS..... | 10 |
| TABLE OF FIGURES | 11 |
| INDEX | 11 |
| KEYBOARD SHORTCUTS | 12 |

GETTING STARTED WITH ConceptDraw MINDMAP

Thank you for your interest in ConceptDraw® MINDMAP v7! To begin with, let's install the program on your system.

To install the product, and activate your trial license:

1. Navigate your web browser to www.ConceptDraw.com and click **Join Us**.

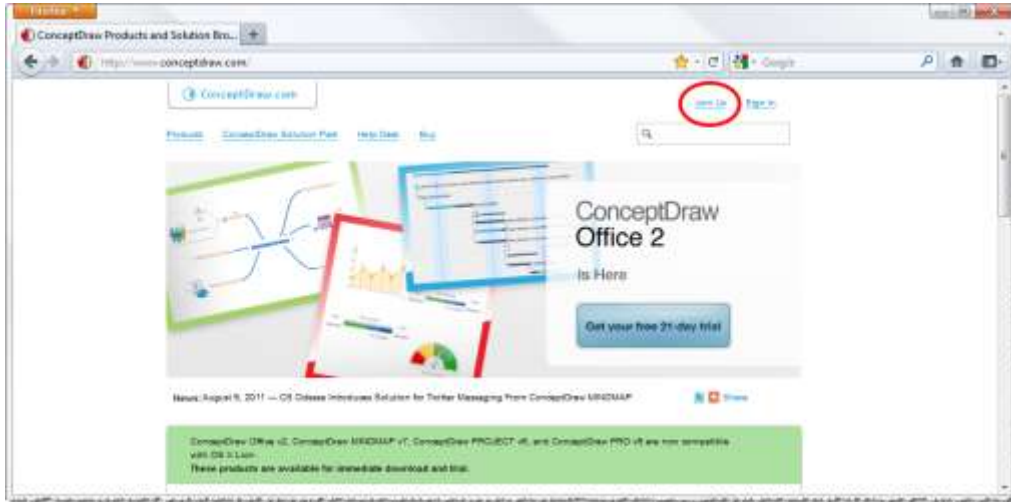


Figure 1: Creating a new account on ConceptDraw.com

2. Fill in the form with your information, and then click **Submit**.
3. Check your email for the message from support@ConceptDraw.com that contains your confirmation link. (Spam filters may catch this message. If you don't see the email within a few minutes, check your "Junk" or "Spam" folders.)
4. Follow the link to confirm your account, and then click **Proceed to installation**.
5. Click **Download All ConceptDraw Products or Solutions**.

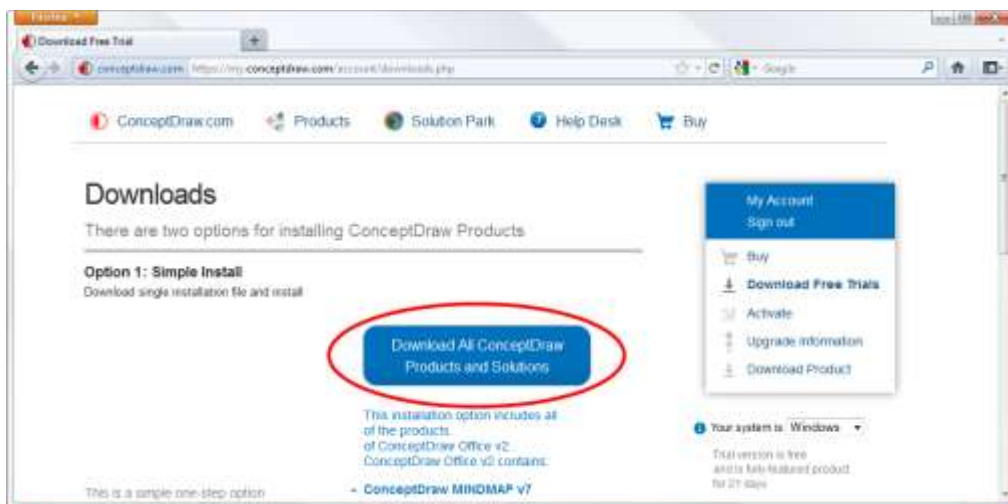


Figure 2: Downloading ConceptDraw Office Trial

6. Once the download is complete, run the installation file.

7. Follow all the on-screen instructions to complete the installation.
8. Once the program is installed and launched, you will be prompted to enter your ConceptDraw account information. Do so.
9. Wait briefly for your account to be synchronized.
10. Congratulations! Your FREE 21-day trial of ConceptDraw MINDMAP has begun.

CREATING MIND MAPS

Mind mapping is a method of organizing your thoughts visually that breaks the mold of old fashioned note taking. Mind mapping gets your thoughts onto the page organically, allowing ideas to stem from one another as they occur. The first step to creating a mind map is identifying its Main Idea. This central topic defines the map, creating a hub that subsequent Topics and Subtopics will all support. Think of it as the title of your mind map.



Figure 3: Labeling the Main Idea

Select the Main Idea tile with your mouse, and then type on your keyboard to label it. Press “Enter” when you’re finished labeling, then press “Enter” again to create your first Topic.



Figure 4: Labeling a Topic

To label a **Topic**, select it with your mouse, and then simply type on your keyboard. Press “Enter” to create another topic at the same level. To close the topic without creating a new one, press “Alt+Enter”. To create a **Subtopic**, select a Topic and press “Insert.”

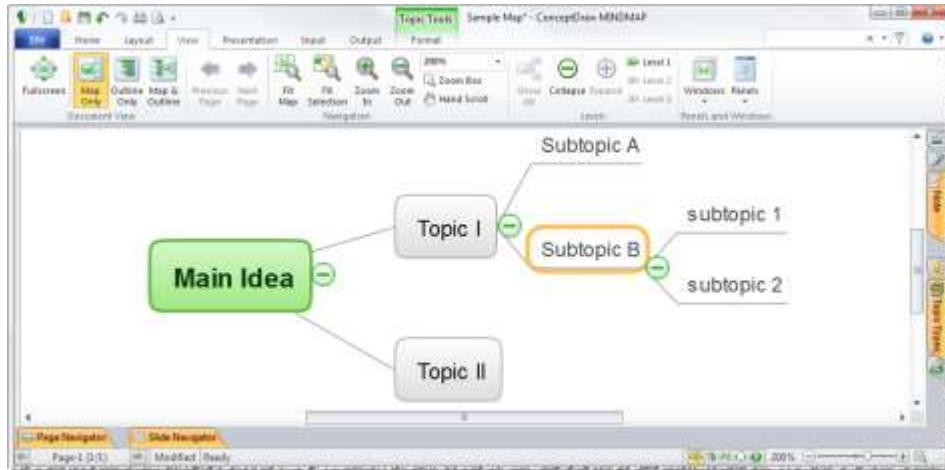


Figure 5: Labeling Subtopics

Reorganizing your map is as simple as selecting a topic with your mouse, and then dragging and dropping it to a new location. You can promote and demote topics easily—just drag-and-drop a topic onto another topic to automatically subordinate it. Selected topics can also be deleted entirely by pressing “Delete” on your keyboard, or cut, copied, and pasted with familiar keyboard shortcuts.

ADDING DETAILS

It’s best to keep your individual topics concise. Mind maps with long winded topics quickly become cluttered, confusing, and ineffective. That being the case, the most impressive features of ConceptDraw MINDMAP are those that let you add more information to your mind map without interfering with its readability.

You can add Notes to a topic by selecting it with your mouse, and then clicking on the **Note** button on the toolbar. Type in the Note Pane that appears and a Note icon will then appear on the topic’s tile. Hover your mouse over the icon to view your Note’s text; otherwise, Notes are not displayed in the main view of your map. Clicking or hovering over the Note tab at the window’s right edge will also open the Note pane.

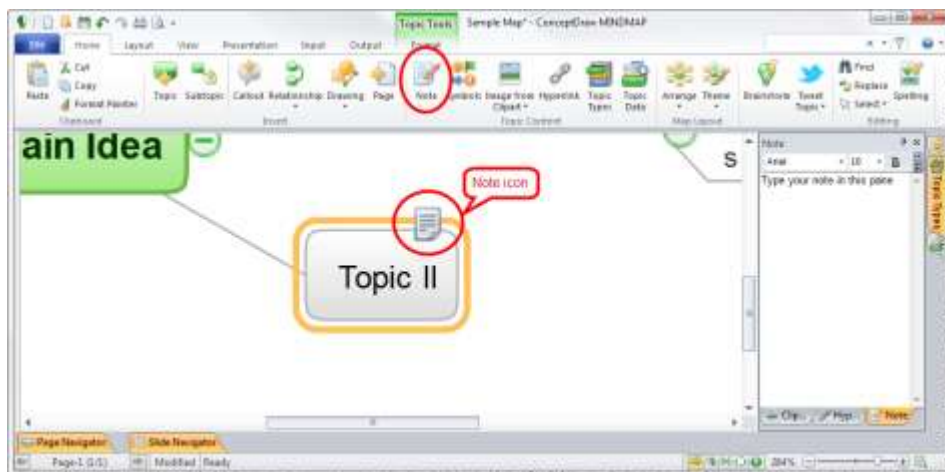


Figure 6: Adding Notes

You can provide visual shortcuts for navigating your map with Symbols and Clipart. Select a topic and then click the **Symbols** button or the **Image from Clipart** button on the Home toolbar to view the corresponding pane. From that pane, you can select a variety of recognizable symbols for indicating the status of tasks, resources, and decisions. You can also insert images from files on your computer. Click the small triangle on the **Image from Clipart** button, and then select **Image from File**. Clicking or hovering over the Symbols or Clipart tab at the right edge of the window will also expand the corresponding pane.

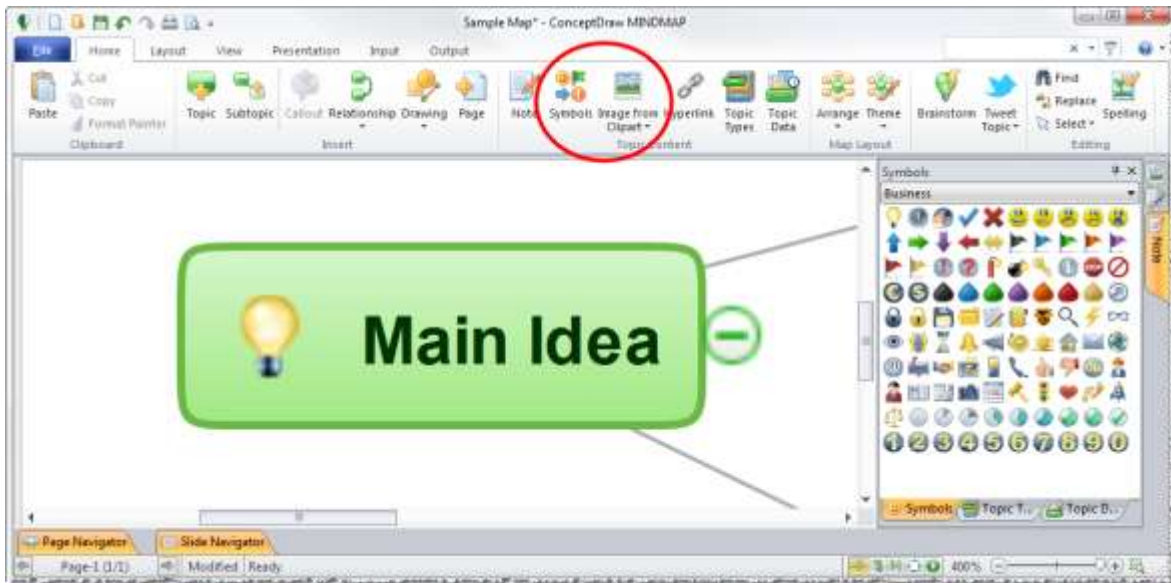


Figure 7: Adding Symbols and Clipart

Hyperlinks can also be embedded in a mind map to make referencing outside information quick and easy. Select a topic and then click the **Hyperlink** button on the Home toolbar to expand the Hyperlink Pane. Then choose the kind of hyperlink you want and enter its location in the box provided. To follow the link, click the "Go To Link" button in the Hyperlinks pane, or simply click the Hyperlink icon that appears on the topic's tile. Clicking or hovering over the Hyperlink tab at the right edge of the window also opens the Hyperlink Pane.

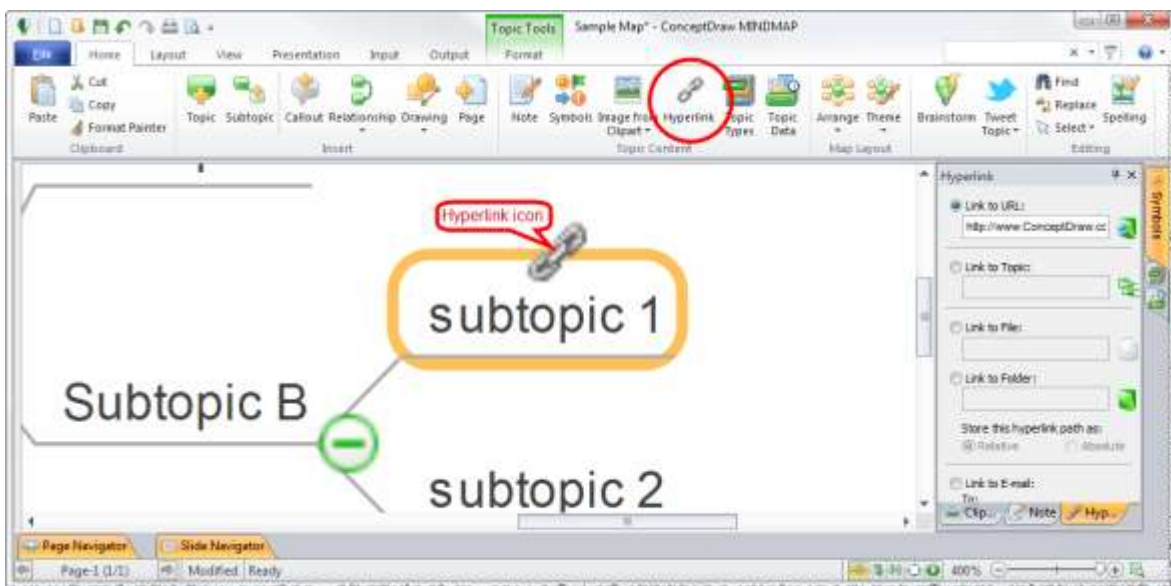


Figure 8: Adding Hyperlinks

TOPIC TYPES

Specifying Topic Types for your topics enables an even deeper level of functionality in ConceptDraw MINDMAP. Select a topic in your map and then click the **Topic Type** button on the toolbar. This opens the Topic Type pane. Topic Types are grouped in three areas: Universal Diagramming (a catch-all category for a basic Topic Type functionality), Business Productivity (useful in process mapping and risk analysis), and Project Management. The Project Management area contains all the Topic Types necessary to integrate your mind map with ConceptDraw PROJECT, such as Task, Phase, Resources, and Milestones. Once you have selected a Topic Type, you can edit the corresponding Topic Data. Click the **Topic Data** button on the toolbar (or select the tab on the Topic Type pane) to view the Topic Data pane. Depending on the selected Topic Type, you have a variety of options such as attaching Documents, setting dates for Tasks, and identifying costs of Resources. By utilizing Topic Types, you can organize a vast amount of data in a single file that's easily deciphered.

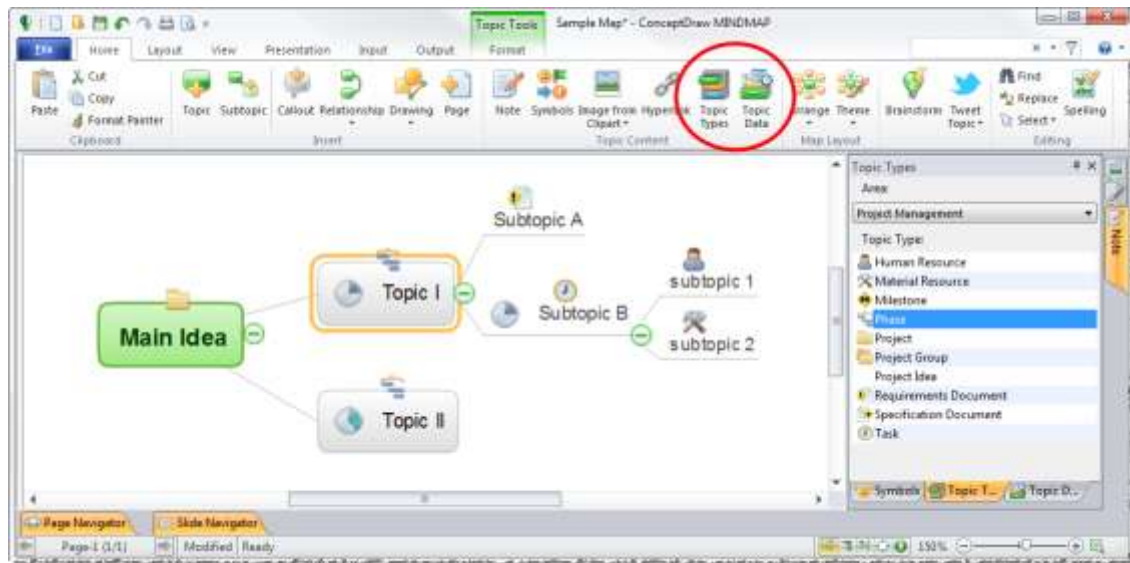


Figure 9: Topic Types

PRESENTING YOUR MIND MAP

With its built-in Presentation Mode, ConceptDraw MINDMAP makes generating presentations faster and easier than ever before. The **Presentation tab** on the toolbar houses all your presentation controls in a single, convenient location.

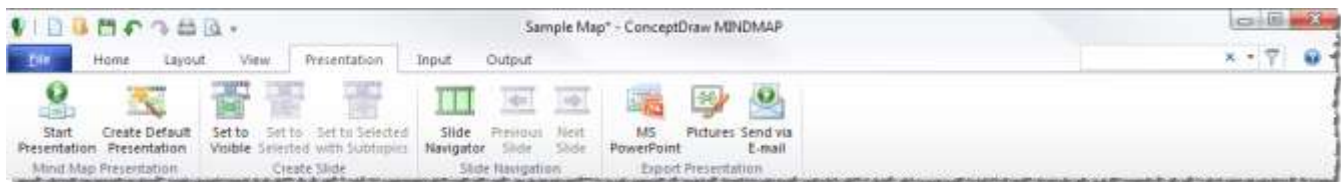


Figure 10: Presentation toolbar

To begin presenting with zero prep time, simply click **Start Presentation**. A basic slideshow highlighting each of your Main Topics will begin in full-screen Presentation Mode. Click the mouse to advance slides.

Create Default Presentation stores the default slideshow in the Slide Navigator without engaging Presentation Mode.

The **Create Slide** buttons are used to customize your presentation. **Set to Visible** captures a slide of the area of your map currently in view. Using the **Zoom** controls on the View tab of the ribbon, you can focus on specific areas of your map, and quickly create slides of only the content you want.

Set to Selected captures a slide of the selected topic or topics. **Set to Selected with Subtopics** allows you to select a topic and capture a slide of it *and* its related subtopics with a single click.

Slide Navigator expands the Slide Navigator tab at the bottom of the window. In the Slide Navigator, you will see all the slides you have created. You can reorder them by dragging and dropping, or remove them by clicking the **X** in their upper-right corner. Clicking the large plus icon works just like **Set to Visible**. Clicking the play icon in the upper-left corner of a slide begins presentation mode from that slide.

Beyond its own presentation mode, ConceptDraw MINDMAP can also export to Microsoft® PowerPoint®. Clicking the **MS PowerPoint** button opens a window with two options: Outline and Slideshow. **Outline** exports just the text of your map, allowing you to select from your available PowerPoint themes for the presentation. **Slideshow** exports the images saved in your Slide Navigator as the slides of a new MS PowerPoint presentation.

The **Pictures** menu item saves the slides in your Slide Navigator as graphics files in a new folder. A variety of popular graphics formats are available when exporting your presentation.

Send via E-mail opens a new message in your email client with your map's outline as the text, and attaches both your map file and a .png file exported from your map. The attached map file is saved in Presentation mode. When the recipient opens it, they will view the presentation you have created.

BRAINSTORM MODE

Brainstorming is a great way to begin a new map or to expand an existing map, allowing you to add a large amount of ideas and data to your map very quickly. To begin brainstorming, click the **Brainstorm** button on the toolbar.

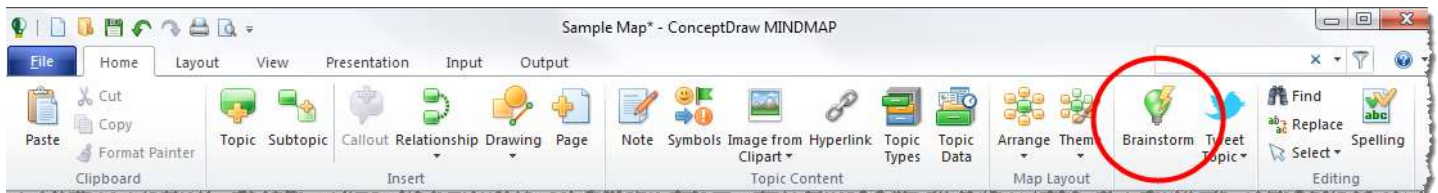


Figure 11: Brainstorm button

If this is a new map, first, name your main topic. If you want to set a time limit for your Brainstorming session, enter the amount of time desired, and then click **Start Timer**. When you are ready to begin brainstorming, click on the **Enter Ideas** field and begin typing out your brainstormed ideas. After you finish each idea, press Enter on your keyboard to add it to the map. Repeat until you are finished brainstorming. Don't worry about the structure of your list; you'll organize it after the Brainstorm. When you are finished brainstorming, just drag and drop your ideas to connect them to other topics.

INPUTS & OUTPUTS

The Input tab houses a variety of templates to inspire your creativity and help you get started with mind mapping. The left-most pane displays a list of categories; the center, the various examples in a selected category; and the right, a detailed description of a selected example. The Output tab is set up similarly, with categories on the left, examples in the center, and description on the right. Outputs included mind maps of only certain Topic Types, as well as opening mind maps with ConceptDraw PROJECT for more detailed resource management, drawing ORG charts and other

diagrams from your mind map with ConceptDraw PRO, and a variety of other ready-to-use documents. Outputs are a powerful way to get your thoughts off the page and into action.

WORKING WITH OTHER APPLICATIONS

ConceptDraw MINDMAP has the ability to export to a number of usable file formats, giving ConceptDraw users powerful flexibility in working with others. Expand the **File** menu to view all of ConceptDraw MINDMAP's import and export capabilities. Import options include OPML files, text outlines, Microsoft Project® native files (.mpp), and Mindjet® MindManager® files. Export options include MS Project and PowerPoint, as well as Adobe® PDF, HTML, and a variety of graphics formats.

SOLUTION PARK

ConceptDraw Solution Park is an ever-growing collection of business-specific solutions and product add-ons that are available to add continued value after the initial purchase of a ConceptDraw product. For more information, visit <http://www.conceptdraw.com/solutions.php>.

NO-CHARGE SUPPORT

CS Odessa offers no-charge support for all licensed and trial users of ConceptDraw Products. ConceptDraw Maintenance Assurance P1 is also available to stay current with major updates to ConceptDraw Products.

CROSS-PLATFORM LICENSING

CS Odessa is one of the only companies in the world that offers a cross-platform license. This means that if you want to install your product on a Mac and a PC for your use, you can do so with our license. Most companies require that you purchase a separate license for each platform.

WINDOWS 32-/64-BIT SUPPORT

All ConceptDraw applications are compatible with Windows 7 32- and 64-bit architectures.

MULTI-DISPLAY SUPPORT

ConceptDraw MINDMAP v7 supports working across multiple computer screens. You can open separate mind maps on different screens and copy-and-paste from one to the other.

MULTI-LANGUAGE SPELLCHECK

ConceptDraw MINDMAP offers Spell Check in a variety of different languages.

ABOUT CS ODESSA

Founded in 1993, Computer Systems Odessa supplies cross-platform productivity tools and graphics technologies to professional and corporate users around the world. From their headquarters in Odessa, Ukraine, and offices in San Jose, CA, and Boston, MA, CS Odessa sells internationally in over 150 countries, both directly and through resellers. The ConceptDraw Productivity Line has won numerous awards, and is used by hundreds of thousands all over the world. For more information, visit <http://www.conceptdraw.com/>.

Technical Support/Sales Phone Numbers

US/Canada/Mexico:

Technical Support (Toll Free): +1 (877) 441-1150 x4 amersupport@csodessa.com

Sales (Toll Free): +1 (877) 441-1150 x3 amersales@csodessa.com

Europe:

+38 0487601963 support@conceptdraw.com sales@conceptdraw.com

FREQUENTLY ASKED QUESTIONS

What is the difference between Technical Support and Maintenance Assurance P1?

Technical support is a no charge item provided to our customers and individuals trialing our products. Our Tech Support team is there to help you with installing, product activation, and product issues. Technical support is available by submitting a ticket via our web site, and by phone and email. Minor product upgrades are at no additional cost.

When purchased at the same time of your ConceptDraw Product purchase, Maintenance Assurance P1 provides you the next major release of your product at no additional cost. When the next major upgrade of the product becomes available you will be notified of its availability for download and installation.

Why is ConceptDraw Solution Browser part of the product I purchased?

When you activate a purchased license for your product, that authorization is stored in the cloud, and then synchronized with your desktop product(s) using ConceptDraw Solution Browser. We do this so if the unthinkable occurs and you have a catastrophic event with your computer such as a hard disk failure, you can log into your account on ConceptDraw.com and retrieve your license, saving you time and headaches.

The ConceptDraw Solution Browser also manages the versioning of all of your products, and give you access to all of the additional business solutions found in the ConceptDraw Solution Park.

I am with a large organization; do you support other methods of installation besides the one I experienced from my trial?

We have additional methods of delivering product to the users in your organization. Please contact our sales or support team for details.

Do you have pricing for academia and nonprofits?

Yes, we have aggressive pricing for students, educators and employees of certified nonprofit organizations. Contact our sales team for pricing details.

TABLE OF FIGURES

| | |
|---|---|
| Figure 1: Creating a new account on ConceptDraw.com | 3 |
| Figure 2: Downloading ConceptDraw Office Trial..... | 3 |
| Figure 3: Labeling the Main Idea..... | 4 |
| Figure 4: Labeling a Topic..... | 4 |
| Figure 5: Labeling Subtopics | 5 |
| Figure 6: Adding Notes..... | 5 |
| Figure 7: Adding Symbols and Clipart | 6 |
| Figure 8: Adding Hyperlinks | 6 |
| Figure 9: Topic Types | 7 |
| Figure 10: Presentation toolbar | 7 |

INDEX

| | | | |
|-----------------------------------|----|---|----|
| attaching documents | 7 | Note button | 5 |
| Brainstorm | 8 | Note Pane | 5 |
| Clipart..... | 6 | Notes..... | 5 |
| Clipart Pane..... | 6 | Notes icon..... | 5 |
| Clipart tab..... | 6 | OPML | 9 |
| confirm your account..... | 3 | Output..... | 9 |
| confirmation link..... | 3 | Pictures button | 8 |
| Create Default Presentation | 8 | presentations..... | 8 |
| Create Slide | 8 | promote topic..... | 5 |
| cross-platform license..... | 10 | Reorganizing | 5 |
| Delete..... | 5 | Send via E-mail..... | 8 |
| demote topic..... | 5 | Set to Selected | 8 |
| download | 3 | Set to Selected with Subtopics | 8 |
| export..... | 9 | Set to Visible | 8 |
| File menu..... | 9 | Slide Navigator..... | 8 |
| first step | 4 | Solution Park..... | 9 |
| HTML | 9 | Spell Check..... | 10 |
| Hyperlink icon | 6 | Start Presentation..... | 8 |
| Hyperlinks | 6 | Subtopic | 5 |
| Image from Clipart button | 6 | Symbols..... | 6 |
| Image from File | 6 | Symbols button..... | 6 |
| import | 9 | Symbols Pane..... | 6 |
| Input..... | 9 | Symbols tab | 6 |
| install..... | 3 | synchronize..... | 4 |
| Main Idea | 4 | Technical Support/Sales Phone Numbers | 10 |
| Maintenance Assurance..... | 9 | Topic | 5 |
| Mindjet MindManager files | 9 | Topic Data..... | 7 |
| MS PowerPoint | 8 | Topic Types..... | 7 |
| MS Project files | 9 | View tab..... | 8 |

KEYBOARD SHORTCUTS

Following is an abbreviated list of the most commonly used keyboard shortcuts. See the in-program Help file for the comprehensive list.

| Keystroke | Function |
|------------------|---|
| F1 | Help menu |
| Ctrl + S | Save the active document |
| Ctrl + O | Open a Document |
| Ctrl + N | Create a New Document |
| Ctrl + P | Print Preview |
| Ctrl + A | Select all the objects on page |
| Ctrl + Z | Undo the last operation |
| Ctrl + X | Cut the selection to the Clipboard |
| Ctrl + C | Copy the selection to the Clipboard |
| Ctrl + V | Paste the content from the Clipboard |
| Ctrl + Right | Indent selected topic (one level deeper) |
| Ctrl + Left | Outdent selected topic (one level closer to the root) |
| Ctrl + Down | Move selected topic one line down |
| Ctrl + Up | Move selected topic one line up |
| Ctrl + Alt + B | Hold Brainstorming session in current document |
| F5 | Start Presentation Mode |