

# Getting Started with ConceptDraw MINDMAP v12 for Windows

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## GETTING STARTED WITH ConceptDraw MINDMAP

Thank you for your interest in ConceptDraw® MINDMAP v11! 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](http://www.ConceptDraw.com) and click **Sign In**.
2. Fill in the form with your information, and then click **Submit**.
3. Check your email for the message from [support@ConceptDraw.com](mailto: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 **Download product**.
5. Once the download is complete, run the installation file.
6. Follow all the on-screen instructions to complete the installation.
7. Once the installation is completed, ConceptDraw STORE runs automatically. The trial licenses listed in your account will be delivered to your computer automatically through your internet connection.
8. 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.

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.

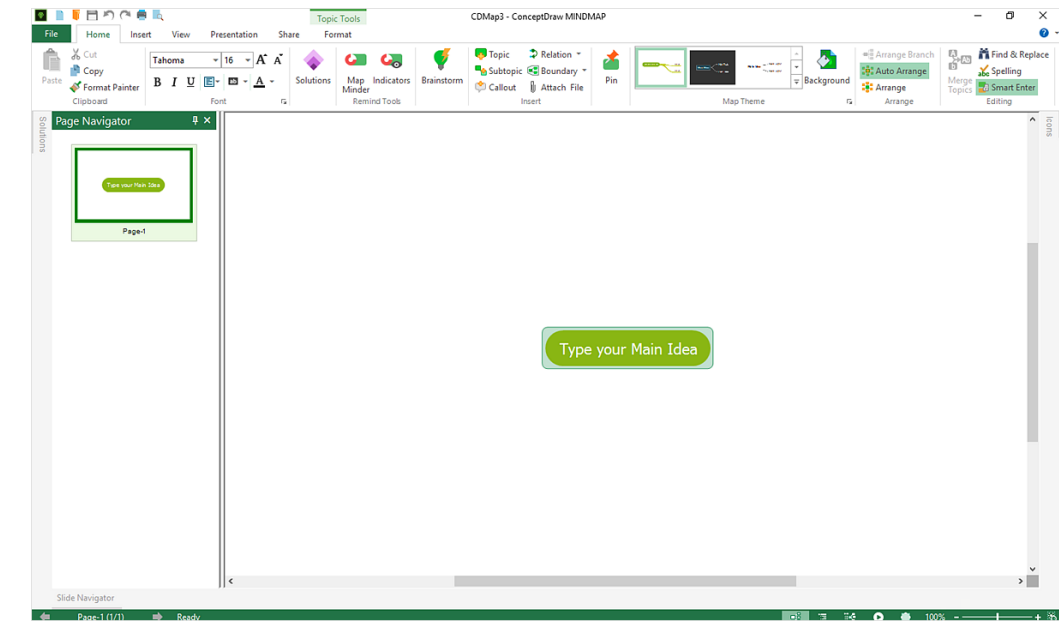


Figure 1: Labeling the Main Idea

To label a Topic, select it with your mouse, and then simply type on your keyboard. Press “Enter” when finish typing to close a Topic and create another topic at the same level. To close a Topic without creating a new one, click a blank area on the page or press F2. To create a Subtopic, select a Topic and press “Shift+Enter”.

Reorganizing your map is as simple as selecting a topic with your mouse, and then dragging and dropping it to a new location.

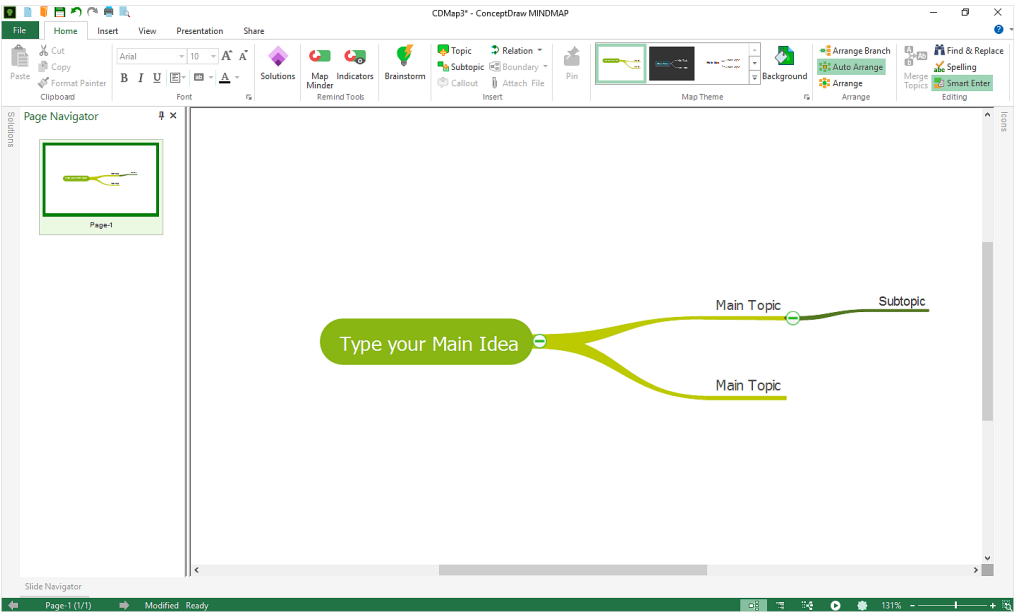


Figure 2: Labeling Topics and Subtopics

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.

ICONS AND GRAPHIC IMAGES

You can provide visual shortcuts for navigating your map with icons and graphic images. Select a topic and then open the Icons or Graphics side panel from the Panels button's list on the View tab.

From Icons panel, you can select a variety of recognizable icons for indicating the status of tasks, resources, and decisions.

From Graphics panel you can select clip art objects that cover various kinds of activities. You can choose a proper section from the drop-down list.

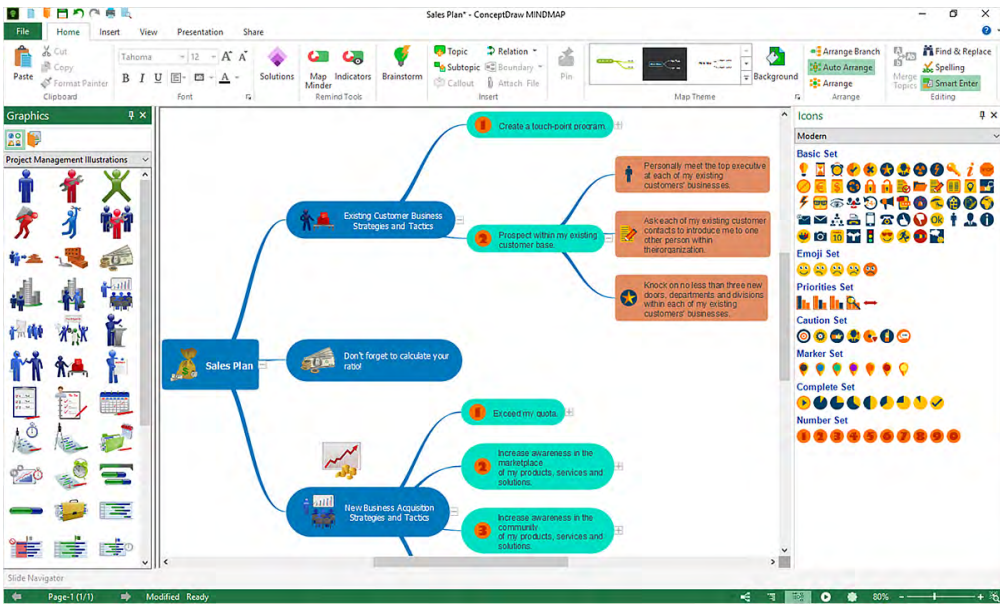


Figure 3: Adding Icons and Graphics

HYPERLINKS AND TEXT NOTES

Mind map Topics are most readable when they are kept short. For Topics that need more detail, you can add text notes to include larger amounts of information as formatted text.

Hyperlinks can also be embedded in a mind map to make referencing outside information quick and easy.

You can add multiple hyperlinks and a text note to any topic. Select a topic and then open the Hypertext side panel from the Panels button's list on the View tab.

Hyperlinks can be embedded in a mind map to make referencing outside information quick and easy. You can assign the following types of hyperlinks:

- Link to URL - allows to assign the link on the Web page;
- Link to Topic - lets you assign the link on any document page or topic;
- Link to File and Link to Folder - allow assign the link accordingly to any file on the disk or to a folder with files;
- Link to E-mail - allows to assign the link, which opening will automatically create message.

You can add a text note . The Note section of the Hypertext panel displays the note content for the currently selected topic. Enter here your notations. You can change the appearance of Note text by selecting options in the embedded format tools.

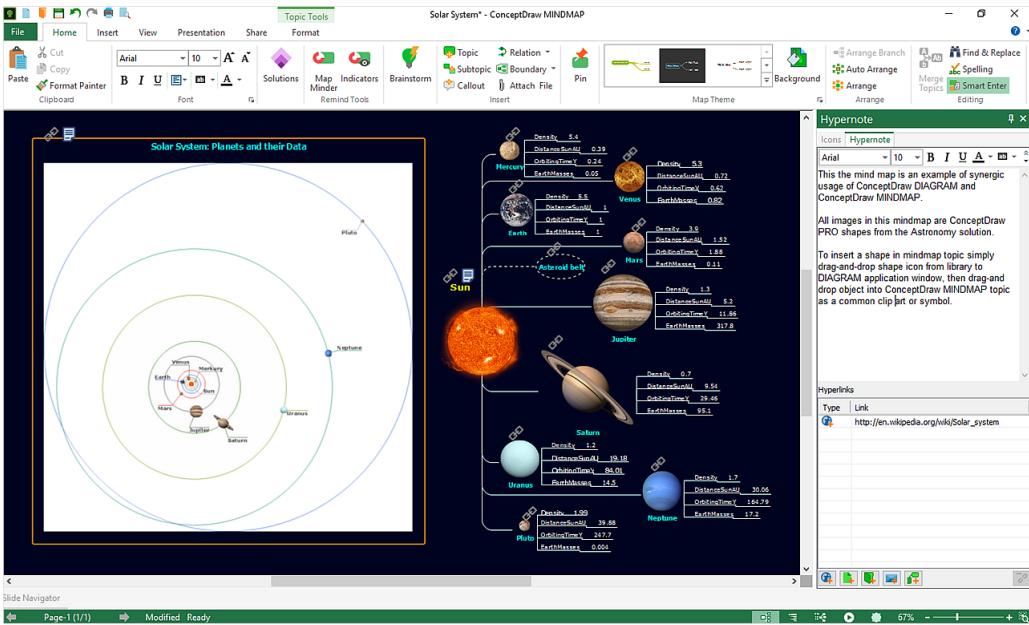


Figure 4: Adding Hyperlinks and Notes

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 open the Topic Type side panel. 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.

Select the Topic Data tab to view the Topic Data panel. 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.

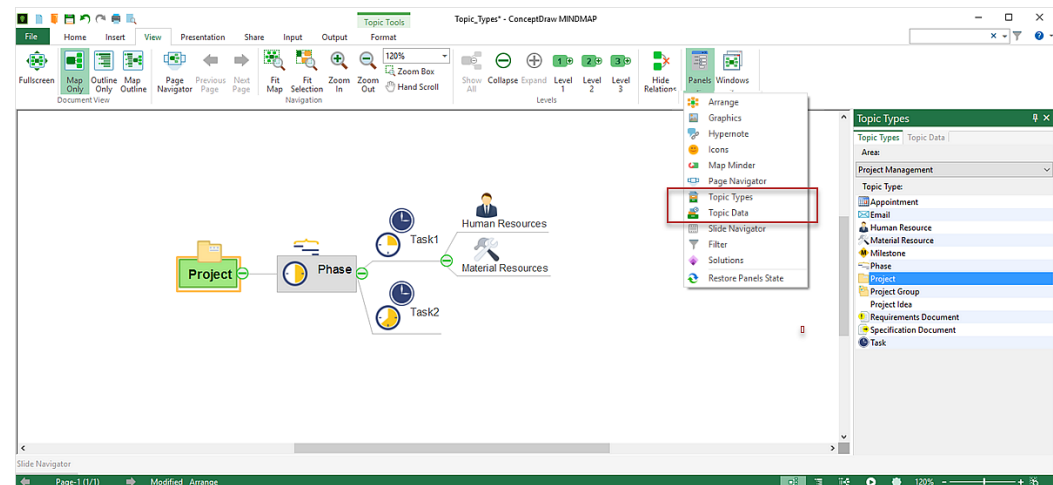



Figure 5: Topic Types


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 6: 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.

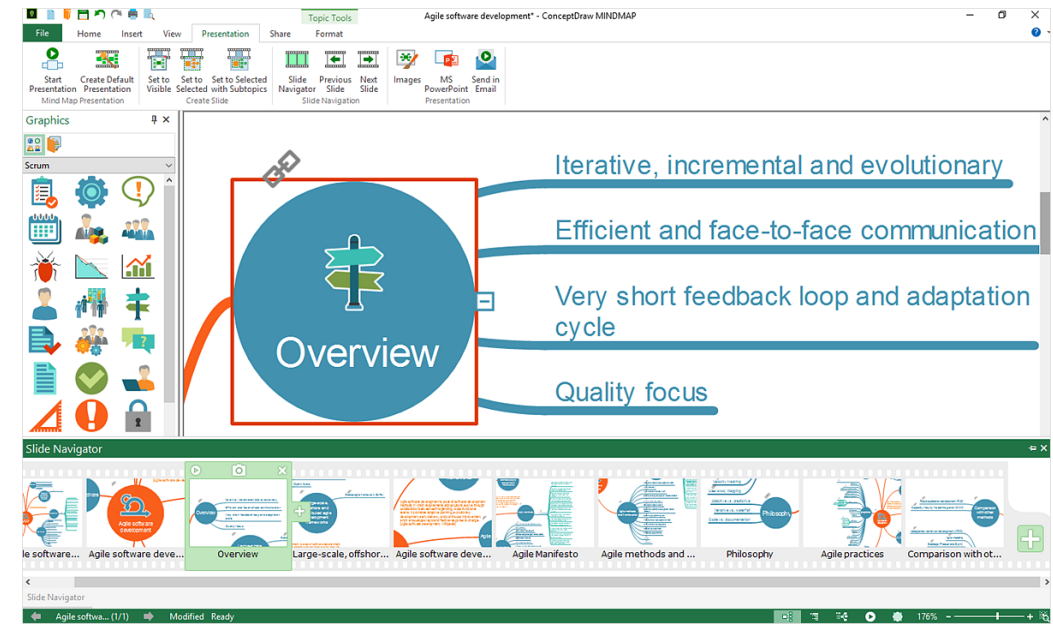



Figure 7: Slide Navigator

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.

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.

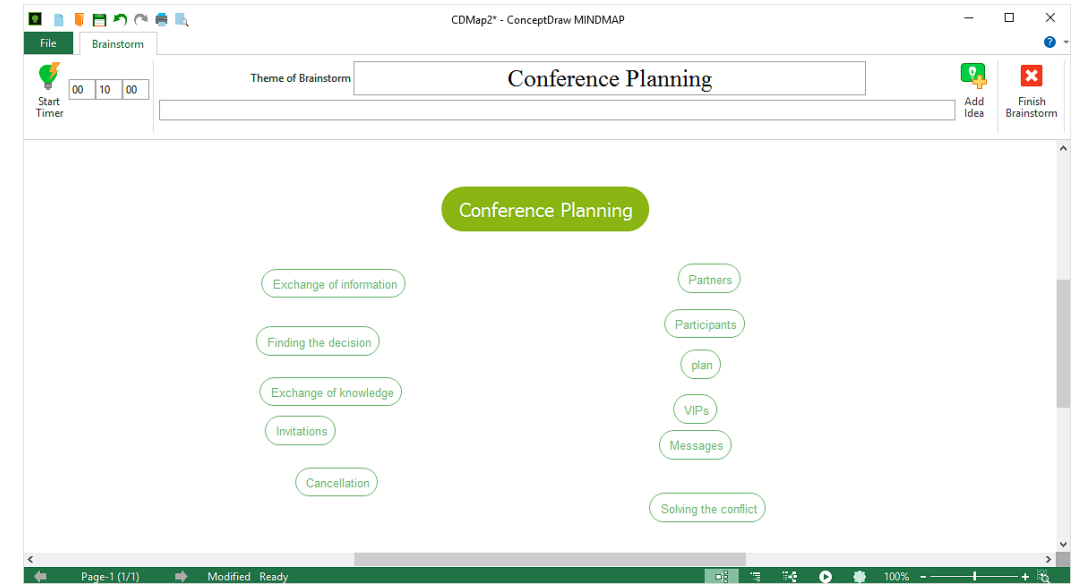


Figure 8: Brainstorm mode

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.



CONCEPTDRAW SOLUTIONS

ConceptDraw Solutions offer a variety of business-specific solutions that extend the software capabilities with numerous task-oriented templates and samples. Using the proper solution will be helpful with specific mind mapping practices.

SOLUTIONS PANEL

Solution panel contains a list of mind mapping solutions. It provides direct access from the application to the content of any solution. Open the example mind map to modify it, or generate a new mind map using the offered template.

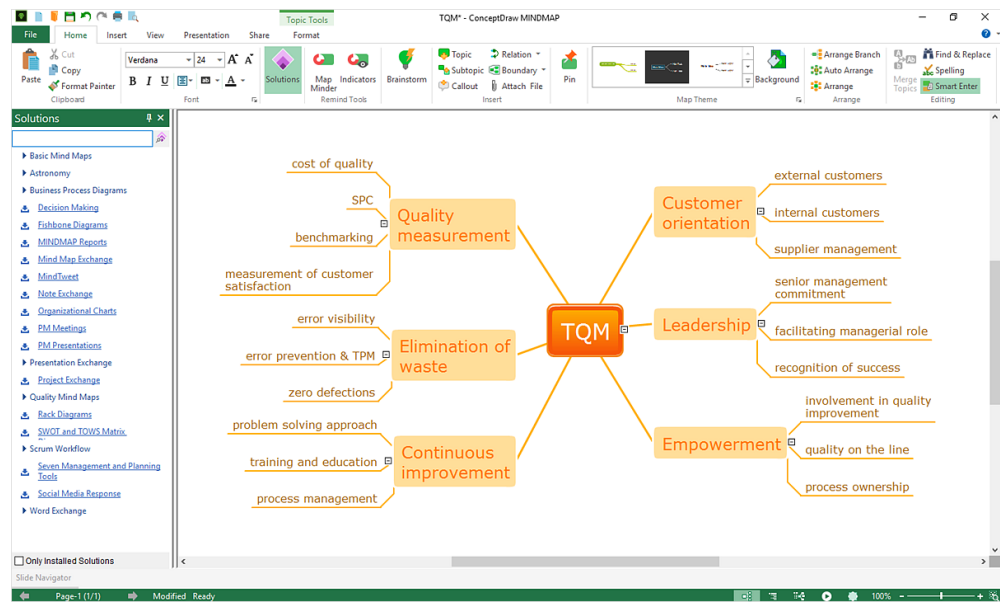



Figure 9: Solutions Panel

INTEGRATING WITH OTHER CONCEPTDRAW OFFICE APPLICATIONS

Using all three programs in the ConceptDraw OFFICE suite in this way unlocks their true potential for increasing your productivity and facilitating your workflow.

CONCEPTDRAW PROJECT

If you have ConceptDraw PROJECT installed, you can instantly create a project schedule from your mind map by clicking the Open in PROJECT button  on the Share tab.

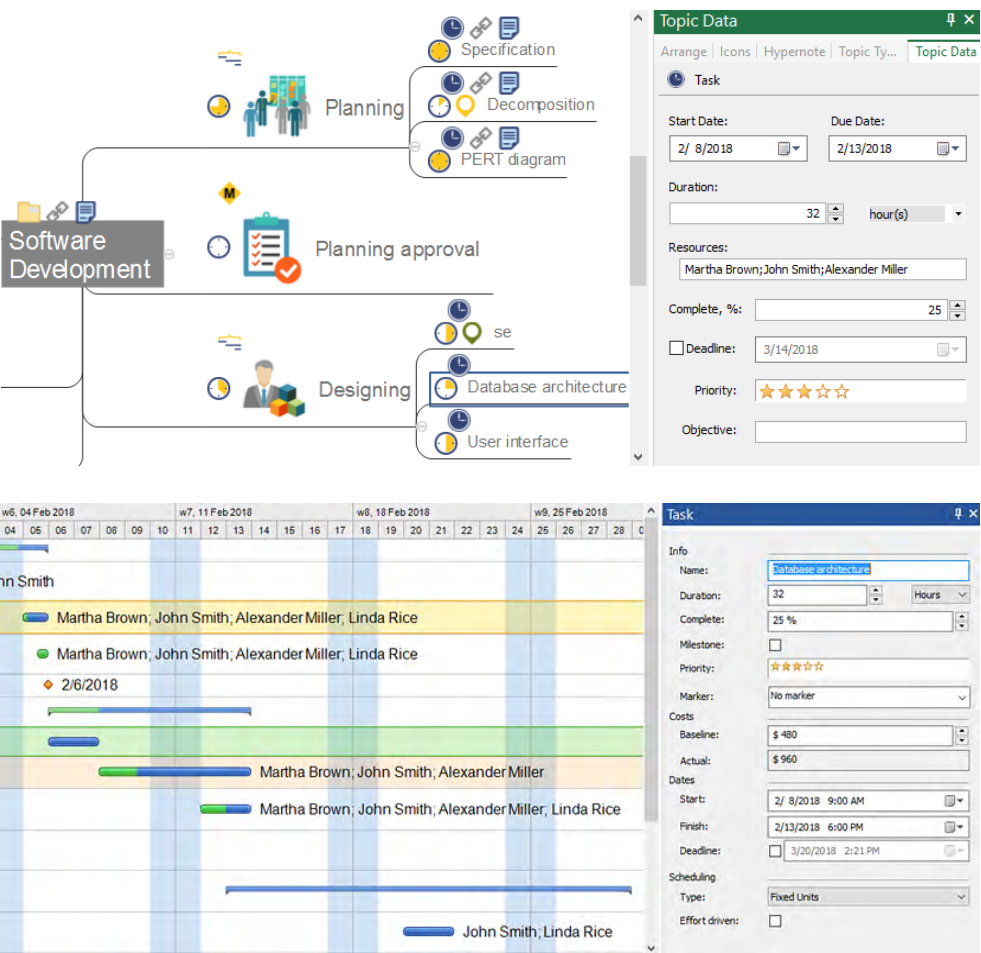


Figure 10: Project from Mind Map

Project file will be created from topics of Project Management type, which contain all project information.

CONCEPTDRAW DIAGRAM

The Export section of the certain solutions on the Solutions panel (for example, the Organizational Charts) allows you to create a set of diagrams from your mind maps. Be note, that you have ConceptDraw DIAGRAM installed to use this option.

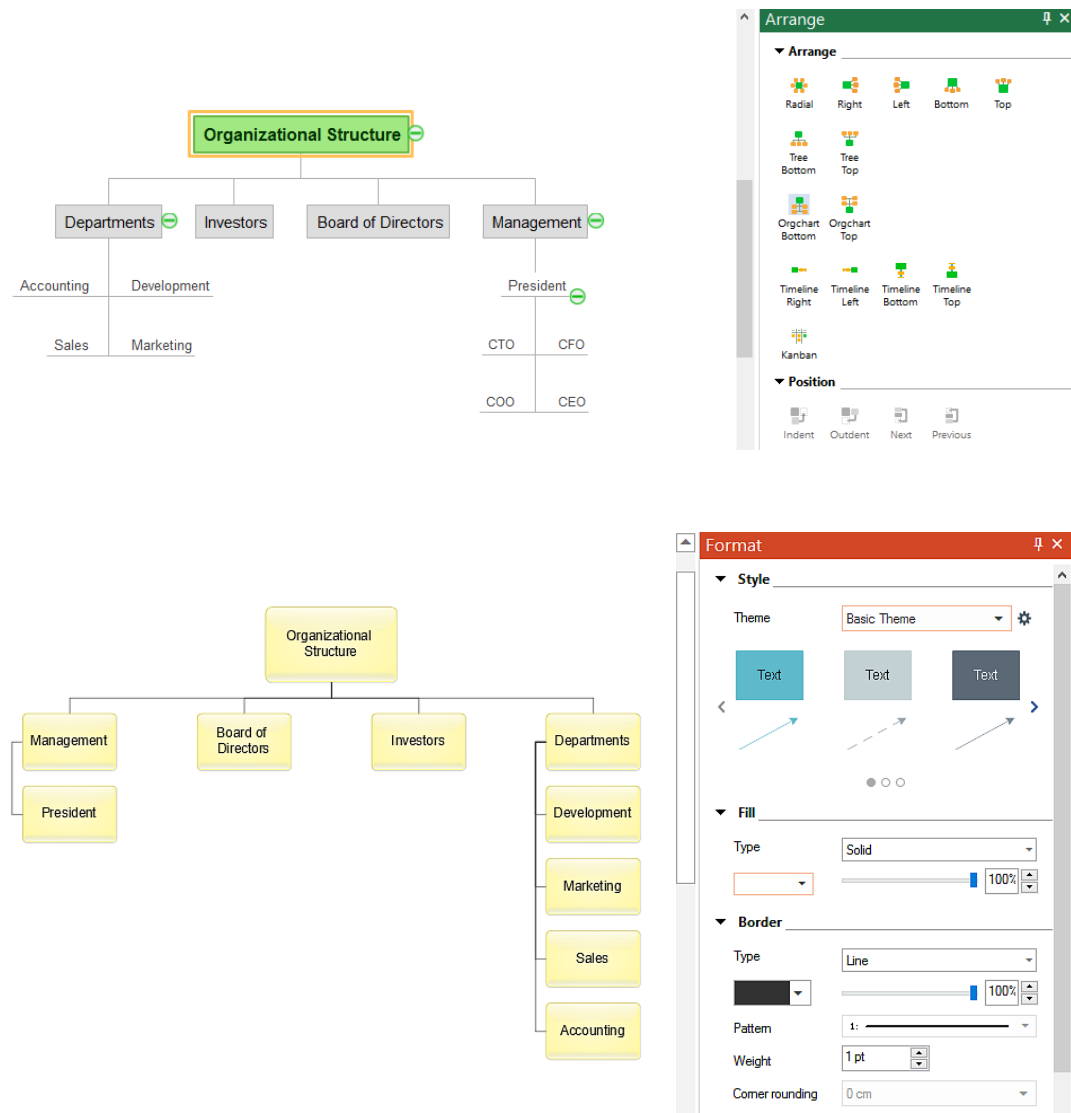


Figure 11: Orgchart from Mind Map

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 Solutions is an ever-growing collection of business-specific product add-ons that are available to add continued value after the initial purchase of a ConceptDraw product. For more information, visit <https://www.conceptdraw.com/solution-park/>

VIDEO ROOM

CS Odessa offers a series of instructional videos for ConceptDraw Products. Users of all proficiency levels will find here new insights into the product's functionality, as well as helpful tips to expedite their workflow. <https://www.conceptdraw.com/video/>

SAMPLES

CS Odessa offers an online collection of professional samples designed to help ConceptDraw users achieve their best. ConceptDraw Samples shows many of the varieties of tasks and possibilities that the ConceptDraw Product Line can achieve. <https://www.conceptdraw.com/samples/about-samples/>

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.

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MULTI-DISPLAY SUPPORT

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

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WINDOWS 64-BIT SUPPORT

All ConceptDraw applications are compatible with Windows 7 SP1, 8.1, 10 (64-bit certified).

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MULTI-LANGUAGE SPELL CHECK

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

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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 headquarter in Odessa, Ukraine, 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 <https://www.conceptdraw.com/>.

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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 or 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 you 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 STORE 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 STORE also manages the versioning of all of your products, and give you access to all of the additional business solutions found in the ConceptDraw Solutions.*

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 non-profits?

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

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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

**CS Odessa**

Technical Support/Sales Phone Numbers

US/Canada/Mexico:

+1 (877) 441-1150 x3

Rest of the World:

+44 (203) 514-7040

[support@conceptdraw.com](mailto:support@conceptdraw.com)

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