



Quick Start

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1. What Is MindMeister?

- MindMeister is a web-based mind mapping and brainstorming tool.
- You can share maps with an unlimited number of users to collaborate.
- Mind maps can be turned into slideshows and exported to various formats.
- You can make mind maps public and embed them in websites or blog posts.

MindMeister is a completely web-based mind mapping software that runs in any standard web browser. The mind maps you create are saved automatically in the cloud, online, and can be accessed from anywhere, as long as you are connected to the internet.

Aside from the web app, MindMeister also offers native mobile apps for iPhone, iPad, Apple Watch and Android devices, which means that you can access, edit and present your maps no matter where you are (more about this on page 25 under **Mobile Apps**).

We made MindMeister as intuitive and fast as possible to ensure that you can fully concentrate on the creative task at hand. No clutter, no friction - just your team and your ideas. **Speaking of team:** Unlike traditional mind mapping tools, MindMeister lets you

brainstorm in real-time with an unlimited number of users. Collaborators don't even need an account to enter a map and give their input. You can create a secure link for any map and simply share it with clients, externals or anybody else who's not part of your core team. More about this on page 15 under **Sharing and Collaborating**.

But MindMeister is much more than a simple brainstorming tool. Once you've got the hang of it, you'll quickly realize just how practical the mind map format is!



Here's what MindMeister can help you with:

- Visualize and communicate your ideas
- Plan projects and outline strategies
- Map out user stories and feature specs
- Take effective meeting minutes
- Create beautiful, dynamic presentations

Best of all, MindMeister seamlessly connects with our agile task manager, **MeisterTask**. Because coming up with great ideas is only the first step - the next step is making them **real**. With this integration, you're able to turn ideas into tasks with a simple drag-and-drop motion. Tasks then appear in the MeisterTask project of your choice and stay in-sync between the two tools. No more brilliant ideas falling through the cracks; no more missed deadlines or lost opportunities. More about this on page 24.

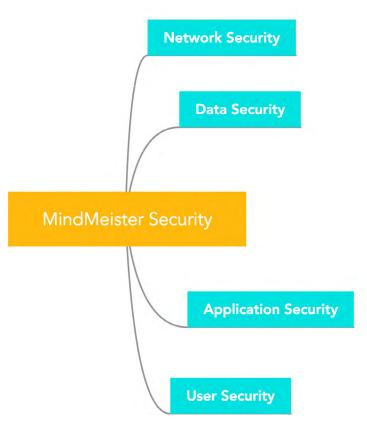
A Few Words on Security

Brainstorming and planning sessions can lead to remarkable results. In fact, a company's ideas are one of its most valuable assets. This is why MindMeister takes online security more seriously than most other tools. Our servers are housed at a **Tier III certified data center** in **Germany**, which comes with 24x7x365 monitoring of the entire server farm, a fail-safe power supply, a redundant 2 Gbit connection, and 256-bit encryption SSL on all data transfer.

We backup your data on daily, weekly and bi-weekly rotations at multiple offsite locations, and if you're using our Business plan, you can additionally backup your maps on your own SSH FTP server.

All of our systems are protected by multiple firewalls and special access control on the network level. And of course, you can add another security layer to your account using two-factor authentication.

For more information about MindMeister's security and privacy measures please fee free to visit our website or send an inquiry to support@mindmeister.com.



Common Terms in MindMeister

We're not fans of complicated jargon, but if you're new to the *MeisterVerse* you might encounter some terms you're not yet familiar with. Here's an overview of the most important recurring vocabulary:

Mind Map

A mind map is a visual representation of information. The subject of a map is always written in the center of the canvas. From there, related ideas, keywords and notes can branch off in all directions. The result is a radiant, hierarchical diagram that provides a great overview and lets you make out connections between individual elements at a glance.

Org Chart

Besides the classic mind map format and its variants, MindMeister offers an organizational chart layout. If selected, this layout turns your mind map into a diagram with vertical hierarchies, as it is often used to visualize positions within a company. This layout is also great for creating a sitemap.

Topic / Idea

The individual elements in a mind map are called 'topics' or 'ideas'. When talking about a map, we might for instance say that the *root topic* (the one in the center of the map) is blue, or that the *child topics* of a particular topic all link to external websites. *Sibling topics* are topics that are on the same hierarchical level, and so on.

Theme

Every mind map in MindMeister has a theme - a combination of colors, styles and fonts that are used for the background, the topics, the lines and so on. You can choose from a number of great looking premade themes, or you can create your own. You can also create branded themes that match your organization's CI.

Sharing / Inviting

By default, all of your mind maps are private. Even if you're part of a team, the only person who can access your maps is you - until you share them. You can invite individuals or whole groups to your maps, either via email or with a secure share link.

Public Map

To share your ideas with the world, you can make your mind maps public. Public maps are indexed by search engines and can be viewed by anybody on the web. You can also embed them in blogs or websites.

WunderTools

Wunder is the German word for miracle, and that's what these little handy features are. WunderBild automatically inserts a matching image from Google into a topic in your map; with WunderLink you get the best matching website; WunderNote fills the note area of a topic with a matching definition of the keyword in your topic.

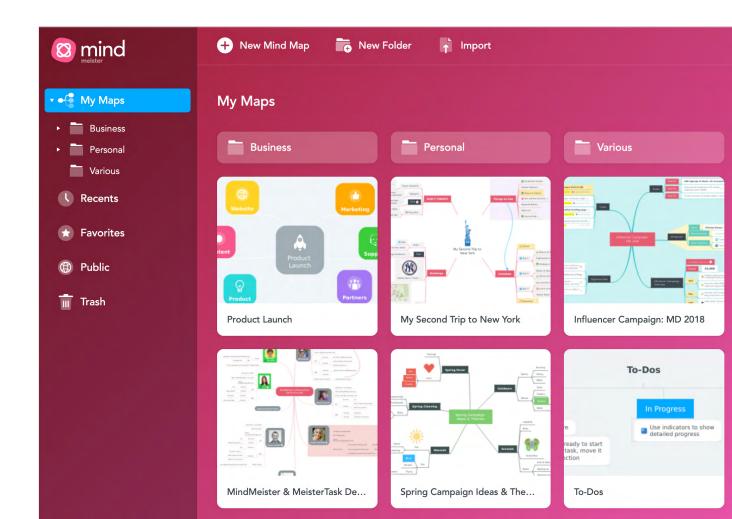
2. The Dashboard

- The Dashboard offers access to all your folders and mind maps
- Switch between list view and map thumbnails
- Quickly create, import and export mind maps
- Browse our extensive map template library

Creating a Folder Structure

When you login to MindMeister, the **Dashboard** is the first thing you see. This is where you can manage and organize all of your maps. To get started, we recommend creating a basic folder structure that will help you keep a good overview of your maps. The Dashboard may seem empty at first, but trust us: it fills up quickly!

To create a folder, simply click on "New Folder". You can use the sidebar on the left to navigate between folders and to quickly access your Favorites, public maps, trashed maps, and the template library.



3. How to Create a Mind Map

- Start with a blank canvas or choose from our template library to get started
- Select your map's layout: classic mind map, aligned or org chart
- Use key shortcuts to note down thoughts as fast as they appear in your mind

Creating a New Map

In the Dashboard, click on **New Mind Map** to create a new mind map from scratch.

Alternatively, select a template from the template library. Each template comes with a basic mind map structure to help you get started quickly. Our most popular templates include a SWOT analysis, a project plan and a website structure.

If you choose to start with a blank map, you'll be presented with a blank canvas and a single topic in the middle - this is the root topic, the heart of your mind map. Click into the topic to change its name from the default 'My New Mind Map' to something more appropriate for your map's purpose, such as "Sprint Meeting 01", "Product Launch" or "Marketing Strategy 2017".

Aside from the root topic, you'll see bars on the top, bottom and right side of your screen, as well as a navigation panel on the left. We'll talk about all of these in the next chapter, but for now, let's focus on just getting our thoughts onto the canvas...







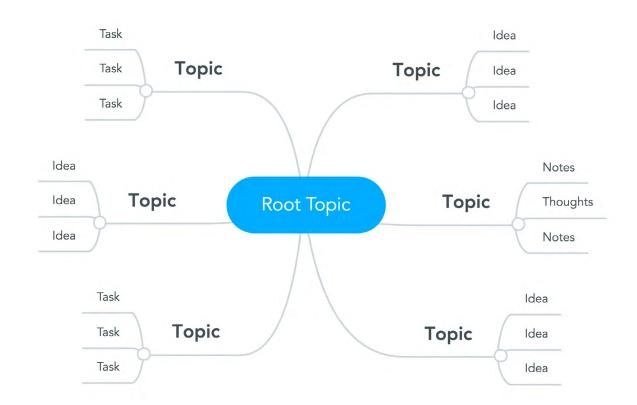


All you'll need to build your map are two key shortcuts:

- TAB for creating new child topics
- ENTER for completing a topic and creating a new sibling topic

That's right, no matter how big or intricate your map's going to be, you can build the whole thing with just these two shortcuts. There's no need to use your mouse and waste time looking for the right buttons to click - the TAB and ENTER keys are all you need to create new topics. We think you'll find that this is the fastest way to create your diagram. It makes for a truly frictionless thought process, which is essential during creative brainstorming sessions and when taking meeting minutes.

Tip: Press **CMD+ALT+F** to go into fullscreen mode before you start building your map. Less clutter = better focus.





4. The Mind Map Editor

- Key shortcuts: Save time by keeping your hands on your keyboard
- The top bar: map layout and theme
- The bottom bar: sharing, printing, exporting and presenting
- The sidebar: formatting and topic attachments

Working with Key Shortcuts

TAB and ENTER (RETURN) are the only shortcuts you need to build your basic map, but there are a few additional shortcuts you should memorize to perform other essential operations quickly.

The familiar Cut, Copy and Paste shortcuts will help you duplicate or move topics quickly; CMD+SHIFT+V is a great way to paste a topic style, thus making two topics look exactly the same.

Please note: Undo (CMD+Z) only works if you're the only one currently editing a mind map. There is no undo while you're in brainstorming mode.

General

INS or TAB	Add a child idea
RETURN	Add a sibling idea below
SHIFT + RETURN	Add a sibling idea above
DEL or BACKSPACE	Delete an idea
ALT + C	Add a connection
₩ + Z	Undo
# + Y	Redo

Format and Edit

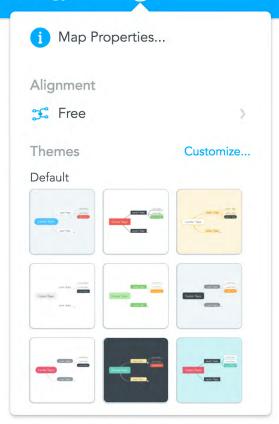
₩ + B , I	Toggle bold, italic
ALT + SHIFT - ↑, ↓	Make font bigger, smaller
第 - RETURN	Edit Caption
SHIFT + RETURN	Add line break

Navigate and Select

+, -	Zoom in, out
F6	Recenter
\uparrow , \downarrow , \leftarrow , \rightarrow	Navigate between topics
# + A	Select all topics
SPACE	Open/close branches
₩+F	Find topic
# + ALT + F	Fullscreen Mode

Cut and Paste

₩ + X	Cut
₩+C	Сору
# + V	Paste
器 + SHIFT + V	Paste Style



The Top Bar

At the top of the map editor, you'll see a blue bar. We'll move through the bar's features from left to right:

In the left corner, you'll find the **Back** button that brings you back to your Dashboard.

Next, you'll see the name of your current mind map. Clicking on the name opens a **Quick Switcher** that lets you switch to other maps you've created, or quickly create a new one, without having to go through the Dashboard.

The (i) button opens a popover where you can access your map's properties, change its alignment (i.e. switch between the different map layouts), and choose a different map theme. You can either select one of our premade themes or click on **Customize** to create your own.

On the right side you'll find a plus button, which you can use to create new topics; the connection button (to connect topics with arrows); the delete, undo and redo buttons; and lastly the search bar to search your map for keywords.

The Bottom Bar

History View:

This is a great way to review the entire change history of your mind map and see exactly who contributed what and when. History View also lets you revert to a prior version of your mind map.

Presentation Mode:

The next icon to the right opens Presentation Mode, which you can use to quickly turn your mind map into a dynamic slideshow, zooming and panning to the individual branches and topics in your map. See page 13 for more info.

The MeisterTask integration:

Click on the checkmark to open the MeisterTask footer, which you can use to quickly turn topics into fully-featured tasks and insert them into your MeisterTask projects. More about this on page 24.

Quick Sharer:

This popover lets you quickly share your mind map with other team members or clients, either via email or by creating a secure share link. You can also make your mind map public and share it on social media. More about this on page 15.

Export:

MindMeister lets you export mind maps to PDF, PNG/JPG, RTF, Word, PowerPoint, and various common mind map formats. More about this on page 20.

Print:

Using MindMeister's multi-page print options, you can print even large and detailed mind maps easily. Just click on the + buttom on the left side of the gray print bar to add additional printing slides and move them to your desired positions on the map. One slide equals one printing page, no matter which format (A3, A4, A5 etc.) you choose.







Quick Shaper













The Sidebar

The sidebar on the right is used to format topics on the fly as well as attach notes, links, files, and other information to your topics.

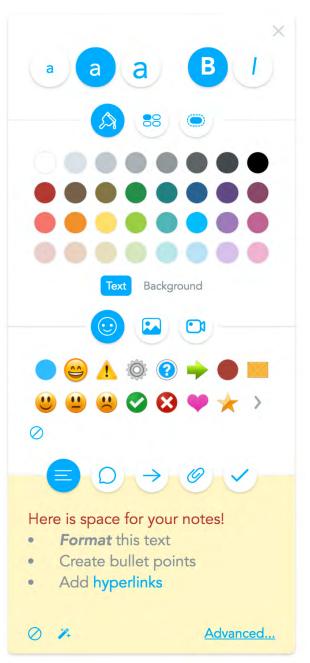
Tip: To apply formatting to multiple topics at once, hold the **CMD** key and either select the topics you want to format individually, or clickdrag your cursor across an area of the map. **CMD+A** selects **all** topics.

At the top of the bar, you can change the font size and toggle bold and italic for individual topics.

In the section below you can change topic color (either the topic's font or background color), topic style (select or create a new topic style, which can also be saved for re-use) and boundary. As with styles, you can create custom boundaries and save them for re-use.

Next, you'll see options for adding icons, images and videos. Images and videos can also be pasted onto topics (with CMD+V).

Lastly, the section at the bottom of the sidebar lets you add notes, comments & votes, links, file attachments, and basic task management features (due date, assignee, priority etc.) to your topics.



- Font size and style
- Switch between font colors, topic formatting and boundaries

 Switch between icons, images and videos

 Switch between notes, opinions, links, file attachments and tasks

5. Creating Presentations

- MindMeister offers a built-in presentation mode
- Turn your mind maps into dynamic slideshows within seconds
- Broadcast them live to collaborators, export them, embed them and more

How to Create a Presentation

You can turn any mind map you've created into a presentation with just a few clicks. First, click on the presentation icon in the bottom left corner of the map editor. This will open the presentation footer. You can use the + button in the footer to add slides to the map, but a better way is to create slides manually with a click-drag motion of your cursor. Just keep the CMD key pressed (or CTRL if you're on Windows) while you click-drag your cursor over the area in the map that you want to show on your first slide. A thumbnail of the slide will appear instantly in the footer.

Tip: By convention, mind map presentations start by showing the root topic, and then go clock-wise around the center, starting with the topic that sits at about 1 o'clock.

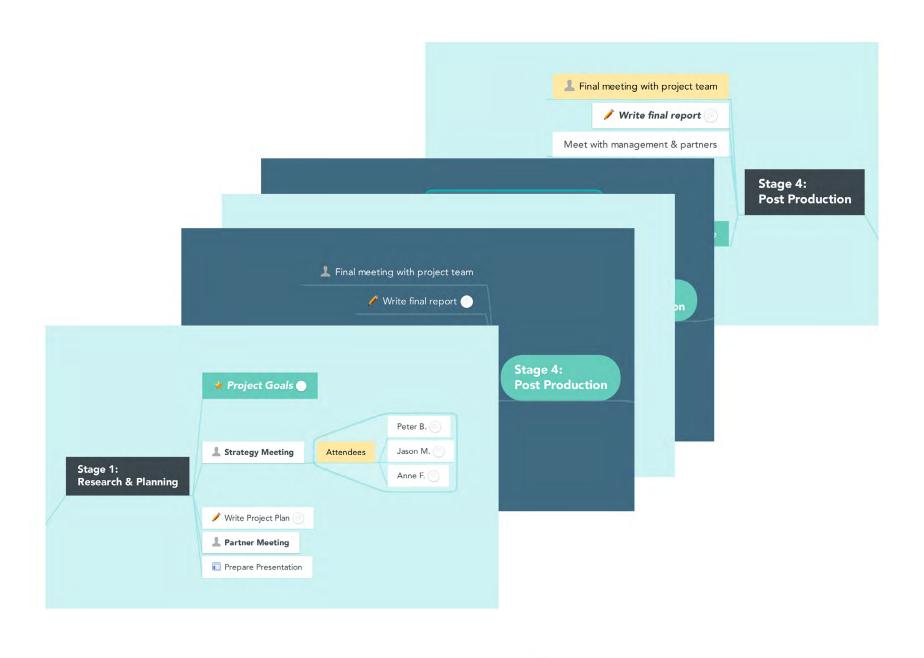
A slide can cover a single topic, a branch, multiple branches, or even the entire map. If you've accidentally created a slide that's too big or too small, you can always adjust its size by clicking on one of its corners and dragging it to the desired size.

Tip: Showing the map as a whole every once in a while is a great way to help your audience keep a sense of the bigger picture, and see how individual topics are connected.

Once you've covered all map topics with presentation slides, you can use the footer to rearrange their order, or add transitions to them. Just select a slide, then go to the Transition options on the right side of the footer and choose between Fast Zoom, Slow Zoom, Pan and Blur.

When you're finished, click on the blue Start Slideshow button to view your presentation.

Tip: For simple mind maps, you can use the Auto-create presentation option. Give it a try!





6. Sharing and Collaborating

- You can collaborate in real-time with an unlimited number of people
- You can share maps via email, or by sending out a secure share link
- History View lets you retrace who contributed what and when

How to Create a Share Link

- While inside the map editor, click on the Share Button in the Bottom Bar to open the Quick Share Popover.
- Check the box next to 'Link to share'.
- Click on 'Copy Link' to copy the newly created URL to your clipboard.

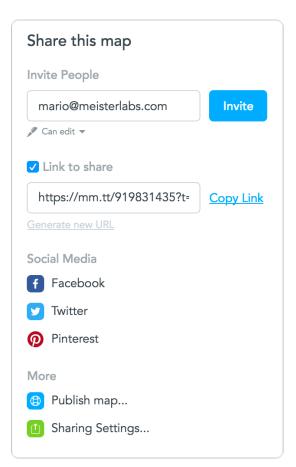
Creating a share link is a great way to share your map with a large number of people, for instance by pasting the link into a Slack channel.

Tip: If you suspect that your link has gotten into the wrong hands, and you don't want to make the map private again, simply click on **Generate new URL**. Only people with the new URL will be able to access the map.

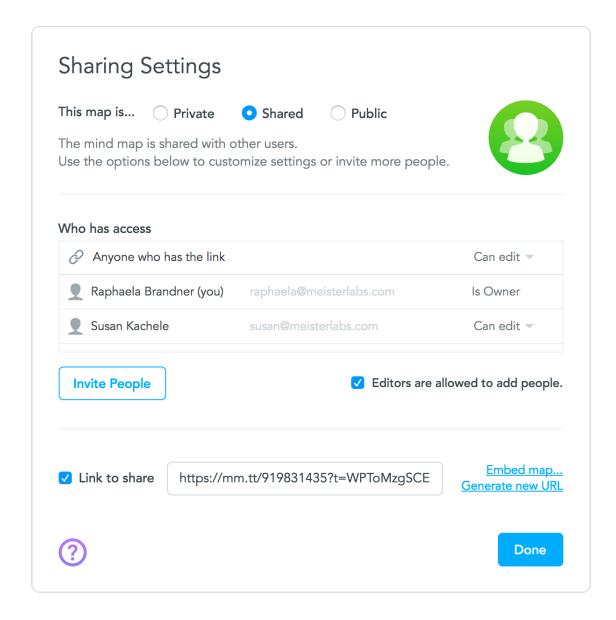
How to Invite via Email

- While inside the map editor, click on the Share Button in the Bottom Bar to open the Quick Share Popover.
- Enter one or multiple email addresses in the 'Invite People' field. Use a comma to separate addresses.
- Open the drop-down menu below to select the invitee's access rights. You can choose between 'Can edit' and 'Can view'.
- Click on the blue **Invite** button this will send the email invitations.

Invitees will receive an email from MindMeister, telling them that you invited them to collaborate on a mind map. If they don't yet have a MindMeister account, they will be asked to create a free account to access the map.



Tip: Open the Sharing Settings (at the bottom of the Quick Share Popover) to manage access rights for individual collaborators, or to completely unshare your mind map at any time.



Group Sharing: How to Invite Multiple People at Once

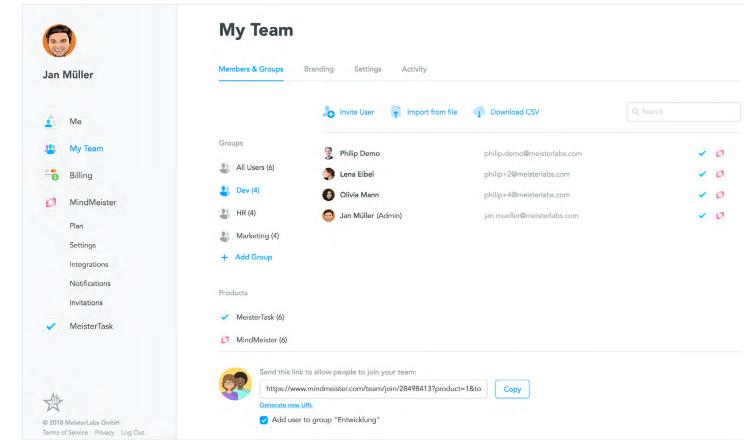
MindMeister's **Groups** feature is available as part of the Business plan and comes in particularly handy when you're dealing with a large number of collaborators who are part of different teams, such as the development team, the marketing department, or project-related stakeholders.

With Groups, you can quickly manage the access rights to mind maps for different teams and projects, as well as share mind maps with whole groups of users at once.

- Note that only admins can set up new groups, so if you don't have admin rights for your team account, first ask your admin to extend these rights to you.
- Click on your user avatar in the top right corner. Select My Account from the menu that appears, then navigate to the My Team area in the left sidebar.
- Click on "Add Group" to create a new group. Name your group, and then drag and drop users from your team into the new group.

Once the groups are created, just open the mind map you want to share, and type the name of the group in the field where you would usually type the email address of the individual you want to invite.

Tip: Group owners can add or remove users from the group to quickly give or take away their access rights to all maps that are shared with their group.



7. Publishing Maps

- You can publish maps to the web so they can be found via search engines
- Public maps can be embedded on blogs and websites
- Wiki Maps allow everybody on the internet to contribute to them

When to Make Maps Public

Public mind maps receive their own unique URL, just like blog articles or websites, and are indexed by search engines, which means they can be found and viewed by anybody on the web. For obvious reasons, you should never publish mind maps that contain sensitive data. On the other hand, public maps are a great way to offer content in a unique format - to your clients, your followers on social media, and your blog readers.

- Provide behind the scenes insight of your company by embedding product roadmaps on your website
- Offer summaries of articles from your blog in the form of mind maps
- Send new clients a link to your company presentation in the form of a public map presentation

That's right - if a public map contains a presentation, that presentation can be viewed by anybody on the web. It's a nice alternative to creating cumbersome PowerPoint presentations and publishing them via services such as Slideshare.



How to Publish a Mind Map

- While inside the map editor, click on the Share button in the bottom bar.
- In the Quick Share Popover, select Publish
 Map and confirm the action in the next dialog.

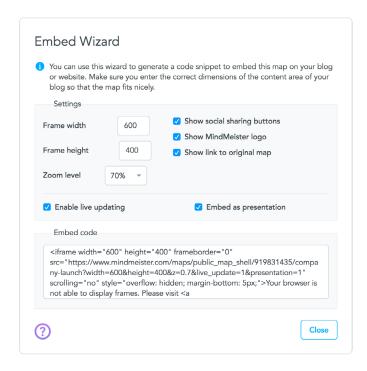
Your mind map is now public, but in the **Sharing Settings**, you can still edit some important settings, such as the following:

- Select the language and category of the map. This will influence where your map can be found within our public mind map library.
- Choose whether other MindMeister users should be able to copy and export your mind map. If copyright infringements are a concern, do not check this box.
- Turn the map into a 'Wiki Map' by granting editing rights to anybody on the web. This is a great way to get input from your followers and can be used for polls for instance.

Tip: You can unpublish a mind map anytime via the **Sharing Settings**.

How to Embed a Mind Map

Once you've made your mind map public, you can generate an embed link via the Sharing Settings, which you can copy and paste into the HTML code of a blog post or website. MindMeister lets you choose the dimensions and zoom factor of the embedded map.



8. Export Options

- You can export maps to many formats such as PDF, Word and PowerPoint
- If all you need is a simple text outline, you can use MindMeister's Copy as Text option
- You can import maps from plain text files and various mind map formats

Exporting Your Mind Map

MindMeister offers a large number of export formats, which make it easy to share and repurpose your maps' content. The classic PDF and PNG exports create high-resolution images of your map, which you can print out or include in project reports. The Word export creates an outline of the entire map's content in a document, complete with a hierarchical structure and a beautiful layout. There's no quicker way to go from brainstorming to writing.

Available Export Formats:

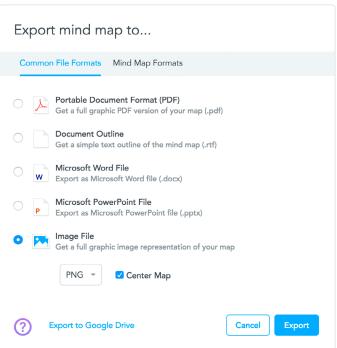
- Mind map formats: MindMeister, Mind-Manager, FreeMind, XMind
- Common file formats: PDF, PNG, JPG, RTF

- Microsoft formats: Word, PowerPoint
- Presentation formats: PNG Slides in a ZIP folder

How to Export Mind Maps

- While inside the map editor, click on the Export button in the bottom-right corner.
- Select the desired export format from the list and click **Export**.





Tip: Copy as Text

If all you need is a simple text outline, there's no need to go through the normal map export. To copy the text of the entire mind map, right-click on the root topic and select **Tools** > **Copy as Text** from the context menu. You'll be presented with a dialog that shows an indented text, which you can copy and paste into a text document, a blog post and so on. The same thing works for individual branches in the map.

Importing Mind Maps

You can import mind maps created with MindMeister, MindManager, FreeMind and XMind. Additionally, you can create mind maps from plain text files (txt) - the hierarchical structure of the map will be created based on the tab indentation in the text file.

To import mind maps to your account, go to your dashboard and click on the Import button in the top bar, or simply drop files onto the dashboard.



9. Add-ons and Integrations

- Connect MindMeister with the tools your team already uses and loves
- Work more consistently and efficiently by automating workflows
- Make use of various login options, integrations, add-ons and more

Arguably the most important add-on is **MindMeister's Quick Access** for Google Chrome, available for free in the Google Chrome Web Store. This handy add-on lives in your browser's tool bar and lets you access existing mind maps or create new ones without having to visit the MindMeister site first. We highly recommend you install this add-on.

Our popular **Google Docs Add-on** lets you turn bullet-point lists from any Google Doc into a mind map, and automatically insert it into the document. Again, this is a very neat way to save some time because you don't have to open the map editor, paste the list into it, create the map, and then export it as a PNG file, and manually insert it into the document... You can get the MindMeister add-on for free - just open a Google Doc, click on Add-ons

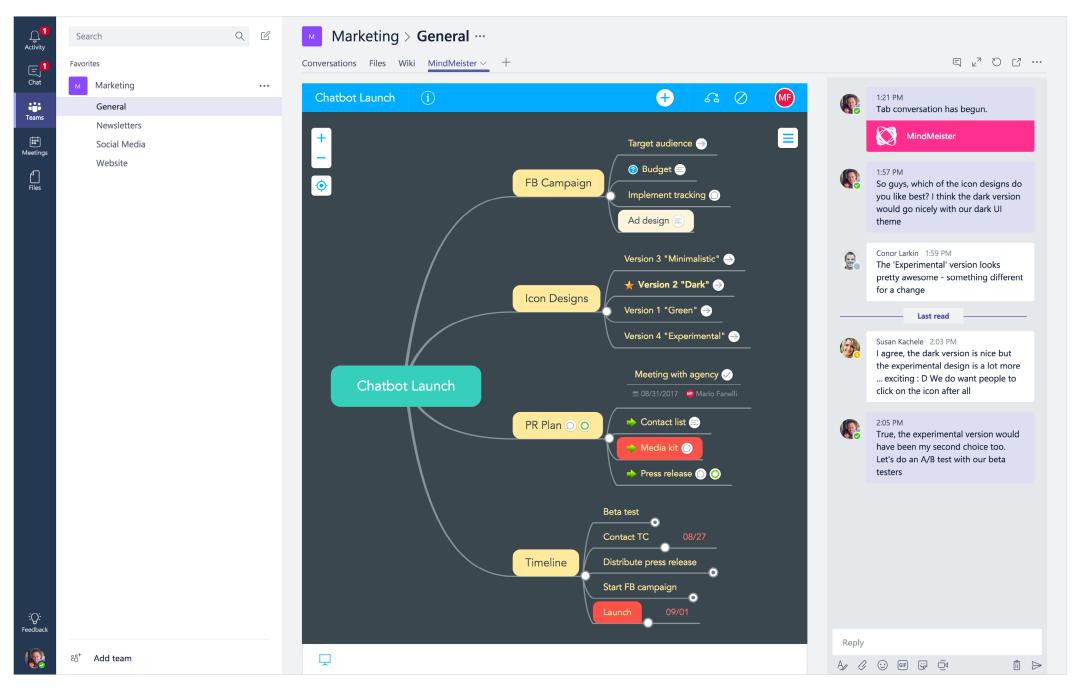
in the top bar, and search the add-on store for MindMeister. Once installed, all you have to do is create a bullet-point list, select it, and then run the add-on.

If your team uses the Atlassian tool suite, be sure to check out **MindMeister Mind Maps** for Confluence. This add-on lets you create and embed dynamic mind maps in your Confluence pages - without having to go through the MindMeister website. The add-on is available in the Atlassian Marketplace.

Last but not least, if your team uses **Microsoft Teams** to communicate, you can add one (or multiple!) MindMeister tabs in each of your channels. This will open MindMeister right inside your channel, so you can chat and collaboratively mind map at the same time.

Storage Platforms

Connect MindMeister with Google Drive, Dropbox, Box or Evernote to quickly upload attachments from these platforms to your mind maps. The Google Drive integration is a special case in that it allows you to create new mind maps directly from Google Drive; store i.e. back-up mind maps on Drive (also using a bulk-export), and more. By connecting MindMeister with your Google account you're also able to import your Google Contacts and quickly invite them to your maps.



MindMeister in Microsoft Teams

Logins

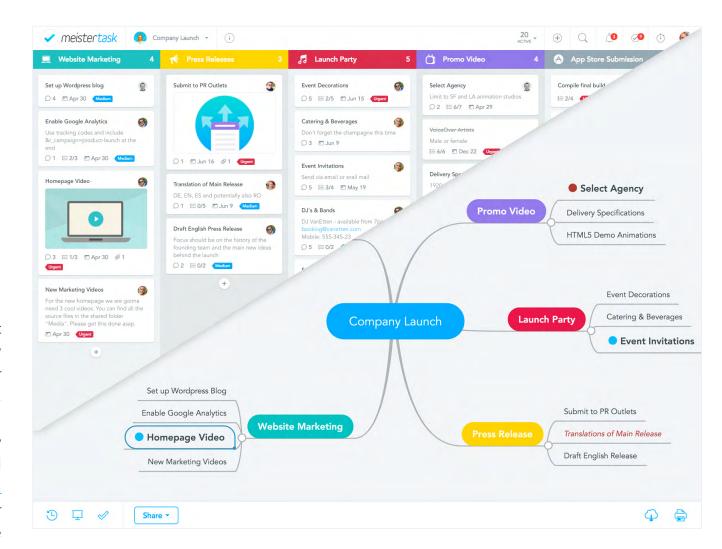
If you have an existing account on any of the following platforms, you can connect it to MindMeister and use it to login:

- Twitter
- Facebook
- Google
- Google Apps
- Biggerplate
- Office 365
- Unilogin
- MeisterTask

Task Management with MeisterTask

MeisterTask is a web-based task management tool made for teams just like yours. It perfectly integrates with MindMeister to let you turn your ideas into fully-featured tasks within seconds, and insert them into your agile projects. If you have a MindMeister account, you automatically have a MeisterTask account, and vice-versa. All you have to do is visit www.meistertask.com and login using your existing MindMeister credentials to unlock your account. Once

you've done that, the MeisterTask button will appear in the bottom bar of your map editor, allowing you to quickly connect mind maps with projects, and export your ideas.



10. Mobile Apps

- MindMeister offers free mobile apps for iOS and Android devices
- The native apps come with offline capability
- Access, edit and present your mind maps anywhere, anytime

Let's be honest: Creating mind maps is the most efficient - and fun - when you've got a big screen in front of you and a keyboard that lets you transcribe your thoughts practically in real-time. But there are times when you're not in front of your computer, and all you have is your smartphone or tablet, maybe even just your Apple Watch. For those times, there are MindMeister's mobile apps.

With MindMeister for iOS and MindMeister for Android, you can do almost everything you can do in the web app:

- Create, edit and share maps
- Publish maps
- Upload attachments and images
- Add notes, links and images to topics
- Comment and vote on topics
- Change the map theme and layout

- Add connections
- Export mind maps
- Play presentations
- You can even work offline.

So go ahead and download MindMeister for Android from the Google Play Store, or get MindMeister for iOS from the App Store. Login with your existing MindMeister account and marvel as the app retrieves all those beautiful mind maps you've already created online, and then take your mind maps on the go!



For more info, please visit:

Web app: www.mindmeister.com

Help center: support.mindmeister.com

Training center: www.mindmeister.com/training

Blog: <u>focus.meisterlabs.com</u>

Twitter: www.twitter.com/mindmeister

Facebook: <u>www.facebook.com/mindmeister</u>

