FREEPLANE FOR MAC

USER MANUAL

Boost your brain with Freeplane
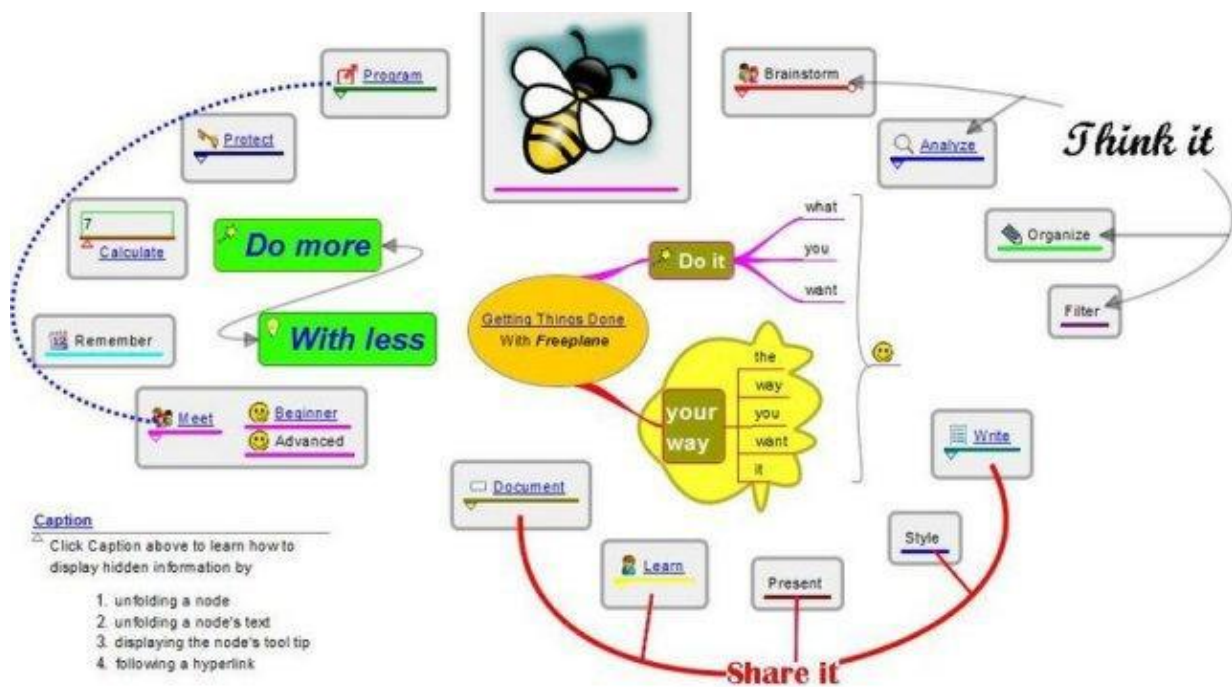
TABLE OF CONTENTS

Welcome to Freeplane for Mac

Thank you for choosing Freeplane mind mapping software. If you are not familiar with Freeplane, this User Guide will provide you with an introduction and an overview of basic features for its use on Apple Mac.

About this User Guide

This guide can help you get quickly get acquainted with Freeplane's basic features, or refresh your memory on how to use Freeplane.

Tips

> Tip:
> Tips refer to useful information and additional features that you may want to explore

Keyboard Shortcuts

From time to time you will see a shortcut box that shows you the keyboard shortcut for a task. The most common symbol you will see is the Apple COMMAND symbol ⌘.

> Shortcut: ⌘ O

Colour coding

Sections of this user manual are colour coded according to user level.

Green sections indicate beginner level functions.

Yellow sections indicate advanced level functions.

And **orange sections** indicate professional level functions.

Install and activate Freeplane

We'd like you to be able to start using our software right away. The first step is to install the software and activate it.

Freeplane installation

Download

Visit the Freeplane Project page at SourceForge, and click on the green "Download" button to get the latest version. As of this writing the current version is freeplane_app-1.2.18.dmg
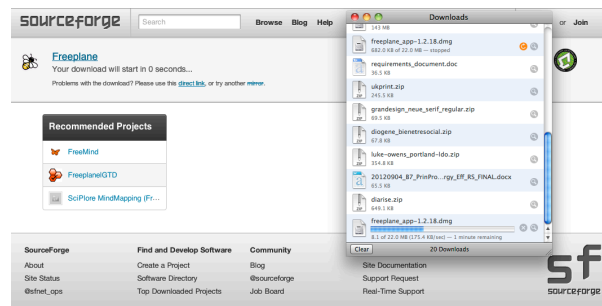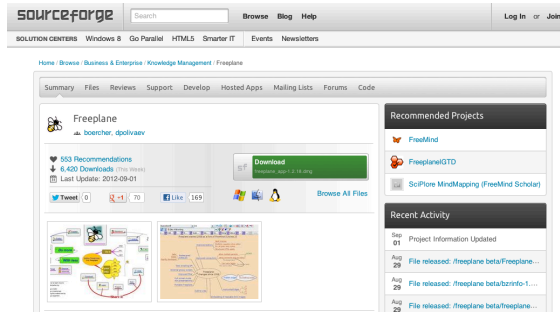
1. On the Freeplane project page, click **Download** to begin the installation.

2. The Freeplane .dmg file will download to your Desktop or Download folder, or wherever you normally store downloaded files.
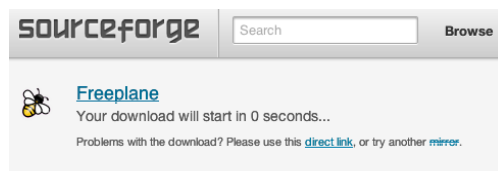
3. If it takes more than 30 seconds for the download to begin, you may need to click on the link at the top of the Sourceforge page which says "Please use this direct link".

Install
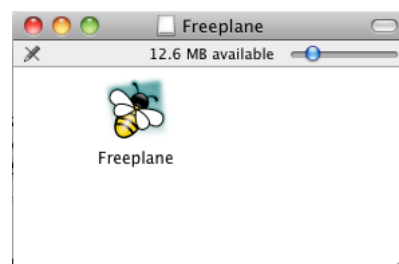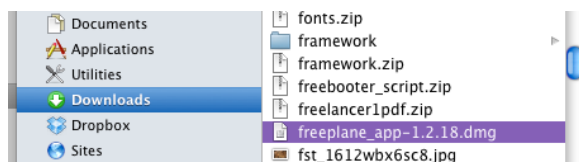
4. When the download is complete, find the downloaded .dmg file and double-click it.

A Freeplane window will open
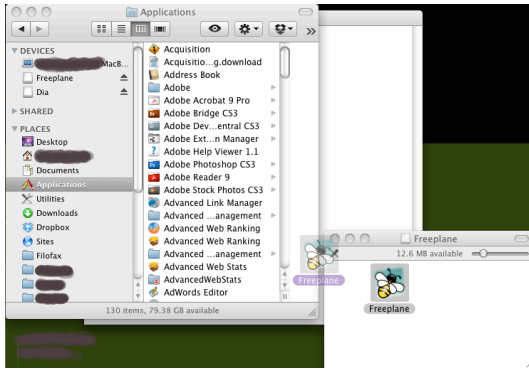
5. Drag the Freeplane icon into your Applications folder.

6. You can also drag and drop the Freeplane icon into your Dock so you have easy access to it.

You may now delete the downloaded .dmg file.

Run
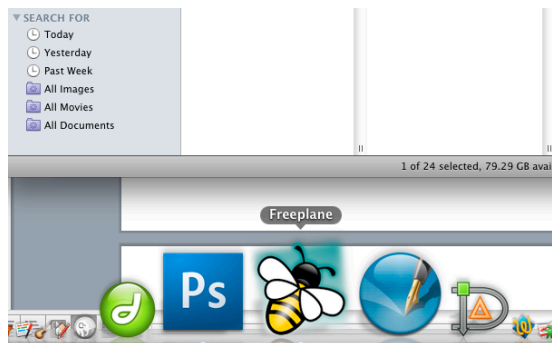
7. Click on the Freeplane icon in your Dock or double-click on the Freeplane icon in Applications.

8. Click "Open" when prompted.

Voilà. Now you are ready to begin creating mind maps.

Usage

When you open Freeplane you will be greeted with a Freeplane Applications window which gives you an idea of ways that Freeplane can be used. Click on any of the elements you see to learn how to create them and edit them.

If you're working on a few maps together the file names will all be visible at the bottom of the Freemind window.

Quit

To exit Freeplane, choose *File > Exit*.

Shortcut: ⌘Q

About Freeplane and Mind Mapping

What is a mind map?

A mind map is a diagram that lets you graphically represent ideas and concepts in a structured way. With mind mapping you write the core idea in the centre of the map. This is the root. Then add key ideas as branches around that root. Each branch represents a topic and radiates out from the centre.

In this way you are mapping knowledge that will help you understand and remember new information.

You may choose to read and write the map as a clockwise structure, starting the first branch topic at 1 o'clock or to read and write the map linearly as a list of branches on the right hand side and a list of branches on the left hand side.
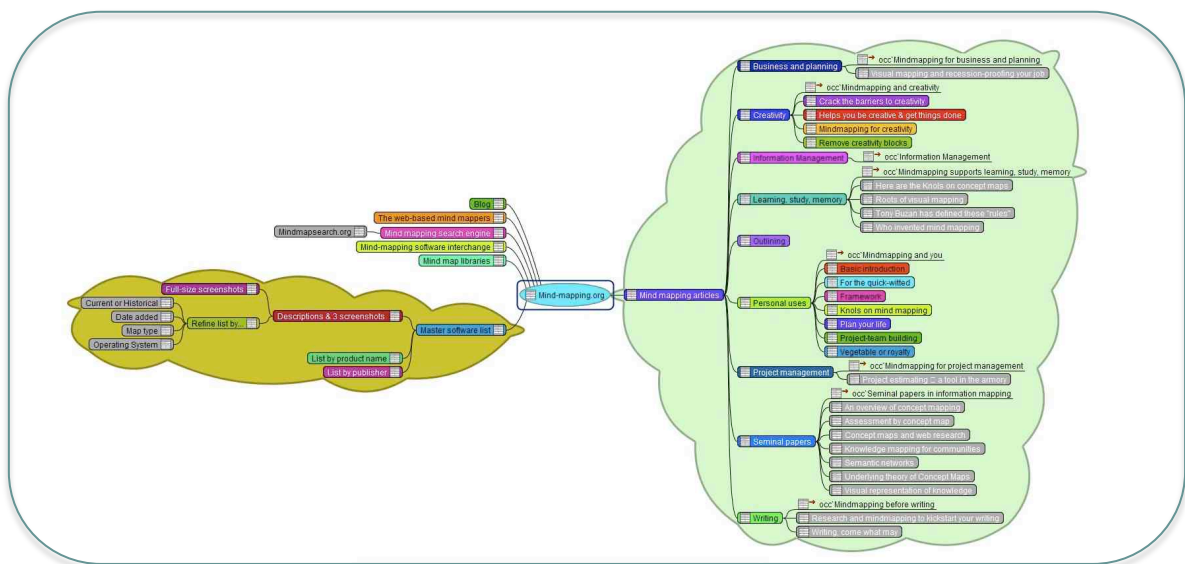
Why use a mind map?

Mind maps are an effective means to take notes, brainstorm and generate ideas. They can be a fast and effective way to get large volumes of information down quickly. Most importantly mind maps can be a handy way to get started on a daunting or difficult task.

You can view several levels of a topic at once in a mind map, which allows you to see a clear overview. Making edits and revisions is simple and you can visually enhance your mind map with colours, icons and images.

Mind maps can be used in business, for study or for personal use and have the following applications:

- Brainstorming - individually, and as a group
- Summarising information
- Taking notes
- Consolidating information from different research sources
- Preparing a paper, manual or document
- Thinking through complex problems.
- Planning a project
- Presenting information in a format that shows the overall structure of your subject.
- Studying or memorising information such as the key points of a topic
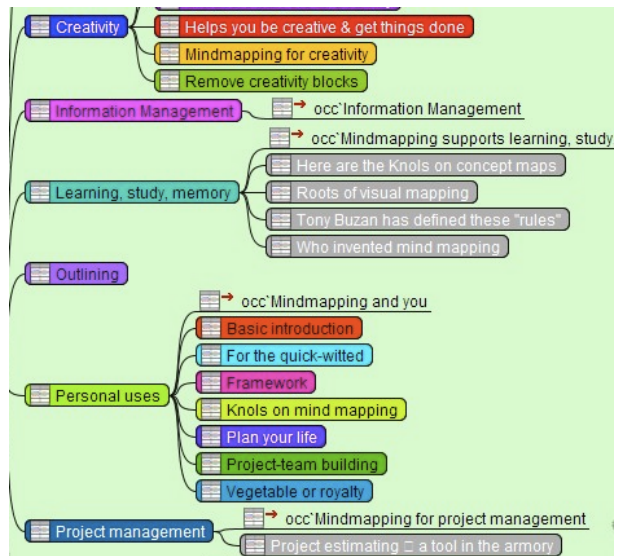
About Freeplane software

Freeplane is free and open source software to support thinking, sharing information and getting things done at work, in school and at home. The core of the software consists of functions for mind mapping, also called concept mapping or information mapping, and tools for using mapped information. Freeplane runs on any operating system on which a current version of Java is installed and from USB.

Technical support

The Freeplane online Wiki Tutorial contains concrete examples of application areas. A quick start to using Freeplane is contained in the Freeplane (video) guides.

For more and more detailed information in the form of mind maps, see the documentation at Help > Documentation and review other Help topics.

The Freeplane User Interface
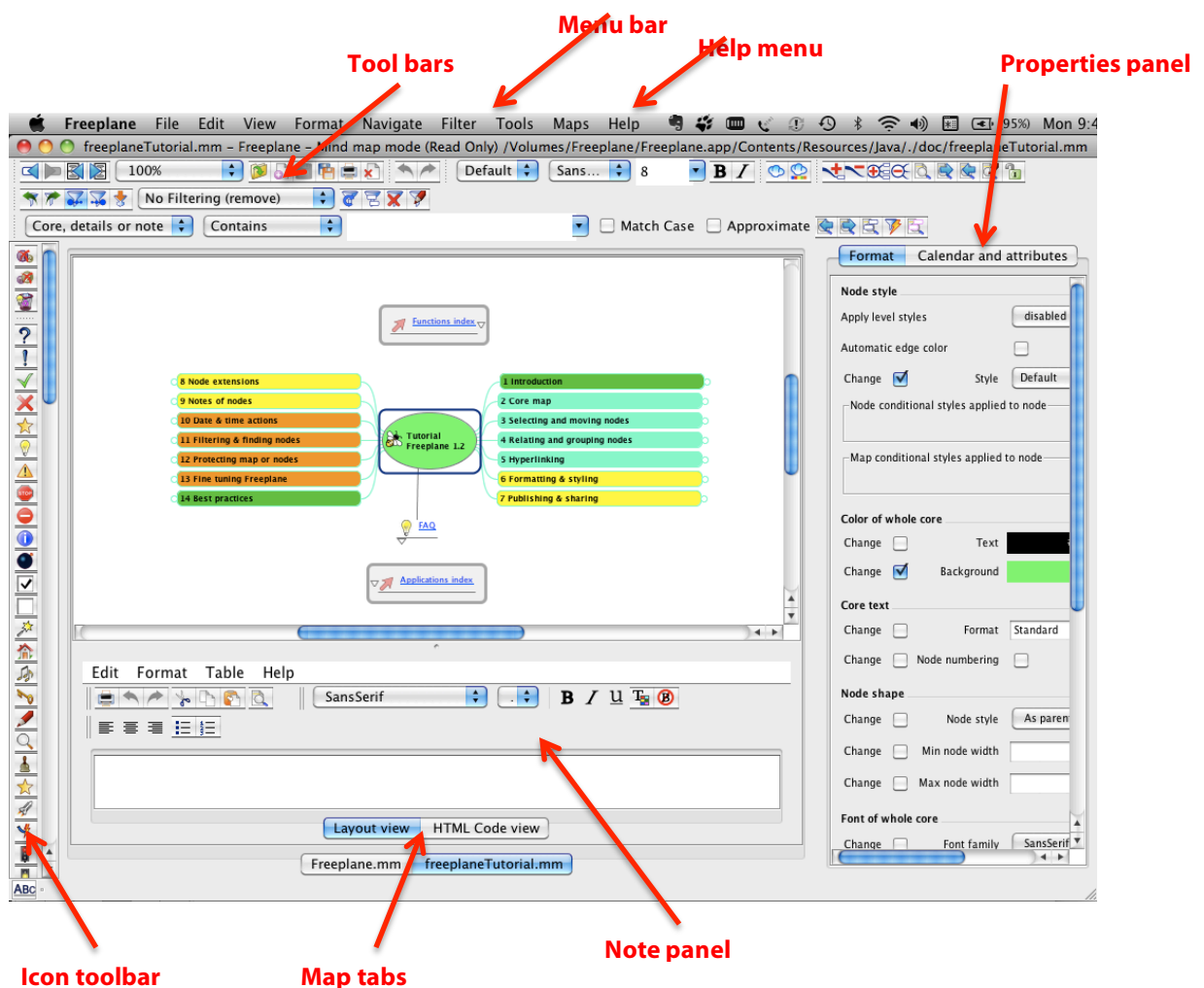
Menu bar	Contains available dropdown menus for Freeplane applications.
Toolbars	Contains a set of shortcut buttons that serves as an always-available, easy-to-use interface for performing common functions.
Icon toolbar	Displays the icons available for adding to topic nodes.
Help menu	Contains a directory of help topics related to Freeplane. Type your query in the search window and view results.
Properties panel	Provides quick access to node properties. Here you can set or change properties which apply to a single node or to all nodes.
Note panel	Allows note text to be displayed screen wide in a window that stays open when moving from node to node.
Map tabs	Lets you switch between maps, or right-click to access map commands.

Create a Map

Start a new map

When Freeplane first opens you will be greeted by a blank map with a single root node saying *New Mindmap*. This will be the core topic of the mindmap.
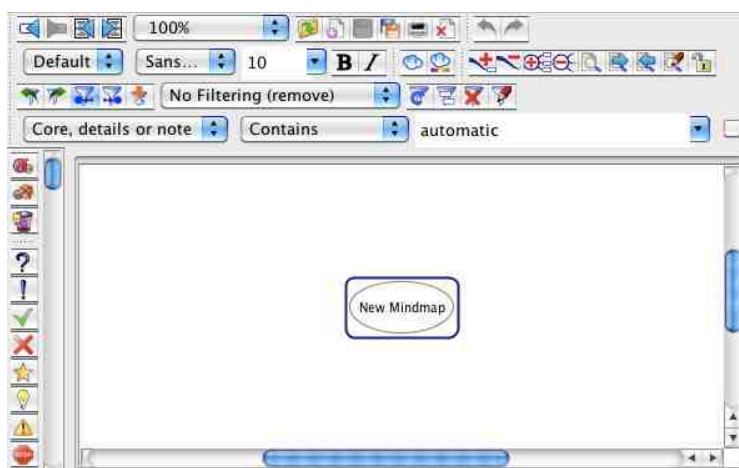
Double click on the node to replace the text and type your own text and hit *Enter*. This will most likely be the core topic of the mind map.

Open, save and close maps

To open a map you have saved

If you want to begin with an existing map you can open it for editing.

1. Open the Freeplane application
2. Choose the Open saved map icon in the tool bar
3. Navigate to the map file, and then click **Open**.

Alternatively you can go to where your file is saved in Finder. Right-click on the file and choose **Open with > Freeplane**

To save your map

Choose the Save map or Save map as icon in the tool bar.

To close your map

Choose Close current map icon in menu bar.

To close Freeplane

Choose **Freeplane > Quite Freeplane**

Add topics and subtopics

Nodes and Topics

In Freeplane, topic text is contained in nodes. Nodes are like paragraphs of a book that display text, images and other kinds of information. With mind map nodes though, you can move information around easily and link certain information to other relevant information using "relationship" or "connector" lines. This makes mind maps very versatile when developing information structures or displaying selective information.

Nodes are connected with lines called edges or branches. These branches form a tree, with the central root being the trunk of the tree. The branches are like branches on a family tree. They form a family descendancy. Nodes closest to the root are "parents" of nodes further from the root ("children"). Nodes at the same level in the hierarchy are "siblings" of each other.
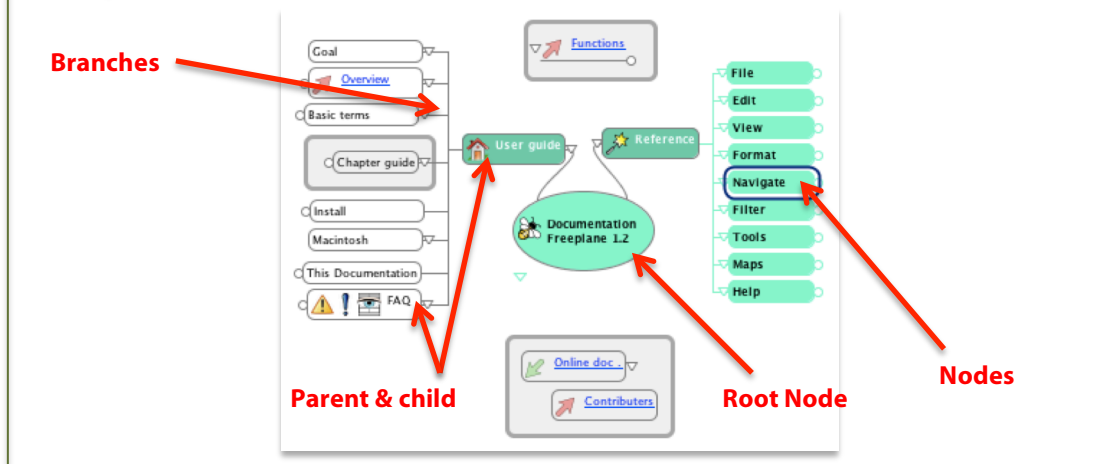
To add child topics to the root topic:

1. Choose *Edit > New node > New child node*.
2. Type your text and press *ENTER*.
3. A second *ENTER* will add a sibling topic.

Shortcut: For new node press *TAB*

To add a parent node to a particular node:

1. Choose *Edit > New node > New parent node*

Edit topic text

- To edit node text double-click on the text
- To edit node text in a dialog box with formatting options right-click on the node and choose *Edit node core in dialog*.
- To write completely new text in the node simply click on the node and start writing the new text.

> **Tip:**
> - Right-click when editing text to open an Edit menu. This gives quick access to editing functions.
> - Right-click while text is selected. A Format menu opens giving access to text formatting options. This formatting applies only to the selected text.
> - To quickly format font styles, select text and press *Ctrl + B, I, U* etc.
> -

Add floating topics

Freeplane has two kinds of floating topic nodes:

1. Free-floating nodes
2. Floating nodes with hidden edges

Both types of nodes are identified by a rectangular bubble surrounding them. When you add a child node to a floating node the bubble expands to include those child nodes and the floating topic becomes and autonomous entity.

Free-floating nodes

Free-floating nodes are not attached to other map nodes and can be freely positioned anywhere on the map like post-it notes. They are independent of the position of the other nodes of the mind map and can even overlap other nodes.

Free-floating nodes are a handy way of gathering unstructured ideas during a brainstorm. You can add free-floating node topics anywhere you like and attach them to the map later.

To create a free-floating node:

Choose *Edit > New node > New free node*

> **Shortcut**: Double-right-click anywhere on the map background and begin typing.

A free-floating node can be connected to a parent node by dragging and dropping it on the parent node of your choice: it will then become a child node of this node.

An existing node can be turned into a free node by selecting it and choosing *Edit->Free positioned node (set/reset)*. In this case the properties of the node stay as they are. It remains attached to the parent node and can be freely positioned anywhere.

Moving a free-floating node onto another parent / sibling with the usual drag and drop method cancels its free positioned status.

> **Tip:**
> By hovering over the left hand edge of your free-floating node a blue oval handle will appear. You can drag the free-floating node around using this handle.

Floating nodes with hidden edges

Floating nodes with hidden edges can be used for many applications such as adding meta information to maps like legends, titles, summaries, authors etc.

If the information relates to a whole map, these nodes should have the root topic as their parent so that they are always visible and their position does not depend on anything else.

Sometimes such information is relevant only for a part of a map. In this case a floating node can be attached to the parent of the relevant part of the map.

To create floating nodes with hidden edges:

Right-click on a normal topic node and choose **Apply style > Floating node**. This creates the effect of a floating node while still being connected to a parent node.

> Tip:
> - The parent of a floating node is usually displayed as a dashed line when the topic node is selected.
> - To make the connection between floating node and parent totally invisible you can set the dashed line colour to the map background colour.
> - By hovering over the left hand edge of your floating node with hidden edge a red oval handle will appear. You can drag the floating node around using this handle.

Organise and View Topics

Scrolling and panning the map

To pan through the map view:

- Click on the background and dragging the map around; or
- Pan the map by holding down **CTRL+OPTION+SHIFT** and choosing **Cursor up/down/left/right**.

Selecting topics

In order to move, copy, or edit a topic you must first select it.

Active selection

To select a single topic:

- Click on the topic node.
  A blue outline appears to show that it is selected.
- To select additional topics, hold down the COMMAND key and click to select or de-select them.
- To select a range of consecutive nodes click the first node, then hold down the SHIFT key and click the last node in the selection.

Automatic selection

You can select a node by just hovering the cursor over it. After a short delay the node will show a blue border indicating it is selected.

Keeping the selection

The automatic selection of a node can be unpractical in some conditions is it moves to each new node you hover over.

To keep a node selected while moving the cursor over other nodes:

1. Select the node
2. Hold down SHIFT while you move the cursor over other nodes

Key to the root

With a big map it is easy to get lost. If you press escape (**ESC**) the selection will jump to the central root node at once.

Select all node topics

To select all node topics:

1. Select the root (press Escape)
2. Press CTRL+ A

Moving Topics

Moving a connected node in space

To move the position of a node while leaving its connections intact:

1. Hover over the parent side of the node - a hollow oval handle will appear.
2. Click the oval handle and drag the node wherever you want to position it.

All other nodes may move with it. You can restore a moved node to its original position by double clicking its oval handle.

Moving a node in the hierarchy

To disconnect a node from its current parent and connect it to another parent:

1. Click and drag the node to its new location.

As you will read below it makes a difference where on the target node you drop the child node. You can also move nodes by sorting.

Dropping positions

There are two options for where you can drop a node:

Select the node being moved.

1. Hover the cursor near the top of the target node and you will see that the whole upper half lights up. If you drop a node here, the node will become a sibling above the target node.
2. Hover the cursor near the child side of the target node and you will see the left or right side of the node light up. If you drop the node here it will be connected as a child node.

> **Tip:**
> This is also true for the root node. To move a node from one side of the root node to the other drag the node close to the other side of the root node, wait for the area to light up and drop the node.

> **Shortcut**: You can move nodes in a hierarchy using COMMAND + Arrow keys:
> ⌘↑   Moves the node up one above its nearest sibling
> ⌘↓   Moves the node down one below its nearest sibling
> ⌘→   Makes the node a child of the node above it
> ⌘←   Moves the node from being a child of its parent to being a sibling of its parent

Moving a group

It is possible to move a whole group of nodes including their children, and all extensions:

1. Select the group of nodes as shown above (using either COMMAND select or SHIFT select)
2. Grab one of the selected nodes and drag the group to its new location.

Sorting nodes

You may want to sort nodes alphabetically. To do so:

1. Select a parent node whose children you wish to sort alphabetically
2. Right-click the node and choose **Sort children**.

More sorting options are available in **Edit > Moving and sorting**.

Deleting topics

To delete a node choose **Edit > Remove node**.

> **Shortcut**: Press forward delete (To forward delete on Macbooks press FN + DELETE).

Joining and splitting topics

Joining nodes

To combine the text of two or more nodes:

1. Choose **Edit > Node core > Join nodes**.

> **Shortcut**: CTRL + J

This places all the text of the selected nodes into one node.

Child nodes of the individual nodes become children of the new joined node.

> **Tip:**
> This only works well if the node doesn't contain other node components like node details.

Splitting a node

To reverse the action of joining a node:

• Choose Edit > Node core > Split node

There are two different actions for splitting nodes. One is called from the main menu, the other from the editor. *

To split a multiline node core into several nodes, each containing one line:

• Select the node and choose Edit > Node core > Split node.

To split text at a chosen point and distribute it over two nodes:

In the dialog editor

1. Click at the point where the content is to be split
2. Press the Split button at the bottom of the window.

In the in-line editor

1. Click at the point where the content is to be split
2. Press OPTION + FN + S

> **Tip:**
> Other components like node details are not split.

Folding and unfolding topic nodes

Fold or unfold topic nodes to help focus on specific topics.

• Folding a topic node will hide all child topics associated with that topic
• Unfolding topics will show all child topics

When a topic node is folded it will show a small circle at the child side of the node, indicating that there are child nodes associated with this topic that are hidden

There are three ways you can fold and unfold nodes or topics.

1. By clicking on the node when the plus or minus sign are showing.
   Hovering over the node makes the plus/minus appear
2. By clicking on the plus/minus sign itself
3. By clicking on the folding/unfolding icons in the menu bar

> **Shortcut**: Select the node and hit SPACE to fold and SPACE to unfold

Tip:
- It is possible to make an exception and keep a node from folding by selecting ***Edit > Node Group > Always unfolded node (set/reset)***
- If a topic being folded has a connector to a hidden child node, a dotted line and possibly a label will be visible. This can be clicked to make the connected child node visible.

Filtering topics

If you want to hide some topics temporarily you can filter your map:

1. Select the topics you want to show
2. In the toolbar click ***Filter selected nodes***

All topic nodes except for those chosen will now be invisible.

To show hidden topics again:

- Click No filtering

View map as an outline

The Outline View allows you to view your map using a familiar structured visual form so you can read and navigate through the document from top to bottom. This can be helpful if you are just beginning to use Freeplane.

Choose ***View > View settings > Outline view***

Add More Information
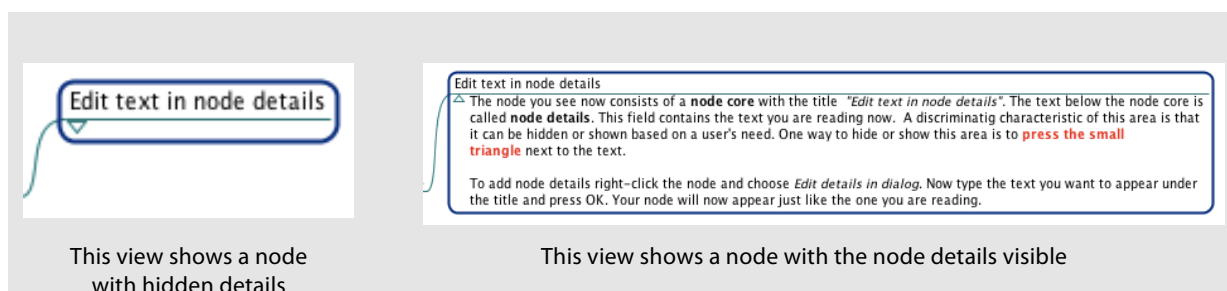
Add extended information

You can add extended information to topic nodes using node extensions. Map topics are most readable when they are kept short. For topics that need more detail, you can add topic details and notes to include more information. Topic details and notes can be formatted, and can include hyperlinks and graphics.

Additional information can be included in your map in several forms:

- Node details
- Node notes
- Hidden text
- Node attributes
- Hyperlinks

Node details

Node details are generally hidden and their presence is indicated by a triangle on the underside of the parent side of the node. To view note details you must click on the triangle.

This view shows a node with hidden details   This view shows a node with the node details visible

To add node details:

1. Right-click on the node
2. Select Edit node details in dialog or Edit node details in-line

To edit node details:

- Double-click on the visible node details
- Otherwise access the dialog editor as above

Node details can be permanently hidden and are only visible when you hover over the node

Notes

The presence of a node note is indicated by a note icon on the parent side of the node. By default notes are presented as hover text and they are visible by hovering over the node.

To add a note:

- Select Edit > Note > Edit note in dialog or right-click on the node and select Edit note in dialog.

This opens a note dialog box where you can enter text notes and format it as needed. You can also copy and paste text from another document.

> **Tip**:
> - To have the note panel visible all the time right-click on the map background and select **Display note panel**.
> - To set all notes to be displayed all the time select **View > Note > Display notes in map**
> - In Preferences you can set the note icon to not display on any nodes:
>   Freeplane > Preferences > Appearance > Icons: Deselect Show note icons.
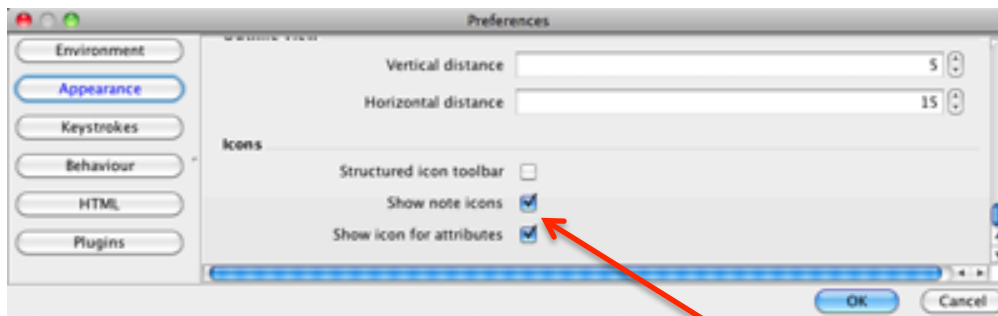
Check/uncheck box

Minimise nodes

Node content can be hidden permanently, only showing when you are hovering with the cursor over the node. Minimising a node will show only the first line of text in the node. This has the advantage that the space taken by the node keeps at a minimum.
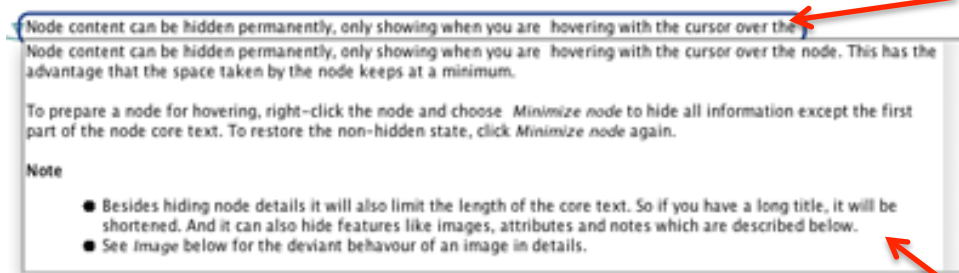
Minimised node text

Entire node text

To minimize a node:

- Right-click the node and select **Minimize node**

This will hide all information except the first part of the node core text.

To restore the node text to fully visible:

- Click **Minimize node** again.

> **Tip**:
> Minimising a node will limit the length of the core text so if you have a long title, it will be shortened. It can also hide features like images, attributes and notes.

Node attributes

Node details can contain structured information, in which each unit of information has a name and a value. This couple, name=value, is also called an attribute. Attributes are displayed in Details as a table with two columns.
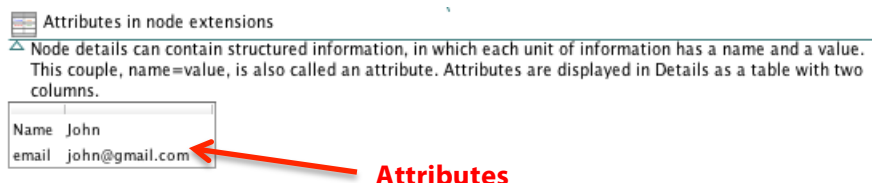
Attributes

To add attributes to node details

1. Right-click a node and select ***Edit attribute in-line***.
2. Enter "Name" in the left field and "John" in the right.
3. To add the second attribute, right-click on one of the newly created attributes. This opens the attribute's context menu where you can select ***New attribute***.

Shortcut: Hit TAB after entering each attribute value. This will quickly create new lines of attributes.

Tip:
When you follow this example, you will find that the width of the displayed attributes does not fit the length of the text. You can solve this in two ways:
1. You can right-click the attribute and select Optimal width.
2. You can move the slim bar just above the attribute text and below the node text.

Add hyperlinks

You can add a Hyperlink on a map topic or in a topic's notes or details that points to a document or folder, a topic in a map, a Web address, or an e-mail address. This lets you avoid including or duplicating information that would clutter the map, and ensures that you see an updated document or page each time you click on the link.

You can add only one hyperlink per topic node. If you want to reference several documents from a single topic, link to them in the node notes.

The easiest way to add a hyperlink or group of hyperlinks to external objects, is by drag and drop. Dropping a copy of a directory, file, or web address will generate a child node of the selected node containing a hyperlink. The target address of the hyperlink is contained in the title. This text may be removed or changed without changing the dynamics of the hyperlink itself.

Dropping a group of hyperlinks will generate a group of child nodes, each containing one of the hyperlinks.

To edit the target address of the hyperlink:

1. Right-click the node containing the link
2. Select ***Links > Add or modify hyperlink (type)***

In the dialog that opens you can edit the address. With CTRL + V a copied address can be pasted in the entry field.

To remove a hyperlink (arrow-link) or e-mail address:

1. Right-click the node
2. Select **Add or modify hyperlink (type)**
3. Delete the address text in the text field

Shortcut: ⌘K

> **Tip**:
> - The appearance of the arrow-hyperlink can be changed in Properties panel, to show the whole node core as underlined text. This is only possible if no other underlined hyperlink(s) is active.
> - If dropping an image file on a node, the image may be shown instead of the hyperlink. For this keep CTRL pressed while dropping.

Link to local documents

To link to documents on your hard drive:

- Right-click and choose **Link > Add hyperlink (choose)**

This will open a file chooser where you can select the file to link to.

Group Information

Cloud boundaries

It is possible to visually group a whole branch of nodes with a common boundary and background called a cloud.

To add a cloud:

- Right-click the parent of the branch and choose **Nodes > Add cloud** or click on the parent node and click **Add / remove cloud (default)** icon in toolbar.
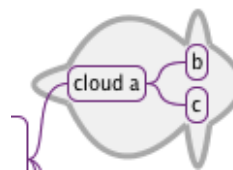
Shortcut: ⌘ + SHIFT + B

You can modify the color and style of the cloud in the Properties panel described below or by clicking the **Cloud colour** icon in the toolbar.

To prevent the nodes in the node group from folding:

- Select **Edit > Node group > All unfolded nodes**.

To style cloud:

1. Select Format > Add cloud or change style
2. Choose cloud style

Arc cloud

Rounded rectangle cloud

Summary boundaries

To summarise several related sibling topics:

1. Select the relevant topic nodes
2. Right-click on one of the selected nodes
3. Select **New summary node (selected nodes)**

Add visual elements, formatting and styles

Properties

Properties Panel

Freeplane has many possibilities for setting or changing properties that apply to one or all nodes. You can edit the default color of a node, enclose a node in a bubble, set the text size, set the width of the node core and much more.

The most versatile method of editing properties is in the Properties panel.

To open or close the Properties panel:

1. Right-click in an empty space of the background
2. Select Properties panel

Editing a property

The Properties panel shows the properties of the selected node. Only the properties of the selected node can be changed.
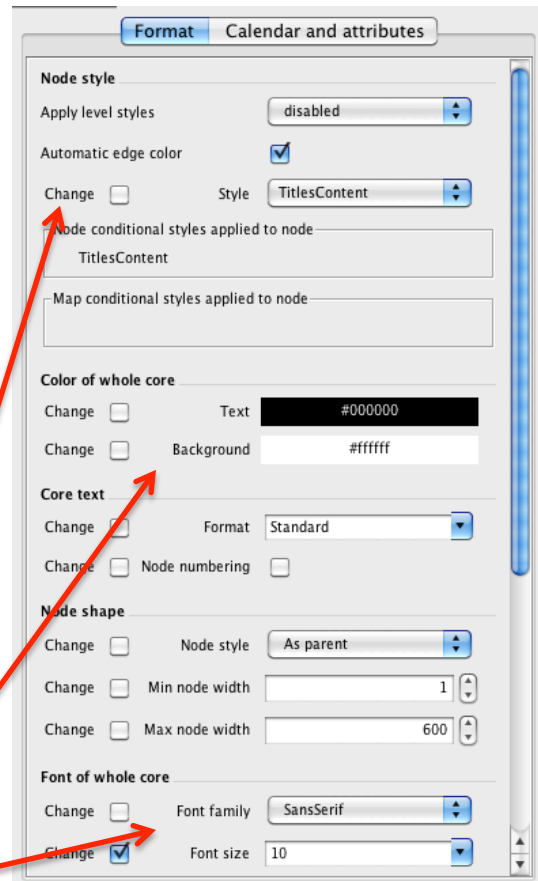
(With some properties it is possible to select and change more than one node at a time.)

With the properties panel open, you can now select a different node to edit.

To change a property:

- Insert new value of chosen property.

This will check the **Change** box indicating the changed value applies. Uncheck this box if you want to return to the default behavior.

Automatic Edge colour

By default a new map in Freeplane will generate a different colour for each new branch. This property is called Automatic edge color and can be disabled in the Properties panel.

To disable automatic edge color

1. Open the Properties panel
2. Locate the properties group Node style at the top of the Properties panel
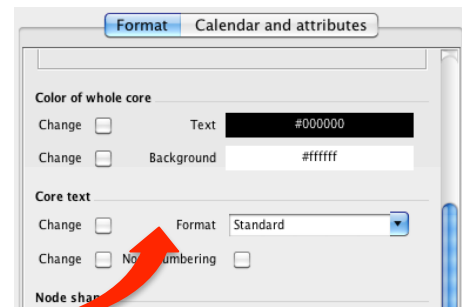3. Uncheck Automatic edge color
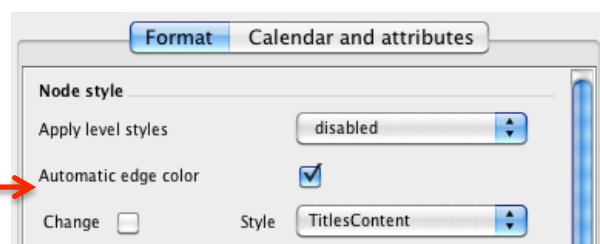
Automatic node numbering

You can choose to automatically give a node a number.

To set node numbering for a group of nodes

1. Selecting the group (keep Shift or Control pressed when you click nodes)
2. Checking the **Node Numbering** box in the Properties Panel

Other properties

Scan the options of the panel. Most properties are self-explanatory. All properties are described in detail in the Freeplane documentation.

Tool bar

Some of the properties in the Properties panel are also available as icons in the tool bar below the main menu bar. Examples are italic and bold.
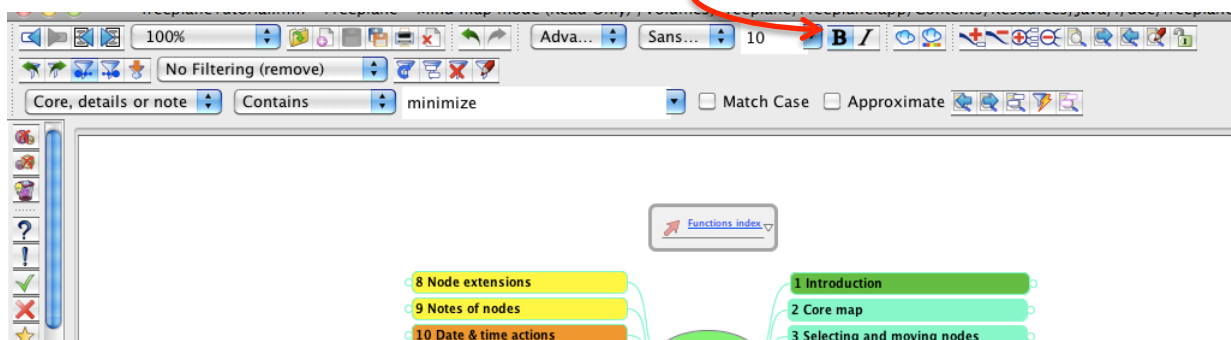
> **Tip**:
> Setting bold and italic using the toolbar applies that formatting to the whole node.
> To apply bold and italic to a part of the node text
> • Select the text to format in the node
> • Select **CTRL + B** or **CTRL + I**

Visuals - Add icons to a topic

An icon is a small descriptive picture that can add meaning to your topic. Freeplane has a library of icons to choose from which is visible as an Icon Toolbar on the right side of the Freeplane screen. If the Icon toolbar is not showing, select **View > Toolbars > Icons toolbar**.

To add an icon to a topic:

1. Select a topic or topics that you want to assign the icon to.
2. Scroll up and down the icon toolbar and select the icon you want to assign to the topic

To view the whole table of icons:

- Select **Edit > Icons > Icon from table**. This has all available icons.

To view a structured menu of icons:

- Select Edit > Icons > Icons by category.

Icon options

You can add more than one icon to a topic.

Icons cannot be added to node details or note fields.

You can define and add your own icons to the tool bar.

Delete an icon

To delete an icon, select one of the remove icon options from the top of the Icon toolbar.

Visuals - Add images to a topic

Add images to your map for visual interest. You can attach an image to a topic node, or add it as a new topic or as a floating image that can be moved freely. You can also add images to the text notes.

Image (node core)

Each node core can contain one image that has a fixed "real size". (If you need a different size, use a drawing program to resize the original image.)

To add an image

1. Select the node
2. Choose **Edit > Node core > Image by choice or link**.

Link to image (red arrow)

An image in a node takes visual space which is scarce. Using a hyperlink to link to the image eliminates this problem allowing you to click and view the image outside the map.

To add a hyperlink to an image:

- Copy the image source and paste it into the node.

   If you paste at the upper part of the node, a hyperlink to the image will be added in the node itself.

   If you paste at the child side of the node a child node will be created with the hyperlink. This hyperlink appears as a red arrow.

After pasting, the textual path to the image will appear. You can safely erase it or replace it with your own text.

> **Tip**:
> It is possible to drop an image instead of a hyperlink-to-an-image by holding down CTRL while dropping the image. In this case the image is not in the core, but in the node details (resizable image).
> See also Inline-hyperlinks (underlined hyperlinks) which allow multiple links in the text.

In-line image

Professional users can add images within text using HTML-code. There is also a script for this. See Help > Documentation.

Formatting

Format individual nodes

The formatting you apply to topic nodes overrides the default formatting.

1. Select a node or nodes.

2. Go to **Format > Node core tab** and use the Formatting commands to change the topic font, and the topic fill and line color.
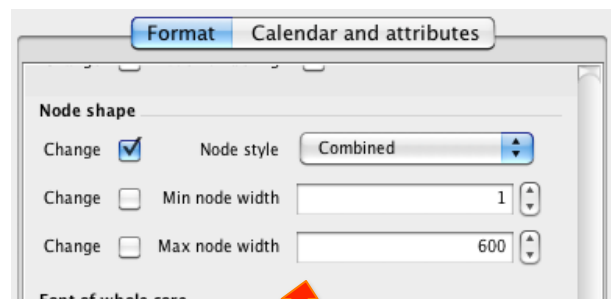
Set node width

To set how wide the nodes appear in your mind map:

- Select **Format > Set node width limits**

Default node width is 600. You can set it to any value you prefer.
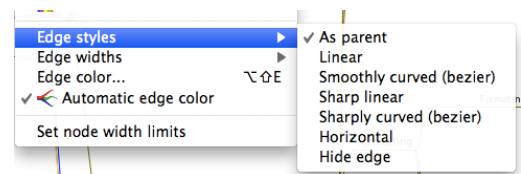
The node width limit can also be set in Properties.
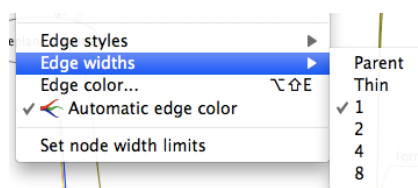

Format branch edges

Set edge style

1. Select nodes to apply edge style to. To apply style to entire map click on root node (central topic) and Select All (⌘A)
2. Select **Format > Edge styles**
3. Choose style to apply to parent or entire map

Set edge thickness

1. Select **Format > Edge widths**
2. Choose edge width

Set edge colour

Select **Format > Edge colour**

Styles

Apply a style

> **Tip**:
> A node style is a set of formatting attributes with a unique name. Nodes styles you create are available under **Format > Apply Style** and can be applied to nodes repeatedly.
>
> Styles are also accessible:
> • In the toolbar
> • In menu Format > Apply style
> • In the Properties panel, in properties group Node Style, in field Style.

Freeplane comes with a number of system styles that you can modify to create your own styles. The list of styles is displayed in the toolbar at the top of the screen in the field next to the undo/redo icons. You can apply a style to the selected node by clicking a style in the list.

To apply a style to one or more topics:

1. Select the topic(s)
2. Select Format > Apply style
3. Choose style

Node styles are saved with the map, so they'll be available for re-use the next time you open it.

Edit styles in node dialog

Open a special style dialog

Select **Format > Manage styles > Edit style**

Alternatively you can add a style by right-clicking one of the styles and selecting **New style from selection**. Once you have defined a style you can modify the style in the special style dialog with the menus available and the properties panel.

Create a new style

To create a topic style:

1. Format a topic with the attributes you want to use. These include node font, shape and color, node width, and edge styles.
2. Select Format > Manage styles > New style from selection
3. Give the new style a name

The properties of the selected node will be copied to this style and this new style will now appear in your style chooser.

Remove an applied style

Normally one style is removed by applying another, e.g. style *Default*.

When using e.g. Automatic Level Styles, you may have added a style to overrule the automatic style. In that case, use *Format > Apply style > Reset node style* to remove a manually set style.

Copying and pasting

Copy node format

To easily apply the formatting of a topic to other topics, use the Copy format function. The Copy format function duplicates all of the topic's formatting settings: font, color, shape, layout, etc.

1. Select the topic whose formatting you want to duplicate.
2. Select *Format > Copy format*
3. Select the node that you would like to format
4. Select *Format > Paste Format*

This will paste another node core with format of the first

Paste options

If you select menu Edit > Paste different paste options will be shown, like pasting text without format (plain text).

> **Tip**:
> • If you copy text from the internet, the regular paste option will also paste the formatting of the text (color, size etc.). The plain text option lets you paste in plain text only.
> • If you use this option frequently, consider to defining a hot key for it. See *Tools > Add hot key*.

Present, share and print your map

Once you have completed a map you can display the map as a presentation, share it, distribute the map by e-mail or as hardcopies, and collect review comments and content. If recipients don't have Freeplane, you can export your map in a variety of formats to view or include it in other documents.

Presenting maps

Freeplane can display maps to your audience as an interactive presentation. The Presentation Mode displays the entire map greyed out apart from the nodes in focus to eliminate distraction. It is best to use the shortcut keys in this mode to view, navigate, edit and add content, and even create new maps on the fly.

To switch to Presentation Mode

- Select *View > View settings > Presentation mode*

To take the map out of Presentation Mode

- Select *View > View settings > Presentation mode* again

> **Shortcut**:
> - The nodes can be visited one by one by using the keyboard arrows
> - To scroll through the presentation items in sequence use COMMAND + SHIFT + SPACE

Sharing maps

You can share mind maps with other users of Freeplane by interchanging the mindmap.mm file. Note that images are not part of a mindmap and therefore must be interchanged separately.

Make sure that any images are copied to the same relative location (subdirectory) as where they were when you developed your mind map. The best way to do this is to develop your mindmap.mm and the images in one (sub)directory. You can then zip this whole directory, send it and unzip it at the new location.

To export a map:

Select *File > Export map*

Printing maps

Select print icon to print the map. You can print your map as a graphic from Map View or as an outline from Outline View. In the case of larger files it may be practical not to print in the standard map layout but in an Outline layout.

To apply Outline mode

Select *View > View settings > Outline view*.

The map prints as displayed - collapsed topics are not expanded before printing.

> **Tip**:
> You can use the Filter function to temporarily hide map elements that you don't want to print.

Keyboard shortcuts

Open, Save and Close maps

Create a new map	⌘ N
Open a map	⌘ O
Save the current map	⌘ S
Save map as	⌘ SHIFT N
Close the current map	⌘ W
Print the current map	⌘ P
Quite Freeplane	⌘ Q

Add topic nodes and objects

Add child node (subtopic)	TAB
Add sibling node (sibling topic)	ENTER
Add hyperlink	⌘ K
Delete node or object	FORWARD DELETE

Edit node text

Edit node	F2
Edit node from beginning of node text	FN ←
Edit node from end of node text	FN →
Move to beginning of node text	⌘ ←
Move to end of node text	⌘ →
Find	⌘ F
Find & replace	⌘ SHIFT F

Select nodes

Select all	⌘ A
Select a range of topics	SHIFT + arrow keys

View a map

Zoom in	OPTION ↑
Zoom out	OPTION ↓
Fold / collapse node	SPACE
Unfold / expand node	SPACE
Centre selected topic	OPTION ⌘ C
Show next child	SHIFT SPACE