



# USER GUIDE

## Mind Map

# CONTENTS

### [OVERVIEW](#)

[Entry to Mind Map](#)

[How it works](#)

[Access permissions](#)

### [INSTALLATION AND SETUP](#)

### [ENTRY TO MIND MAP](#)

[Trash bin](#)

### [WORKING WITH MIND MAP](#)

[Upper bar](#)

[Rightside bar](#)

[Actions to edit the node](#)

[Objects, attached to the node](#)

[Hotkeys list](#)

### [DOWNLOAD](#)

### [UNINSTALL](#)

### [FEEDBACK](#)

# OVERVIEW

Mind Map allows you to create mind maps to improve visual presentation of personal or team objectives. In addition to standard Mind Map app features, you can assign users, create tasks and events – all associated with your Bitrix24 account.

## Entry to Mind Map

*Attention!* You can enter into the Mind Map app from a Bitrix24 workgroup.

When entering Mind Map app, you can use the following features:

- Create a mind map from scratch
- Select an available mind map template

## How it works

1. Visual editing
  - a. *Background.* Map and node background.
  - b. *Font.* Map and node font.
  - c. Node borders.
2. Adding objects to a node
  - a. Image.
  - b. Emojis.
  - c. Link.
3. Creating and adding Bitrix24 entities
  - a. Create tasks.
  - b. Add users.
  - c. Create meeting events.
4. Additional actions with a node
  - a. Add a new node
  - b. Align
  - c. Copy
  - d. Insert
  - e. Delete
5. Additional actions with a Mind Map
  - a. Zoom.
  - b. *Cancel action.* Undo/Redo.
  - c. *Export and import.* Export Mind Map, import Mind Map, export Mind Map to png format.

- d. Fast switching between mind maps via dropdown list inside the Mind Map app.
- e. *Change owner*. Available at the login page.
- f. *Delete*. Available at the login page.

## Access permissions

Full access to editing is available to the owner of Mind Map app and/or Bitrix24 account administrator. For users that do not have Mind Map, *read only* mode is available.

The user can export and view a mind map at the login page in the read only mode.

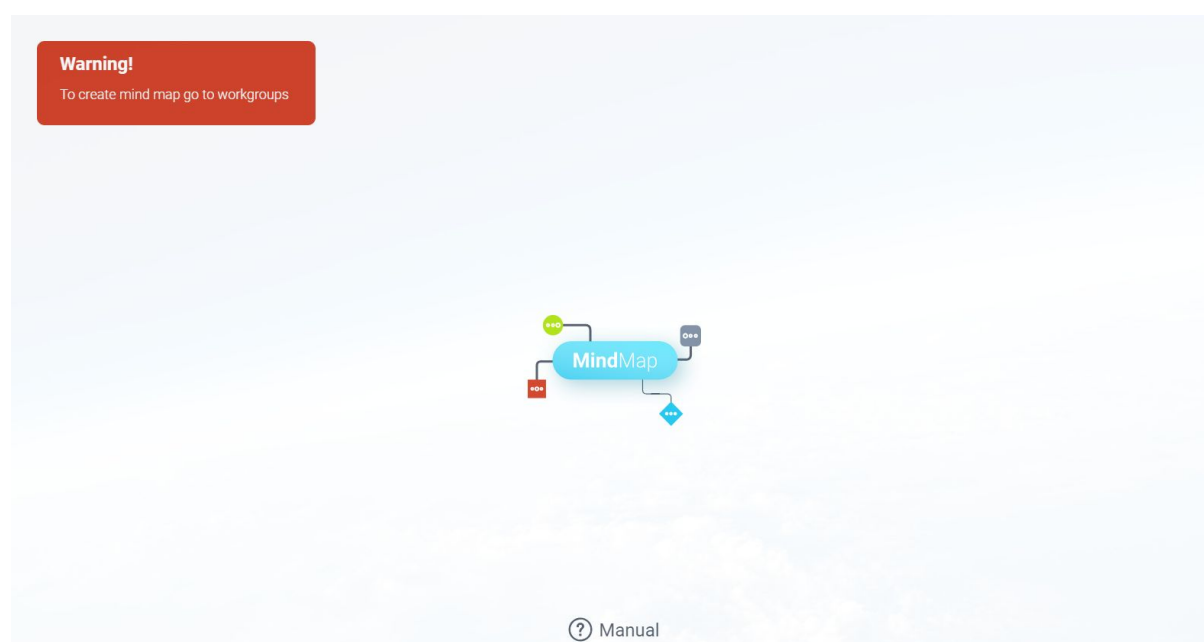
# INSTALLATION AND SETUP

Complete standard installation procedure from Bitrix24 Marketplace.

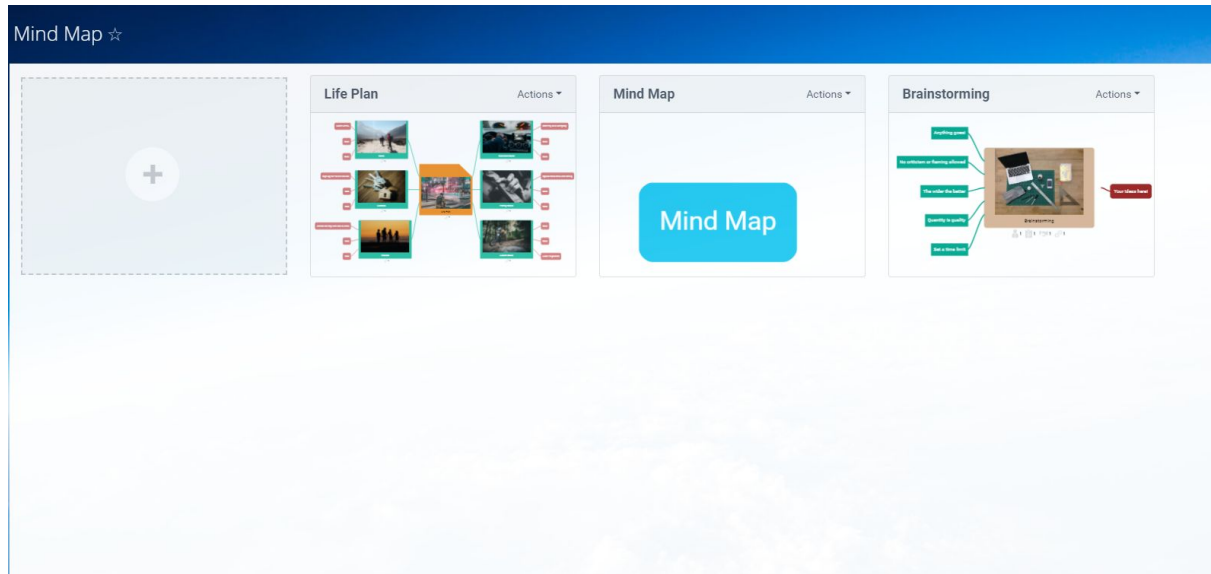
No additional app setup.

## ENTRY TO MIND MAP

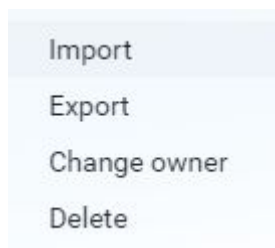
The app is launched from a Bitrix24 workgroup. In case, when you enter the Mind Map app via the list of available apps, a warning window is displayed, advising that you can enter the Mind Map app via a Bitrix24 workgroup. The link to the Mind Map manual is available as well.



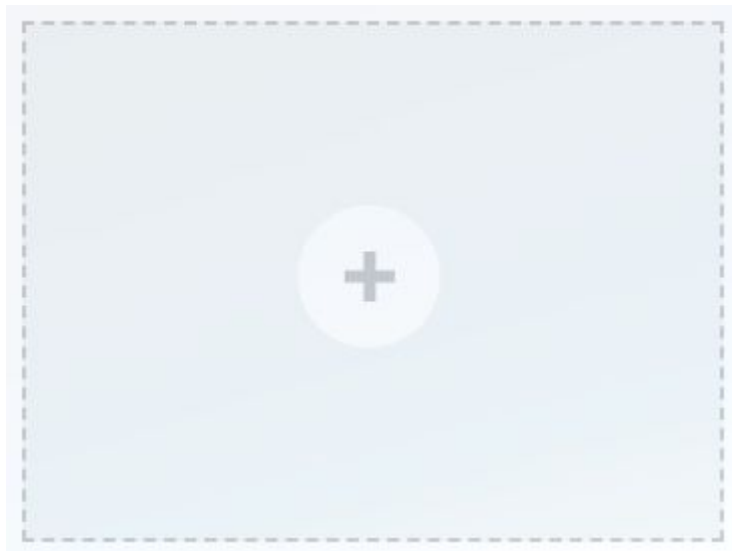
When starting the Mind Map app, the user can view an option to create a new mind map and the list of mind maps, created by the user (*if other mind maps were created previously*). Each mind map, created previously by the user has a name and a preview image, so the user can visually determine, what is stored inside a mind map.



Additionally, if the user is the owner of the specific mind map, this user has access to “Actions” dropdown list, in which the owner of a mind map can be exported, imported, deleted and changed. *Attention! When exporting, a code is displayed at the login page. This code must be **saved as json-file**.*



To create a new mind map, user must click on a plus icon.



After clicking on it, the user has options to create a mind map from scratch or select one of the available templates.

To start creating a brand-new mind map, click on the plus icon.

To start working with a mind map from one of selected templates, just select suitable template and click on it.

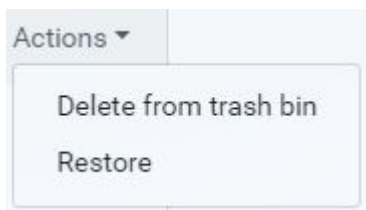


## Trash bin

When user selects «delete» option in the drop-down list, a mind map is moved into the trash bin. To view the contents of the bin, user must click a corresponding trash bin icon at the login page.



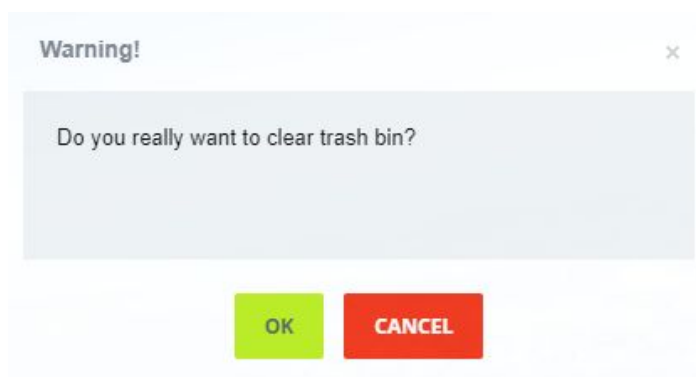
Starting from the app version 4.0, all mind maps, deleted by users will be shown in the trash bin. All mind maps have a drop-down menu with “Delete from trash bin” or to “Restore” options. If user has chosen “Delete from trash bin”, a selected mind map is deleted from the trash bin. Now, this mind map is deleted for good and the user won’t be able to restore it. But when user selects “Restore”, a mind map is restored and appears at the login page in the list of mind maps, available for the user.



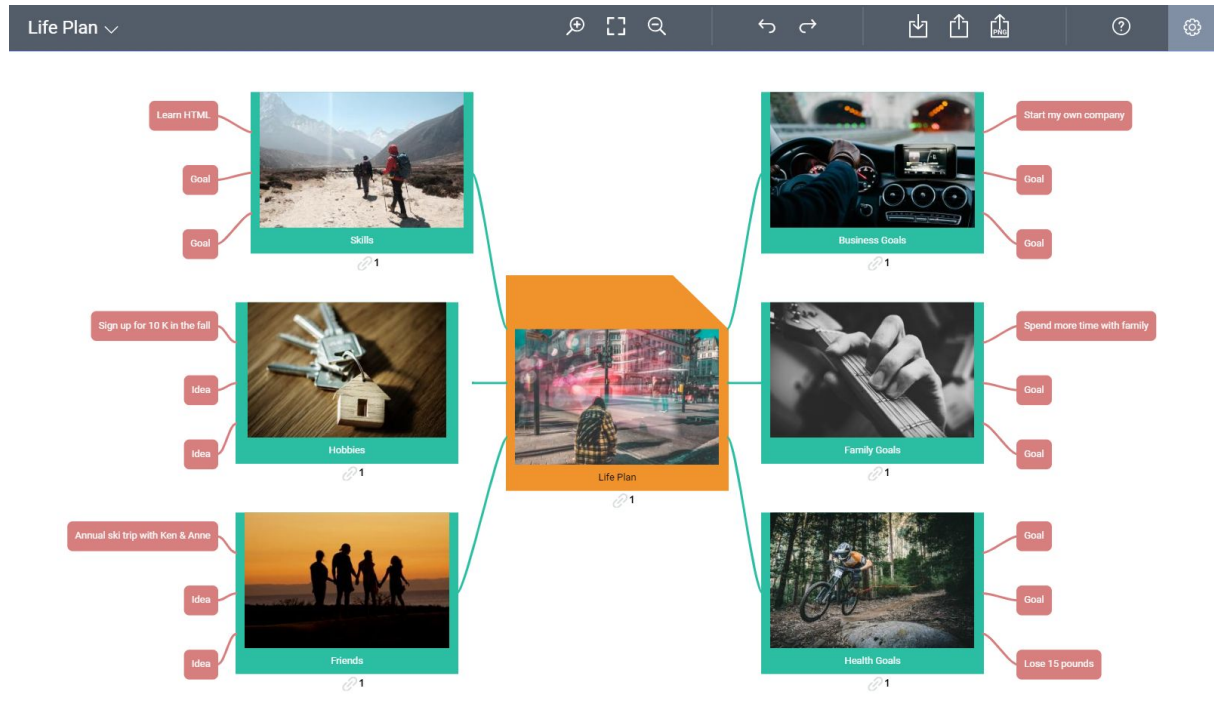
In addition, user can return to the login page with the list of mind maps, available to the user, and delete all mind maps from the trash bin.



Confirmation window appears when user chooses to delete all mind maps from the trash bin.



# WORKING WITH MIND MAP






*Attention! A mind map is automatically assigned with a name of the root map node.*










## Upper bar

The upper bar contains features, applicable to the complete mind map.



Icons are responsible for the following actions, from left to right:



1. Arrow down () – dropdown list of mind maps
2. Magnifier with plus () – zooms in the view of mind map
3. Focus () – rolls back to root node with 100% zoom

4. Magnifier with minus () – zooms out the view of mind map
5. Arrow back () – cancel action (undo)
6. Arrow forward () - cancel action (redo)
7. Square with arrow down () – mind map import
8. Square with arrow up () – mind map export
9. Square with arrow up and PNG letters () - mind map export to png format
10. Hotkeys () – link to the Manual and hotkeys list. Find more details in the [Hotkeys list](#)
11. Gear () - visual settings for the complete mind map
  - a. Color () – mind map background color




- b. Font () - changes font



- i. Select font () – type style
    - ii. Empty dropdown list () – font size




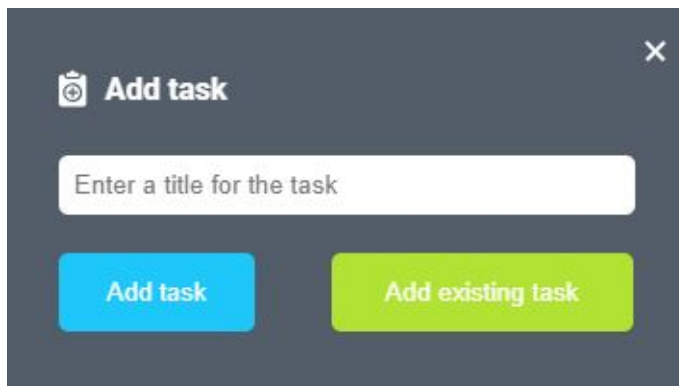
- iii. Select weight (  ) – type weight

## Rightside bar

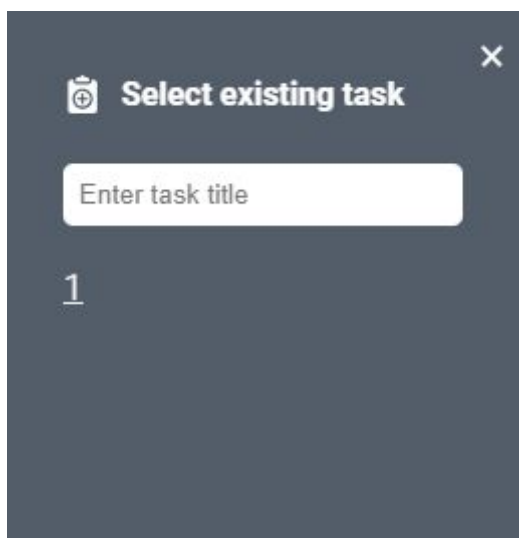



When a node is clicked, a bar pops up on the right, showing the following actions, with order from top – bottom:

1. Add task (  ) – adds a new task in your Bitrix24 account and attaches it to the node. You have to fill in the name of the task. Then click the “Add task” button. Also, an option to add an existing Bitrix24 task is available. This task can be attached to the node as well. To do it, just click “Add existing task”.



When “Add existing task” is clicked, it shows a menu that allows searching existing tasks within a workgroup as well as the last 5 workgroup tasks that have a mind map. Enter a task name and the search will automatically find the task that needs to be attached to the node. Then click on this task and it will be attached to the node.



2. Add user (  ) – adds users to the node from a Bitrix24 workgroup that has a mind map. Choose a user and click select. If none of users must be added to the node – close the pop up by clicking select, without choosing any of the users. *Standard menu to add users in Bitrix24.*


Recent
Company
Search


▼ Bitrix

▶ Accounts Department
▶ IT Department
▶ Marketing department
▶ Sales Department
▶ Chat bots

Selected (0)

SELECT


3. Add event (  ) – adds a new meeting event in your Bitrix24 account and attaches it to the node. Fill in the task name, select date and time of the meeting event. Then, click the “Add event” button.

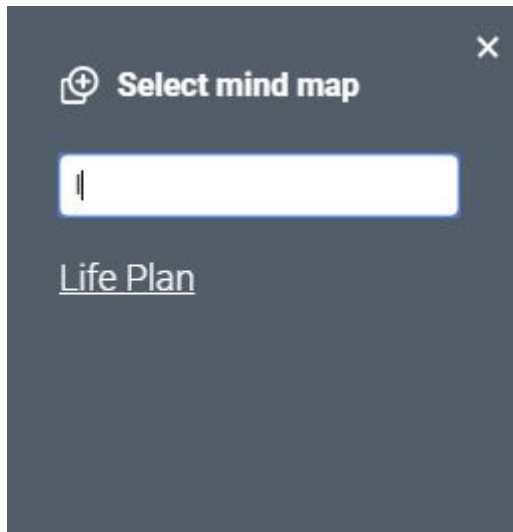
 Add event

From:

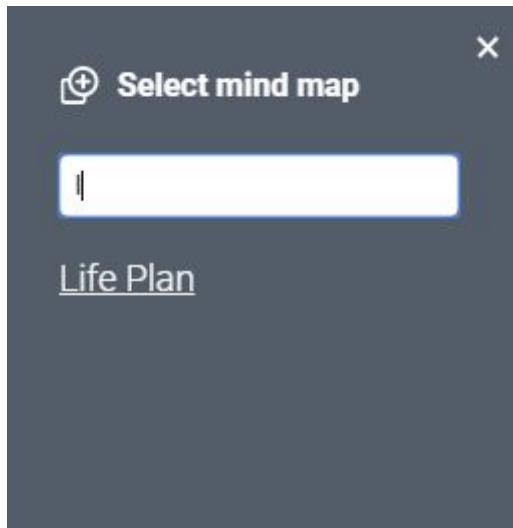
To:


Add event

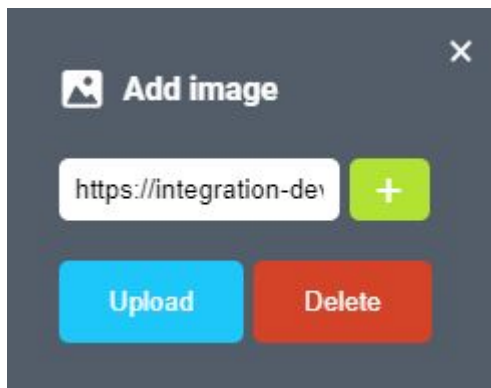
4. Select mind map (  ) – adds a mind map to the node. If user has clicked a corresponding icon, a search menu is displayed as well as the last 5 mind maps that user has worked with.




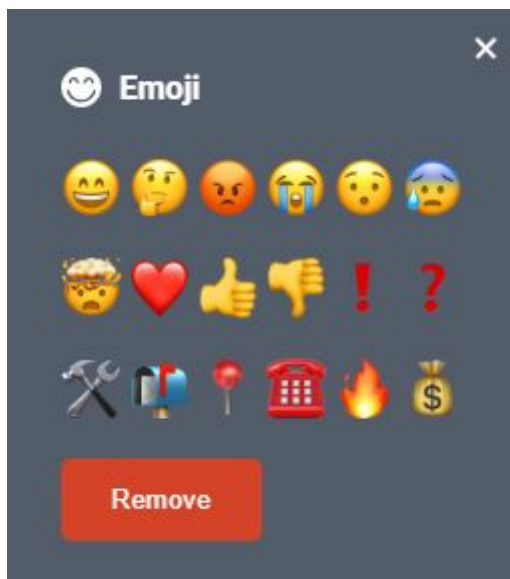
To add a required mind map, user must click on its name.




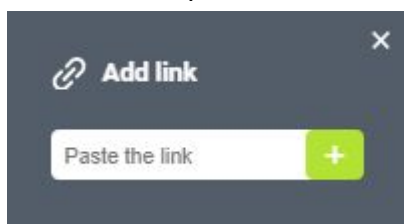
5. Add image (  ) – adds an image to the node via the image url. To add an image to the node, fill in the url and click “plus”. To delete an image, click the “Delete” in the same pop-up. When adding an image, image url is automatically added to the action - link. When downloading an image from PC, the url will not be added to the action – link. *Important! Mind Map app supports the png, jpg, webp and gif formats. Size limit is 15 mb.*




6. Add emoji (  ) - adds emoji to the node. To add emoji to the node, select an emoji from the suggested list and click on it. To delete emoji, click the “Remove” in the same pop-up.

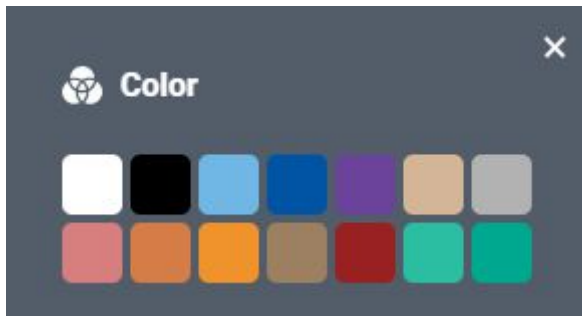



7. Add link (  ) – adds a link to the node. To add a link to the node, user must add a link and click “plus”.

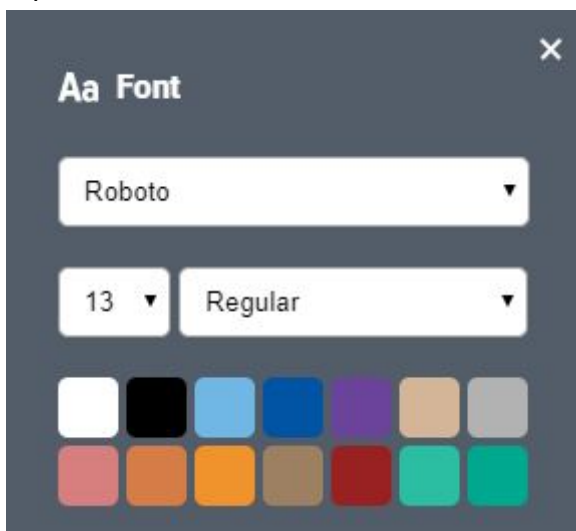



8. Change color (  ) – changes the node color. To select the node color, user must simply select the necessary color by clicking on it.

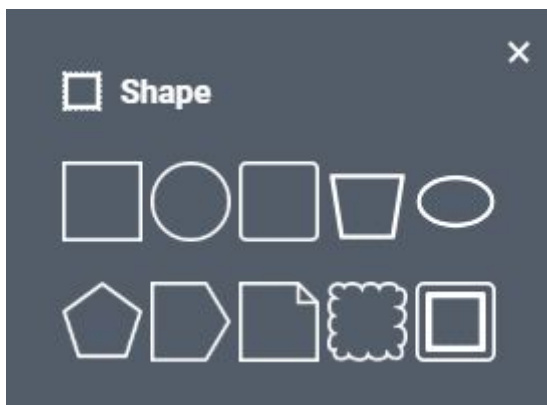
*Important! Node color cannot match the mind map background.*




9. Change font (  ) – changes the font size, weight and style. To select the font parameters, user must simply select suggested options from the dropdown list.  
*Important! Font color cannot match with the node color.*




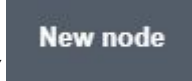




10. Change shape (  ) – changes the node shape. To change the node shape, user must select the desirable figure by clicking on it.



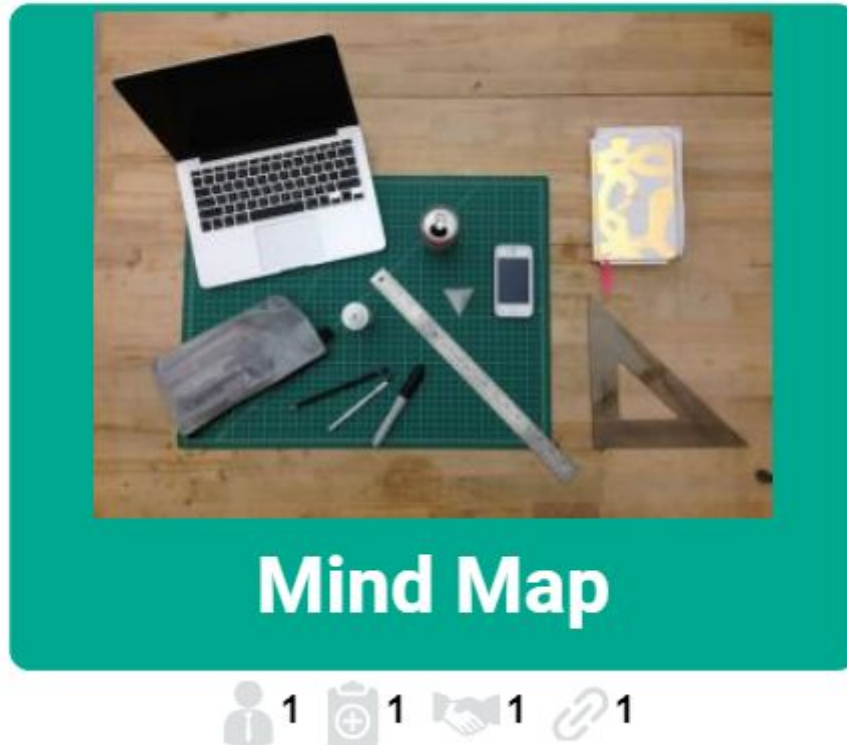
## Actions to edit the node

When clicking on the node, an icon with actions appears in the upper corner (  ).


It includes the following actions, with order from top - bottom:

1. Criss-cross (  ) – closes the pop-up.
2. New node (  ) – adds a new node to the node, where this action was selected.
3. Layout (  ) – aligns the selected node's descendants.
4. Copy (  ) – copies the selected node.
5. Paste (  ) – inserts node that was copied or cut out after the node selected to be inserted.
6. Delete (  ) – deletes node. *Important! Not applicable to the root node.*

Objects, attached to the node




List of objects that are attached to a node, order from top – bottom:

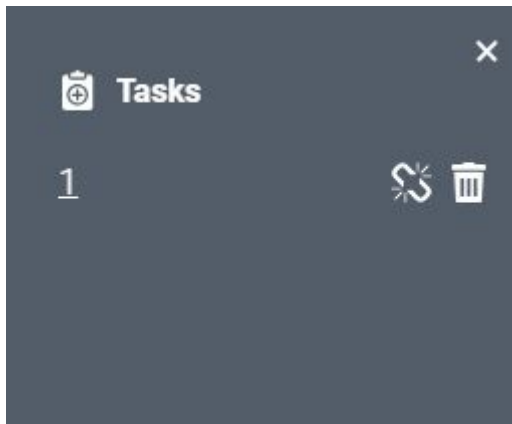
1. Emoji (  ) – located in the left upper corner above the node.




2. Image (  ) – located inside the node.

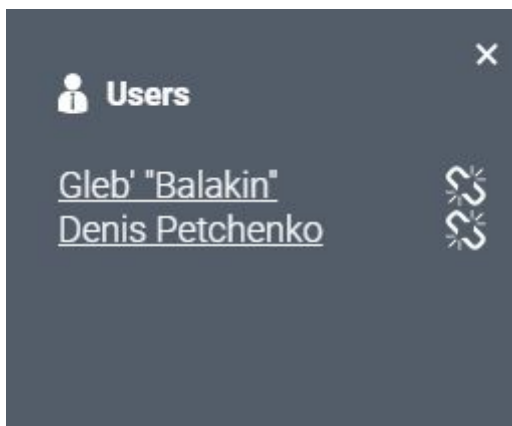
3. Task (  1 ) – located under the node. Shows the number of tasks, attached to the node. When the icon is clicked, you can view which tasks are attached to the node.






In the pop-up that opens, the owner of the mind map can delete or detach tasks, attached to the node. Delete task – the task will be deleted from the selected node and Bitrix24 account. Detach task – the task will be detached from the selected node. *Important! Tasks can be viewed only the user that has access to them in Bitrix24.*

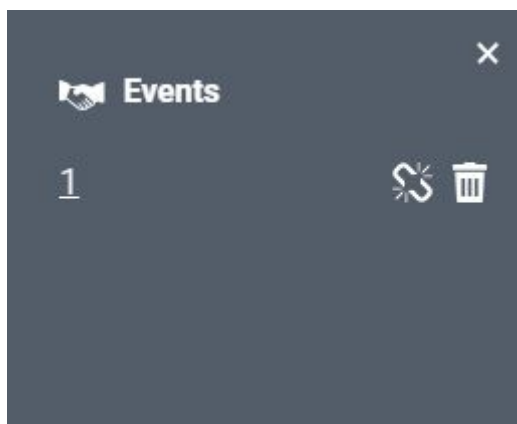
4. User (  <sup>2</sup> ) – located under the node. Shows the number of users, attached to the node. When the icon is clicked, you can view, which specific users are attached to the node.




In the pop-up that opens, the owner of the mind map can detach users attached to the node. Detach user – user is detached from the selected node.

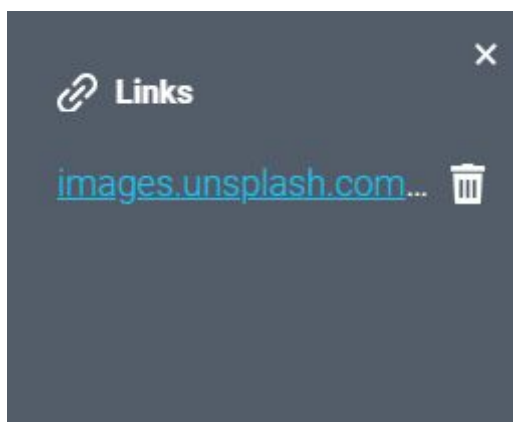
5. Event (  <sup>1</sup> ) – located under the node. Shows number of meeting events, attached to the node. When icon is clicked, you can view which specific meeting events are

attached to the node.




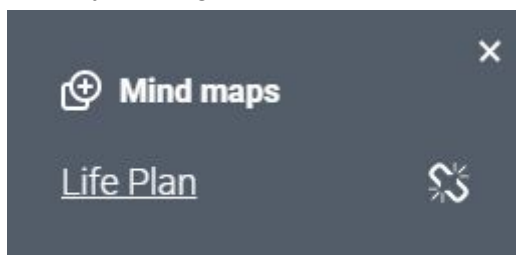
In the pop-up that opens, the owner of the mind map can delete or detach meeting events, attached to the node. Delete meeting event – the event is deleted from the selected node and Bitrix24 account. Detach meeting – the meeting event is detached from the selected node. *Important! Meeting can be viewed only by the user that has access to them in Bitrix24.*

6. Link (  <sup>1</sup> ) – located under the node. Shows the number of links, attached to the node. When the icon is clicked, you can view which specific links are attached to the node.

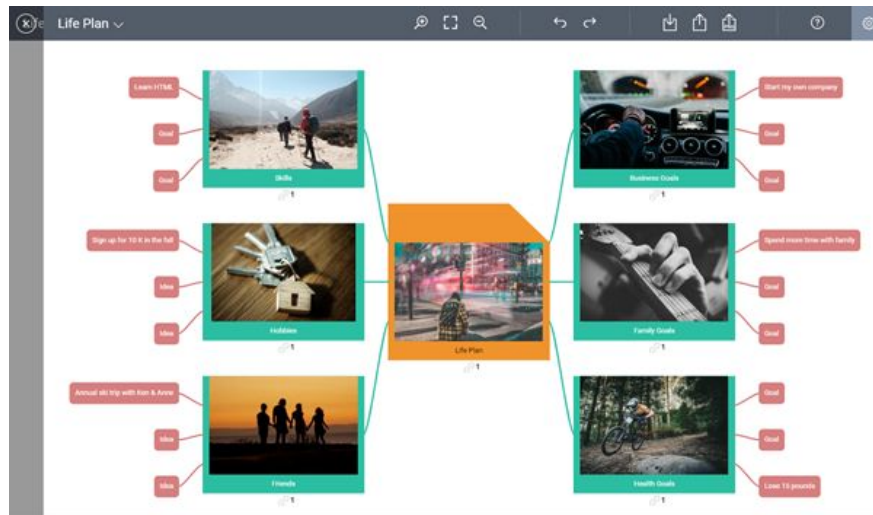


In the pop-up that opens, the owner of the mind map can delete links, attached to the node.

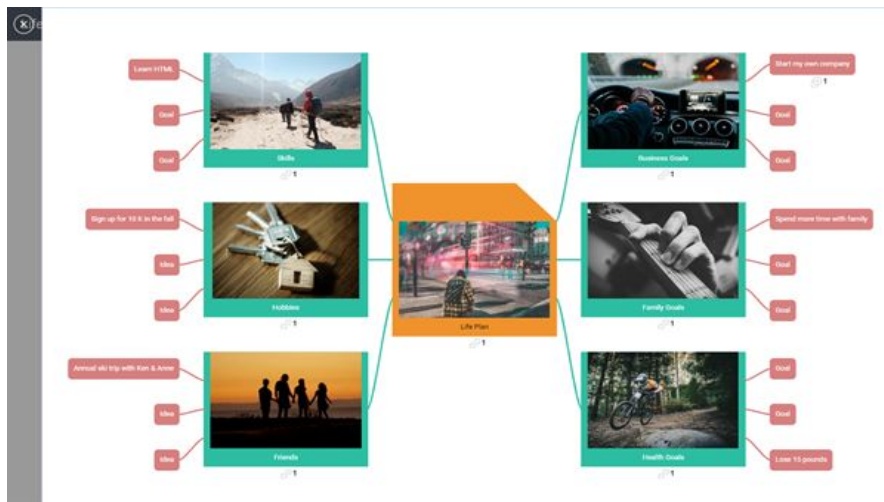
7. Mind maps (  <sup>1</sup> ) – located below the node. Shows the number of mind maps, attached to the node. When the icon is clicked, you can view which mind maps are attached to the node. The owner of a current mind map can detach and open mind maps by clicking on their names in a pop-up window.



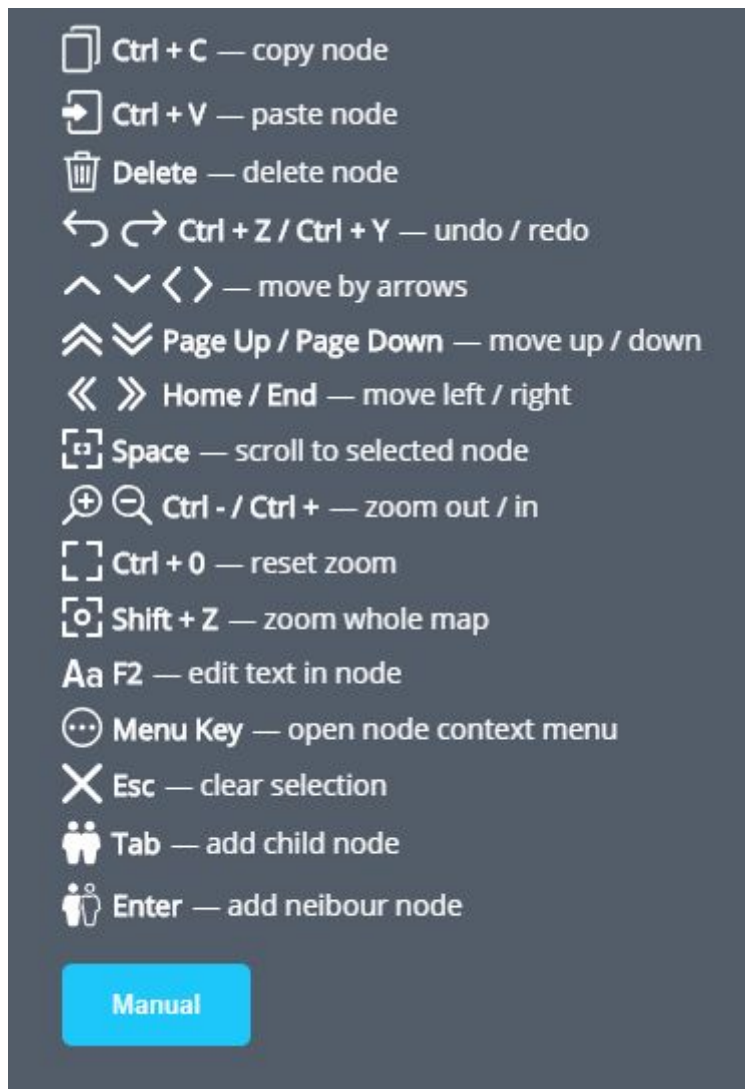
When user clicks on a name of a mind map, a pop-up window will show a slider with a mind map that the user has added to the node.








*Attention! When user has added a mind map that he/she doesn't own – mind map slider opens in the read only mode.*









## Hotkeys list






1. Ctrl-C – copy node (  )
2. Ctrl-V – insert node (  )
3. Del & Backspace – delete node (  )
4. Ctrl-Z - cancel action (undo) (  )


5. Ctrl-Y - cancel action (redo) (  )


6. Up & Down & Left & Right – navigating the map by arrows (     )


7. PageUp & PageDown – navigating up and down the page (   )


8. Home & End – switch to the left and right map margins (   )


9. Space – scroll to the selected element (  )


10. Ctrl - (minus) – zoom out (  )

11. Ctrl + (plus) – zoom in (  )


12. Ctrl 0 - zoom 100% (  )

13. Shift-Z – the complete map fit to size view (  )


14. F2 – change text in the node (  )

15. Menu Key – open the node context menu (  )

16. Esc – cancel node selection (  )

17. Tab – add descendant node (  )

18. Enter – add neighbour node (  )

19. Manual - download manual (  )

## DOWNLOAD

Mind Map app can be installed from inside your Bitrix24 account or **via public marketplace**.

---



## UNINSTALL

To uninstall the application from your Bitrix24 go to the Applications → My Apps → Mind Map detail page and click on the delete button.

---

## FEEDBACK

If you have any questions or proposals for adding new features, please contact us at [info@bitrix24.com](mailto:info@bitrix24.com).