

Ctrl + Enter, Insert

Right click / Insert / Topic - Subtopic, select topic +, Home / New Topic - Subtopic

Design / Map Format / Subtopic / Modify Topic Format / Subtopics Layout

Alt + drag & drop, drag & drop topic with right mouse button (central topic & level 1)

Drag & drop

View / Outline, drag & drop

Move with the right mouse button, mouse wheel, scrollbars

Home / Relationship, Insert / Relationship, right click topic / Insert / Relationship

Select topic, Insert / Image, right click topic / Image, click to resize >=16px

Click background / Insert / Image, right click background / Insert Floating Image

Design / Map format, <= level 4

Design / Map theme

Right click / Format topic / Map Theme / Revert, Automatic in ribbon options

Right click / Reset Position, on background / Reset all topic positions

Right click background / balance map

Branches in subtopics follow color

Design / Map theme, right click / format topic

With Relationship

Design / Object Format, right click / Format Topic

Home / Objects / Boundary, right click / Insert / Boundary

Design / Map theme, right click topic / Format Topic

Insert / Notes, right click / Notes

Insert / Tags, right click topic / Tags, View / Filter

Select central topic / Home / Clipboard / Paste

File / Import / OPML

Select central topic / Home / Clipboard / Copy

File / Export / OPML

File / Print / use a PDF printer

Insert / Icons, right click / Icons, Task / Progress

View / Detail / Show Hide / Icons

Right side / Task info, Task / Add Task Info

View / Detail / Show Hide / Task Information

View / Gantt

View / Presentation, no slide effect, could use Presentation / Walk Through

File / New / Flowchart