














XMind Online Information Center

DITA Topic Map (Navigation)



















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What is a Gantt Chart? [Pro Only]

Learn about ways to use XMind's Gantt Chart feature to plan and manage projects

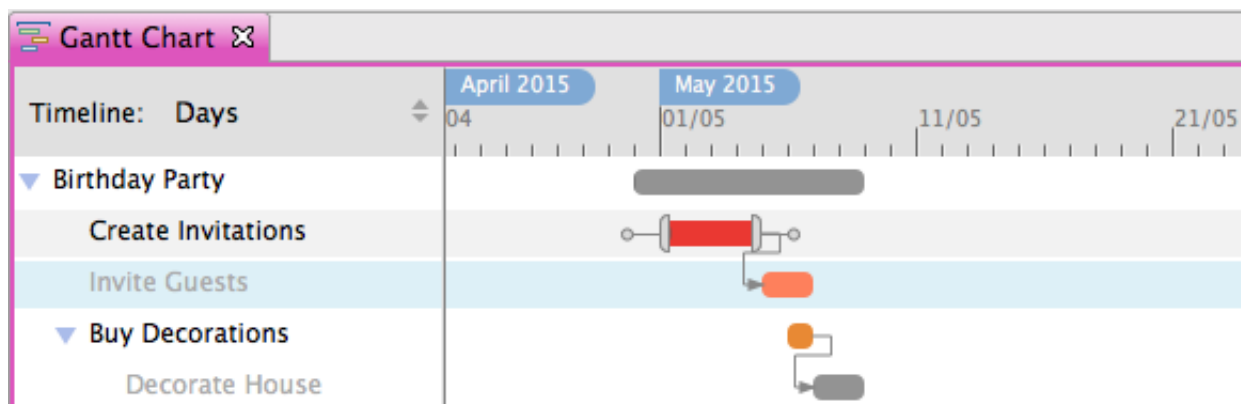
What is a Gantt Chart?

Gantt Charts show a graphical representation of a project timeline, including the tasks that need to be done for a project, how much time each task will take, and which tasks overlap with one another. On the left side of a Gantt Chart is a list of tasks, and on the top is the timescale for the project. Each task is represented by a bar. The length and placement of the bar along the timeline shows when the task is scheduled to start and end.

When you create Gantt Charts with XMind, you can also add details to each task, such as who is responsible for it, how much of it has been completed, and whether other tasks must be completed before it can begin (task dependencies).

Example Gantt Chart:

Below, you can see an example Gantt Chart that was created in XMind. Here, the main task, "Birthday Party" contains the subtasks, "Create Invitations," "Invite Guests," and "Buy Decorations." You can see that the main task, "Birthday Party" will take place from April 30th-May 9th, and that the subtasks are scheduled to take varying amounts of time within that period.



Related tasks

[Create and View Gantt Chart \[Pro Only\]](#)

Create and View Gantt Chart [Pro Only]

Learn how to make a mind map into a successful Gantt Chart

You can open any mind map in Gantt View. Gantt View simply transforms the topics and subtopics you have included in your mind map into the tasks in a Gantt Chart. However, the way that you structure your map and label its topics affects the quality of your chart when it is rendered in Gantt View. Below, we explain how to create a mind map so that it will make a successful Gantt Chart when you open it in Gantt View.

- 1. Create a new mind map in which the central topic is your project name and the subtopics are the tasks necessary to accomplish the project.
For example, in the map below, the central topic is "Birthday Party." The subtopics are some tasks that are necessary to prepare for a birthday party, such as "Create Invitations" and "Invite Guests."



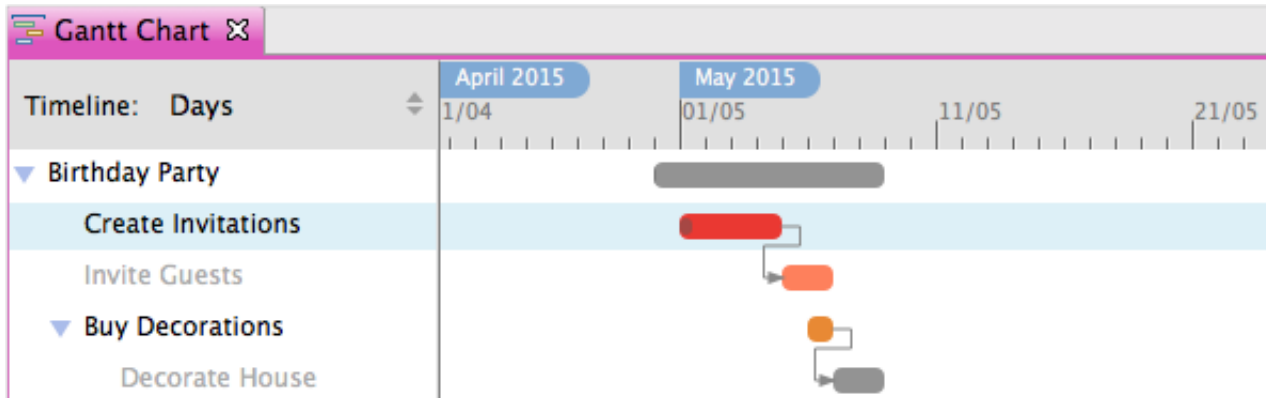
- 2. Click **View > Task Info [Pro]**. The Task Info dialog box opens.
- 3. Click on a task to select it and edit its task details in the Task Info dialog box. You may edit

Option	Description
(Optional) Assigned To	Add the name of the individual who is responsible for completing the task.
(Optional) Priority	Select a number to denote if the task is high priority (e.g. Priority 1) or lower priority.
Start Time	Add the scheduled start date of the task in the dropdown menu. Click 📅 to enter the time of day.
Duration	Add the projected duration of the task. The End Date of the task will be adjusted automatically.
(Optional)End Date	Add the projected end date of the task. The Duration of the task will be updated automatically.
(Optional) Progress	Drag the slider to show the percentage of the task that is completed.
(Optional) Checkpoint	Check this box to show this task's progress in Gantt Chart view.
(Optional)Predecessors	Click ➕ to add predecessors. Predecessors are other tasks in the mind map

that are related to this task (e.g. they must be completed before this task can start, both tasks must start simultaneously, etc.)

4. In Task Info, click **Show Gantt Chart**. Gantt Chart view opens at the bottom of the XMind window. You can click and drag the bars for each task to change their start and end dates.

Below is the completed Gantt Chart for the "Birthday Party" mind map from above. You can see that the colors of each task match the preferences (1, 2, and 3) specified in the mind map. You may also notice that some of the tasks have dependencies (gray arrows). For example, "Create Invitations" has a Finish-to-Start dependency with "Invite Guests," meaning that "Create Invitations" must be finished before the task "Invite Guests" can begin.



Related concepts

[What is a Gantt Chart? \[Pro Only\]](#)

Merging Rules [Plus and Pro Only]

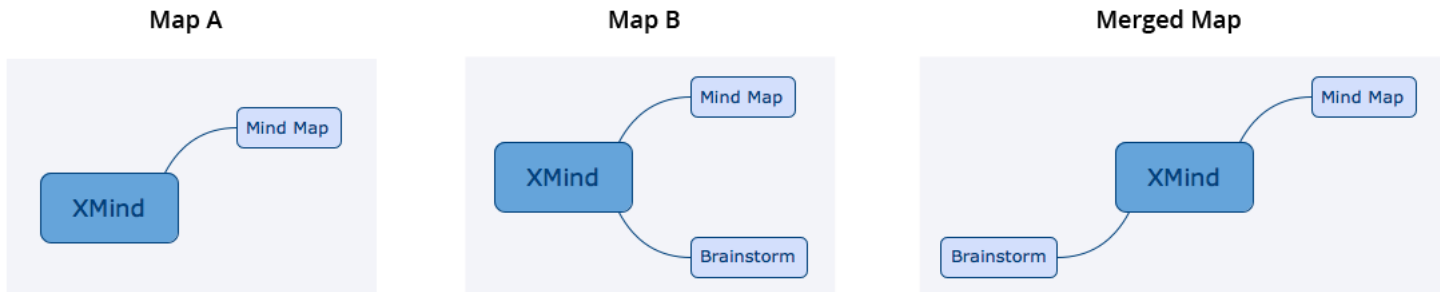
Learn about how identical and new topics will be treated when two maps are merged

Identical topics

Identical topics are topics that are on the same level and contain exactly the same content.

Both Map A and Map B contain the parent topic "XMind" and the subtopic, "Mind Map." In the merged map, "Mind Map" appears once as a subtopic of "XMind."

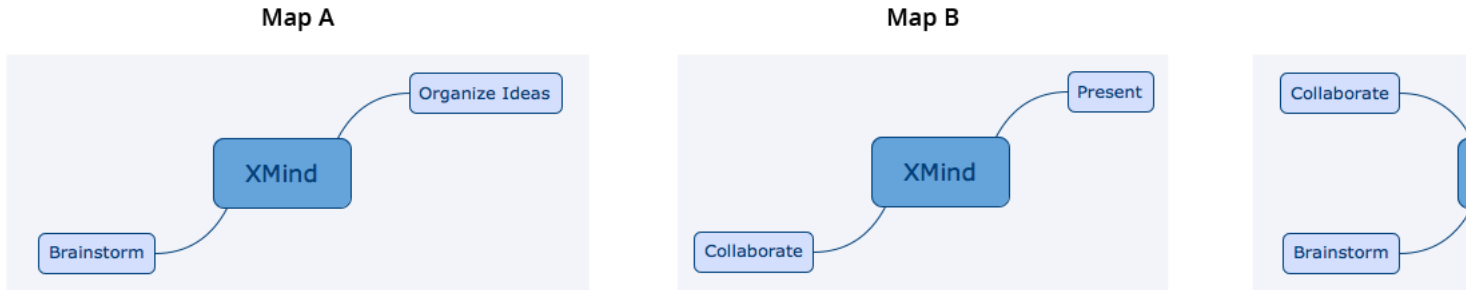
Different topics under the same parent



Topics with different names that share the same parent topic will be added to the new map as separate topics underneath the original parent topic.

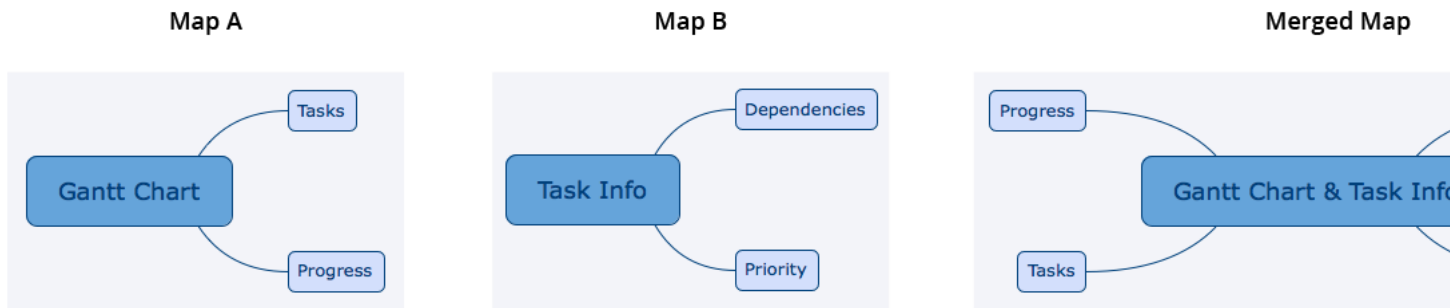
Map A has the parent topic, "XMind," and the subtopics, "Organize Ideas" and "Brainstorm." Map B has the parent topic "XMind" and the subtopics "Present" and "Collaborate." The merged map has the parent topic, "XMind" and the subtopics, "Organize Ideas," "Brainstorm," "Present," and "Collaborate."

Different central topics



When each mind map's central topic is different, the two central topics will be merged into one topic (e.g. Central Topic A merged with Central Topic B becomes Central Topic A & B). Any subtopics will then be automatically added to this combined central topic.

The central topic in Map A is "Gantt Chart," and the central topic in Map B is "Task Info." In the merged map, the central topic is "Gantt Chart & Task Info," and all of the subtopics from Map A and Map B are added to the combined central topic.



Related tasks

[Combine Two Mind Maps \[Plus and Pro Only\]](#)

Create Presentation [Pro Only]

Learn how to display your mind map in presentation mode

You may want to present your mind map to your teammates, collaborators, supervisors, or friends. XMind's presentation feature allows you to navigate through your map in full screen mode. In presentation mode, topics are magnified and brought to the center of the screen, one by one, so that you can introduce and discuss them with your audience.

1. Open your mind map and click **View > Start Presentation [Pro]**. Your map opens in presentation mode.
2. To navigate through your map, press:

Option	Description
Enter	This brings you to the next parallel topic. If you are currently viewing the central topic, then Enter will take you to floating topics (if any) and then to the first subtopic.
Tab	This brings you to the next level of subtopics within a parent topic.
Arrow Keys (up and down)	This allows you to toggle back and forth between topics on the same level.
Arrow Keys (left and right)	This allows you to toggle between subtopics and their parent topics.
Space	This allows you to navigate topics sequentially. If you are currently focused on the central topic, Space will move you to the first Main Topic.

3. When you are finished, press Escape on your keyboard to exit presentation mode.

Related reference







[Additional Presentation Options \[Pro Only\]](#)

Additional Presentation Options [Pro Only]


Learn about the toolbar and sidebar in presentation mode

Presentation Toolbar Buttons

You can view this toolbar by moving your mouse to the bottom of the computer screen when you are in presentation mode.

	Quits the presentation
	Navigates to the next parallel topic
	Navigates to the next child topic
	Opens the presentation mode sidebar
	Turns gray background on/off (makes rest of map visible or not visible)
	Zooms in/out of the map

Presentation Sidebar Functions

You can view and hide the presentation mode sidebar by clicking  in the presentation mode toolbar.

Outline	This shows all of your mind map content in an outline format. You can click on any topic in the outline to navigate to it directly.
Filter	This allows you to highlight topics that have common markers and/or labels. You can click the check box next to a marker or label to highlight topics that share that attribute.
Audio Notes	This allows you to record audio notes during your presentation so that you can capture questions and discussion. You can click the red button to begin recording.

Related tasks

[Create Presentation \[Pro Only\]](#)

Encrypt with Password [Pro Only]

Learn how to set a password for opening your mind map

You may want to add a password to your map so that only you and others who know the password can open and edit it. This feature is especially helpful when you are saving your work on a public server or if your map contains sensitive or confidential information.

Your password may contain letters (upper or lower case), numbers, and symbols. Passwords are case-sensitive.

If your map is not already open, click **File > Open** and select your map to open it.

Option	Description
Add a password	<ol style="list-style-type: none">Click File > Encrypt with password...[Pro].Type your desired password into the dialog box.Click OK.
Change the password	<ol style="list-style-type: none">Click File > Encrypt with password...[Pro].Enter the old password and the new password into the dialog box.Click OK.
Delete a password	<ol style="list-style-type: none">Click File > Encrypt with password...[Pro].Enter the old password into the dialog box and leave the New Password fields blank.Click OK.

You must save your map to apply your password changes.

Related tasks

[Save Mind Map](#)

[Share on Local Network](#)

[Share on XMind Online](#)

Get Support

Learn how to find solutions to your XMind problems and questions

If you have questions or concerns about XMind, you can either send an email to technical support or post a public question within our online XMind Support Center. When you send an email to XMind Support, an XMind software expert will review the bug and develop a solution. When you post a public question to the online XMind Support Center, other XMind users can review your questions and provide solutions and tips.

Visit the Online Support Center (<https://xmind.desk.com/>) and

Option	Description
Email XMind Support	click Email Us . You can also simply send an email to support@xmind.net.
Post a Public Question	click Post a Public Question .

Related tasks

[View and Send Error Log](#)

Related reference

[Helpful Resources](#)