MindNode 2.2 for Mac

USER GUIDE

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Introduction

MindNode is an elegant, easy-to-use mind mapping application for your Mac that lets you collect and structure ideas. Mind maps can be used in many different situations, including to-do lists, brainstorming, holiday planning, research, writing, and project management.

Requirements

In order to run MindNode, you will need a Mac running Mac OS X Yosemite 10.10 or newer.

To view, or edit, your MindNode documents on an iPhone, iPod touch, or iPad, the device must be running iOS 8.0 or later with a copy of MindNode 4.0 for iOS installed.

Getting help

If a question remains unanswered, please do not hesitate to contact us. We have also answered some of the most frequently asked questions.

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Basic Concepts

There are several important concepts in the use of MindNode. If some, or all of these, are familiar, feel free to skip ahead – you can always come back to this section later.

This guide is split into two parts; before we show you *how* to use MindNode, we'd like to explain *what* MindNode does.

What is mind mapping?

Mind mapping is a way to collect, represent, link, and organize ideas. It's especially useful whenever you want to jot down a number of related ideas in a hurry like when you are brainstorming, making a quick off-the-cuff to-do list, or taking notes. Mind mapping allows you to structure your notes, making it easier to see connections between different items and arrive at novel solutions and new ideas.

Mind maps usually appear as a number of main topics radiating outward as lines from a central core idea. These main topics refine into smaller sub-topics and -ideas, which can in turn be refined into even smaller concepts as desired. There's no limit to how fine these branches can get, or how many you can create.

Nodes

Each idea, or piece of information, in a mind map is referred to as a node. When you perform an action on a node, all nodes that were created as "children" of that node are also affected. For example, when you move the first node, also called main node, all other nodes will also be moved. If you move one of the nodes that radiate from the central node, that node and all its children – but not the central node or any of the other nodes that radiate from the central node – will also be moved.

MindNode references nodes in several different ways:

• The main node is the first, central, highlighted node from which all other nodes radiate. It is however possible to have more than one main node (and more than one main concept) in the same document, which can be useful for comparing two big ideas.

• A parent node is a node from which other nodes descend, whether or not this node itself has parents, or not.

• Sibling nodes are nodes that both descended from the same parent node.

• A child node is a node that descended from another node, irrespective of whether it has children itself, or not.

Keep in mind that these descriptions are always relative to a particular node. So a node that radiates directly from the main node is a child, but it almost certainly has siblings, and it may very well have children and be a parent node itself.

Connections

Connections are exactly what they sound like: links between different nodes. In traditional mind maps, connections are usually hierarchical. That is, each node is linked directly only to its parent and its children. However, MindNode also allows you to make connections between any two nodes to illustrate relationships that aren't well-represented by the hierarchical view.

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Using MindNode

Now that we have the *what* out of the way, let's talk about the *how*.

Creating Nodes

There are several ways to create new nodes in MindNode. The simplest and easiest way to create a new node is to click the plus sign that appears when you hover your mouse over an existing node. MindNode will automatically create a new child node. Alternatively, you can click and drag the plus sign; the new node will be created between, or above the nodes depending on where you drop it.

You can also create a node by pressing a keyboard shortcut. By default, these shortcuts are 'Tab' for a new child node, 'Return' for a new sibling node, and 'Shift + Return' for a new main node. You can set these keyboard shortcuts–more on this in the Preferences section–and you can always see what the current shortcuts are (and create new nodes) by clicking on Node in the main menu.

Edit Node Title

As soon as you create a node, you can add content to it. You can enter as much text as you want into a node. This is the title of the node. When you have finished writing, you can create more nodes with the Node Well, the Plus (+) symbol that appears when your mouse is right next to a node. The Node Well allows to create new nodes with a click-and-drag. Of course you can also use the keyboard shortcuts to create new nodes.

To go back into edit mode, simply double click a node. You will be able to move the cursor, as you would in a normal text editor. While in edit mode, you can customize the text appearance in the inspector. (read section **Using the Inspector**).

Nodes are the most prominent point of information in MindNode. The title of a node directly reflects its subject or topic. While you can add as much text as you want to a node title, it is better to keep it short and to the point. This way it is easier for you to identify nodes and their topics when glancing at a mind map.

Adding Notes to Nodes

When working on a mind map in MindNode people often want to add more context, and information to a node. Notes solve this problem. They don't take up space on the canvas but still provide space for additional information.

For a scientific project you could add citations in the notes field, while the title of a node is reserved for the book title, author and keywords. To take meeting, or class notes, the notes could be used for more specific information, while the nodes contain the main bullet points only, etc.

Adding Images or Stickers to Nodes

Sometimes you may want to add a picture, or sticker, to illustrate a point. Stickers are special images that ship with the app and are colored, or tinted.

In MindNode, you can add an image to a node by using the inspector. Open the inspector and navigate to the "Content" tab. In the "Image" section click on "Pick a Photo…" to open the photo picker. The photo picker will list all your photo libraries. Locate your photo and simply drag and drop it onto the node. You can also add image files directly from your Desktop, or Finder, by dragging and dropping the files onto the canvas.

To add a sticker, open the Contents tab and click on the "Pick a sticker…" button to open the sticker picker. The popover will list all your installed stickers. You can add a colored, or a tinted sticker. Tinted stickers are special stickers that adopt either the branch or border color of the node.

To remove an image or sticker from a node, first click the node, so it is selected, then click again on the image, so that only it is selected. Two small round selection indicators appear on the side of the image to indicate a selection. You can click Delete from the Edit menu, or press the backspace key on your keyboard to delete the image.

Adding Task to Nodes

When planning projects a mind map will often contain both ideas and tasks related to the goal. To differentiate between node items that require an action and those that do not, MindNode lets you assign a task to a node. These tasks can be checked off as you complete a task.

A node that has two or more children that were assigned tasks, will receive a Progress tracker that will be marked completed, as you check of the sub-tasks. If you check-off the Progress tracker of the parent, all child nodes with tasks will also be marked complete. Only child nodes can have tasks.

To assign a task for a node, open the Inspector and go to the Content tab. Below the Picture section you will find a slider that lets you toggle the Task button for this node. Any children will automatically become tasks as well.

A parent node can have both task children and non-task children.

Alternatively you can assign a task by using the shortcut Shift+Cmd+T on a selected node.

Sharing to Apple Reminders

Once you have completed your project planning you might wish to use your tasks as a list. MindNode offers integration with Apple Reminders for Tasks.

In the Sharing menu you will find the option to export to Reminders. This will create a new list in the Reminders app. The title of the list will be the name of your Document. When you check items complete in either Reminders or MindNode, the completion will be synchronized across both.

To update your list with new tasks you have added, or changed task titles, export the list again. New items will be added and titles will be updated.

Notes:

1) Deleting items in Reminders, or in your MindNode document will not delete the items in the other. Only task completion is synchronized. Similarly editing task titles will not be synchronized.

2) Only tasks will appear in the Reminders list, not their parent nodes. The branch path will be added as a note to the task above the note imported from MindNode.

Adding Web Links to Nodes

MindNode makes adding a web link to a node easy. Just double-click the node you want to add it to, so you can edit the title of the node, select the text you want to turn into a link, and then go to Edit in the menubar and choose "Add Link…" or press ⌘+K. Paste or type the URL you want to link to in the "Link destination" box that appears and click "OK".

To remove a link, double-click the node again and then select the text again. Make sure not to click the link itself, since that will open your web browser to that page. Go to Edit in the menubar and choose "Edit Link…" (which should now appear in place of "Add Link…") or press ⌘+K again. When the "Link destination" box appears again, click the "Remove Link"" button.

You can also simply right-click or Control+click the link once you've selected it and choose "Remove Link".

Formatting Nodes

You can change several aspects of any given node, including the color of the branch it's on. The color and size of the text in the node itself, and the font used for that node.

You can do this directly on the canvas using the Format menu, or use the Format Inspector. A node can have many more formats applied. The separate **Using the Inspector** section has more information.

Organizing Nodes

One key to useful mind maps is organization. Without the right structure and connections, a mind map can devolve into a jumble of ideas. MindNode has several features to keep your mind maps well organized.

Moving Nodes

MindNode makes it very easy to move nodes between different sections of your mind map. If you realize that a node would be better placed somewhere else, simply click and drag that node onto the node that should be its new parent. It will immediately become a child of that node.

Connecting Nodes

If you have two nodes that aren't hierarchically related to each other, but which are still related, you can use Connections to show the relationship: just hold Shift and drag from one node to the other. You can also select "Create Connection" from the Node menu in the menubar to create a connection. Either way, an arrow, or line, will now follow your mouse from that node; click on another node, and the arrow will connect the two nodes.

To edit this new connection's appearance, jump down to Using the Inspector below. To delete one of these non-hierarchical connections, either click it and press the Delete key, or right-click it and choose "Delete".

If you want to add more context to a connection, you can add a connection label. Select the connection and double click on the waypoint (the selection indicator in the middle of the connection). This will add a new connection label. To delete the connection label, double click on the label to enter edit mode and delete the entire text.

Detaching Nodes

Sometimes you may create a node connected to your mind map, only to realize that it' is not as strongly related as you thought. When that happens, you can either drag it to another, more closely related node to reconnect there, or you can detach it and keep it on your mind map as an isolated node (at least until you can figure out where it belongs). To detach a node, simply press 'd' while dragging it. Alternatively, you can click a node and choose "Detach" from the Node menu in the menubar, right-click it and choose "Detach" from the contextual menu, or click it and press Shift-⌘-D.

Folding and Unfolding Nodes

When you want a high level overview of your mind map without getting into the details, or you want to reduce distractions so you can focus on a particular area of your mind map, MindNode lets you fold and unfold your nodes. When you fold a node, all of its children are hidden; when you unfold it, they return to their normal location.

The easiest way to fold a node is to hold down the Option key on your keyboard so that the symbol next to that node shows several dots instead of a plus sign, then click that symbol. Alternatively you can go to the Node menu in the menubar and click "Fold Nodes", or you can right-click the node and choose "Fold" from the contextual menu.

To unfold a node again, you can click the symbol next to the folded node, go to Node menu in the menubar and click "Unfold Nodes", or right-click the node and choose "Unfold".

Using the Inspector

The Inspector is on the right hand side and gives you access to all layouting and formatting options a node, or selected nodes have. Changes to the settings in the Document tab will affect the entire document.

Document

The Document tab of the Inspector lets you change the background color of the document.

This is also the place where you change the documents' theme.

Smart Layout is the function that helps keep things nice and tidy. When Smart Layout is activated MindNode will take care of node placement for you in a way that lets you read all the text and see all the images. You can choose from left-aligned, middle, and a right-aligned smart layouts.

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A word on selections:

The changes you make below affect only selected nodes. By default only one node is selected. This is the one with the two rectangular indicators left and right of it. When you change the branch style, or the font, only this node will reflect that change. Other nodes won't.

To add more nodes to a selection hold down the Command key and click on other nodes. With this key held down you can add, or subtract, nodes from a selection.

Format

In the Format tab, you can change how the node and its sub-nodes are styled. Here you can change: node color, shape, border, branch, and cross-connection appearance.

By default MindNode does its best to automatically choose a node's width, in case it doesn't, enable manual width and set the width yourself.

This is also where you can choose between various branch styles. You can use these different styles to give significance, and importance, to certain nodes. You can also change the appearance of a node's branch, making it thinner, or thicker, dashed, or differently colored.

A node can also have various shapes. Simply select a node shape like rounded rectangle, or a cloud shape. To change a node's branch color, select the node by clicking on it and select the color swatch in the "Branch" section. A popover with recommended colors will appear. If you want to have more control over the color, click on the color wheel to open the OS X color panel. In some cases you will want to change the color of the entire branch (including all subnodes), you can easily do this by holding the Option key when selecting the node.

Changing the Node Text Color, Size, and Font

You can also change portions of a text only. To do so first go into edit mode by double-clicking a node. Now you can use your mouse to select text. Choose a different font, size, or color and only selected text will reflect these changes.

The menu on the right doesn't only give you access to the font property for specific text, but also font size, weight and alignment.

Content

You can give a node more visual meaning with one of our stickers, but it is also possible to add a photo to a node. The content tab is also where you change the textual appearance of a node.

Note: one node can have one sticker, or one image attachment, but not both.

At the bottom is a text box where you can add a note. A note, just as a node, doesn't have a text limit. This means that you can attach reference material directly to a node. Unlike nodes, notes do not appear directly on the canvas. They are a great way to add more context to a node, without cluttering the mind map.

Using the Outline

The outline is found right next to the inspector in the toolbar. Depending on which Smart Layout is set, MindNode numbers the nodes differently in the outline.

In middle-to-right and middle-to-left, the order of the nodes on the canvas is the same as the order in the outline. The node order goes from top to bottom.

When the layout is set to circular, the oder of the nodes is clockwise. MindNode starts with the top most right node, then goes to down to the bottom, then it starts on the bottom left side and goes upwards.

To re-sort nodes in the outline, you need to change the position of the nodes on the canvas.

Because child nodes of can only extend to the left, or to the right, their order is always top to bottom in the outline.

There is a search field at the top of the outline to search for specific nodes. Click a node in the outline and it will be highlighted on the canvas. When a node is out of sight, it will be revealed when you click that node in the outline.

The outline also allows you to clean up the canvas. Just move your mouse over one of the nodes in the outline and a folding icon will appear. Of course it works the other way around, too.

About Themes

MindNode comes with various pre-defined themes. They can be found in the Document tab of the Inspector. To change the style of all nodes select a theme from the menu.

Personal Theme

In MindNode for Mac you can create your own Personal Theme. Just set up a mind map with your preferred colors, text styles, up to 6 subnodes, and a cross-connection. Then select Format > Extract Personal Theme from the main menu to create your Personal Theme.

Styling goes beyond just having a global style for your entire document, however. As outlined earlier, every node can have a different color, font, size, etc.

When dragging to reconnect, a node normally adopts the style of the new parent node. Holding the Option key disables this function temporarily. In the General Preferences you can deselect the Inherit Style setting so that a node keeps its previous style when reconnecting. Note that pasting nodes also lets them keep their style. To paste nodes and apply the style of their new parent node, select Paste and Match Style from the Edit menu instead.

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Sharing

MindNode can import from and export to several other mind map and note-taking formats.

Importing

Go to the File menu and choose Open (or press ⌘-O), then choose the Freemind (.mm), MindJet MindManager (.mmap), OPML (.opml), or Text (.txt, .rtf) file you want to open. Be aware that some features, like MindNode's connections, may be lost when moving mind maps between different applications.

Exporting

To export a mind map in another format, go to the File menu and choose "Export to" and choose the file format you want to export. MindNode supports exporting as a FreeMind document, or OPML file, for use with other mind mapping applications, an RTF, or text file for use as an outline, or a PDF, PNG, or TIFF for use as an image, or standalone non-editable document.

Sharing

In addition to exporting mind maps for use with other applications, you can also keep your mind maps in sync across all your Apple devices.

When choosing iCloud Drive as a storage location, ensure you store your documents in the MindNode container inside your iCloud Drive folder. This will make your documents available on you iPad, iPhone or iPod touch when using MindNode for iOS.

MyMindNode

It is now possible to share documents with our own sharing service, MyMindNode. The Share menu allows easy access to the feature, where you can effortlessly share documents straight from your Mac.

You can find all shared documents in the preferences.

AirDrop

AirDrop allows you to wirelessly send documents to compatible devices using a Bluetooth connection. Please make sure that Bluetooth is enabled.

To send a MindNode document via AirDrop to another device, click the window item to share a document. From the share menu choose AirDrop. Please make sure the receiving end is in receive mode, and click the device you want to send a document to.

- To go into receiving mode on iOS devices please bring the Control Center forward, by sliding from the bottom upwards.

- To go into receive mode on a Mac please go to the Finder and open a new window. Now choose *Go → AirDrop* from the menu.

OS X Sharing

The Share button available in the menubar also allows sharing of a MindNode document in MindNode format using any of the available sharing services installed on your desktop. To share a document in other formats, e.g. PNG or PDF, please export first, then go into the Sharing menu from the Finder. This also allows you to AirDrop a document to other devices in an exported format.

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Preferences

MindNode lets you customize a number of features to provide the best mindmapping experience for you.

Styles

The Styles tab lets you change the default settings for new mind maps. If you prefer a darker background color, thicker branches, different branch colors. Pick your favorite font for new main nodes as well as normal nodes here as well.

Shortcuts

The Shortcuts tab allows you to set your own keyboard shortcuts for creating new nodes and editing a selected node. You can also determine whether pressing the Space key should open Quick Look on the selected node (useful if you use files in your mind maps) or turn the mouse into the hand tool so you can grab your mind map and easily move around within your canvas (useful if you find yourself moving around inside one document a lot).

MyMindNode

This tab gives an overview of uploaded mind maps.

Right-click a mind map to reveal more options, like Open in Browser, and Copy URL to Clipboard.

At the bottom is a Delete button. Select a mind map, and then press Delete. This will delete the shared document from the MyMindNode server.

To change your account press View Account Details, and follow the instructions.

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Keyboard Shortcuts

Legend

⇧	Shift
^	Control
⌥	Alt/Option
⌘	Command
⇥	Tab
↵	Enter
→, ←, ↑, ↓	Arrow Keys
⌫	Backspace

Node Creation

⇥	New Child Node
↵	New Subnode
⇧↵	Create New Main Node

Node Selection

⌘R	Center Main Node
→, ←, ↑, ↓	Select Node in Arrow Direction
⌥→	Cycle Through Main Nodes
⌥←	Cycle Through Main Nodes in Reverse Direction

Node Organizing

⌘↑	Move Node above Sibling
⌘↓	Move Node below Sibling
⇧⌘D	Detach Node
⌫	Delete Node
⌥⌫	Only Delete Selected Node

Cross Connections

⌘L	Create Cross Connection
⌥⌘L	Edit Cross Connection Label

Branch Folding

⌥⌘←, ⌥⌘→	Toggle Branch Folding

Node Editing

⌥↵	Switch Into Edit Mode
⌥↵	Insert New Line (during Edit Mode)

Inspector

⌥⌘I	Toggle Inspector
⌘1	Show Document Inspector
⌘2	Show Style Inspector
⌘3	Show Text Inspector

Navigation

⌘<	Zoom In
⌘>	Zoom Out

Text Formatting

⌘B	Bold
⌘I	Italic
⌘U	Underline
⌥⌘U	Strikethrough
⌘+	Increase Font Size
⌘−	Decrease Font Size
⌥⌘C	Copy Style
⌥⌘V	Paste Style