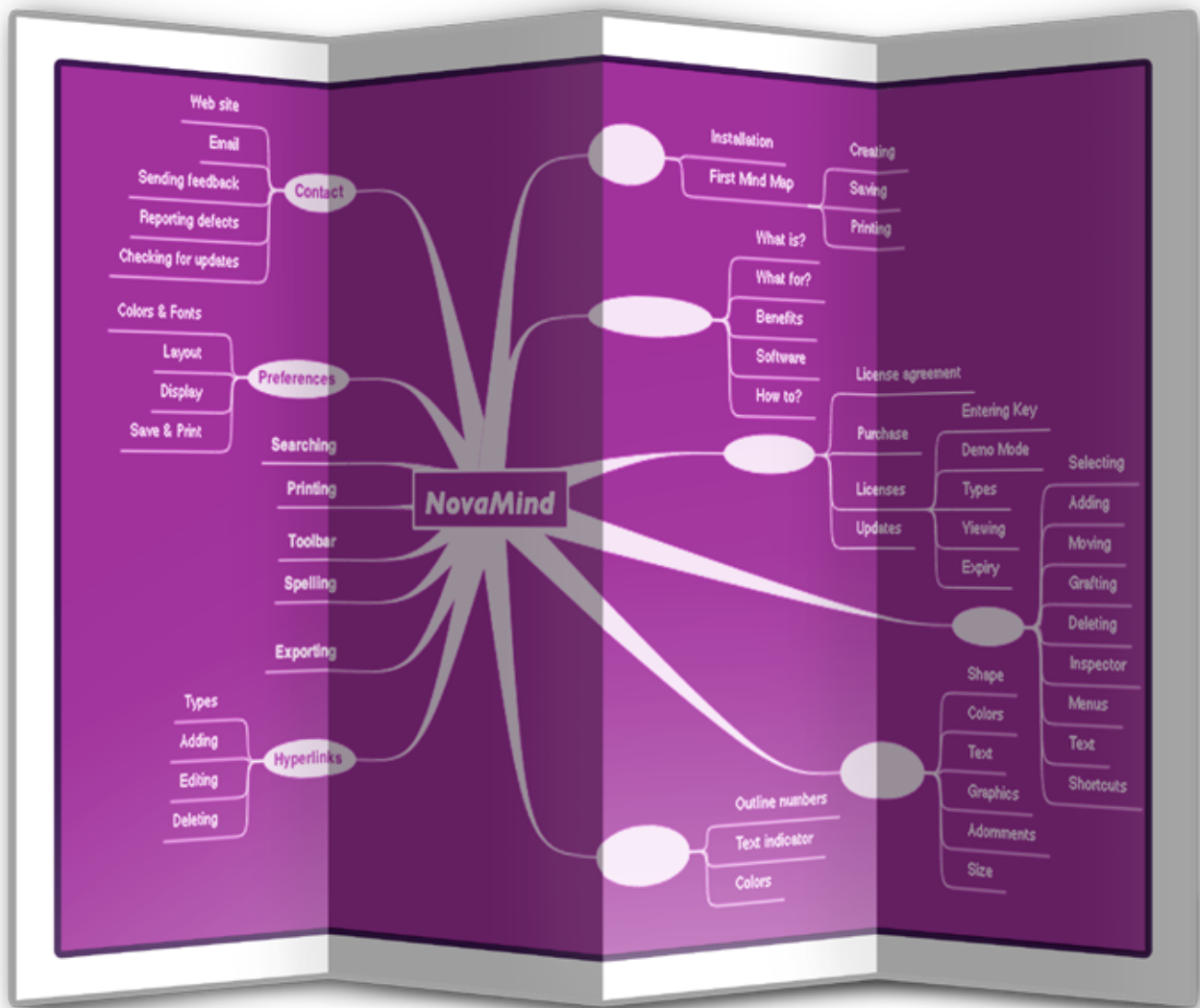


NovaMind Documentation

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NovaMind

Your Mind Mapping creativity enhancing tool

by NovaMind Software

Produce unique, information rich, vivid solutions for enhanced creative thinking and compelling presentations.

Smooth curves and colorful pictures create powerful images for your brain to remember. Branches can be contoured to your liking for a Mind Map that will reflect your own distinct style. Our unique Branch Proposal System suggests new directions for your thoughts, generating additional ideas and prompting exploration of more options.

The information stored in your mind map is compact and meaningful, allowing you to see the important issues, organize your thoughts, and solve problems quickly and effortlessly. The solutions are new and effective, and can easily be presented to others using graphical or text representations. NovaMind makes Mind Mapping intuitive and fun.

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1 Introduction



Welcome to the NovaMind documentation. This documentation is available in the following forms:

- within NovaMind, from the Help menu,
- as web pages from our web site under the Documentation menu item,
- as a PDF that can either be viewed as a single document or printed from the Support pages of our web site .

Please note that in addition to this documentation, there are also tutorials on our web site that will help you get up to speed with NovaMind quickly.

We are always looking for ways to improve the quality of our documentation and product, so if you have any queries or feedback about the documentation, please email it to us at info@nova-mind.com.

Generated: Friday, 3 October 2008 - NovaMind Express for Mac OS X

1.1 Terminology

The following describes some of the terminology used in this document.

Document	A file which is displayed in a window in NovaMind, and contains one or more Mind Maps. In NovaMind Express, you can only edit one Mind Map from a file at a time, so if there are multiple Mind Maps in a file, you will be prompted to select the one to open. In NovaMind Pro and Platinum, this restriction does not exist, and you can edit multiple Mind Maps at the same time.
Document View	A view where you can see all the Maps in a Document, and change properties for selected maps all at once. This option is only available in NovaMind Pro and Platinum.
Mind Map	A visual diagram representing related ideas, concepts, or tasks in a hierarchical format.
Mind Map Title or Root	The central topic of the Mind Map. There is always one of these on every Mind Map. This ensures that the Mind Map always has a single outline interpretation, unlike concept mapping.
Branch	A graphical representation of an idea that is attached to either the Mind Map title, or another branch. It has either text or images (or both) to denote meaning.
First Level or Top Level branch	A branch that is attached to the Mind Map Title.
Child Branch	A branch that is below the one being discussed.
Sibling Branch	A branch that is at the same level as the branch under consideration. Two branches are siblings if they have the same parent.
Outline View or Outline Format	A representation of the Mind Map in text form where the branches at successive levels are indented according to their level (number of parent branches between

	them and the Mind Map Title).
Attached Graphics	Images or shapes that are attached to a branch and move when the branch is moved, but are physically separate from the bounds of the branch itself and can be moved independently of the branch, and put in front of or behind the branch.
Rainbow Coloring and Rainbow Saturation	Automatic coloring of branches depending on their location in relation to the center of the Mind Map. This allows for quick and easy creation of colorful Mind Maps. Colors can be overridden for any branch. The Rainbow Saturation is the intensity of the rainbow colors.
Adornment	A small icon that is attached to the left end of a branch to visually denote some sort of special meaning.
Hyperlink	A link that, when clicked, takes the user to another branch, another Mind Map, another file, or web site, or composes an email - it is a way of linking a branch to some other information either locally or remotely. Branch hyperlinks are only available in NovaMind Pro and Platinum.
FlexiBranch®	A branch that can be reshaped using handles, while the text flows along the curve of the branch.
Kerning	The spacing between characters that are typed.
Free Layout	A setting which does not restrict you putting your branches wherever you like on your Mind Map.
Assisted Layout	A setting which tries to keep your Mind Map looking nice, while still allowing you to adjust the position of the branches.
Controlled Layout	A setting where NovaMind controls the placement of the branches in order to minimize the space taken by the Mind Map while making sure that the branches don't overlap.
Snap Lines	Lines that appear as you are moving branches around which indicate when the branch you are moving is close to being aligned to another branch, or is an equal distance from the other branch. If you let the branch go while the snap line is showing, the branch will move to align with the position shown by the snap line. Snap lines are only available in NovaMind Pro and Platinum.
Detail Level	The number of levels of the Mind Map that are shown - for example if the detail level is 2, the First Level Branches and their children will be shown, but any children of theirs will be hidden. This feature is only available in NovaMind Pro and Platinum.
Link Line	A flexible line that connects branches and graphics to show other associations besides the main hierarchical organization of the Mind Map.
Collapse Symbol	A small icon that is shown at the end of the branches, which you can click to hide the children of a branch. When a branch's children are hidden, there is an Expand icon which will show the children when clicked.
Graft	Move a branch so that it is the child of a different parent branch.
Canvas	The background that the Mind Map is drawn on.
Context Sensitive Menu	The menu that is displayed when you right-click (or Control-Click) on your Mind Map. Different menus are displayed when editing text, clicking on a branch, or clicking on the canvas.
Toolbar	The buttons at the top of the window, allowing you quick access to common functions.
Tool Palette	The small floating window that can be displayed to speed common operations like adding branches.
Screenwriter and Screenplay and Script	Screenwriters are people who write screenplays, or scripts which are a specially formatted form of writing which is used for the TV and movie industry for actors, directors, cameramen etc to produce a movie or TV show. This functionality is only available in the Platinum edition of NovaMind.

Template	A pre-created Mind Map which you can use as a starting point for your own Mind Maps. In the Pro and Platinum versions of NovaMind, you can save Mind Maps as templates to reuse them.
Theme	A pre-defined group of settings for the map canvas and the branch styles which can be applied to an existing Mind Map.
Map Style	A defined group of settings that can be applied to maps to change their background, coloring, layout assistance and branch numbering. You can either apply map styles by deselecting all graphics on the Mind Map and changing the settings for the selected Mind Map, or in NovaMind Pro and Platinum, you can use the Document View to change the map style for multiple Mind Maps at once.
Graphic Style	A defined group of settings that can be applied to branches and graphics to change the way they look. This can include things like line colors and styles, fonts, and fill colors. You can select any branch and change the way it looks and save this as a style, and apply that style to any other set of selected branches.
Suggesterator	A NovaMind extension that plugs in to NovaMind and suggests new directions for your thinking, and allows you to quickly add branches with the suggested words on them (and their definitions in the branch notes if desired. This plugin only works with English.

If you come across any other term that you don't understand in this documentation or in NovaMind, please let us know and we will add the definition.

2 All about Mind Mapping

This section gives a brief overview of Mind Mapping, how you can benefit from using it, and an introduction on how to Mind Map. There is more information available from the [NovaMind web site](#).

2.1 What is a Mind Map?

The Mind Map is simple to make, because it works just like your brain and memory.

So how does it work? A Mind Map is:

1. A way of remembering information

Information is presented in a form that is logical and easy to remember. Recalling a branch leads to memory of the sub-branch details. Students can put information into this form for recall in examinations.

2. A way of generating ideas

You have one idea but it seems to go nowhere. Make it the title of a mind map. The branches prompt you to add ideas at another level. A structure emerges. Soon that idea has become a whole concept. The mind map keeps all your ideas in front of you in a clear form. Each new idea is a center of thought for more new ideas.

3. A way of organizing thoughts

When you have a number of thoughts and want see how they relate to each other, starting a Mind Map helps get them organized. You will be able to pick out the main thoughts and see how the others relate to them.

4. Works from overview to details

The main branches convey the overall picture, while the sub-branches give the key points or details. You can see quickly how items are related and inter-dependant. The mind map brings clarity to

complex material.

5. Focuses your mind on the main issues

The mind map enables you to see at a glance, what is important. As you work, your whole brain and all your skills come into play. Mind mapping is fun.

6. Helps you to solve problems

The very act of making a mind map around a problem, helps you to see possible solutions and to select the one that will meet all your criteria.

7. Compact

By making use of color, shape, style, layout and fonts, a Mind Map can hold a large amount of information in a small space. A whole complex concept can be presented on one page.

8. Graphical

Mind Maps give the whole story in one picture. Your map can be easily read by others.

9. Uses words

Using text allows your ideas to be expressed accurately. You can use your own language. You can form a document from your mind map.

10. Uses color

Ideas can be linked by using the same shape for their boxes, or the same color for the branches. Emotions can be conveyed, and importance stressed.

11. Can be used for training and job instruction

Each branch is an important step in an operation and the sub-branches are the key points in each step.

2.2 What would I use a Mind Map for?

Problem solving

Create a mind map including all the factors involved in the problem. The map will prompt new aspects. Include them all as branches. New pathways will open up. Your linear thinking will now become lateral thinking. Give priority to the important issues by color, shape or number. Now weigh up the options and proceed with the best solution.

Learning

Use a map to take notes of a lecture. Main branches are the important aspects, child branches, the detail. To summarize the contents of a book, the parent branches are like chapter divisions, and the detail is shown in the offspring branches.

Use your mind maps for learning. A single map can cover much information. The layout helps you focus on the main issues.

Thinking

Mind maps give vitality to information, and help your mind concentrate. Ideally suited to brain storming, ideas can be quickly recorded so that the flow is not interrupted.

Association between ideas is immediately obvious, and everybody's creative force is brought to bear on the subject. When the ideas dry up, try the "what if?" and reversal approaches. Soon your thinking is clear and your ideas can be put into practice.

Organizing

When you list the things that need to be done, the order of the branches gives the succession of tasks

and the priorities. Sub-items are shown as sub-branches so that no key activity is lost.

The map highlights the resources needed to carry out the total operation.

Communicating

Talks and presentations become clear and concise when directed by a mind map you have prepared in advance. You are kept on track; your time is balanced over the main topics and the audience can see the whole picture. The presentation will have an informality that reflects the fact that you have organised the material well.

Agendas can be mind-mapped and notes of the proceedings jotted on your mind map for formal recording in minutes.

Technical documentation becomes clear when a mind map shows the main operations and the details.

Teachers and lecturers can use the mind map to plan lessons and series of talks.

2.3 What are the benefits of Mind Maps?

Scientists have identified four main areas of our conscious brain function. The mind mapping process stimulates all four areas to produce a unique map.

We use logic, lines, numbers, words, lists, rhythm, colour, daydreaming, and imagination to produce a whole picture of our thinking on the subject - a mind map. The use of all these brain functions together produces a great feeling of achievement.

2.4 Why use Mind Mapping software?

Quicker and easier to create Mind Maps

A few key strokes/mouse clicks, and you create branches as you need them, and type in the information.

Can be represented in multiple formats

A Mind Map created with NovaMind can be printed as text or as a picture. The text version preserves the structure and order of the branches, and indents them appropriately. You can reference branches by number.

You can export the Mind Map from NovaMind in several formats for working with other software.

For a colorful memory jogger

It is easy to drag the branches to the place you want them. You can choose branch colors, let the "Rainbow Colours" operate, or combine these methods.

To add visual interest, adornments may be included, and branches may be shaped from line to oval, rectangle or image.

Notes and graphics can be added to extend the visual appeal and information of the branches. The result is an easily remembered picture.

Easy to share with others

Email your Mind Maps to others, or print them in different formats. Thus, NovaMind maps may be shared more easily than those we drawn by hand.

Spend more time on the contents rather than drawing
NovaMind will draw the branch lines neatly, color them automatically, and draw the shapes for your

branches. You can concentrate on the material.

When all has been recorded, you can easily make it look the way you please.

Result is neat and professional

The NovaMind software makes you an artist. With it, you can create a stunning Mind Map which looks professional and convincing.

Easy to edit

Use NovaMind to space the branches according to the number of child branches. Let the software do the tricky, time-consuming work. Editing can be done as you go or left to the end. No rubbing out - no re-spacing - no frustration.

Link descriptive text to branches for printing

With NovaMind, formatted text may be attached to any branch. This text can be printed with the full text outline of the Mind Map. No extra documents are needed as in traditional mind mapping.

Live links to other Mind Maps and documents

In NovaMind, you can create hyperlinks on any branch, which can open other NovaMind documents on your machine or over the Internet, and select the branch you want.

You can link to any file on your own machine or over the Internet, and NovaMind will open that file in whatever program you have set up to open that type of file.

You can even have the hyperlinks compose a mail message within your eMail program.

2.5 How to Mind Map

- Gather information for your Mind Map
- Select the topic - one or two words - type in box
- Start at the center, perhaps with an image to represent the topic
- Add the top level ideas - a main branch each
- Capture all the ideas first; organize & elaborate later
- Each Mind Map yours - it is neither right nor wrong
- Add emphasis with color, images and layout
- Use sub-branches to include secondary items
- Humor, colors and layout will make it easy to remember.

3 Getting Started

This section tells you how to get up and running with NovaMind.

3.1 Installation

To install NovaMind, firstly download the NovaMind application from the [download](#) section of the NovaMind web site.

Wait until the download is complete. If your web browser and system are properly configured, the downloaded disk image will automatically mount and you will see the NovaMind icon.

If the disk image is not automatically opened when your download completes, follow these steps:

1. Find the file you just downloaded. It will usually be saved to your desktop, with a name like NovaMindExpress432.dmg
2. Double-click this icon to open it in Mac OS X's Disk Copy application, which will mount it as a virtual disk and open a new window with the disk's contents.

A Finder window will appear containing an icon of the NovaMind application — simply drag this icon to your "Applications" folder (or whatever other folder or disk you'd like to store it in) to install. A quick way to open your Applications folder in the Finder is to press **⌘+Option+A**.

Once NovaMind is installed, you can safely "eject" the virtual disk it came on (and dispose of the .dmg file you downloaded).

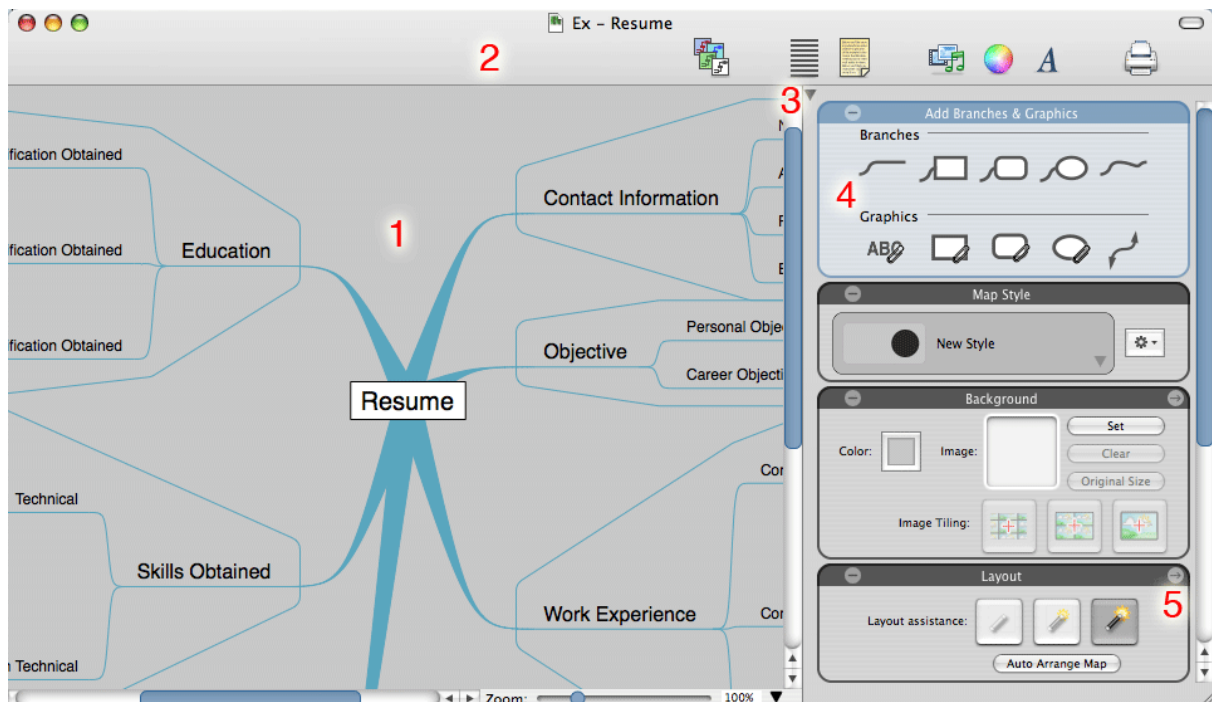
Double-click the NovaMind icon in its new location to begin using it, or drag it to your Dock for easy access. You will be able to use NovaMind in Demo mode for 30 days, until you buy your license.

Send mail to registrations@nova-mind.com to join our mailing list and keep up to date with the latest information about NovaMind.

Note that there are also other downloads of the [Merlin](#) Project Management application which works with NovaMind files, and the [Suggesterator](#) ^[29] as well as multiple [Graphics Libraries](#) ^[38] with over 1,400 high quality images for you to use in your Mind Maps.

3.2 User Interface

Here are some key aspects of the user interface:



1. The Mind Map, which is made up of the background, the branches, and various graphics.
2. The toolbar - you can edit the options that are displayed on the toolbar by right-clicking on it. You can also hide it completely if you want, just by clicking on the lozenge shaped button at the top right corner of the window.
3. See the little expansion triangle? If you click this, it will hide away the palettes on the right, and click it again to show them.
4. This is a palette - different palettes are shown according to what is selected on your Mind Map. You can reorder the palettes by dragging them into a different order. If you don't want to use a particular palette at a given time, you can click on the minus button in its title bar to minimize it - the only thing left showing will be the title bar, with a plus button on it to restore it.
5. Some palettes have advanced options on the back of them. This is indicated by an arrow button in

the top right corner of the palette. When you click on this button, the palette will flip showing you the advanced editing options.

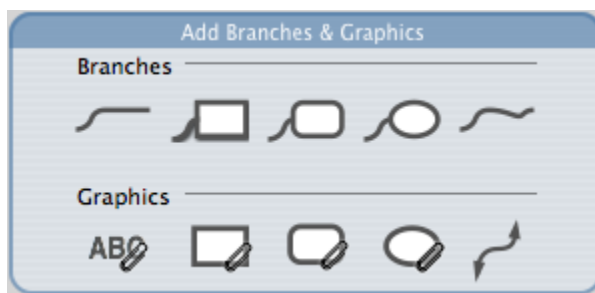
3.3 Creating your first Mind Map

The following describes the basic creation of a Mind Map. There are a number of ways of accomplishing these tasks ([shortcut keys](#)^[50], [context sensitive menus](#)^[41] etc), which are dealt with in other places in the documentation.

Create a new file by selecting File / New from the menu. If you would like to use one of the supplied templates


Type in the Mind Map title.

Drag on the branch shape you want from the Add Branches & Graphics palette:



Just drag the branch icon on to the Mind Map and drop it on the branch you want it attached to.

You can also add child branches of the default type using the [Suggesterator](#)^[29].

 You can also create child branches by pressing **⌘+k**, and sibling branches (i.e. at the same level) by pressing **⌘+j**

Type the title of the branch.


Add another branch by dragging it on from the palette or using the hot keys.


Repeat until you have completed adding the information you want in your Mind Map

If you want to add text to a branch, select it by double-clicking on the branch text then typing.

3.4 Saving your first Mind Map

To save your Mind Map, select the File / Save option from the menu. Choose the location to save the file. NovaMind files are saved with the filename extension nmind.

 In the [General Preferences](#)^[55] pane, you can set NovaMind to save your files automatically at set intervals

 When you first run NovaMind, it is set up so that it saves a backup copy of the previous version of your files with a Filename~.nmind name. If you don't want this to happen, you can turn it off in the [General Preferences](#)^[55] pane.

4 Licensing

This section tells you all about the different types of licenses, how to enter license keys etc.

4.1 Software End User License Agreement

Rather than reproduce the whole End User License Agreement here, you can view it on our web site at <http://www.nova-mind.com/EULA.html>. You must agree to the terms of this agreement to use the software.

4.2 How to purchase a license

You can either purchase a license from the [NovaMind web site](#), or directly from within the NovaMind application.

Purchasing from the NovaMind web store

From the [Web Site](#), click on the Store tab at the top of the web page, which will take you to the web store, where you can add NovaMind products to your shopping cart and complete the checkout process.

Please note that educational discount pricing is **not** available for NovaMind Express - it is already priced as low as we can economically afford to have it priced.

If you would like to also receive all of the downloads on CD, please select the CD option. Note that everything on the CDs is available for download from our web site, and this is just something we offer for your convenience.

If you would like to purchase something else in this transaction, such as paid support, add the other items to your shopping cart before you check out.

Enter your personal and credit card information (if paying by credit card) and click the Complete Purchase button.

You will see the full order details including the final price including any applicable taxes in your chosen currency prior to submitting your order for processing. Note that the base currency for all our transactions except PayPal is US dollars, and other currency amounts are shown as indicative pricing only, and although the amounts are unlikely to vary much at all, any variance is outside our control. PayPal payments are made in Australian dollars, and amounts will be converted automatically at a competitive rate by PayPal.

Once your order has been processed, you will see the receipt on your web browser with your NovaMind license key in it. This information will be emailed directly to you as well. If you purchased a Merlin license, it will take up to 48 hours before that is emailed to you.

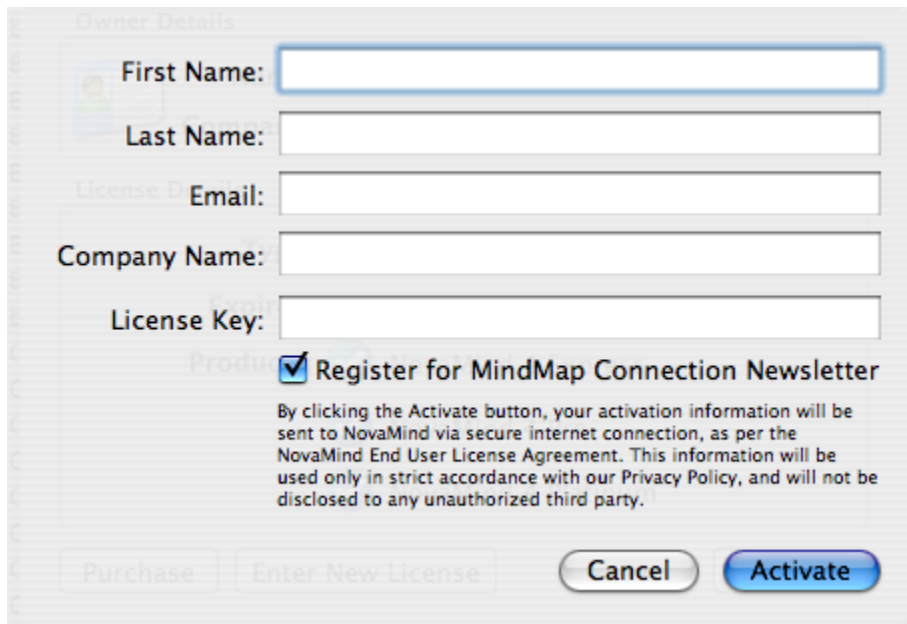
Purchasing from within the NovaMind application

To purchase from within NovaMind, select the Licence option from the NovaMind menu, and click "Purchase". You will be taken to our online store to complete the purchase.

4.3 Entering a license key

When you purchase a license key from the NovaMind web site, or need to re-enter the license key (after a re-install etc), Select the "NovaMind / License" menu option, then click the "Enter New License" button. Licenses are valid for all releases within a major revision of the product edition you have purchased. For example, a NovaMind Express 4 license key will work in NovaMind Express 4.3.2 but not in NovaMind Express 5.0 and not in NovaMind Pro 4.3.2. Major revision (e.g. v4 to v5) upgrades are paid upgrades.

The licence key you received from NovaMind will be a series of letters and numbers. The best way to enter this is to copy and paste it in rather than typing it. The license key is not case sensitive.



The screenshot shows a dialog box titled "Owner Details" with the following fields and options:

- First Name: [Text Input Field]
- Last Name: [Text Input Field]
- Email: [Text Input Field]
- Company Name: [Text Input Field]
- License Key: [Text Input Field]
- Register for MindMap Connection Newsletter

Below the checkbox, there is a disclaimer: "By clicking the Activate button, your activation information will be sent to NovaMind via secure internet connection, as per the NovaMind End User License Agreement. This information will be used only in strict accordance with our Privacy Policy, and will not be disclosed to any unauthorized third party."


At the bottom of the dialog, there are four buttons: "Purchase" (disabled), "Enter New License" (disabled), "Cancel", and "Activate".

Enter your first name, last name, email and company name as well as the license key.

If you would like to receive our newsletter, leave the "Register for MindMap Connection Newsletter" option checked. Note that this will add you to the newsletter if you have not already subscribed to it - if you do not check this option, it will not remove you from it if you are already on it. All our newsletters include a link to manage your subscriptions, and you can click on the link to remove yourself from the list if you so desire.

Click the Activate button to complete the registration and activation process. An internet connection is required for activation. We respect your privacy and will not release your information to anyone or use the information for any purposes other than NovaMind related messages.

NovaMind will check that the license is valid, and has not expired, and if all is OK, will accept the license and show you the license details.

 Single user licenses do not need to be re-entered when you upgrade with newer minor release updates, but for network licenses, a user with administrator privileges must enter the license key in the application each time an upgrade of NovaMind is installed.

4.4 Demo mode

When you first download NovaMind, it comes with a 30 day trial license so that you can try all the features (30 days from the first time you run NovaMind). Each time you start NovaMind, it will tell you how long you have remaining until the end of the trial period.

You should purchase before the end of the trial period to ensure uninterrupted operation.

If you have still not entered a license key by the time the trial period is up, NovaMind will drop back to its second level demo mode where you will not be able to save or export the Mind Maps you have created. You will be able to print, however there will be an UNLICENSED watermark on your output which will be removed only once a license is purchased.

4.5 Types of license

Edition Information

Make sure you purchase the most appropriate version of NovaMind for your needs. Information about the different versions is below, and there is more information on the different feature sets at <http://www.nova-mind.com/Features>.

NovaMind Express

NovaMind Express is the lowest level of NovaMind, and contains all the things you need to get started Mind Mapping. It does not have all the advanced features of NovaMind Pro and Platinum, like multiple Mind Maps in a single file, detachable inspector palettes, full screen editing, presentation mode, screenwriting, project related information, and only has basic import and export capabilities.

NovaMind Pro

NovaMind Pro has many more features than Express, and is designed for the frequent Mind Map user, and is suitable for general business use. It has the ability to create multiple Mind Maps in a single document, hyperlinks and checkboxes on branches, more advanced imports and exports, detachable inspector palettes, and the ability to create your own reusable templates etc.

NovaMind Platinum

NovaMind Platinum is the top of the range Mind Mapping application, designed for serious business users, project planners, presenters, and screenwriters. It has all the features for project planning and task information recording, the complete presentation module for doing professional presentations, the screenwriting module for writing screenplays, and high resolution graphics libraries with up to 8 times the number of pixels, enabling you to create even more stunning Mind Maps.

License Types

Single user license

A Single User license allows a single user to use NovaMind. You may use this license for either a single computer where different people use NovaMind on that computer at different times, or for a single user who has several computers. You may not have more than one person using one single-user licence at any given time.

For single user licensing, each installation and user will require the entry of the license key. Free upgrades do not require re-entry of the license key as this information is saved under your user settings.

Multi-user license

When you purchase a license for multiple users, you still receive a single license key.

When you enter it, you will be prompted as to whether to save the license information in the user settings or in the application wrapper. If you are going to be using a single copy of NovaMind accessible by a number of concurrent users, select the option to save in the application wrapper - otherwise, install on each of the computers you will be using and enter the license key on each, saving in the user settings. Licenses stored in the application wrapper need to be entered by a user with write permission to the NovaMind application. The licence needs to be entered only once, but at each NovaMind update, the licence key will need to be installed for the updated version. Licenses installed under the user's settings will not need to be re-entered for minor application updates.

Site license

A site license is the same as a multi-user license, but it doesn't have a limit on the number of people who can access it. Site licenses are valid for all the users at one physical site.

Windows and Mac

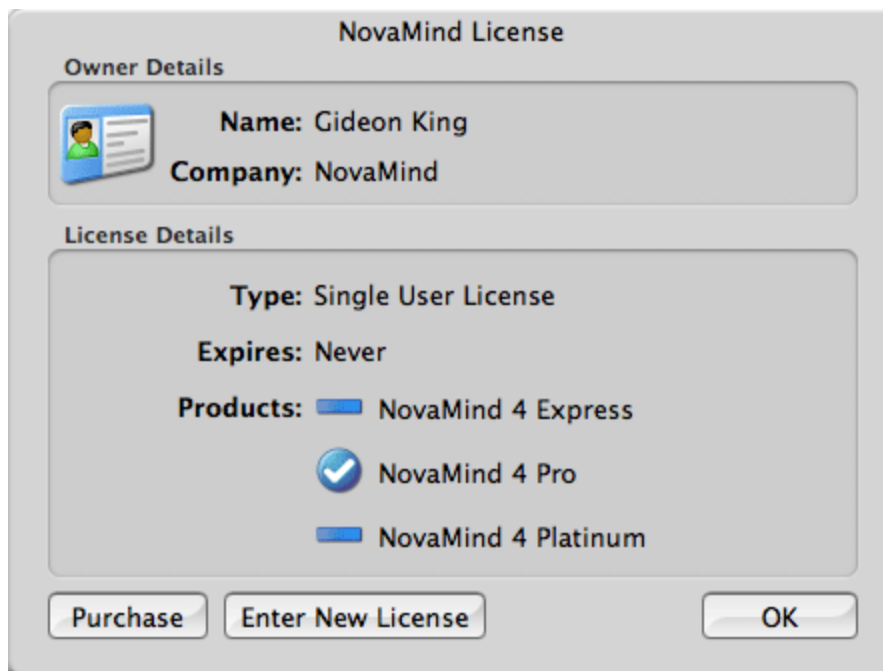
The same license keys are used for Windows and Mac, so if you have a single user license for instance, and you have a Mac at home and a PC at work, you will be able to use the same license in both places so long as you only use one copy of NovaMind simultaneously.

Support

We offer both a high quality [free support service](#), and a paid support service which puts you at the head of the queue to get your issues resolved quickly, and gives you extra information and lines of communication with us. See our [web store](#) for a full description of our support services.

4.6 Viewing your license information

To display your license information, select the "NovaMind / License" option from the menu. You will see a window like this:



The following is an explanation of the information you see on the license information panel:

Name and Company - As entered during the registration process.

License type - Either single user or for a number of users, or a site license.

Expires - If this is a temporary license, this shows when it will expire.

Products - these are the products you have licenses for.

Edition Information

Make sure you purchase the most appropriate version of NovaMind for your needs. Information about the different versions is below, and there is more information on the different feature sets at <http://www.nova-mind.com/Features>.

NovaMind Express

NovaMind Express is the lowest level of NovaMind, and contains all the things you need to get started Mind Mapping. It does not have all the advanced features of NovaMind Pro and Platinum, like multiple Mind Maps in a single file, detachable inspector palettes, full screen editing, presentation mode, screenwriting, project related information, and only has basic import and export capabilities.

NovaMind Pro

NovaMind Pro has many more features than Express, and is designed for the frequent Mind Map user, and is suitable for general business use. It has the ability to create multiple Mind Maps in a single document, hyperlinks and checkboxes on branches, more advanced imports and exports, detachable inspector palettes, and the ability to create your own reusable templates etc.

NovaMind Platinum

NovaMind Platinum is the top of the range Mind Mapping application, designed for serious business users, project planners, presenters, and screenwriters. It has all the features for project planning and task information recording, the complete presentation module for doing professional presentations, the screenwriting module for writing screenplays, and high resolution graphics libraries with up to 8 times the number of pixels, enabling you to create even more stunning Mind Maps.

4.7 Registering for update information

When you purchase NovaMind directly from the NovaMind application or from the NovaMind web site, you will be asked whether you want to register for update information and newsletters.

We respect your privacy and will not disclose your information to anyone or use the information for any other purposes than NovaMind related messages.

All messages we send will have a link at the bottom for you to be able to either update your email preferences or to unsubscribe from any subscriptions you may be subscribed to.

You can remove yourself from this mailing list at any time by sending a message with "unsubscribe" in the title to registrations@nova-mind.com.

5 Adding Items To Your Mind Map

This section of the manual describes how to add new Mind Maps to your document, and how to add branches, graphics and link lines to your Mind Maps.

Please see the detail sections for more information on:

[Creating Mind Maps using Templates](#) ^[14]

[Adding Mind Maps to your Document](#) ^[14]

[Adding Branches to your Mind Map](#) ^[14]

[Adding Link Lines to your Mind Map](#) ^[15]

[Adding Attached Graphics to your Branches](#) ^[16]

5.1 Creating Mind Maps Using Templates

Templates are pre-defined starter Mind Maps that come with NovaMind to help you get started quickly in creating your own Mind Maps. When you create a new Mind Map, you will be given the opportunity of starting from a template. Choose the template you want to use, and then you will be able to select a [theme](#) ^[17] to use to change the colors and branch shapes etc to what you want for your particular Mind Map, or stay with the default theme built in to the template.

5.2 Adding Mind Maps to your Document

NovaMind Pro and Platinum documents can contain multiple Mind Maps.

There are three ways of adding new Mind Maps to a NovaMind document:

1. Click on the Plus icon beside the last Mind Map tab just below the toolbar, or
2. Select the Map / Duplicate Map menu item to make another copy of a Mind Map, or
3. Select a branch and choose the Map / New Map From Branch menu item to create a new Mind Map with the selected branch as the title and its children added as children of the new Mind Map.

To delete a Mind Map from the document, just click on the tab for that Mind Map to activate it, and click on the X icon at the left end of the tab and it will be deleted. If the Mind Map is not empty, you will be prompted to confirm that you do really want to delete the Mind Map.

To re-order the Mind Maps within the document, just drag them into the desired order.

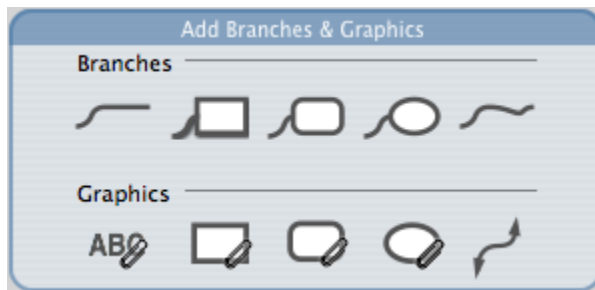
To copy a Mind Map from one document to another, just drag the tab from one document to the other one.

5.3 Adding Branches to your Mind Map

This topic describes how to add branches to your Mind Map using the palettes, hotkeys, and context sensitive menus.

Adding branches using the Add Branches palette:

On the palettes, you will see a palette like the one below (if you are using NovaMind Pro or Platinum, you may have dragged this off to be a floating palette).



Just drag the branch icon on to the Mind Map and drop it on the branch you want it attached to.

Adding branches using the Suggesterator:

If you have the Suggesterator installed (it is available for free download from the NovaMind downloads page), and it has some suggestions for branches to add, then they will appear in the Suggesterator palette. You can select the items you would like to add, and click the Add Child Branches button to add the branches. If you would like to have the definitions of the words added to the branch notes for the new branches, check the Add Definitions checkbox.

Adding branches using the Tool Palette:

The tool palette gives you a quick way to add multiple child or sibling branches, or to use BranchStorm mode to add branches quickly. Please see the separate topic on [using the Tool Palette](#)^[40] for details.

Adding branches using hotkeys:

You can add a sibling branch of the default type by using **⌘+j**.

You can add a child branch of the default type by using the **⌘+k** hotkey.

Adding branches using the context menu:

Please see the section of the manual on [Context Sensitive Menus](#)^[41].

Adding branches using the main menu:

Use the Branch menu, and select either "Add Branch" or "Add Child Branch".

Adding branches using the Mouse:

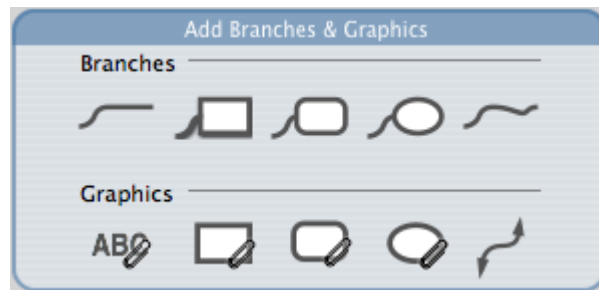
⌘+Click - add new child branch to the selected branch at the location where you clicked. If no branch is selected, the new branch will be created as a top level topic attached to the Mind Map title.

5.4 Adding Link Lines to your Mind Map

You can add link lines to your Mind Map in the following ways:

Using the Add Graphics Palette

At the right end of the Add Branches & Graphics palette, there is a link line item you can drag on to



your Mind Map. Drag it on to the branch or graphic you want to use as a starting point for your Link Line, and drop it to start. Move your mouse over the destination graphic or branch and click to complete the operation.

Using hotkeys

Press and hold the **⌘** key, and move your mouse over the branch or attached graphic that you want to start the link line from, and click and hold the left mouse button while dragging to the desired destination branch or graphic, and let the mouse button up. The link line will be drawn between the start and finish branches/graphics.

Using the Tool Palette

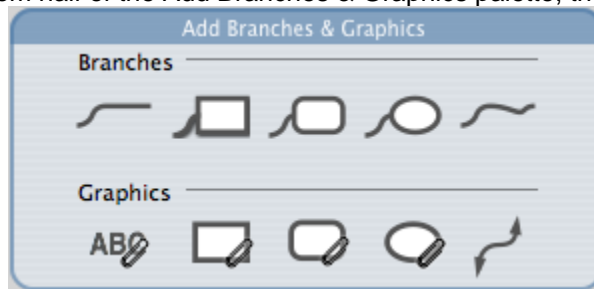
The tool palette gives you a quick way to add single or multiple link lines. Please see the separate topic on [using the Tool Palette](#)^[40] for details.

5.5 Adding Attached Graphics to your Branches

You can add attached graphics to the selected branches using the following methods:

Using the Add Graphics Palette

In the bottom half of the Add Branches & Graphics palette, there are graphics you can drag on to your



Mind Map. If you have already selected the branch you want the graphic attached to, just drag the graphic on to the canvas and it will be attached to the selected branch. If you want it attached to a different branch to the one selected, just drag it on to the branch you want to attach it to.


Using the context sensitive menus

Please see the section on [context sensitive menus](#)^[41] for details about this option.

Using the main menu

Select the Branch / Attach menu item, and then select the type of attached graphic you would like to add.

Using hot keys

As adding attached text graphics is a common operation, we have made a hotkey for this: +Option +A

Adding Attached Images

You can also add images as attached graphics by dragging them from the Media Browser, or from other programs such as Safari or the Finder. If you have a branch selected and drag the image on to the background, the image will be added as an attached graphic, attached to the selected branch.

If you drag over a branch, you will need to hold the Control key while dropping the image in order to force the image to be added as an attached graphic attached to the branch you are over.

When the graphic is added, if it is a large image, it will be scaled down proportionally so that it doesn't take a huge amount of room on your Mind Map. If you don't want this to happen, hold the Shift key while you drop the image.

When you are resizing an attached image graphic, by default the image is scaled proportionally so that it is not distorted. If you do want to resize the X and Y axes independently, hold the Shift key down while resizing the image. Note that all resize operations are lossless and the image will be stored full size in your NovaMind file and printed at the best resolution when printing your Mind Map.

6 Editing Mind Map Properties

The following properties relate to the Mind Map itself and its overall look and behavior. These settings can be altered for a single Mind Map, or for a group of selected Mind Maps in NovaMind Pro and Platinum, using the Document View.

Please see the detailed topics on:

[Using Themes](#) ^[17]

[Using Map Styles](#) ^[18]

[Editing Mind Map Background Settings](#) ^[19]

[Editing Mind Map Layout Settings](#) ^[21]

[Editing Mind Map Color Settings](#) ^[21]

[Editing Mind Map Outline Numbering Settings](#) ^[22]

[Editing Mind Map View Settings](#) ^[23]

6.1 Using Themes

Themes are an excellent way of applying a set of settings to an existing Mind Map. Depending on the settings for the particular theme, it may include items such as:

- The background of the Mind Map, including background colors and images
- The outline numbering settings for the Mind Map
- The coloring mode for the Mind Map
- The layout assistance mode and branch spacings

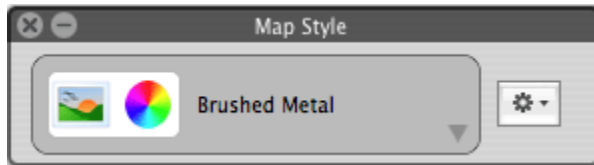
- Branch styles for each level of the Mind Map starting from the Mind Map title, through the first level branches etc all the way down to as many child level branches as are set in the theme. These styles may include branch shapes, colors, line settings, fonts, etc.
- Attached graphic styles for each level of the Mind Map starting from items attached to the title through attachments to all the branches.
- The default branch style for new branches that are created.

When you create a new Mind Map using a template, you will also get the option to select a theme to apply to it. You can also apply a theme to your Mind Map at any time, but be aware it will apply the theme settings to your whole Mind Map.

6.2 Using Map Styles

Map styles allow you to set the background image, background color, branch coloring, layout mode, outline numbering and various other settings with a single action.

NovaMind comes with a number of map styles built in, but you can edit these, and create your own styles. Each map style may set some or all of the attributes mentioned above - these settings are defined when the style is created.



To apply a Map Style

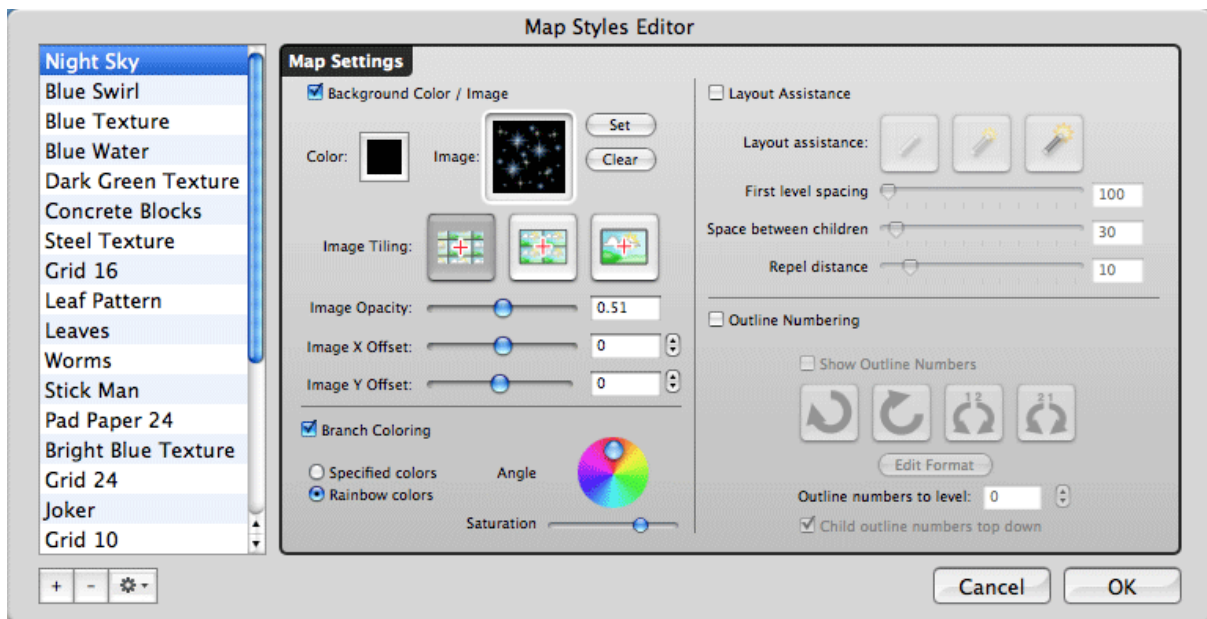
To apply a style to a single map, deselect all the branches and graphics by clicking on the canvas, or if you are using NovaMind Pro or Platinum and want to change the settings for multiple Maps at once, switch into document view and select the maps you want to change by Shift-clicking on each one to add it to your selection.

Now you can either use the Map Style palette to select the style you want to use, or you can right-click the canvas and select the style to apply from the context menu.

To create a Map Style

To create a new blank style, and edit it:

Scroll down to the bottom of the list of map styles in the style selector palette and choose the Edit Styles menu option. A panel like this will be shown:



Use the + button to add a new map style, then edit the name of the style in the table view on the left. Now you can adjust the settings to suit your needs. Each of the main sections has a checkbox to indicate whether your style will store settings for that aspect (e.g. branch coloring). If you check the checkbox in a section, then all the settings for that section will be applied when you apply the style.

To take your current settings and save them as a reusable style:

In the style selector palette, click on the gear icon, and choose the "Save as new style" option, and give your new style a name. Make sure you go into the style editor and check the map settings sections that you want to have applied when you use that style.

To use an existing style as a starting point for a new style:

Scroll down to the bottom of the list of map styles and choose the Edit Styles menu option. In the Map Styles Editor, select the style you want to use as a starting point, and then click on the gear icon at the bottom of the window, and choose the option to duplicate the style. Edit the name of the style copy and alter the settings to suit.

To delete a Map Style

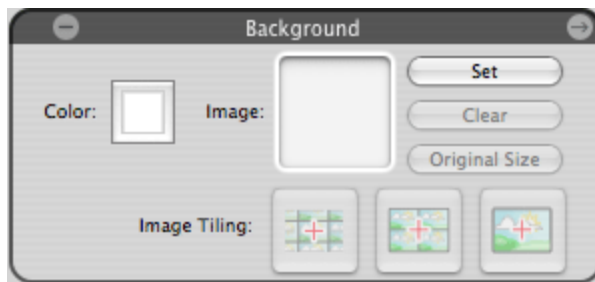
Scroll down to the bottom of the list of map styles in the style selector palette and choose the Edit Styles menu option. Click on the style you want to delete in the left side of the panel, and click on the "-" icon at the bottom to remove it.

6.3 Editing Mind Map Background Settings

The Background settings for a Mind Map allow you to set the background color and image for the Mind Map.

To see the map settings, click on the map background to deselect all the branches, and then use the panel shown below to change the settings.

The panel you will use is shown below:



To set the background color, click on the color well, and choose the color you want.

To select an image for the background, you can either select an image from an Open panel by clicking the Set button, or you can drag an image into the image well - either from another program, or from the NovaMind media browser.

The image will be placed over the background, so if there is transparency in the image, the background color will show through.

You can change the way the image is tiled by clicking one of the tiling buttons.

For advanced settings, click on the right arrow icon in the top right corner of the panel. The panel will flip and you will see the following advanced options:



In the advanced settings, you can scale the image by adjusting the image width or height. Normally the aspect ratio of the image is fixed so that the image scales proportionally, but you can click the link icon on the right side of the panel to unlink the width and height so that you can stretch the image in one direction or the other. If you find that you want to go back to the original size of the image, you will need to flip back to the front of the panel by clicking on the arrow button on the top right of the panel, and then click on the Original Size button.

You can also adjust the opacity of the image to let the background show through more. This is very useful if your image is too overpowering.

You can also adjust the image position so that the image is in the location you want - if you have the image tiled, the location you set will be the location of the image under the Mind Map title, and all the other tiles will move accordingly.

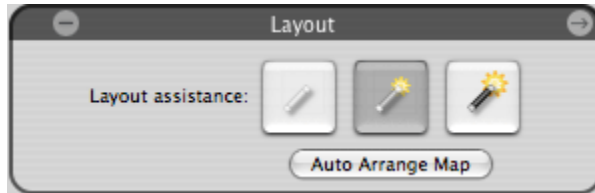
If you have a background image and want to remove it, just click the Clear button on the front of the panel.

6.4 Editing Mind Map Layout Settings

The Mind Map layout settings allow you to change the settings for how NovaMind assists with the layout of the Mind Map.

To see the map settings, click on the map background to deselect all the branches, and then use the panel shown below to change the settings.

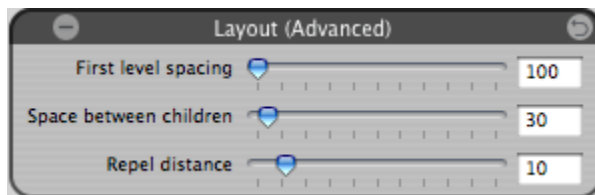
On the front of the panel, you have the basic settings:



The first item is a selection of what layout assistance mode you would like to use - please see the section of the manual on [layout assistance](#)^[44] for a full description of the options for layout assistance.

The Auto Arrange Map button will immediately apply the spacings you have set to the Mind Map you are currently viewing no matter what layout mode you are using.

The advanced options are available by clicking on the right arrow icon at the top right of the panel. This shows the following options:



The spacings shown are applied as follows:

- The first level spacing sets the distance from the center of the Mind Map title to the first level branches.
- The space between children sets the distance between the branches and their children (except the distance between the title and the first level branches).
- The repel distance sets the distance between branches and their siblings.

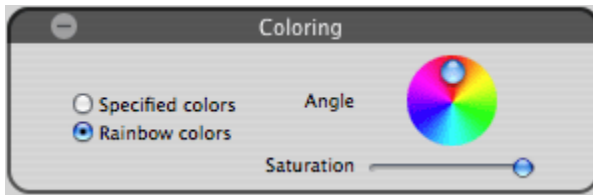
Note that if you are using controlled layout, the spacings will be applied immediately, and if you are using assisted layout, the spacings will be increased to the settings, and using free layout, the spacings will only be applied when you auto-arrange a branch or Mind Map.

6.5 Editing Mind Map Color Settings

The Mind Map color settings allow you to set the coloring mode for the Mind Map.

To see the map settings, click on the map background to deselect all the branches, and then use the panel shown below to change the settings.

The panel looks like this;

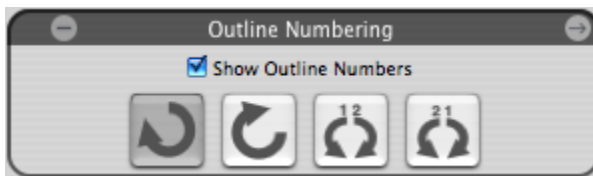


If you select the specified colors option, all the branches will inherit from their parent's color settings unless overridden in the branch. If you select the rainbow coloring option, the colors will be set according to the color wheel and saturation.

6.6 Editing Mind Map Outline Numbering Settings

Outline numbers allow you to number the branches on the Mind Map.

To see the map settings, click on the map background to deselect all the branches, and then use the panel shown below to change the settings.



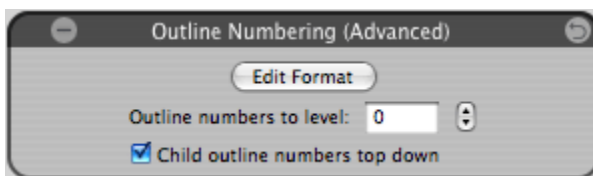
To show outline numbers on your Mind Map, turn on the Show Outline Numbers checkbox. Note that this is the overall setting and only shows outline numbers where you have them turned on for particular branches.

The buttons allow you to set where the branch numbering starts and what order it goes in:

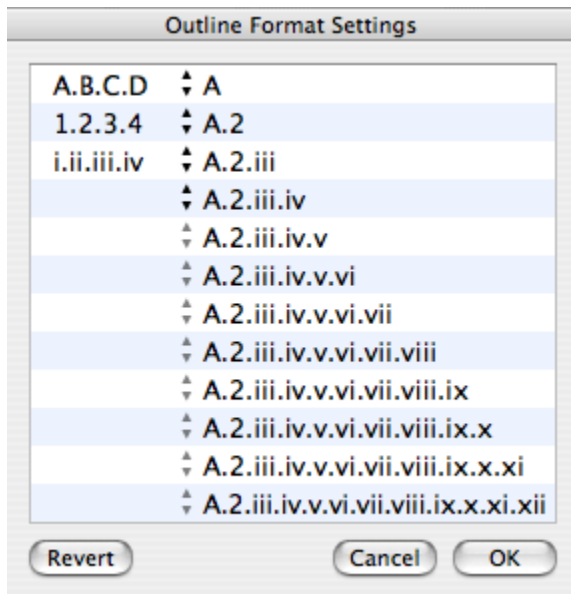
- Starting at the top and going clockwise
- Starting at 3 o'clock and going clockwise
- From the top, down both sides starting with the left side
- From the top, down both sides starting with the right side

Note that when printing or exporting the outline of the Mind Map, the order of the branches is set using these outline number settings (even if the outline numbers are not shown on the branches at the time).

Click the arrow icon at the top right to flip the panel to the advanced settings:



You can edit the format of the numbers by clicking on the Edit Format button to show the settings for changing different levels to be letters or Roman numerals rather than numbers. The panel is shown below. To add to the settings, click on the up and down arrow, and choose the format for that level. On the right you will see an example of how it will affect the numbering. If you want to remove formatting, just click on the up and down arrow beside an existing format setting and choose the Remove option, and it will remove the formatting for that level and below.



The next option is "Outline numbers to level" which sets how many levels of branches below the Mind Map title to number the branches. When this number is set to zero, the outline numbering is shown to all levels.

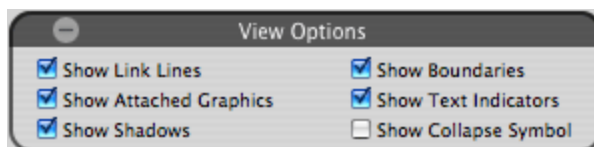
The "Child outline numbers top down" option is only relevant if the outline numbering is going clockwise from the top or from 3 o'clock. If this option is turned on, the child branches on the left side of the Mind Map title will be numbered from the top down. If this option is turned off, the outline numbers on the left of the map will be bottom up. For most people, you will want to leave this option turned on.

The outline numbers are normally shown before the adornments, but when you are displaying outline numbers and have adornments on the branches, you can drag them into a different order relative to the adornments.

6.7 Editing Mind Map View Settings

To see the map settings, click on the map background to deselect all the branches, and then use the panel shown below to change the settings.

The Mind Map view settings panel looks like this:



The options are as follows:

Show Link Lines

Shows or hides the link lines that link one graphic or branch to another.

Show Attached Graphics
Show Shadows

Shows or hides the attached graphics.
Shows or hides any shadows that may have been set on the branches.

Show Boundaries

Shows or hides the boundaries around the

Show Text Indicators	branches. Shows or hides the indicators on the branches that show whether there are any branch notes for the branch.
Show Collapse Symbol	Shows or hides the "-" signs which allow you to hide the children in a single click.

7 Selecting branches and graphics

You can select branches just by clicking on them. If you want to add other branches to your selection, you can either:

- Hold the Shift key down while you click on other branches and graphics
- Use the menu item "Edit / Select Siblings" to add all the sibling branches of the selected branches to your selection
- Use the menu item "Edit / Select Descendants" to add all the children and grandchildren etc branches of the selected branches to your selection
- Hold the Shift key down while you drag a region around the other branches and graphics you want to add to your selection (see below for details)

You can select multiple branches and graphics by using your left mouse button and clicking and dragging across the canvas. Your selection area will be colored and as items are selected their graphic handles will appear to show they are included. Release the mouse button when finished.

To de-select all the selected graphics and branches, simply click elsewhere in the Mind-Map. To deselect a single graphic, hold the Shift key while clicking on it.

The operations on the menus, toolbars, and context menus operate on multiple selections, so you can select a number of graphics and/or branches and perform the same operation on them all if you wish. When you have multiple items selected, and the settings are different, it is common to see checkboxes that would normally either be checked or unchecked to have a dash in them to indicate that some of the selection would make the box checked and some would make it unchecked. These checkboxes are still active, and allow you to either check or uncheck all of the selected graphics or branches.

8 Moving branches

Select the branch and drag it to a new location. You can make fine movements by holding down the Control key and using the arrow keys.

When "Assisted Layout" mode is turned on, movement is restricted so as to help you create well laid out Mind Maps. A copy of the branch will be left at the last acceptable location. If you let the branch go, it will snap back to that position, unless you have dragged over another branch to begin a graft operation, or between siblings to reorder siblings.

9 Grafting branches


Grafting a branch is moving a branch from one parent branch to another.

In Controlled Layout mode, you can graft a branch just by dragging it on to a new parent branch.

When using the Assisted Layout mode, you can graft a branch just by dragging it on to a new parent branch, so long as the new parent is behind the previous parent, otherwise you will need to hold the

Option key while dragging.

If you are using Free Layout, you can still graft branches by holding down the Option key while you drag the branch.

 To enforce grafting a branch, you need to hold the Option key down **before** you start dragging the branch.

You can also graft branches using the [Tool Palette](#)^[40].

10 Deleting branches

To delete a branch, select it, then press the delete key on the keyboard, or the delete branch button on the [branch context menu](#)^[42].

11 Resizing branches

The shape of a branch can be changed either from the branch palette, or from the [context sensitive menus](#)^[42], or from the main menu. Note that for all except the FlexiBranches the text on the branch and the branch itself are separate, and you can select the text on the branch and make it narrower than the branch if you so desire. The text below is talking about when you select the branch itself rather than the text on the branch.

The available branch shapes are:

Line	A line which has the text of the branch above it. When selected, you will have two handles, one at each end, which you can use for stretching the branch. If you make it too short for the text, the text will wrap to multiple lines.
Rectangle	A rectangle (or rounded rectangle) that may be filled in with color and have a line around it's border. When selected, you will have 8 handles, one at each corner, and one in the center of each side to resize the branch. If you make it too narrow for the text, the text will wrap and make the branch taller automatically. The text of a rectangle branch can be aligned in the center of the branch, or at the top or bottom of the branch.
Oval	An oval shape, which can be filled in with a color and have a different color around the edge, similar to the rectangle. An oval can have the text in the middle of the oval, or outside the oval above or below, and will wrap and shorten the size of the oval portion if the branch is made too narrow for the text.
FlexiBranch	A line branch that can be altered in shape using any or all of the six colored handles.

Flexi Branches can be shaped in a number of directions and the text is calculated to space accordingly to try and remain readable (although with tight angles this will not be possible). By familiarizing yourself with the colored handles you will learn what each handle allows you to do.



The green handles allow you to move the start and finish points of the branch.

The blue handles move horizontally and determine the sharpness of the curve from the straight part of the line at the start (where adornments and numbering is accommodated) and at the end (where it connects to the next branch). By moving these further from the green handles you will create a more gradual curve into the middle of your FlexiBranch.

The yellow handles can be moved any direction and determine the line shape which your text is going to follow. The text calculates it's own spacing to try and overcome crowding, however, on really tight angles crowding can still occur. You can manually adjust the text kerning (spacing) by selecting the text to be loosened or tightened and select Text from the Menu, then Font / Kern and choose tighten or loosen. You can also use the shortcut keys **⌘+Option+k** to loosen or **⌘+Option+Shift+k** to tighten. By also using the purple branch resize handles you can made the shape wider or narrower - thus creating text wrapping or unwrapping if desired.

12 Hiding branches

In some circumstances you may want to work with only some of the branches showing, enabling you to focus on either the main details or the particular portion of the mind map you are working on.

Note that hidden branches are NOT included in any text searches, spell checks, exported text or printouts although exporting and printing does have an option where this can be over-ridden by selecting the checkbox if desired although the branch will still remain hidden on your Mind Map.

You can hide specific branches by selecting the parent branch, and selecting the menu item "Branch/Hide Children". This command is also available on the context menu for a branch, and by pressing **⌘+*** (asterisk). When a branch has manually hidden children, there is a blue plus sign indicating that the children are hidden. If you click on this indicator, the hidden children are displayed again. If you add children to a branch where the children are hidden, the children will be shown. Note that if you select multiple branches and use this option, all the selected branches will individually have their child branches hidden - this can be useful for progressive revelation of the details during presentations.

In the map view settings, you can turn on the "Show Collapse Symbol" option and this will show a small "-" icon beside the end of each branch. When you click on the icon beside a branch it will hide the children of that branch.

13 Branch Options

The following sections tell you about using the Branch related palettes (the green ones). Note that in many ways branches are just like graphics but with a few other properties, so just about all the graphic palettes (the light tan / yellow ochre ones) work on branches too.

All of the settings for both branches and graphics can be applied to multiple items at the same time, so if you want to edit the settings of a lot of branches at once, just select multiple branches at once by dragging a selection around them, or shift-clicking individual branches to add or remove them from the selection.

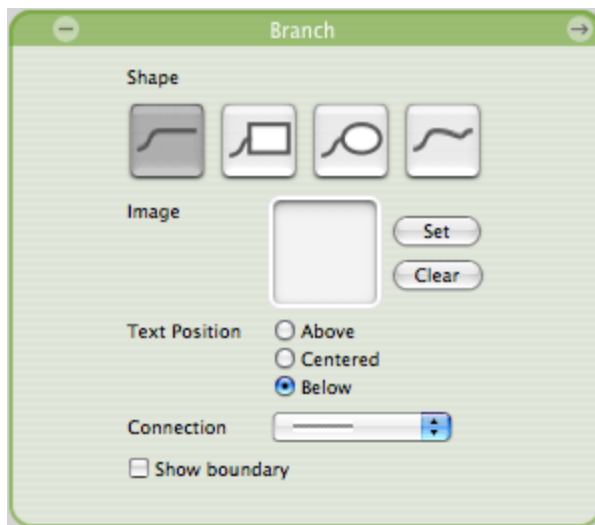
For details on the branch specific options, see the sub-topics:

[Changing Existing Branch Settings](#) ²⁷

[Changing the Branch Image](#) ²⁹

13.1 Changing Existing Branch Settings

To change the settings for the selected branches, you can use all the graphic settings, and the branch palette below:



To change the shape of the selected branches to the desired shape, click on the relevant button.

You can also change the branch shape from the Branch menu using the "Change Branch To" option or the relevant hotkeys, and also you can change it from the context menu using the Shape options.

Branch Images

To set an image on the branch, you can click the Set button and select the image you would like, or you can drag an image into the image well from the Media Browser or another program such as the Finder or Safari.

You can set whether the text on the branch appears above, below, or centered vertically in relation to the image.


Dragging on an image directly on to the Mind Map (from the Media Browser, Finder, Safari, Firefox etc)

As well as dragging images onto the image well, if you already have a branch selected and drag an image onto the Mind Map it will attach the image to the selected branch as the "branch image". You can also achieve this by dragging the image over an existing branch and it will be added to that branch.

By holding down the **Control** key and dragging the image over a branch or selecting a branch then dragging the image, it will be "attached" to that branch as an attached graphic and not as the branch image.

If you hold down the **⌘** key while dragging over a branch or while there is a single branch selected, it will create a new child branch with the image as the branch image.

In addition to the above, if you hold down the **Option** key in conjunction with the other options, it will proportionally resize the graphic to 120 pixels maximum dimension in order to make it easier to work with large images.

 No image data is thrown away in any image resize operation, and will still take up the full amount of disk space in the NovaMind file, and will print at the maximum possible resolution given the original image.

Other settings

The connection setting allows you to set the line style of the connection between this branch and its parent. This is only applicable where the branch is a second level branch or below.

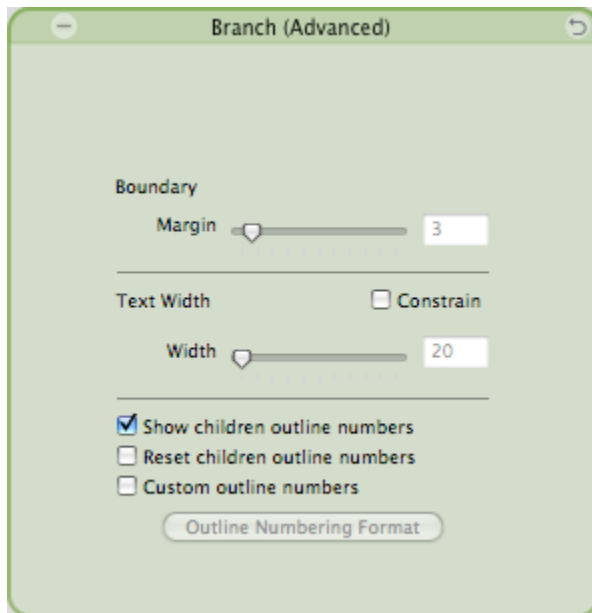
When you check the Show Boundary checkbox, a boundary will be shown around the selected branch and all its sub-branches.

To enable outline numbers on the children of any branch simply follow these steps:

1. Select the branch on which you want the children to have outline numbers (make sure that the branch you select has visible children)
2. Click on the 'Show children outline numbers' check box in the green Branch palette.

Advanced Options

To see the advanced options, click on the right arrow icon at the top of the palette. The advanced options look like this:



If you have a boundary on the branch, the boundary margin setting allows you to set the space between the branch and the boundary.

If you want to constrain the text width on the branch, you can turn on the Constrain setting, and set the width - the text on the branch will be automatically wrapped when it reaches the length you specify.

13.2 Using the Suggesterator

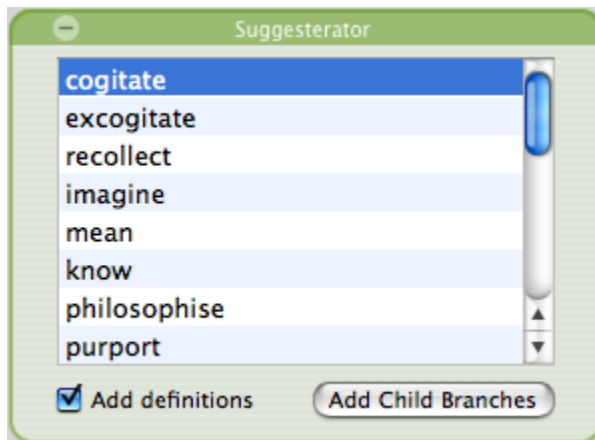
The Suggesterator is an optional download to accompany the NovaMind system and when installed, integrates with NovaMind to propose words to help you build your Mind Map. The suggestions at the top of the list are closely related to the topic you selected on the Map, and as you go further down the list, they get further and further "off the wall".

The Suggesterator was designed to help you look for words that are either similar in meaning, opposite or have some conceptual relationship to the word/s on your selected branch. This can be used to identify other categories and subjects for inclusion in your Mind Map that you may not have thought of, keeping momentum and movement in your Mind Map creation, and taking your thinking to new places. This increases the potential for creating a Mind Map that is more thorough, provides more options and more considerations depending on your subject. Besides this, it's fun!

For those of you who are more linguistically minded, NovaMind uses random selection from synonyms and antonyms, chaining through sub-trees of ancestor chains through hypernyms, hyponyms and meronyms to obtain more semantically obscure suggestions, choosing more closely related items for further up the list, and items further away to populate the end of the list.


The Suggesterator is only available in English at this time.

If you have the Suggesterator installed on your system, you will see a panel like this:



If you don't see this panel, it is because this component has not been installed on your system - this is distributed as a separate free download from the NovaMind [downloads page](#) on the website.

The file size is approximately 8 mb and upon completion of the download will launch the Mac OS X Installer window automatically. If the Installation window does not launch, double click on the "Suggesterator.pkg" icon on your desktop. By following the installation prompts the Suggesterator will be installed under your /Library/Application Support/NovaMind folder. This way the Suggesterator will not need to be re-loaded when you upgrade NovaMind and is available to different login accounts on the one machine.

 The Suggesterator includes all words 3 letters long or more on the branch in its search. If you don't see options that interest you, you can deselect the branch, and select it again, and the Suggesterator will come up with a new set of suggestions.

14 Graphic Options

This topic covers editing the attached graphics as well as the graphical aspects of branches, and covers the use of all the light tan / yellow ocher palettes.

Attached graphics are images, text and shapes that are attached to a branch but are not part of the branch itself. The attached graphics move when the branch moves, but can themselves be moved independently of the branch. They can be ordered so that they are in front of or behind the branch.

All of the settings can be applied to one or more graphics and branches at the same time, so if you want to edit the settings of a lot of graphics or branches at once, just select multiple items by dragging a selection around them, or shift-clicking individual items to add or remove them from the selection.

For details on the graphic editing options, see the sub-topics:

[Graphic Styles](#) ³¹

[Line Settings](#) ³³

[Fill Settings](#) ³³

[Text Settings](#) ³³

[Shadow Settings](#) ³⁴

[Ordering Attached Graphics](#) ³⁴

14.1 Graphic Styles

Graphic styles are a defined group of settings that can be applied to branches and graphics to change the way they look. This can include things like line colors and line styles, fonts, and fill colors. You can select any branch and change the way it looks and save this as a style, and apply that style to any other set of selected branches.

Graphic styles allow you to set the background image, background color, branch coloring, layout mode, outline numbering and various other settings with a single action.

NovaMind comes with a number of graphic styles built in, but you can edit these, and create your own styles. Each graphic style may set some or all of the attributes mentioned above - these settings are defined when the style is created.



To apply a Graphic Style

Select the branches and graphics you want to alter, and either use the Graphic Style palette to select the style you want to use, or you can right-click the branch and select the style to apply from the context menu.

Note that if you want to apply a style to a boundary, you will need to click on the boundary to select it. You can still have other graphics in the selection by shift-clicking on them.

While you are editing a graphic style, you can click the gear icon at the bottom of the style editor and choose the option to apply your new settings to all the graphics and branches that already use that graphic style. This option is also available on the gear icon of the graphic style palette. This is a quick and easy way to change all the graphics that have had that style applied to them all at once.

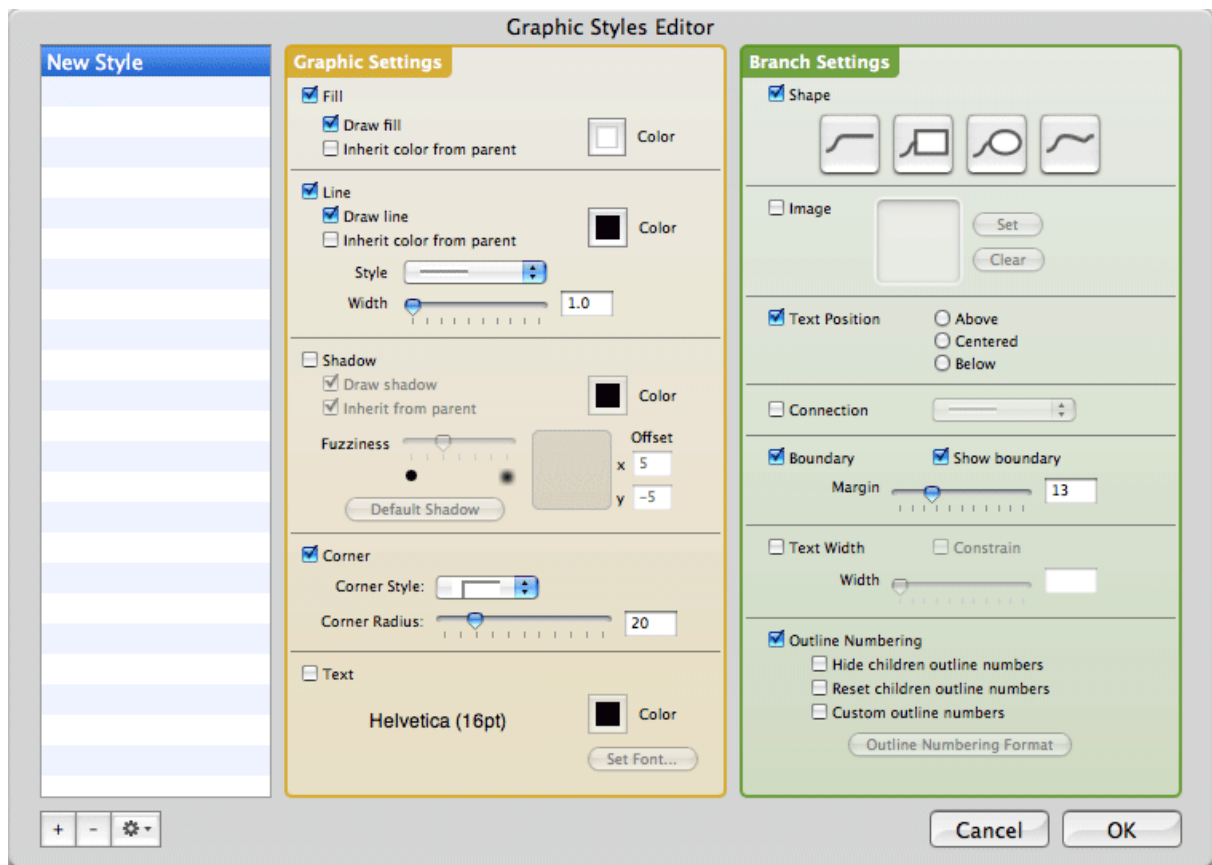
The Default Graphic Style

You can choose a graphic style to be the default - this style is used when you add new branches and graphics. To set the default style, either choose it in the graphic styles editor and click on the gear icon and select to use that as the default, or you can set the style of a graphic to the default style and then use the gear icon to the right side of the graphic styles palette to select the option to make that the default.

To create a Graphic Style

To create a new blank style, and edit it:

Scroll down to the bottom of the list of map styles in the style selector palette and choose the Edit Styles menu option. A panel like this will be shown:



Use the + button to add a new graphic style, then edit the name of the style in the table view on the left. Now you can adjust the settings to suit your needs. Each of the main sections has a checkbox to indicate whether your style will store settings for that aspect (e.g. corner settings). If you check the checkbox in a section, then all the settings for that section will be applied when you apply the style.

To take your current settings and save them as a reusable style:

In the style selector palette, click on the gear icon, and choose the "Save as new style" option, and give your new style a name. Make sure you go into the style editor and check the graphic and branch settings sections that you want to have applied when you use that style.

To use an existing style as a starting point for a new style:

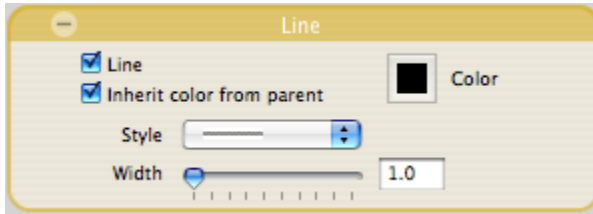
Scroll down to the bottom of the list of graphic styles and choose the Edit Styles menu option. In the Graphic Styles Editor, select the style you want to use as a starting point, and then click on the gear icon at the bottom of the window, and choose the option to duplicate the style. Edit the name of the style copy and alter the settings to suit.

To delete a Graphic Style

Scroll down to the bottom of the list of map styles in the style selector palette and choose the Edit Styles menu option. Click on the style you want to delete in the left side of the panel, and click on the "-" icon at the bottom to remove it.

14.2 Line Settings

You can use the line settings palette to alter the lines on your selected branches and graphics:



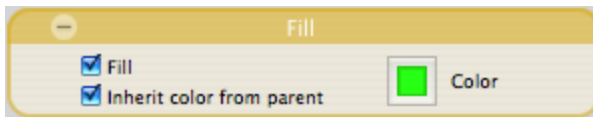
When you turn the Line checkbox on, the selected graphics or branches will have a line drawn.

To make the selected graphics or branches inherit their line color from their parents (parent branch in the case of a branch or the branch they are attached to in the case of attached graphics), turn on the Inherit color from parent checkbox. To set the color explicitly yourself, turn the Inherit checkbox off, and use the color well to set the color.

To set the line style, select the style you want from the popup menu.

14.3 Fill Settings

You can use the fill settings palette to alter the fill on your selected branches and graphics:

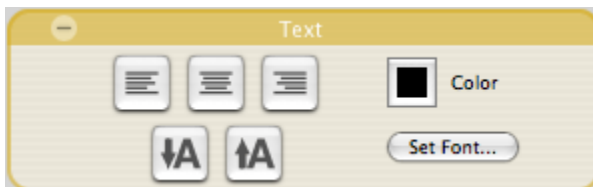


If you turn on the Fill checkbox, the graphic will be filled.

To make the selected graphics or branches inherit their fill color from their parents (parent branch in the case of a branch or the branch they are attached to in the case of attached graphics), turn on the Inherit color from parent checkbox. To set the color explicitly yourself, turn the Inherit checkbox off, and use the color well to set the color.

14.4 Text Settings

If your selection includes branches or graphics that have text, the text palette will appear:



To change the alignment of the text on the branch, click one of the alignment buttons.

To change the color of the text on the branches/graphics, click the color well and choose a new color.

We have included buttons for making the text bigger and smaller, as a convenience rather than having to use the font panel, but if you need to choose a different font, you can use the Set Font button to choose a different font using the font panel.

There are also [shortcuts](#) for adjusting the kerning (letter spacing), and font size. When using FlexiBranches it is very common to want to adjust the kerning.

14.5 Corner Settings

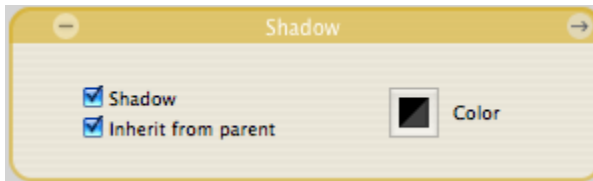
Rectangular graphics, boundaries, and rectangular branches can have their corner settings changed:



You can select the corner style using the popup, and then adjust the amount using the slider.

14.6 Shadow Settings

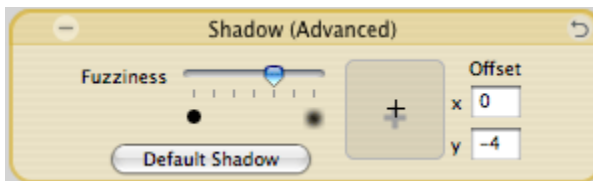
You can set the shadow settings of any branches or graphics that are selected using the shadow palette:



To show a shadow on the branch or graphic, check the Shadow checkbox.

You can set the shadow to inherit from its parent (i.e. the branch it is attached to) or set the shadow yourself by turning this option off. To manually set the shadow, turn off the Inherit from parent option and use the options described below to set up the shadow.

You can select the color of the shadow using the color well. If you need more control over the shadows, click on the right arrow icon at the top of the panel and the panel will flip to show the advanced options:



The default shadow button resets the shadow to a "normal" shadow similar to that used behind windows and panels in MacOS X. The fuzziness slider allows you to adjust how fuzzy or sharp the edges of the shadow are. The offset of the shadow can be either set using the X and Y offset numbers, or you can just drag the position of the grey cross that appears in the box when you turn shadows on. You can see the shadow update as you change the settings.

14.7 Ordering Attached Graphics

There are four buttons which will take the selected attached graphics and order them in front of or behind the other graphics and the branch:



New graphics are always attached in front of everything else on the branch. To move them relative to each other and the branch, select either the graphic, or the branch. You can then use the following buttons from either the toolbar or the context menu:



Move the selected graphic forward one position relative to the other graphics



Move the selected graphic to the front



Move the selected graphic to the back



Move the selected graphic back one position

15 Mind Map Tools

Please see the detail sub-topics covering each of these topics:

[Checking spelling](#) ³⁵

[Finding Text](#) ³⁶

[NovaMind Outliner](#) ³⁷

[Adornments](#) ³⁷

[Media Browser and Graphics Library](#) ³⁸

[Mind Map Navigator](#) ³⁹

[Branch Notes Window](#) ⁴⁰

[Using the Tool Palette](#) ⁴⁰

15.1 Checking Spelling

There are two ways to use the NovaMind spell checker:

- Check spelling as you type; or
- Check the spelling when finished editing.

Checking Spelling for the Document

To do a spelling check on the document, select the "Edit / Spelling / Check Spelling" option from the main menu to check the spelling and stop at the next misspelled word, or use the "Edit / Spelling / Spelling..." menu item to display the spell check panel which allows you to correct the spelling as you go.

Checking will start with the branch you have selected and check the entire document. It will check all branches, all attached text graphics, all branch notes. Unrecognized words will be highlighted for correction.

Checking Spelling as you Type

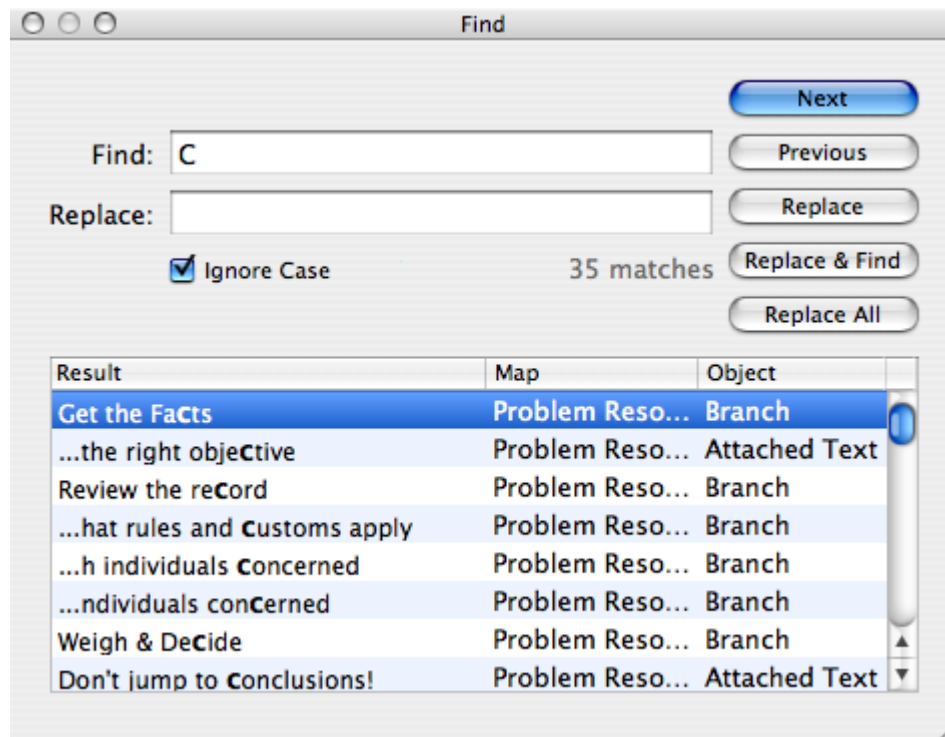
To have NovaMind check the spelling as you type, turn this option on from the main menu "Edit / Spelling / Check Spelling As You Type".

Any unrecognized words will be underlined with red dots. These dots will not be included in any print out or export of the Mind Map.

15.2 Finding Text

Showing the Find Panel

To display the Find panel, press **⌘+F**.



Searching for Text

To search for some text in a Mind Map, first enter the text to search for - either by typing it in, or pasting the text from somewhere else. If you have some text and you want to search for other occurrences of it in the Mind Map, you can select the press **⌘+E** to enter the selected text into the find panel.

If you select the option to search in the current text only, it just looks in the branch or attached text graphic or branch note that you are currently editing. If you select to search in the Mind Map, it will start from your current location and search all the branches, attached text graphics, and notes in order around the whole Mind Map.

The Result table is populated with the search results, and you can select the result you would like to view by clicking on it or by using the up and down arrows, or press **⌘+G** to jump from one match to the next.

You can use the find panel to replace occurrences of the text you are searching for either one at a time or all at once. Just enter the replacement text in the find panel, and use the Replace or Replace All button.

15.3 NovaMind Outliner

You can display the outline panel by selecting Window from the menu then "Outline..." or by clicking on

the outline toolbar item:



15.4 Adornments

What are adornments?

Adornment graphics are small icons that you can attach to any branch and they sit either left or right of the branch numbering before the branch text.

Showing the adornment selector

To show the adornment selector, click on the Media Browser  button in the toolbar, or press **⌘+Shift+A**.

Adding adornments to branches

Select the adornment you want to use, and drag it on to the branch.

Changing the sequence of adornments

If you want to have the adornments in a different order than originally placed on your branch, drag them into a different order. You can also drag outline numbers into a different position relative to the adornments.

Deleting adornments

Delete adornments by dragging them out of the branch (but not on to another branch). Outline numbers can not be deleted by this method - to remove outline numbers, turn outline numbering off.

Moving an adornment to a different branch

Drag the adornment to the other branch.

Creating your own adornments

You can add your own custom adornments under "Custom Adornments". To do this, you will need to copy the files you want to use into a specific folder, as detailed below. Steps to accomplish this are as follows:

Select the images you want to add to your list of adornments. Any image type recognized by MacOS X will do. The images should all be 16 pixels wide and 16 pixels high. If they are not that size, NovaMind will resize them to that size when you use them.

From your home folder, select a folder called Library. Inside this folder, create a folder called "NovaMind" (if it doesn't already exist).

Inside the NovaMind folder create a new folder called "Custom Adornments".

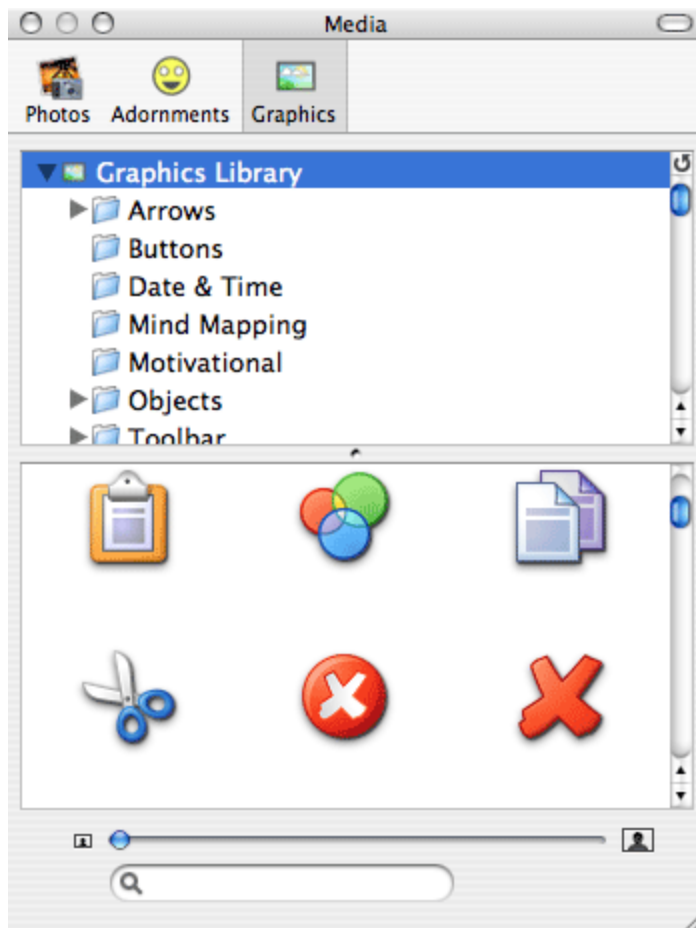
Copy your image files into the "Custom Adornments" folder. If you want to organize your images, you can also create folders inside the Custom Adornments folder, and these will be reflected in the adornment selector.

If you have the Adornment selector open, click the Reload button to refresh the items in the list.

15.5 Media Browser and Graphics Library

The Media Browser allows you to work with various images and resources for addition to your Mind

Maps. To show the media browser, click on the  Media Browser icon on the toolbar. The Media Browser will display:



In the Photos section, you have access to all your photos stored in iPhoto, and also any pictures you have in your Pictures folder, your User pictures, your Desktop pictures, Screen saver pictures and iChat icons. All of these images can be dragged on to your Mind Map in exactly the same way as the images from the graphics library described below.

The Adornments section contains the adornments that are described in the [Adornments](#)³⁷⁾ section of the manual.

The graphics section includes all the graphics from your graphics library. The full graphics library comprises of over 1,400 images in a number of subject categories such as Arrows, Business, Computers, Education & Science, Food & Drink, News Media & Entertainment, Objects, People,

Transport and more. Because of the large size of the library, only some images are distributed within the program, the rest are available by download off the [NovaMind Downloads webpage](#) and are free. Download the categories of interest and then follow the automatic installation prompts to install the files.




The graphics are encrypted, and only available for use within NovaMind. When you install the graphics libraries, you need to restart NovaMind, and then the graphics will appear in the NovaMind graphics library.

You can use the graphics within your Mind Maps, and can publish Mind Maps with the graphics on them but you are not allowed to sell or distribute the images on their own.

To open the graphics library, click on "Window" in the NovaMind menu and then select "Graphics Library". You can choose specific categories to look at the images in those categories, and you can use the search field at the bottom of the window to type in a word to search for. The images include keyword information in them, so the search includes that information when searching, and not just the image name.

Upon finding an appropriate image:

You have the following options:

- Drag the image over an existing mind map branch and the graphic will be applied to the background of that branch.
- Drag the image into the branch image well to set it as the branch image for the selected branch.
- Press the Control key while dragging it over a branch and it will become a floating attached graphic.
- While a branch is selected, drag the image over the canvas and drop to attach it to the selected branch as a floating attached graphic.
- Click and drag it on to the canvas while holding down the  key and it will add a new child branch attached to the selected branch at the position you dropped it with the image as the background.

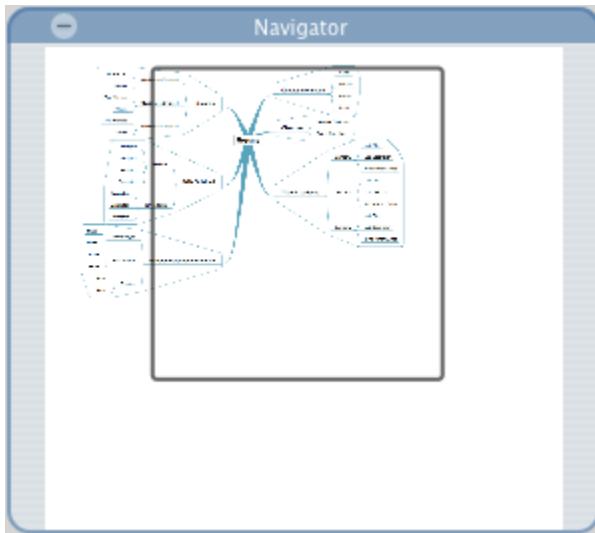


The same option keys apply if you are dragging an image on to the Mind Map from the Finder or other program like Safari etc.

Please note that the graphics in the graphics libraries have only been licensed for use creating Mind Maps in NovaMind, and are therefore encrypted and can only be used within NovaMind.

15.6 Mind Map Navigator

The Navigator allows you to find your way around large Mind Maps:




The grey rectangle shows the visible portion of the NovaMind document. Click on the area within the navigation image and your document will scroll to that section. You can also drag the rectangle to a new location - the document will scroll as you go.

You can also scroll the document by pressing the spacebar while dragging the background of the mind map.

To scroll the selected branches to the center of the mind map, press $\text{⌘}+5$. Note also that you can use the arrow keys to select different branches, and they are scrolled so they are visible.

15.7 Branch Notes Window

The branch notes window allows you to edit both branch notes, and screenwriter script. Click on the  button in the toolbar to display the notes window, or use the $\text{⌘}+.$ shortcut (Command Period). You can type notes for the selected branch.

15.8 Using the Tool Palette

What is the Tool Palette?

The tool palette is a small floating window that has some handy tools for quickly creating new branches and other common operations.

How do I display the Tool Palette?

You can display the Tool Palette by selecting the "Window / Tool Palette" option from the main menu, or using the shortcut $\text{⌘}+\text{Option}+\text{P}$.

This is the same way you hide the Tool Palette (or you can click on the close button on the palette).

How do I use the Tool Palette?

The left most item on the tool palette is the normal NovaMind editing mode. To select one of the other modes, click on the relevant buttons. An icon will appear, indicating that the action you have selected will be performed once, and then NovaMind will revert to normal editing mode:



If you click on the same button again before performing the action, the icon on the button will change to indicate that the action will be locked in until you change back to normal editing mode (or another mode):



If you click on the same button again, it will go back to single action mode again etc.

If you have clicked on one of the buttons to change mode, and decide you want a different mode or back to normal editing, just click on the appropriate button.

What are the modes represented by the icons?

	Normal editing mode
	Adding child branches - click on a branch to add a child branch
	Adding sibling branches - click on a branch to add a sibling branch below the branch you clicked on
	BranchStorm - when you click on this, and start editing your branch text, whenever you press Return, a little lightning bolt icon is inserted in the text, and you can continue typing. When you either pause typing, or finish editing the branch, the text before the first icon is left on the branch, and all the text between the other lightning bolt icons is split onto child branches.
	Graft - this allows you to drag branches from one place on the Mind Map to another to graft them (like pressing the Option key)
	Link line drawing
	Zoom - when you have this selected, you can either click on the canvas to zoom in, or drag out a selection around the portion of the Mind Map you want to view. You can drag outside the visible area of the Mind Map and the canvas will scroll. You can also press the Option key to change from zooming in to zooming out , and when you click, the map will be zoomed out.
	Grab the canvas and scroll it (like pressing the Spacebar).

16 Context Sensitive Menus

Context sensitive menus are menus that appear when you right-click on different elements within a NovaMind Mind Map.

There are three different contexts used within NovaMind:

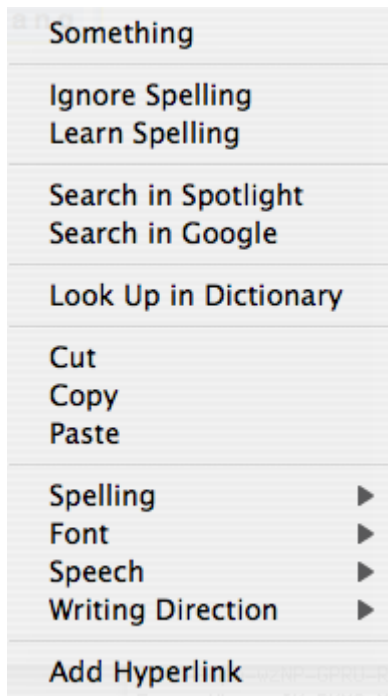
[While you are Editing Text](#)^[41]

[When you click on a Branch](#)^[42] (while not editing the text on the branch)

[When you click on the Canvas](#)^[44]

16.1 Menus While you are Editing Text

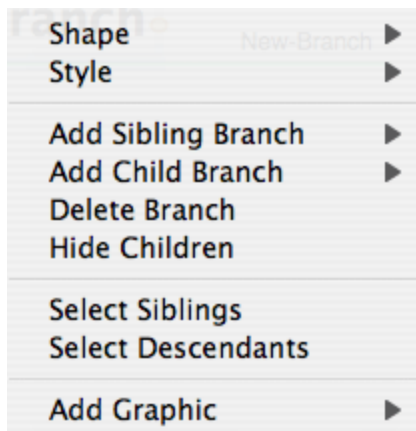
While you are editing text, if you right-click on the text, you will see a number of options like the following:



All the options at the top of the menu are standard options, and may vary according to the word under the cursor at the time - for instance, the first item "something" is a suggested spelling correction.

16.2 Branch Context Menu

If you right-click on a branch while you are not editing the text of the branch, you will see the following menu:



The options are as follows:

Shape:

Changes the branch shape to the selected shape.

Style:

Changes the branch style to the selected style.

Add a sibling or child branch:

These options allow you to add any of the branch types either as a sibling directly below the selected branch, or as a child of the selected branch.

Delete Branch:

Deletes the selected branch.

Hide Children:

Hides all the children of this branch.

Select Siblings:

Adds all the siblings of this branch to the selection.

Select Descendants:

Adds all the descendents of this branch to the selection.

Add Graphic:

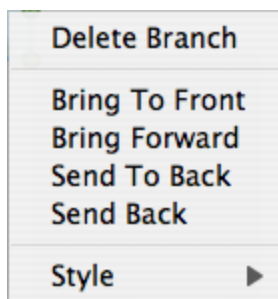
Allows you to select the graphic type to add to the selected branch.

Add Boundary (or Remove Boundary):

Adds a boundary to the selected branch (or removes it if there was one already).

16.3 Graphic Context Menu

The context menu when you right-click on a graphic is as follows:

**Delete Branch**

Deletes the branch the graphic is attached to.

Order the attached graphics:

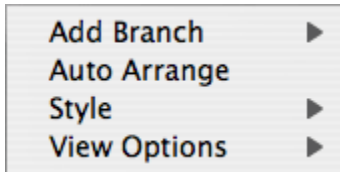
Click on the appropriate item to, respectively: bring the selected graphic to the front; bring the selected graphic forward one place; send the selected graphic to the back; send the selected graphic back one place.

Style

Allows you to select the style for the selected graphic.

16.4 Background Context Menu

When you right-click on the canvas (i.e. the background where there are no branches or attached graphics), the following menu is shown:



Here is a brief explanation of the different items:

Add branch

This allows you to select the type of branch to add, and adds a child branch at the location where you right-clicked on the background to show this menu.

Auto Arrange

Arranges the branches of the entire Mind Map in the same way as what you would get if you were using Controlled layout.

Style

Allows you to set the Map Style to apply to the map.

View Options

Allows you to show and hide the various display options to determine what is shown on the Mind Map.


17 Layout Assistance

NovaMind has three different levels of layout assistance to help you with creating great looking Mind Maps without getting in the way of your creativity. This section describes the options in detail.

17.1 Free layout

Free Layout Mode allows the user to place branches and attachments at any chosen position on the Mind Map. This option provides flexibility to drag individual branches to any desired position including the extremities of the page, close to each other etc, however, this mode does not prevent branches from overlapping.

To graft a branch to another while in this mode you must hold down the Option key while dragging, otherwise NovaMind will think you are just moving the branch position.

 To enforce grafting a branch, you need to hold


the Option key down **before** you start dragging the branch.

17.2 Assisted layout

Assisted Layout mode helps the user to maintain spacing between the branches and rearrange the Mind Map just by dragging the branches. The branch spacings that are maintained in assisted layout mode are those set in the Branch Spacing settings on the Inspector Panel.

To graft a parent branch, hold down the Option key and drag the branch on to the new parent branch, when a suitable target branch is within range, a green border will appear around the grafted text image indicating the mouse button can be released and the branch will be grafted.

To reorder sibling branches the user does not have to hold down the Option key - just click and drag. This has been designed so that the parent branches can be dragged to new positions on the page as desired, but to graft the Option key must be held for NovaMind to recognize this rather than a simple reposition.

 To enforce grafting a branch, you need to hold the Option key down **before** you start dragging the branch.

17.3 Controlled layout

Controlled Layout mode arranges all branches and text to create a balanced page centered around the Mind Map title. The spacing between branches and siblings is also controlled by the settings on the Inspector panel. Grafting branches is a matter of clicking and dragging to the desired location, once within range of a suitable target branch the green border will appear around the grafted text image.


18 Using a Pen based interface

This topic covers the use of a stylus and graphics tablet to create and edit your Mind Map.

18.1 Getting set up

This documentation is based around using the Apple Ink method of using the graphics tablet.

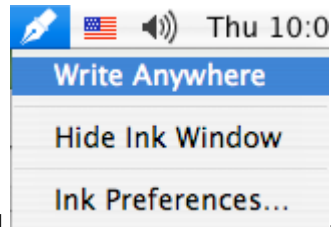
First step: Make sure handwriting is turned on in system preferences.




We recommend showing Ink in the menu bar, and showing the ink window. We will assume in the rest of these instructions that you have at least the ink icon in the menu bar  and handwriting recognition turned on, and that you have not reprogrammed the meaning of the buttons on the stylus.

There are two "modes" of using the tablet, with "Write anywhere" turned on (this is the same as the checkbox in the System Preferences labeled "Allow me to Ink in any application"), and with it turned off.

For the sake of simplicity of this document, we will refer to the state where "Write Anywhere" is turned on (or "Allow me to Ink in any application" is checked in System preferences) as "**Write Anywhere Mode**", and the mode where "Write Anywhere" is turned off as "**Standard Mode**".

To switch between Write Anywhere Mode and Standard Mode, you can:



1. Change the setting in the ink menu  , or
2. Click on the  or  icon in the Ink Window, or
3. Change the "Allow me to Ink in any application" setting in System Preferences.

18.2 Adding and moving branches


When manipulating the Mind Map, you need to be in [Standard Mode](#) ^[45].

Selection

To select a branch, hover the pen over the tablet surface until you are over the branch or graphic you want to select and tap the stylus on the tablet.

To add other branches to the selection, hold the Shift key on the keyboard while tapping another branch or graphic.

To select multiple branches, hover over the area you want to start dragging your selection from, put the stylus on the tablet and drag the selection you want.

 Tapping to select and shift+tap to add to the selection work in both [Write Anywhere](#) ^[45] mode and [Standard Mode](#) ^[45].

Moving branches and graphics

Just drag the selected graphics where you want them to go.


Resizing branches and graphics

Select them and drag the handles.

Adding new branches

You can use the context menus to add branches. To do this, select the parent branch and bring up the context menu by clicking the bottom button on the stylus. Tap your selection on the context menu.

You can also add a child branch at a specified location by selecting the parent branch, then positioning the stylus over where you want the branch to appear (without tapping the surface) and using the lower button on the stylus to open the context menu, and using the option to add a branch.

 You can also use the standard gestures like undo and delete.

18.3 Text entry

To enter text, you need to be in [Write Anywhere Mode](#)^[45].

To enter text editing mode for a branch or attached text graphic, you need to either double-tap on the branch, or click the top button on the stylus. Then you can either

- just start writing and the text will be recognized and put on the branch, or
- use the Ink window and write the text, make your corrections, and click on Send

We suggest that you try out both methods and see which suits your style best.

18.4 Drawing free-form shapes

You can draw things on the Ink window by clicking on the star:



We recommend you are in [Standard Mode](#)^[45] for this operation.

To Insert the drawing on to a branch:

- Select the branch
- Tap the Send button


To create an Attached Image Graphic from your drawing:

- Tap on the canvas to make sure that no branches are selected
- Tap the Send button
- Select the branch you want to attach the graphic to
- From the main menu, select Edit/Paste as Attached Graphic

To add the drawing to a branch note:

- Select the branch and show the branch notes window
- Select the place you want to insert your drawing
- Tap the send button

You can drag to resize and reposition the graphic.

 You can hold the shift key down while resizing




to keep the shape the same as it was drawn rather than stretching it.

19 Text

This topic describes the options for dealing with the text on your Mind Map.

19.1 Editing text

Font

Change the font of a branch name, attached text or branch notes by using the font selector ( t). Alter kerning etc from the main menu. You can also use the hotkeys +Option+"+" and +Option+"-" to increase or decrease the font size of a branch (while it is selected but not editing), or the selected text while editing the branch, attached text graphic, or branch note.

Alignment

Text on the Mind Map may be left aligned, right aligned or centered. For descriptive text, you can also display the ruler and set tab stops etc.

Size/shape

You can alter the size of the text in a branch by adjusting the width of the branch. If the width of the branch is narrower than the text, the text will be word-wrapped on to a new line.

You can also make the width of the text narrower within the confines of the branch by selecting the text and moving either end of the text in or out.

Constraining maximum width

Use the branch palette advanced options to constrain the maximum width of the text. Once you have set the maximum width, if you try to type any text longer than that width, it will be wrapped on to the next line to avoid exceeding the set length.

Editing Text

Double-click to start editing the branch text, or if your branch is already selected, press Return to start editing. Press Esc to finish editing the text, or just click to select a different branch. The text you type is put on the branch using the font used for the first character of the text that was already on the branch.

Copying Text To Another Program

Mind Map text can simply be copied and pasted into alternative programs. When copying, a Text File and a Rich Text File are simultaneously copied to the clipboard so the program it is being pasted into has the compatibility option for formatted or non-formatted Mind Map text. All text on the selected branch down will be copied. If the Mind Map title is selected, the title and all branches under it will be copied.

Inserting Images into the Branch Notes

Images can be inserted into the text window if desired. To do this either use copy and paste or you can drag them in. To drag them in follow these directions:

First, open your Finder window and locate the image you want to drag in. Next, adjust your Mind Map window to make it small and your text window alongside it. You must have your text window as the "active" window, then return to the finder window and click straight on the graphic and drag it into the text window and release the mouse.

19.2 Types of text

Branch text


In order to edit the text on a branch, you can either double-click the text or select it (either by clicking on it, or by using the arrow keys), and then pressing the Return key to start editing the text. To finish editing the text, you can either click on another branch to select it, or use the Esc key to finish editing.

Branch notes


Any branch can have text attached to it and is indicated by the text icon. This text allows you to create notes or even a complete document in NovaMind without cluttering up your Mind Map. To view the text, click on the icon and it will appear as a separate window with the title being the name of the branch you are editing. You can toggle between attached text and attached scripts by clicking on the appropriate icon.

To create a note for a branch, select the branch, and show the Notes window by either clicking the



icon on the toolbar, or selecting Window/Branch Notes from the main menu, or using the "⌘." hotkey. You can just type your text in the notes window and it will be attached to the text. When you are working with the Mind Map and don't have the Notes window displayed, you can click on the  icon on the branch to display the note for that branch.

Attached Text Graphic


Text graphics are boxes of text that "float" in your Mind Map. They are not attached by lines to your Mind Map and can be moved to any position on the Mind Map canvas you like, but maintain an invisible connection to the branch they are attached to, and move when you move their branch. Text can be copied from another program and copied into the text graphic and it will retain all of its formatting, coloring etc. You can easily add a text graphic via the menu, toolbar, Inspector or you can use the hotkeys of +Option+a.

20 LinkBack

LinkBack allows you to have editable documents from one application embedded in another application. A user can paste content from any LinkBack-enabled application into another and reopen that content later for editing with just a double-click. Changes will automatically appear in the original document again when you save in the other application.

NovaMind allows you to use LinkBack technology to both embed NovaMind documents in other LinkBack enabled application's documents, and to embed documents from other LinkBack enabled applications within NovaMind.

Embedding a NovaMind Mind Map in another application

Select any branch or branches on your Mind Map, and press +c (copy). In your other LinkBack enabled application, paste the NovaMind Mind Map. No matter what you select, the whole Mind Map will be copied and inserted in the other application.

When you are using the other application and want to edit the NovaMind document, you can just double-click it in the other application and it will open in NovaMind. Make the changes you desire and then save it in NovaMind, and it will be updated in the other application.

Embedding documents from other LinkBack enabled applications in NovaMind

Select the portions of the other document you wish to paste into NovaMind (some applications may copy the entire document), and copy it, then switch to your NovaMind document. You can paste the other documents in the following ways:

- By selecting a branch, you can paste it as the image for the branch by using **⌘+v** (Paste)
- By selecting a branch, you can paste it as an attached image graphic by using **Control+⌘+v** (Paste as attached graphic)
- By selecting text in the branch notes, you can insert the graphic inline with the branch note text

When you want to edit the embedded document, you can just either double-click it or use the Edit/Edit in <application name> menu item (where <application name> is the name of the application that will open the embedded document). When you save it in the other application, it will be updated in NovaMind.



Note that for documents embedded in the branch notes, you may need to click on the notes window before the update appears.

21 Shortcuts

These topics give you details on the keyboard and mouse shortcuts to make working with your Mind Map quicker and easier.

21.1 Keyboard

The following are the ordinary keys that have special operations assigned to them in NovaMind:

Arrow keys - When not editing the text of a branch, the arrow keys can be used to select other branches to work with. The text of the branch is selected so that you can just press Return to edit the text of the branch.

Control+Arrow keys - This nudges the selected branch slightly in the direction of the arrow key.

Delete - Deletes the currently selected branch or graphic (when you are not editing the text)

Return - If you have the text of a branch selected, but are not editing it, pressing Return starts editing it. If you are in [BranchStorm](#) mode pressing Return inserts a marker so you can start typing the text for the next branch.

Esc - If you press Esc while you are editing the text of a branch, this will end the editing operation.

There are many more keyboard shortcut keys that involve use of the Command (**⌘**) Key. Please refer to the table below for a list of them.

Shortcuts using the Command **⌘** key (**⌘** = Option key, **^** = Control key)

a	select all	p	print	?	help
A	show adornment panel			=	auto-arrange branch
⌘a	attach text graphic	P	page setup	[assisted layout
b	bold	q	quit NovaMind	⌘[increase detail level
B	send attached graphic to s back		save]	free layout

\backslash B	send attached graphic backward	S	save as	
c	copy	t	show fonts panel	
C	show color panel	\backslash t	show special characters panel	
d	find previous	\wedge t	show/hide tool palette	+ zoom in
		u	underline	
e	enter selection for find	v	paste	\backslash + make text bigger
f	find	V	paste as plain text	- zoom out
\wedge f	full screen editing mode	\backslash v	paste as attached graphic	
F	bring attached graphic to front			
\backslash F	bring attached graphic forward			
g	find again	w	close document	\backslash - make text smaller
\backslash g	show graphics library	x	cut	/ zoom to fit window
h	hide NovaMind	z	undo	* hide/show children
i	italic	Z	redo	
j	add sibling branch	{	left align text	1 copy ruler
k	add child branch		center align text	2 paste ruler
\backslash k	loosen text kerning	}	right align text	3 copy font
\backslash K	tighten text kerning	,	show preferences panel	4 paste font
m	minimize	.	show branch notes	5 center selected branches in view
n	new Document	:	show spelling panel	6 change branch to line
				7 change branch to rectangle
o	open file	;	check spelling	8 change branch to oval
O	show outline view			9 change branch to flexibranch

21.2 Mouse

The following shortcuts are available in conjunction with mouse clicks:

Click - select graphic

Drag - move selected graphic

\mathfrak{H} +Click - add new child branch to the selected branch at the location where you clicked. If no branch is selected, the new graphic will be created as a top level topic attached to the Mind Map title.

Option+Click on a hyperlink - Allows you to edit the hyperlink.

Option+Drag - start grafting operation with selected branch.

\mathfrak{H} +Scroll wheel - zooms the map in and out

Control+Click - shows the context sensitive menu.

When dragging images on to the Mind Map:

Control - Force the graphic to be added as a linked graphic rather than a branch graphic, even if you drop directly on the branch

Shift - Force the graphic to be placed at full size even if it's a really huge image. Also when resizing an attached image, pressing Shift allows you to distort the image by scaling the X and Y axes independently.


22 Importing Files

This topic covers all the different types of file you can import, and the various options for import.

22.1 OPML files

You can import OPML files which are created by a number of different types of programs but particularly outlining programs such as Omni Outline, NoteBook and Note Taker. See www.opml.org for information on the file format specification - it's a simple XML outline format.

When importing an OPML file the following rules are applied for formatting:

1. You will need to specify the Mind Map title after importing.
2. All outline rows at the left margin become your top level branches with the indented rows becoming the children underneath these. The level of indents on the row determine how far down the branch the child is placed.
3. Text in additional columns becomes branch notes represented on the appropriate branch by the  icon.

22.2 Screenwriter Import

You can import from .fcf (FinalDraft interchange format) and Movie Magic exported RTF files.

Select the appropriate import format and the required file. The import will take the screenplay and import it by splitting the scenes up - one per branch, and naming the branches with the scene names. You can then reorganize your scripts on to the branches you want if you wish to split things up differently.

23 Exporting files

This topic covers the various options for exporting to different file formats.

23.1 XML export (OPML)


When using OPML (Outline Processor Markup Language) export, your title is not visible in the outline. Your top level branches will become the top level rows with the siblings listed in the rows underneath and tabbed appropriately to represent their place in the hierarchy. Attached text graphics are insert into an additional column in the same row as the branch it is attached to. Attached text is added to the notes window if the outliner has one (such as OmniOutliner).

23.2 Text exports (RTF, TXT)

RTF Text Export

When you choose to export to RTF, you will see the following options:

- Include branch notes
- Include attached text graphic
- Include screenwriter text
- Include hidden branches

 Mind Map text can simply be copied from the selected branch and pasted into other programs (such as MS Word). All text on the selected branch down will be copied. If the Mind Map title is selected, the title and all text in the branches under it will be copied.


When copying, both plain text and rich text are copied to the clipboard so the program it is being pasted into has the option to paste formatted or non-formatted text.

23.3 Image exports (JPEG, PDF, PNG, TIFF, GIF, BMP, EPS)


You can export the completed Mind Map image using one of the following formats:

- Jpeg
- PDF
- PNG
- TIFF
- GIF
- BMP
- EPS

Select the export option you want from the File menu, and specify where you would like the file saved. If you are exporting to Jpeg, you will need to specify the compression ratio. The closer to 1.0 you set the slider, the higher quality the image will be and the larger file size.

 The bitmap files are saved at screen resolution. You get the option of saving them at 100% scale, or with a specific width (the height will be scaled proportionally).

The PDF files are saved with vector graphics and full resolution images so that you can scale them in other programs or print on high quality printers without losing resolution.

 The PDF and EPS files are images, and therefore do **not** preserve any live hyperlinks that may be on branches.

24 Printing

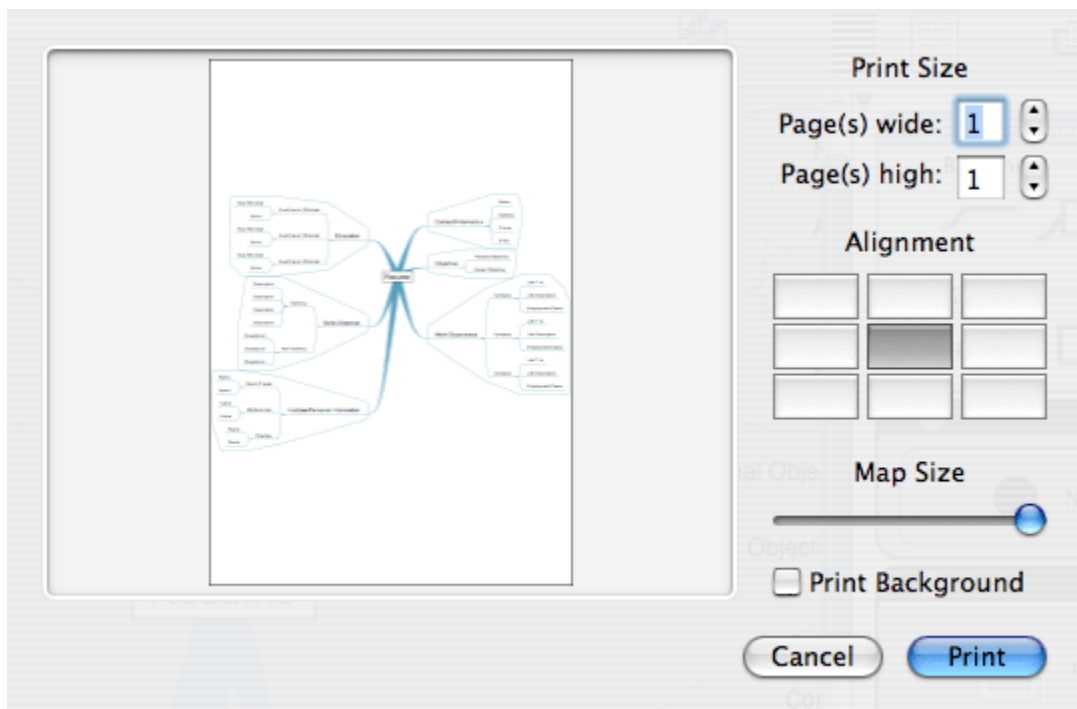
NovaMind printing options can be divided into two types of output:

1. Printing of the Mind Map, which includes the Mind Map graphic
2. Printing the Mind Map Text, which is a text extract only of the Mind Map

To print the Mind Map

Either use the print toolbar icon, or the **⌘+p** print command while the Mind Map window has the focus.

The following panel will be shown:



The size and orientation of the paper is whatever you have set up in the Page Setup panel.

Choose how many pages wide and high you want the Mind Map when it is printed.

Set the alignment options so that you have the Mind Map positioned where you want it on the pages.

Adjust the Map Size setting to suit your requirements - you will see the results in the preview image.

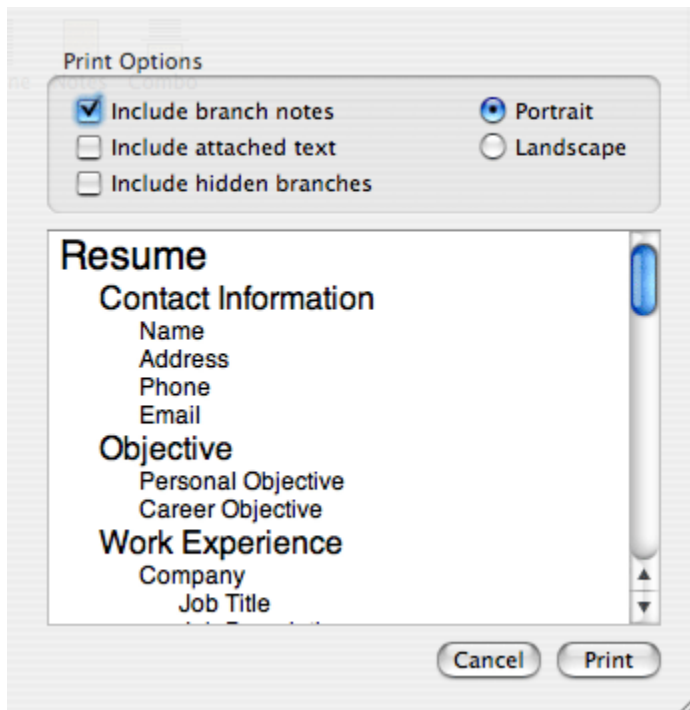
If you want the Mind Map printed with the background color and images, then turn on the Print Background option. If this option is not turned on, the Mind Map will print out on a white background.

When you have set up the options the way you want them, click on the Print button to proceed to print your Mind Map using the standard print dialog.

Printing the Outline

To print the outline, click on the print button on the toolbar of the outline panel, or use the **⌘+p**

shortcut while the outline panel has the focus. The following panel will be shown:




You have the option as to what to include in your printout, and you will see the impact of your choices in the preview below. You also have the option to override the page orientation you have set up in your Page Setup options.

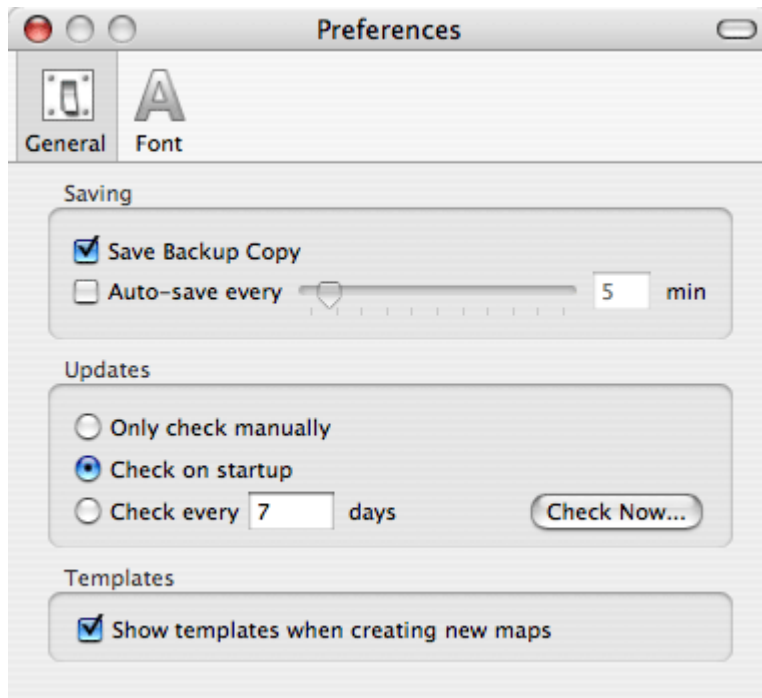
When you are ready to print, click the Print button and proceed to print out the outline using the standard print dialog.

25 Preferences

Preferences allow you to set the way you want new documents, new Mind Maps, and new branches to appear, and a number of global options to change the operation of the program.

You can show the preferences by using +, (comma) or by selecting the NovaMind / Preferences menu item.

The General preferences section looks like this:



Saving

If you have "Save Backup Copy" turned on, whenever you save a NovaMind document, the previous version of the file is saved as a backup.


When you have the auto-save feature active, NovaMind will save your Mind Map at the specified intervals. This is the normal save operation, just the same as if you had used the Save menu option. If you have not saved the document yet, you will be asked to give the file a name.

Check for Updates

You have three options for checking for updates:

- Only check manually - NovaMind will not ever automatically check for updates - to check for updates, you will need to come to this pane in the preferences and click on the Check Now... button.
- Check on startup - NovaMind will check for updates in the background, and notify you if there is a new version available.
- Check every X days - allows you to specify how often NovaMind will check for updates - if this time or more has elapsed since the last check next time NovaMind is running, it will check for updates.

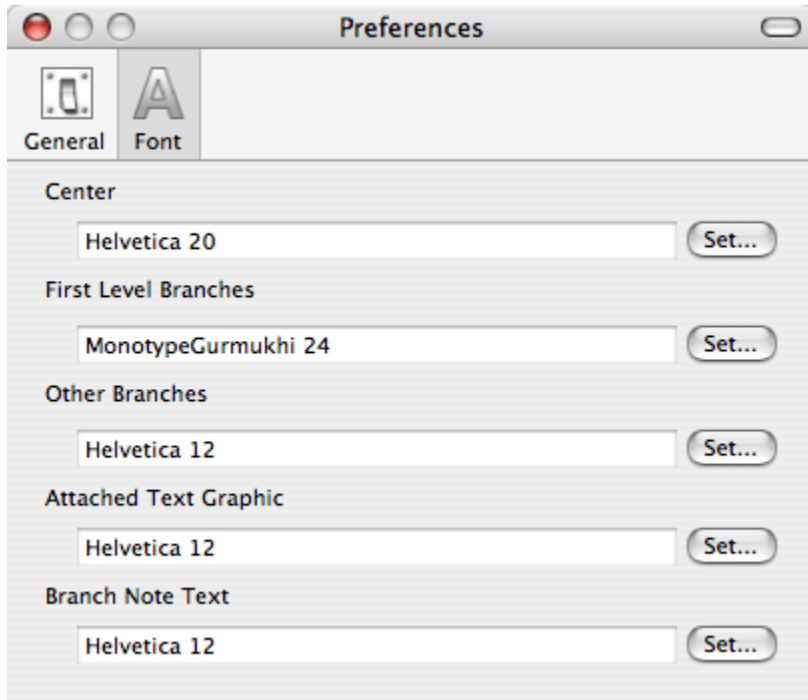
If NovaMind finds a newer version, it will display details of the new version and allow you to download it.

 Point releases (e.g. 4.0 to 4.1) are free updates, but updates that increase by a full number (e.g. 4.5.2 to 5.0) are paid upgrades, and you will need to purchase an upgrade license to use the new version.

Templates

If you want to be prompted automatically to select a template whenever you create a new Mind Map, you can check the "Show templates when creating new maps" option. Note that even if you do turn this option off, you can still use the menu item to create a new Mind Map from a template.

The font section looks like this:



You can set the default fonts for the different graphic elements mentioned. Note that it is possible for styles and themes to override these settings and impose their own font settings.

The fonts you set are used as the initial font for any new branches created. The center font is the font used for the Mind Map title. The first level branch font is used for the main topics, and the other font setting is used for all the other branches created.

The branch notes font is the initial font used when you create branch notes, and the attached text graphic font is the font initially used when creating attached text graphics.

26 Contacting NovaMind

This topic covers the various ways to contact NovaMind.

26.1 Web site

The NovaMind web site address is: www.nova-mind.com

If there are any issues with the web site, please send an email to: webmaster@nova-mind.com

26.2 Email

In most cases email is the best way to reach us.

General information: info@nova-mind.com

Sales enquiries: sales@nova-mind.com

Technical support: support@nova-mind.com

Subscribe / unsubscribe for news updates & newsletters: registrations@nova-mind.com

Contact the Newsletter Editor: news@nova-mind.com

26.3 Post / physical address

Our physical address is:

6/66 Commercial Drive
Shailer Park
QLD 4128
Australia

Our postal address is:

PO Box 4503
Loganholme DC
QLD 4129
Australia

26.4 Sending feedback

The "NovaMind / Send Feedback" menu can help you compose your email. We are committed to making NovaMind the best possible, and are keen to get your feedback.

26.5 Reporting a defect

Please use the "NovaMind / Report Defect" menu option, and fill in as much information you can about the nature of the problem and how to reproduce it. We want to hear about any fault you find, no matter how small, and will aim to fix it promptly.

Also if you experience a crash, we have built in a crash reporter that allows you to send the relevant information to us so that in many cases we can see exactly what happened so we can fix the issue quickly.

26.6 Checking for updates

Connect to the Internet and use the "NovaMind / Check for Updates" menu item. You will be shown information about any application updates that are available. You can also have NovaMind automatically check for updates - this is set up in the [preferences panel](#)^[55].

You can download and install new versions of NovaMind from our web site. You will not need to re-enter your license key except if you have a [multiple user license](#)^[11] installed in the application.

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