



Open Mind 5 Documentation

Open Mind Software

Revision no. 1

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1 Introduction

This document provides instructions for use for Open Mind 5.0.x. This document should be distributed with Open Mind in the form of a PDF and also be available on the Open Mind website.

If you happen to have any feedback of suggestions for improvement, regarding this documentation, please contact us via our website: <http://openmindsoftware.org/support>

1.1 Terminology

The following technical terminology will be used in this document:

| | |
|----------------|--|
| Canvas | The working area where the diagram is produced. Bubbles and connections can be arranged in this space by clicking and dragging them. |
| Bubble | A single shape that can contain text and images. A bubble can be moved, resized and formatted as desired. |
| Document | Each diagram being made belongs to a document. |
| Connection | Bubbles can be connected together with a line by creating a connection. Each connection can be individually formatted and styled. |
| Bubble Toolbar | The toolbar at the top of the screen that allows bubbles to be formatted. |
| Theme | Themes can be used to format bubbles and connections based on a pre-defined visual style. |
| Attach | The process of ‘attaching’ a bubble to another bubble via a connection. |

1.2 Disclaimer

This documentation was produced prior to the official release of Open Mind version 5.0.x, so there may be some minor changes to features, user interface and functionality in the latest version. If you believe there is a significant error then please do not hesitate to contact us via our website: <http://openmindsoftware.org/support>

1.3 What’s new in version 5?

Version 5 is a complete redesign of Open Mind and introduces lots of helpful new features:

- New, more intuitive user interface
- Work on multiple documents at once
- Save documents to the cloud using Dropbox
- Full undo and redo functionality
- A larger collection of bubble shapes
- Optional page guides for designing diagrams intended for print
- Automatic diagram layout tool

- New bubble connection line styles and arrows
- Ability to attach a label to a connection

2 User Interface

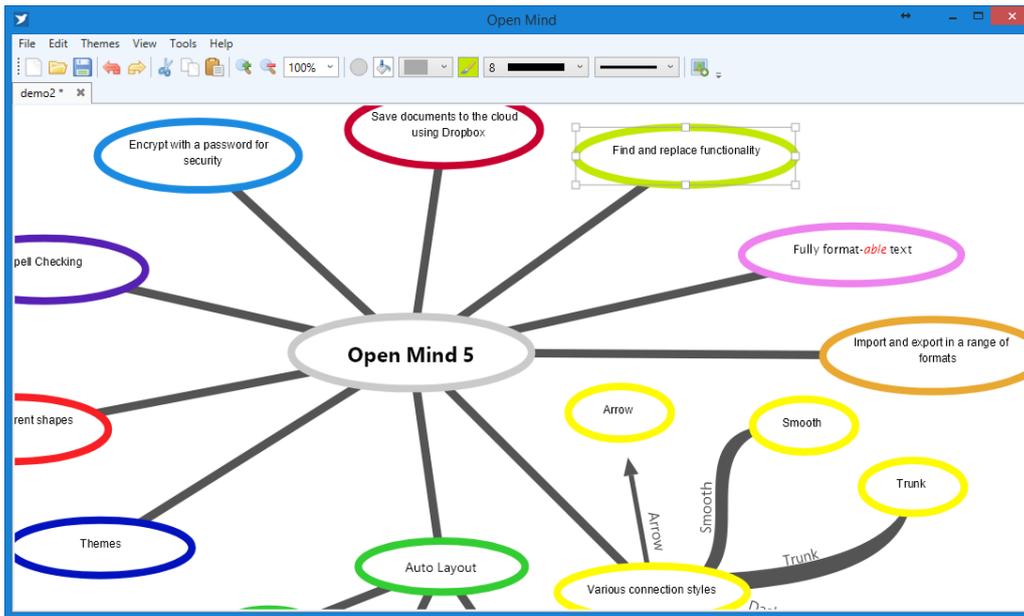


Figure 1: The new user interface for version 5.

As with previous versions of Open Mind, the user interface has been kept simplistic and intuitive to use. Users who are transitioning from older versions should feel at home straight away. An important significant difference is the ability to work on multiple documents simultaneously by switching tabs.

2.1 Creating a new document

You can create a new document by going to the File menu and clicking New. Alternatively, you can click the new document icon on the toolbar or use the Ctrl+N shortcut key. Multiple documents can be worked on simultaneously by switching between them using the tab menu below the toolbar.

2.2 Saving and opening

Open Mind introduces a new file format, however any documents produced in older versions are fully compatible with version 5.

To save a document click the File menu and then click Save or Save As. The shortcut key Ctrl+S can be used to quickly save the document. The saved document can be opened on any computer with Open Mind 5 or higher.

Opening a document can be done in a very similar way, navigate to the File menu and click Open, or use the Ctrl+O shortcut key.

Documents can optionally be encrypted using 256-bit AES encryption, one of the most secure encryption technologies available. Password protection can be set by going to File and clicking Password protection, you will be asked to enter a password and then to confirm it. Password protection can be removed by clicking the Password protection menu item again.

When attempting to open a password protected document, you will be required to re-enter this password to decrypt the document.

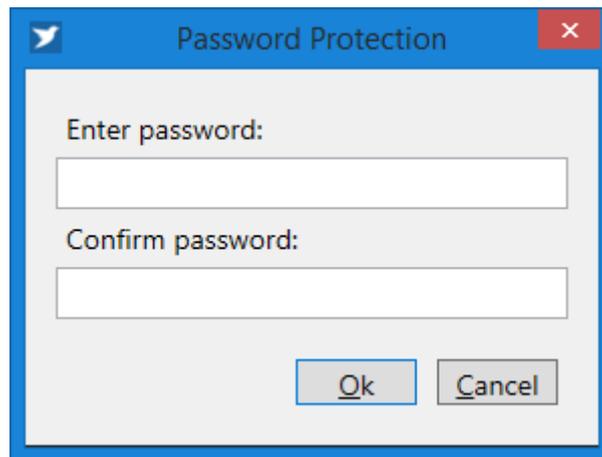


Figure 2: Encryption password dialogue

2.3 Importing

Open Mind files can be imported into a currently open document to merge the two together. Going to File and clicking Import will open a dialogue asking you to browse for an Open Mind file. Both encrypted and unencrypted files can be imported however if the document is encrypted you will be required to enter the password in the same way as opening.

2.4 Exporting

An Open Mind document can be exported in multiple common file formats and application specific formats. Export options include Image (PNG, JPEG, GIF, BMP), Portable Document Format (PDF), Scalable Vector Format (SVG) and Microsoft XPS format.

Exporting a file is the best way to send you Mind Map to someone who does not own a copy of Open Mind.

2.5 Dropbox

Dropbox is a free secure cloud storage solution. Any Open Mind document can be saved directly to your Dropbox account by going to File, Dropbox and then clicking Save. If you have not linked Open Mind to Dropbox yet, you will be prompted to login and approve the Open Mind app. Once you have done this, you will be able to save and retrieve documents from the cloud.

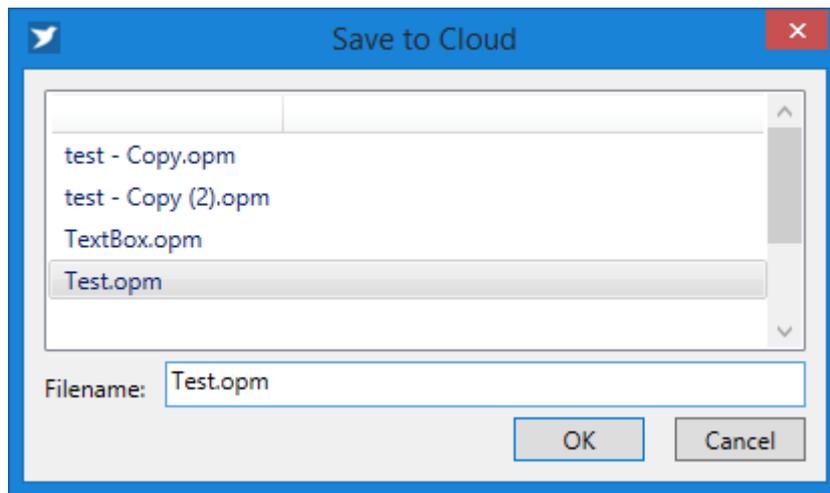


Figure 3: Dropbox save dialogue.

2.6 Printing

Printing is another good way to distribute your document physically. Going to File and clicking Print (or Ctrl + P) you can open the system print dialogue to print your document. All documents are clipped of white space so only the bubbles are included. If page guides have been configured (see next section) then the paper size will be set to match the guides.

2.7 Page Guides

Page guides can be used to show the boundary of various paper sizes for a document. They are not included in exported or printed versions of a document, they are merely for indicating where the page boundaries are. By default page guides are not enabled but they can be selected by going to View and clicking Page guides. This will show a list of various paper sizes and orientations that can be chosen.

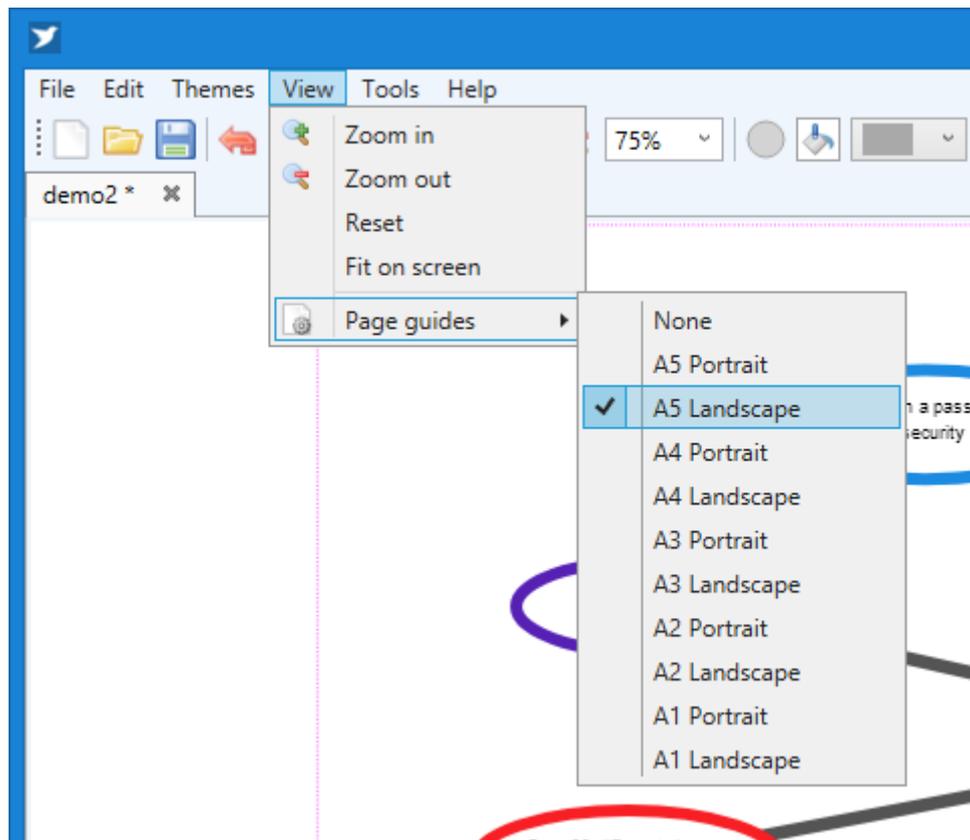


Figure 4: The page guides menu.

2.8 Edit and Undo

A new feature in Open Mind 5 is the ability to undo and redo any action. As with most applications that support this, the keyboard shortcuts Ctrl+Z and Ctrl+Y can be used to undo and redo respectively.

2.9 Find and Replace

The find and replace dialogue is used to search the current document for a phrase or word. It can be opened by clicking Edit and then Find. Alternatively, the keyboard shortcut Ctrl+F can be used. The search phrase should be entered in the 'Find what:' box and then the search can be ran by clicking Find. Matching bubbles and connections will be highlighted in red to indicate they contain the phrase.

The search phrase can be replaced with something else by entering the replacement phrase in the 'Replace with:' box and clicking Replace All. This will replace all occurrences of the search phrase with the replacement phrase.

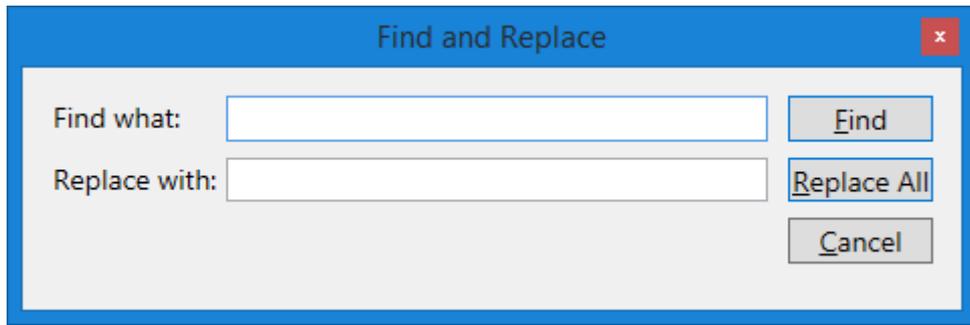


Figure 5: The find and replace dialogue.

2.10 Spell Checker

The spell checker can be run by going to Tools and clicking Spelling. This will launch a spell check dialogue that will scan the currently open document for incorrectly spelt words. Incorrect spellings will be marked in red text and some suggestions will be listed below. To replace the word with the correct spelling, select the suggestion and click Change. If you believe the spelling is correct, you can add it to the dictionary by clicking Add. If you want to ignore the error, click Ignore.

The spelling language can be selected from the dropdown box in the dialogue. All dictionaries installed on the Windows system will be available to use. You may need to restart the spell checker when changing the spelling language.

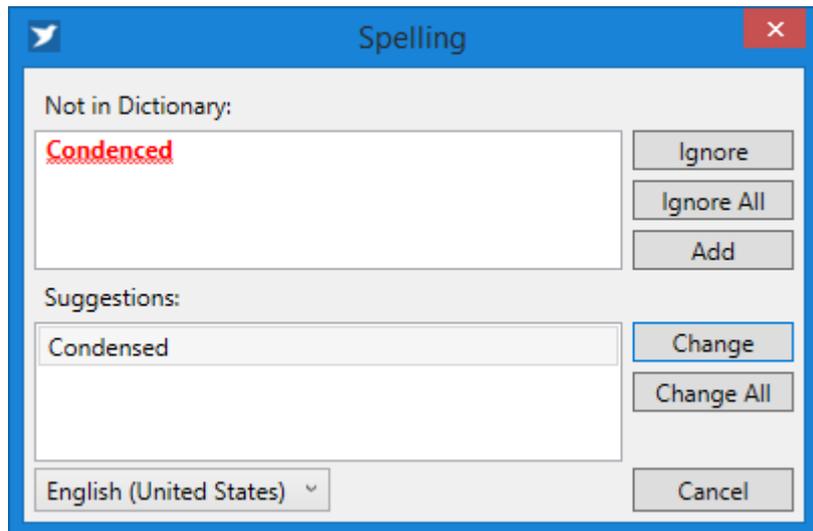


Figure 6: The spell checker dialogue.

3 Formatting Diagrams

3.1 Background

The background color of the document can be set by right clicking an empty spacing and clicking Background. This will display a color picker which allows you to select a color to use.

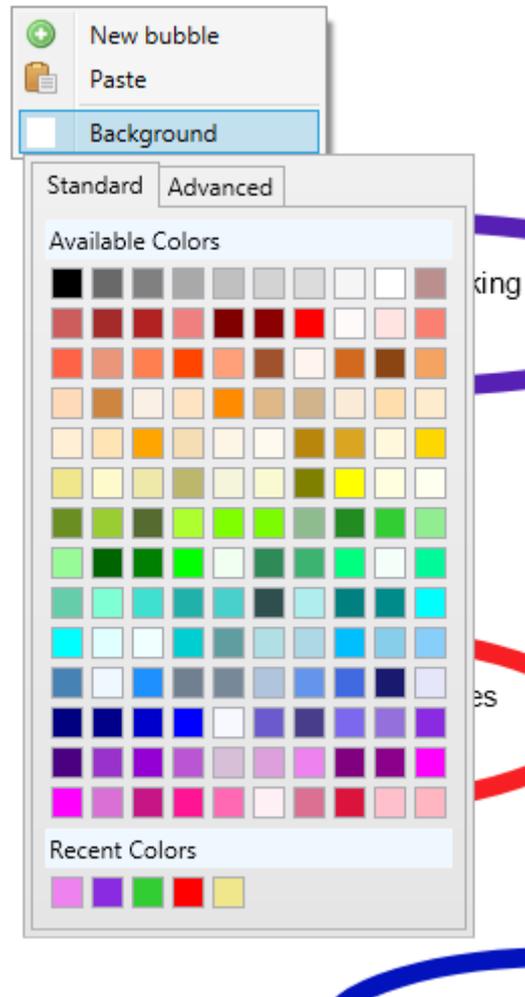


Figure 7: Background color picker.

3.2 Themes

Themes are a quick way to apply a uniform style to a diagram. Open Mind comes pre-installed with twelve themes for you to choose from, however you are able to easily create your own themes. You can choose to apply a theme to a selection of bubbles or an entire document. To apply a theme to a selection, simply make the selection and then go to the Themes menu and select the theme you want. A theme can be applied to a whole document by not selecting anything and clicking on a theme.

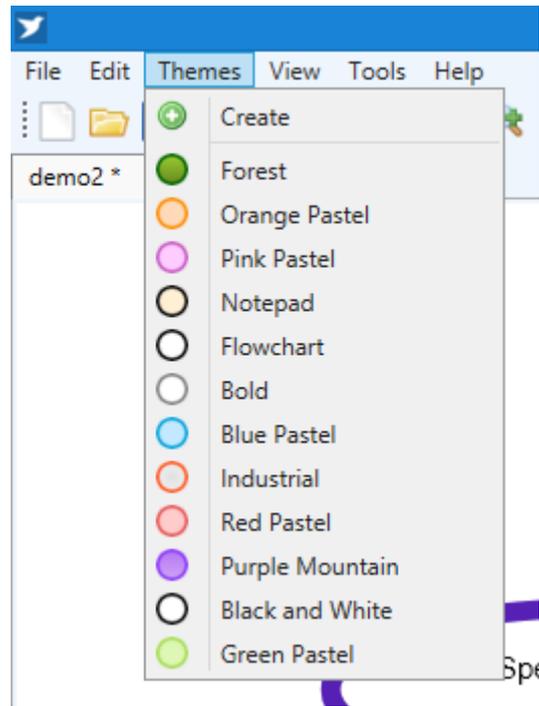


Figure 8: Themes menu.

3.2.1 Creating a Theme

You can create your own theme very easily by styling your document how you want and then going to Format, Themes and clicking Create. This will create a new theme based on the style of the open document automatically.

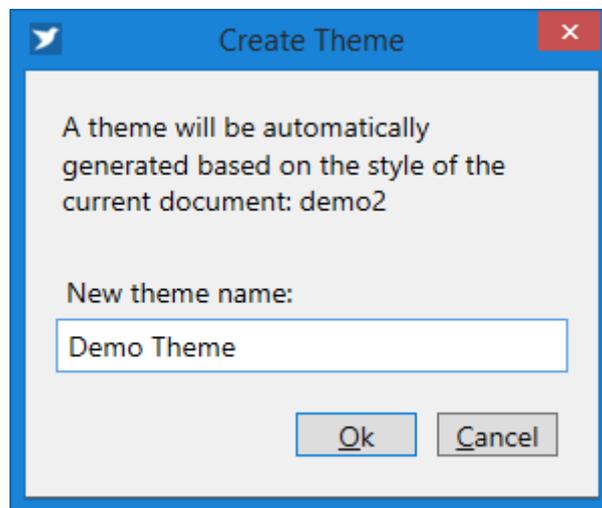


Figure 9: Create a theme dialogue.

3.3 Adding Bubbles

There are several ways to create a new bubble. The easiest way is to right click on some empty space in the document and click 'New bubble'. Alternatively, you can paste an image or some text directly into Open Mind (by going to Edit and clicking Paste) which will automatically place the content inside a bubble. You can copy and paste bubbles directly as well.

3.4 Resizing and Moving Bubbles

Bubbles can be moved by simply clicking and dragging them using the mouse. A selected bubble has a 'wireframe' border around it which has 8 small square buttons, these buttons can be clicked and dragged to resize the bubble. You may need to resize a bubble in order for all the text to be displayed.



Figure 10: A selected bubble.

3.5 Edit Bubble Text

The text inside a bubble can be edited by either single clicking an already selected bubble or by double clicking an unselected bubble. This action will open the text editor which allows you to type or paste text into the bubble. The bubble editor has formatting options for changing the font, text colour, text size and alignment. In any case, to format some text you must first select it with the mouse cursor and then select the formatting option. Clicking anywhere on the screen will close the text editor and save the changes.

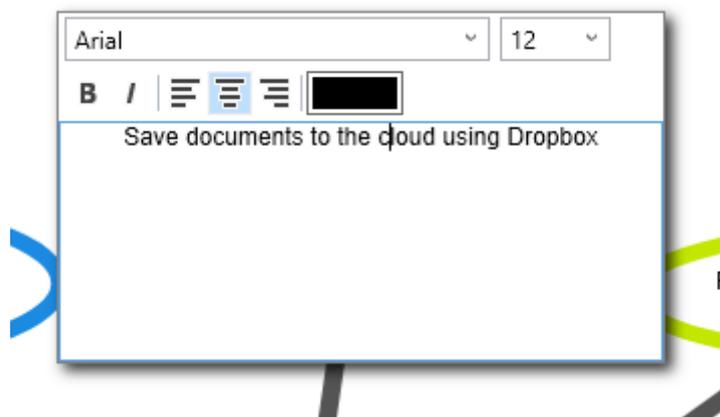


Figure 11: Bubble text editor.

3.6 Formatting Bubbles

To change the look of a bubble you must first select it by clicking on it. When selected, the bubble format toolbar becomes active which provides options for changing the bubble's appearance. From left to right:

- Shape chooser. Click on a shape from the pop-up to change the shape of the bubble.
- Fill color.
- Fill style. You can choose either a solid fill or various radial and linear gradient styles.

- Border color.
- Border thickness.
- Border style.

The last button lets you add/remove an image from file to a bubble.

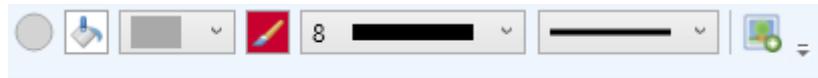


Figure 12: Bubble formatting toolbar.

3.7 Creating Connections

Two bubbles can be connected to each other by right clicking on one bubble and clicking Attach. Then click on the bubble which you wish to connect the bubble to. This will create a connection between them. You can modify the style of the connection by right clicking the connection (described in the next section).

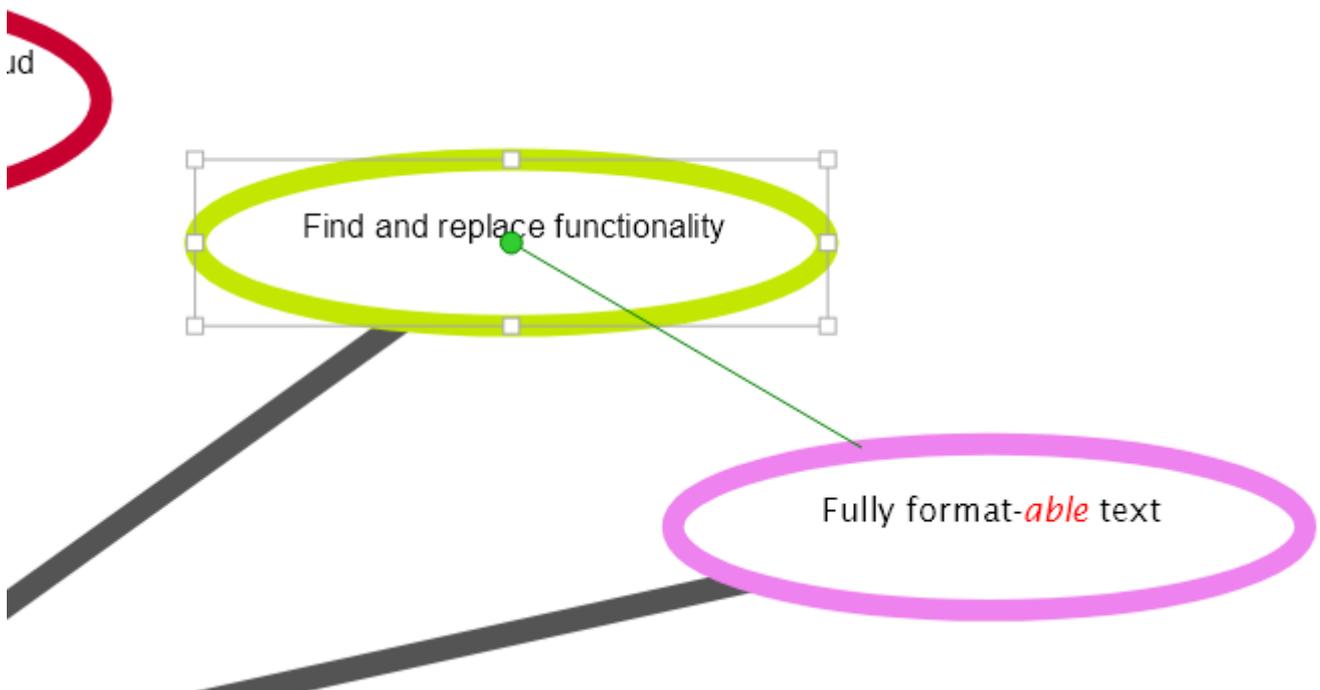


Figure 13: Creating a connection.

3.8 Formatting Connections

The color, style and thickness of a connection can be modified. It is also possible to include a text label or an arrow on the connection. All these options can be accessed by right clicking the connection in question and using the items available in the pop-up menu.

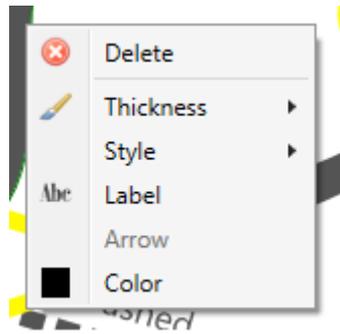


Figure 14: Connection formatting menu.

3.9 Auto Layout

New to version 5 is the ability to automatically arrange the layout of a diagram by pressing a single button. Open Mind provides three styles of layout 'Tree', 'Condensed' and 'Spacious' which can be applied by clicking Tools and then Auto Layout. Each style has its own characteristics that will suit some diagrams but not others, so it is recommended to try each type of layout and pick the one which looks the best.