



OPEN MIND DOCUMENTATION

Revision 2 for version 3.1.0

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Table of Contents

1	Introduction	3
1.1	Terminology.....	3
1.2	Disclaimer	4
2	How can Open Mind help me?	4
2.1	What is a Mind Map?	4
3	User Interface	4
3.1	Saving and opening	5
3.2	Creating a new document	5
3.3	Importing.....	5
3.4	Exporting	6
3.5	Printing	6
3.6	Canvas Options.....	6
3.7	Connecting Line Options	7
3.8	Spelling and Grammar	7
3.9	Search.....	8
3.10	Insert List	8
3.11	Chart Wizard.....	9
3.12	Adding Bubbles.....	9
3.13	Resizing and Moving Bubbles.....	10
3.14	Editing Bubble Text	10
3.15	Changing Bubble Shape.....	10
3.16	Changing Bubble Fill	11
3.17	Changing Bubble Border	11
3.18	Attaching Files	11
3.19	Attaching and Detaching Bubbles	12
3.20	Default Bubble.....	12
3.21	Deleting Bubbles	12
3.22	Bubble Toolbar	12
3.23	Themes	13
3.24	Color Picker	13

1 Introduction

This is the Open Mind 3.1 documentation. This documentation can be found in the following forms:

- With Open Mind in a PDF format
- On the Open Mind website in PDF format

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

1.1 Terminology

The following terminology will be used in this documentation.

Canvas	The large area of the screen where the brainstorm is created. Bubbles appear here that can be arranged by simple click and drag.
Bubble	A shape that can contain text or images to represent an idea or thought on a brainstorm. Bubbles can be moved, resized, reshaped, recolored and more.
Document	A file which Open Mind displays. Documents contain all the information about the brainstorm including canvas settings and bubbles.
Line	A line refers to a connecting edge between two bubbles. Lines can be colored, shaped and resized.
Bubble Toolbar	A toolbar located at the top of the program which allows you to change a selected bubble's properties including shape and color.
Theme	A theme is a pre-set visual style that can be applied to a document.
Move Mode	In move mode the entire brainstorm can be moved to focus on a particular part of the document.
Edit Mode	The default mode, Edit Mode is the opposite of Move Mode. It allows normal click and drag of bubbles.
Default	The 'default bubble' is a predefined bubble which is used when a new bubble is added to the document.
Attach	Attaching a bubble is the process that connects two bubbles with a line.
Detach	The opposite to attach, detaching a bubble removed a connecting line between two bubbles.
Attach file	An attached file is a file which is either embedded or linked to from a particular bubble. For example a presentation could be attached to a bubble.
List	A list is a group of bullet point or numbered points and ideas in a single bubble.
Chart	A chart is a graph displaying mathematical information in a graphical way in a bubble.
Background	The background is the color and fill of the canvas.

1.2 Disclaimer

This documentation was written prior to official release of Open Mind version 3.1.0 so there may be minor changes to features, layout and functionality in the latest version. If you believe there to be an error or mistake please don't hesitate to contact us via our website:

<https://openmindsoftware.org/support>

2 How can Open Mind help me?

This section explains what the benefits of Mind Mapping are and how Open Mind can assist you with it.

2.1 What is a Mind Map?

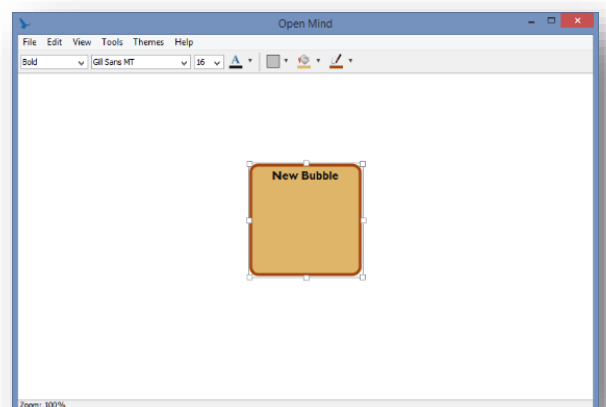
A mind map is a graphical diagram which represents ideas and concepts. It is the number 1 way to visually structure, analyze, comprehend and synthesize information. Mind maps are commonly used for presentations, revision, brainstorming, note taking, planning and much more – your creativity is the limit.

Mind maps are a unique and personal way to be productive, with Open Mind your style of layout and choice of colors are at the heart of the diagram.

3 User Interface

The interface of Open Mind is designed to be simple and clean, everything is in an obvious place. One reason for having a minimalistic interface is so the canvas covers a larger area – ideal for drawing mind maps on smaller screens.

The interface is identical for both Windows, Linux and Mac versions of Open Mind with only subtle differences in interface style.

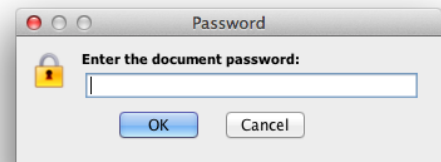
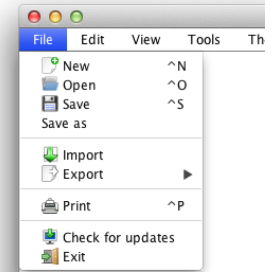


3.1 Saving and opening

Open mind saves files in two formats; Open Mind (*.opm) and Open Mind Encrypted (*.eopm). The encrypted format encrypts the document with a password so only people with the password can access the mind map.

To save a document go to the File menu and click on Save or Save As. Save As can be used to save the document with a new name. Save can also be ran with the shortcut key Ctrl + S. The saved document can then be reopened on any computer with the same version of Open Mind as you have.

Opening a file can be done through the File menu and clicking the Open menu item. If the document is encrypted you will be prompted to enter the password, if the password is incorrect you will be alerted and the document will fail to open. The shortcut key for Open is Ctrl + O.



3.2 Creating a new document

You can create a new document by going to File and clicking New. You will be asked if you're sure you want to create a new document, if you click yes you'll lose any unsaved work currently open. The shortcut key for new is Ctrl + N.

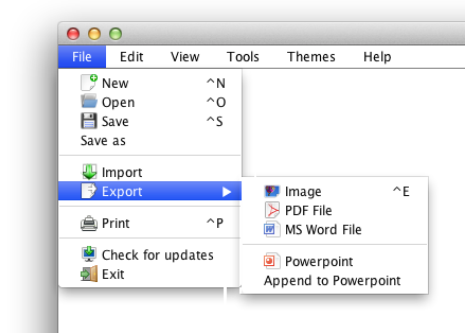
3.3 Importing

Open Mind files can be imported into currently open Mind Maps to merge the two together. Going to File and Import will open a dialog 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.

3.4 Exporting

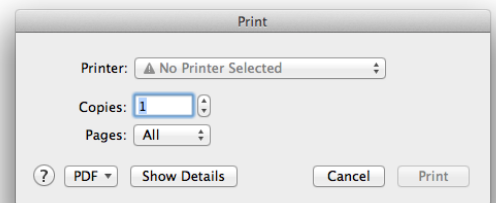
An Open Mind document can be exported in multiple common file formats and application specific formats. Export options include Image (PNG or JPEG), PDF, MS Word and MS Powerpoint. There is a fifth option to append to Powerpoint, this option will add a new slide to an existing Powerpoint with a copy of the Mind Map on it.

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



3.5 Printing

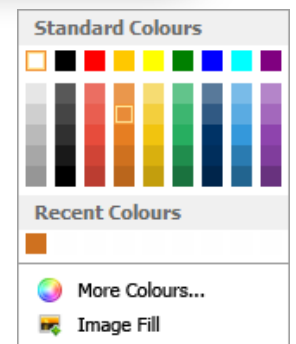
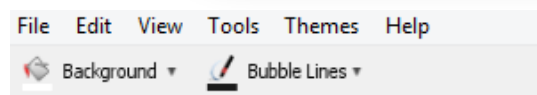
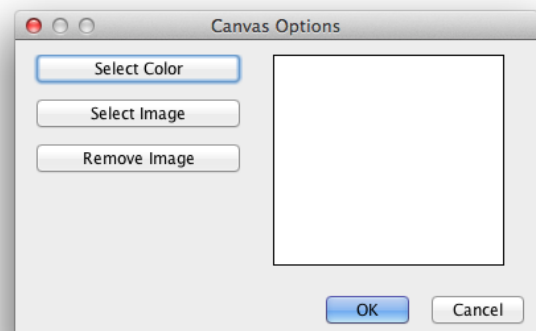
Printing is another good way to distribute your Mind Map physically. Using File >> Print (or Ctrl + P) you can open the system print dialog to print your document. All Mind Maps are clipped of white space so only the bubbles are included.



3.6 Canvas Options

The Canvas Options dialog can be used to change the background color and fill for the canvas. To open the Canvas Options dialog go to the Edit menu and click Canvas.

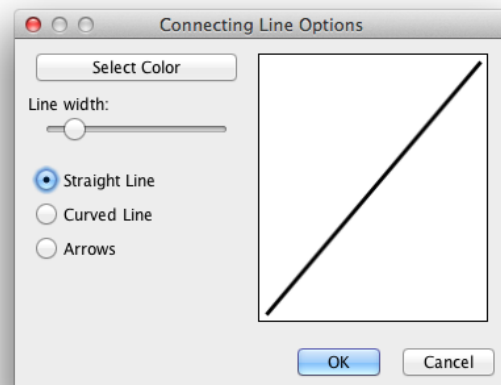
Either a solid color or image can be used a background for the canvas, if an image is chosen it will be tiled in a repeating pattern. Any set image can be removed by clicking the Remove Image button, this will reset the background to just a color. A preview of the canvas can be seen to the right hand side of the dialog.



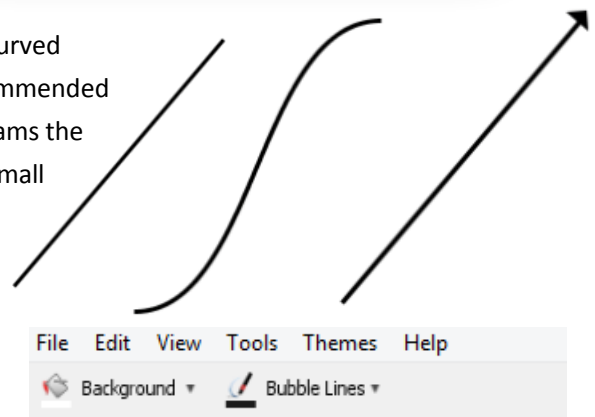
The same set of options can be accessed from the canvas toolbar which is visible when the canvas is left clicked.

3.7 Connecting Line Options

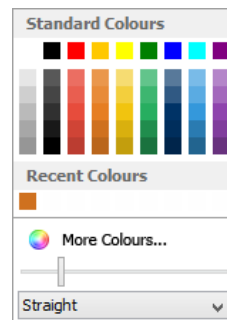
The connecting lines between bubbles can have their size, shape and color changed through the Connecting Line Options dialog found in the Edit menu under Connecting Lines. The color of the line can be altered by clicking Select Color and choosing a color from the color picker dialog. The Line width slider controls how thick the line is, by sliding it to the right you increase the width of the connecting lines.



There are three line styles to choose from; straight, curved and arrow. The straight line is the default and is recommended for most types of mind maps however for large diagrams the curved line might allow you to fit more bubbles in a small shape due to its cubic curve shape. The arrow line is ideal for flowcharts and other diagrams that require the lines to express direction.



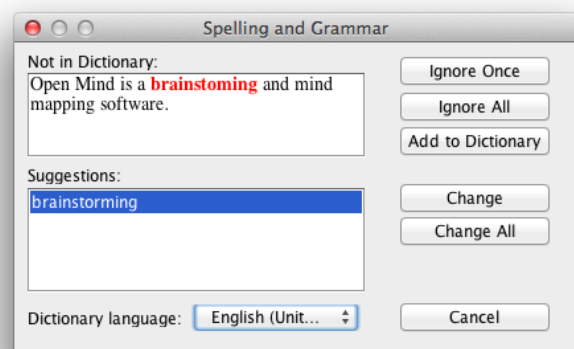
Similarly to canvas options, the same connecting line options can be accessed from the canvas options toolbar.



3.8 Spelling and Grammar

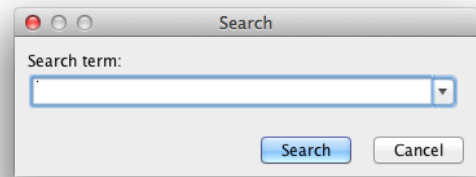
The spelling and grammar dialog is designed to look and behave in a very similar way to most other spelling dialogs. It can be ran either by clicking the icon on the quick access toolbar or by going to Tools and clicking Spelling & Grammar.

The spell checker features 30 dictionaries of the most common languages. In the interest of file size not all dictionaries come bundled with Open Mind however simply selecting the dictionary from the drop down menu in the dialog will prompt you to allow an automatic download and install of the dictionary.



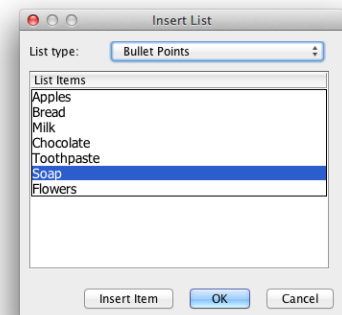
3.9 Search

The search dialog allows you to search the entire open document for a particular phrase or word. It can be opened by going to the Tools menu and clicking Search. Enter the phrase or word in the Search term box and click search. The bubbles that contains this word or phrase, if any, will be highlighted with a thick red line until a new search is performed or the dialog is exited. The previous half dozen searches will be remembered and available for selection from the drop down menu combo box.



3.10 Insert List

A list is another brilliant way to take notes and visually synthesize information. The Insert List function in Open Mind allows you to simply specify the list items and insert the list as a new bubble. The dialog is found in the Tools menu and can be opened by clicking Insert list. Each row in the table represents one list item, simply type one item into each cell.



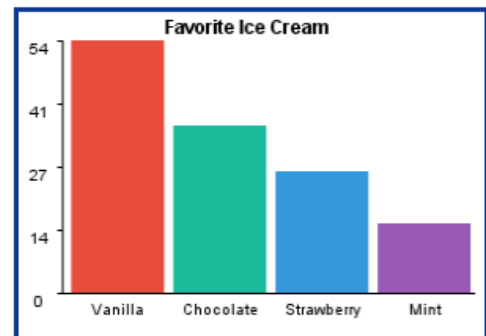
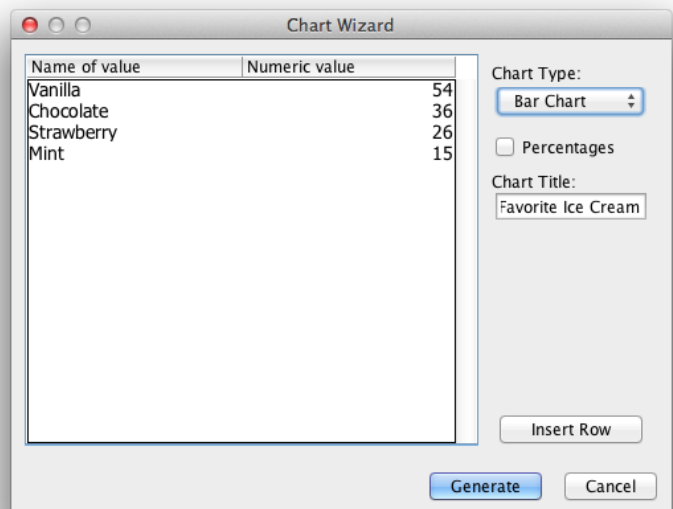
There are four types of list; bullet point, numeric, alphabetic and roman numeral. These types can be selected from the drop down menu at the top of the dialog. If more list items are required in the table click Insert Item to add a new row to the table. Blank rows will be ignored.

3.11 Chart Wizard

Chart wizard is an advanced utility that can be used to insert various types of charts and graphs from a table of values. It can be opened by opening the Tools menu and selecting Insert Chart.

The steps to creating a chart:

1. Enter values (must be numeric) and their name into the table (see right). If more rows in the table are required click the Insert Row button.
2. Select the Chart Type from the drop down menu.
3. If the numeric values are percentages then tick the Percentages check box, otherwise leave it unchecked.
4. Optionally, enter a chart title in the Chart Title textbox.
5. Click the Generate button to generate and insert the chart.



3.12 Adding Bubbles

There are several ways a bubble can be added to a Mind Map:

- Right clicking a blank area of the document and clicking New bubble.
- Right clicking an existing bubble and selecting Duplicate.
- Right clicking an existing bubble and selecting Attach new bubble.

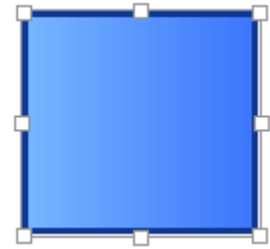
3.13 Resizing and Moving Bubbles

Bubbles can be resized and moved to any size or place on the canvas. In order to move or resize a bubble it needs to be selected first by single left clicking it. When you do this a grey border with 8 white squares will surround the bubble.

To resize the bubble simply click one of the white squares and drag it in a direction to resize it. The corner nodes can adjust the height and width, the other nodes control only one dimension.

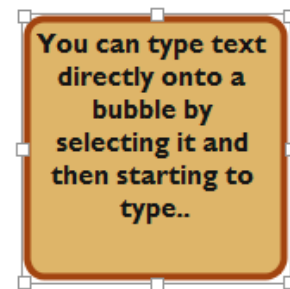
Moving a bubble is even easier, simply click the bubble and, while holding the mouse button down, move the mouse in the direction you want to move the bubble in. Releasing the mouse will stop the movement.

To deselect a bubble click any empty area on the canvas.



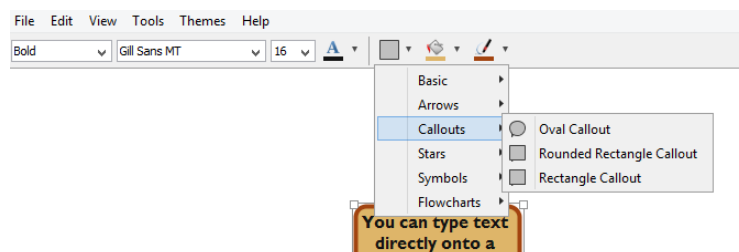
3.14 Editing Bubble Text

The bubble text can be edited by simply left clicking the bubble and then starting to type, just like a normal textbox.



3.15 Changing Bubble Shape

The bubble shape can easily be changed by clicking the bubble to open the bubble toolbar and then clicking the shape icon and selecting the desired shape.

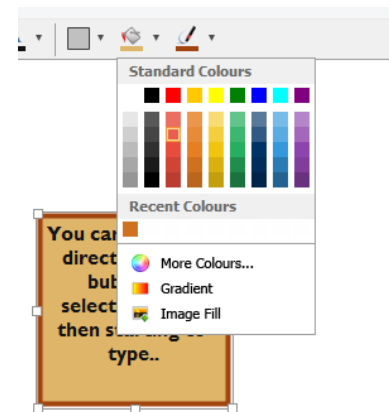


3.16 Changing Bubble Fill

The color of individual bubbles can be changed by clicking on the bubble to open the bubble toolbar. The fill can be changed quickly by selecting a solid color from the color pallet or selecting More Colors.

There is an option to select a Gradient fill which lets you fade two colors into each other to give a bubble a soft affect.

An image can be used as a fill which is ideal for including diagrams, photos and charts in your work.



3.17 Changing Bubble Border

The bubble border can be changed by clicking the line color icon on the bubble toolbar. Solid, Dashed or Dotted can be selected from the dropdown menu which controls the style of border. The width of the border can be changed by sliding the slider near the bottom of the popup menu.

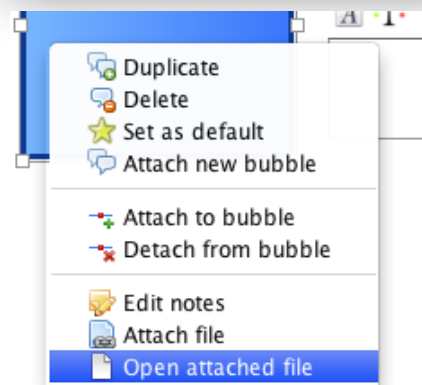
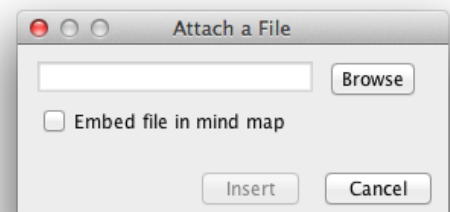


3.18 Attaching Files

Files such as word documents, presentations and videos can be attached to a particular bubble in an Open Mind document. To attach a file right click a bubble and select Attach file. The dialog that appears will let you browse for a file by clicking the browse button.

If you plan to open the Open Mind document on another sheet you will need to embed the file in the document. To do this click the Embed file in mind map checkbox.

Now click the Insert button to attach the file to the bubble. The attached file can now be easily opened by right clicking the bubble and clicking Open attach file.

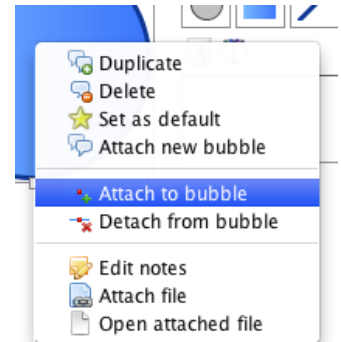


3.19 Attaching and Detaching Bubbles

For a Mind Map or flowchart to work properly there needs to be visual connections between bubbles to symbolize a link. In Open Mind, adding and removing lines between bubbles is extremely easy and intuitive.

To attach two bubble simply right click one of them and select Attach to bubble. This will change the mouse cursor to a cross with a line going to it from the bubble selected. To attach the line single click another bubble somewhere.

Detaching a bubble is similar. Right click a bubble and click Detach from bubble. Now, using the mouse pointer, single click a bubble connected to it. This will remove a line between two bubbles.



3.20 Default Bubble

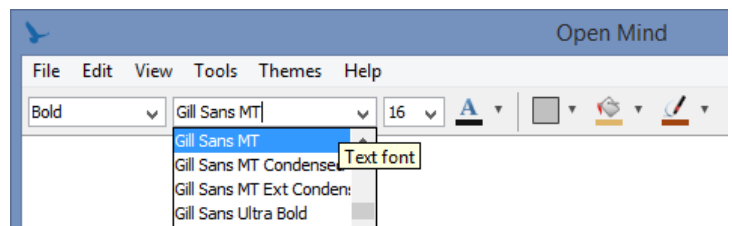
The default bubble is the bubble that is added to the document whenever a new bubble is inserted. By default it is styled to the current theme been used but can be set by right clicking a bubble and clicking Set as default from the popup menu.

3.21 Deleting Bubbles

Deleting a bubble can be done by right clicking it and clicking Delete or single clicking it and pushing the Delete button on your keyboard. Both methods will delete the bubble from the Mind Map and remove all links between it and other bubbles.

3.22 Bubble Toolbar

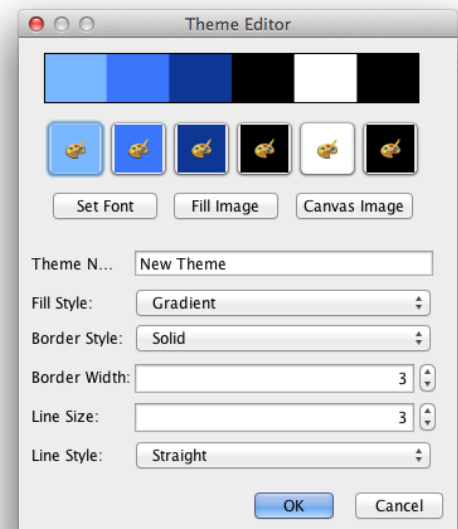
The bubble toolbar is displayed whenever a bubble is selected by clicking it. It allows you to change the bubble's color, shape and text font.



3.23 Themes

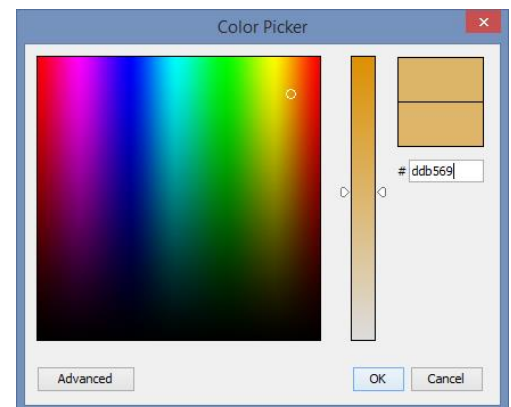
Themes are preset styles that can be applied to documents. They will set the color and border of bubbles and set the line style and background of the canvas. A theme can be applied by clicking the Themes button on the top menu, clicking the theme you want to apply and selecting Apply theme.

Open Mind comes bundled with some preset themes however custom themes can be made using the theme creator wizard. To open this click Themes and select Create a theme. In the dialog that appears the pallet of colors can be selected by clicking the different paint brush icons, other features like background image and font can also be set. Other particular features, including the theme name, can be set by filling in the form. After you've finished you can create the theme by clicking OK. The new theme will be added to the themes menu.



3.24 Color Picker

In every color popup menu there is a 'More colors' option which allows you to select any desired color using a color square and slider. It also allows custom HEX color values to be entered.



END OF DOCUMENTATION