

XMind User Assistance

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Welcome to XMind

XMind helps you gather, analyze and utilize ideas by creating mindmaps.

Mindmaps are diagrams that visually present and organize information. They usually begin with a central topic, and grow radially as you add more related topics. Mindmaps can be as structured or unstructured as you want. A highly structured mindmap is useful for showing relationships between topics: hierarchies, structure, or links between ideas. A less structured mindmap can be used as an alternative mode of notetaking or a brainstorming strategy.

Installing XMind

You can download and install XMind from www.xmind.net.

1. Go to <https://www.xmind.net/> and click **Download**.
2. Double click on the .dmg file you downloaded.
3. Drag the XMind application into the `Applications` folder.
4. Launch XMind. When prompted, enter the license that was emailed to you.

What you can do with XMind

You can use mindmaps in many scenarios.

The Student

Scenario: You need to write an academic paper. You have a general topic in mind, but you have so many ideas that you aren't sure where to start.

Brainstorming in XMind: In XMind Pro, you can use Brainstorming mode to capture your thoughts quickly. Get your ideas out by typing them up in the Idea Factory, even if you are unsure how they connect right now. The point is to get all your ideas out so that you can pick your specific topic.

For more information, see [Brainstorming mode](#) on page 7.

Scenario: Once you've decided on a more specific topic for your paper, it's time to start organizing your sources. You've already done a lot of research, but you're not sure how to organize and connect what different authors have to say on the topic.

Connecting ideas in XMind: Creating a workbook with one or more mindmaps is a useful way to organize ideas. You can either have one mindmap per source, and map out all the main ideas from that source, or you can have one mindmap to encompass all your sources and draw relationships between them. You can even link from one mindmap to another, so that you can switch back and forth or go deeper into a particular topic.

For more information, see [Workbooks](#).

The Vacation Planner

Scenario: You want to create a travel itinerary for your upcoming vacation. You're not sure what information to include because there are so many details.

Templates in XMind: XMind has several templates that you can use to make the format of your mindmap more specific to your task. In this case, you could use the Travel Plan template, which has a preset layout and suggestions of topics to include, such as budget, airline, etc. Templates are a good starting point which you can then modify to your liking.

For more information, see [Templates](#).

The Project Manager

Scenario: You have an upcoming team project and you're on a strict schedule. You want all your team members to know their individual responsibilities and deadlines, but also to be able to see how their work connects with another team member's.

Local Network Sharing in XMind: When you are on the same Local Area Network, which is common in limited areas like offices, you can use XMind's Local Network Sharing feature. You can connect with your team members through Local Network Sharing and edit and view the newest revision of a map without worrying about constantly sending it back and forth.

For more information, see [Local Network Sharing](#)

Scenario: Now that your project is complete, you need to present it to key stakeholders. You want to show them your team's thought process in reaching your solution.

Presentation mode in XMind: Presentation mode allows you to present a mindmap to an audience, and allows you to gain control and eliminate distractions by focusing on a particular topic.

For more information, see [Presentation mode](#) on page 8.

Configuring preferences

You can change XMind behavior to suit your needs.

XMind Preferences allows you to change the application's behavior. From spell check to proxy bypassing, the Preferences window can help you make the most of out of XMind.

1. Click **Edit > Preferences** from the menubar
2. In the **Preferences** window, select the preference you want to change from the pane on the lefthand side.

Preferences

XMind has many preferences that affect how the application functions.

Table 1: Preferences

Preference Pane	Function
Change XMind start-up view	When the application opens, you can have XMind show templates and themes, open and blank map, open your home map, or restore maps left open
Keys	Change XMind's default keyboard shortcuts
Networks Connections	Proxy hosts or bypasses are services that allow you to mask your IP from corporate internet hosting. This enables you to bypass corporate internet blocks that stop XMind from syncing through its network.
Drag and Drop	Change how files behave when they are dragged and dropped into a mindmap
Editing	Change the maximum number of undos XMind can do and the topic overlapping and positioning behavior
Evernote	Sync your maps to a preexisting Evernote account
Language	Change XMind's default language
Local Network Sharing	Share mindmaps with nearby computers
Map Shots	Save Map Shots to a system folder as an image file

Preference Pane	Function
Markers	Add or remove Markers and Marker Groups
Priority Mapping	Change the values Microsoft Projects attributes to Priority mapping
Search Engine	Change XMind's default search engine
Spelling	Enable or disable spell checking and whether or not spellcheck ignores certain words and phrases
Theme	Keep or override existing settings when changing map themes
Web Browser	Use the internal or external browser for external links
XMind Pro	Hide or show XMind pro features

Encrypting mindmaps with a password

Placeholder

Modes in XMind

XMind Pro can work in four different modes to best fit your mindmapping needs.

You can switch between them to suit each stage in your project's process. Tim wants to use XMind to plan a family vacation; let's take a look at how he can use each of the different modes.

To generate some initial ideas about the vacation, Tim spends some time brainstorming the different factors that he has to consider: hotels, sightseeing, shopping, rental cars, etc. When inspiration strikes, he can use Brainstorming mode to quickly capture his ideas. This feature is perfect for tracking his thoughts without worrying about the more complex organization of his map. He may find it helpful for leading a group brainstorming session or recording his own ideas rapidly without distractions.

Once he has most of his initial thoughts on the screen, Tim exits Brainstorming mode to clean up the map and add some images. Default mode is the most common way to work with mindmaps. Tim can create new topics, add relationships, label and mark up his map, and much more. For more information see [Components of a mindmap](#).

Tim edits the Task Info for each major vacation event so that he knows when each one takes place and who is in charge of planning it. Then he uses Gantt View to see the complete timeline of the trip and make any adjustments to the schedule. Gantt View allows Tim to see his mindmap in the form of a timeline. Tim can adjust the start and end dates for tasks, track his project's progress, and even link interdependent tasks. For more information on scheduling topics, see [Editing Task Info](#).

With his mindmap finally complete, Tim needs to show his family the plan for their vacation. He displays the mindmap in Presentation mode to walk them through each part of their upcoming trip. Presentation mode allows Tim to progressively reveal his mindmap. Using the arrow keys, he can navigate the map to draw his family's attention to different topics.

For more information about these different modes, see these more detailed pages about each one.

Default mode

Default mode opens when you first start a new sheet in XMind.

You can create new topics, add relationships, label and mark up your map, and more. See [Components of a mindmap](#) for more information.

Brainstorming mode

Brainstorming mode quickly collects your ideas so you can focus on your project and not on creating the mindmap.

Sometimes you need to record your ideas quickly while your creativity is flowing. Brainstorming mode allows you to capture your thoughts without the distractions of a traditional mindmap. Simply type your topics into the Idea Factory and drag them onto the map to organize your thoughts.

Related links:

- [Using brainstorming mode](#)
- [Presentation mode](#)
- [Gantt view](#)

Using Brainstorming mode

You can use Brainstorming mode to map your ideas quickly and easily.

1. Open a new mindmap sheet.
2. On the menu bar, click **View** > **Start Brainstorming [Pro]**. XMind will go fullscreen.

3. Optional: To set a timer for your brainstorming session, click the timer icon and select a time limit. The timer opens in the upper right hand corner.
4. Type a topic into the Idea Factory and press **Enter**. Topics will be stored there until you drag them into the map.
5. Click and drag topics into your map. Drop the topic onto the node it should attach to.
6. Click the quit icon to return to default mode at any time.



Note: Any topics you leave in the Idea Factory will still be there the next time you open Brainstorming mode.

Related links:

- [Brainstorming mode](#)
- [Gantt view](#)
- [Presentation mode](#)

Presentation mode

Presentation mode is perfect for showing your mindmap to an audience.

It allows you to progressively reveal your topics and draw an audience's attention to specific relationships in your map. Presentation mode automatically enters fullscreen mode on your computer; you cannot edit the mindmap in this mode.

To enter Presentation mode, click **View > Start Presentation [Pro]** Use the arrow keys to move to different topics in your map. Once you move to a topic, it remains visible for the remainder of the presentation. To exit your presentation, press **ESC** on your keyboard.

Related links:

- [Gantt view](#)
- [Brainstorming mode](#)
- [Default mode](#)

Gantt view

Gantt View shows you a timeline form of your mindmap.

Gantt View can be useful for scheduling your project and tracking its progress. You can adjust the start and end dates for tasks, track your project's progress, and even link interdependent tasks. You can set these preferences before using Gantt View by Editing TaskInfo, or use Gantt mode to edit start/end times and topic dependences. The time box to the right of each topic shows its start and end times. The color of the time box represents the priority that you assign to it, or appears grey if you have not assigned its priority. This box will fill with a darker color as you update the task's progress.

Related links:

- [Presentation mode](#)
- [Scheduling topics in Gantt view](#)
- [Linking interdependent topics in Gantt view](#)

Linking interdependent topics in Gantt View

You can use a Gantt Chart to show topic dependencies in your map.

When scheduling your topics in Gantt View, you can create dependencies that link different topics to each other. This linking simply means that one topic cannot begin before the other ends, or any combination of starting and finishing dependencies. For instance, Tim the vacation-planner might want to make sure that "hotels" are planned before "sightseeing." Linking topics can help you see the progression of your project more clearly.

1. In the Gantt chart, hover over the task's time box. Lines appear on either side of the box.
2. Refer to the following chart to create your desired dependency:

Dependency Type	What to do in your Gantt Chart
Task A cannot be started until Task B is finished	Connect start of Task A with end of Task B
Task A cannot be finished until Task B is started	Connect end of Task A with start of Task B
Task A cannot be started until Task B is started	Connect start of Task A to start of Task B
Task A cannot be finished until Task B is finished	Connect end of Task A to end of Task B

3. Click and drag the lines to the appropriate task.

Related links:

- [Scheduling in Gantt view](#)
- [Gantt view](#)
- [Editing task info](#)

Scheduling topics in Gantt View

You can use a Gantt Chart to adjust the date/time of topics.

To create a schedule for your project, you can add dates and/or times for each of your topics. Gantt View represents these dates and times with boxes on a timeline, which you can edit as necessary.

1. On the menu bar, click **View > Gantt View [Pro]**. Your Gantt chart opens below your mindmap.
2. Click and drag in the timeline to create time boxes for your topics.
3. To edit the priority color and progress for a topic, right click it and choose TaskInfo in the dropdown menu.



Note: To change the timescale, click the arrows to the right of the current scale and select a new one from the dropdown menu.

Related links:

- [Linking in Gantt view](#)
- [Gantt view](#)
- [Editing task info](#)

Editing task info

Placeholder

Components of a mindmap

A mindmap has many different components, including different kind of topics that can be grouped and linked in different ways.

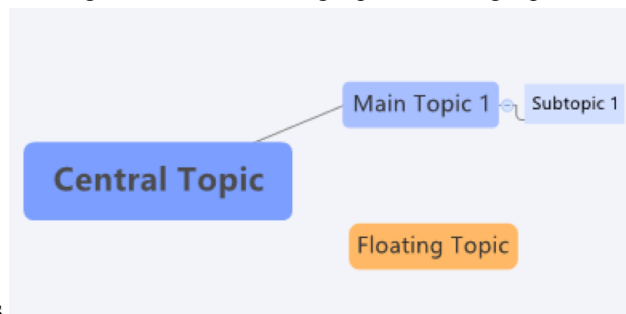
Topics

There are several different kinds of topics in an XMind mindmap.

Each mindmap that you create is made up of several different kinds of topics, including central topics, main topics, and subtopics. For example, Susan wants to use a mindmap to plan out all of the dinners she will make this week. When she starts a new project in XMind, she labels the central topic — the first topic in the mindmap — with the core idea of her project, *Dinners*. Now Susan wants to represent each day of the week in her mindmap. To do this, she creates a main topic for each day, *Monday* through *Friday*, connected to her core topic. These topics represent the main branches of Susan’s core idea, *Dinners*.

Attached to each main topic, Susan creates subtopics with the details of each day’s recipe and ingredients. Subtopics typically represent the details of your main ideas. For example, under the main topic *Monday*, Susan creates a subtopic *Meatballs*, another subtopic *Prep time*, and a third subtopic *Recipe*.

Susan also creates a few floating topics (topics that are not connected to any other topic in the mindmap), with notes to herself. Floating topics typically have a weaker relationship to the rest of the ideas in a mindmap, and can be placed anywhere in the map without being connected to existing topics. Floating topics can also have subtopics attached to



them, just like main topics.

Creating a topic

You can create a topic in several different ways.

Topic Type	Procedure
Main Topic	Right-click any core or main topic and click Insert > Topic .
Subtopic	Right-click any main topic and click Insert > Subtopic .
Floating Topic	Double-click any of the empty space in your mindmap.



Note: Adding a subtopic to a core topic will create a main topic, because subtopics can only branch from main topics.

Editing a topic

You can edit a topic once you've created it.

Double-click a topic in your mindmap to edit it.

Setting topic properties

You can change the appearance and structure of topics in a mindmap.

You can customize your topics in several different ways, including shape, border, and color.

1. Right-click the topic that you want to edit and click **Properties**.
2. In the Properties pane on the right side of the screen, you can edit the selected topic's appearance and structure, or apply a saved style.

Adding and editing saved styles

You can alter the appearance of your map so that it suits your personal taste and work mindset.

You can change colors, shapes, and relationship properties.

1. Select a topic on your mindmap.
2. In the properties pane in the lower right of your screen, select **Choose and apply...**
3. Click **Add/Edit Styles** in the new menu.
4. In the Saved Styles window, choose your mindmap preferences. You can change the shape, border, line, and text properties. Click **Save as New Style** when you are satisfied with the new design.



Note: You can access your new sheet for future projects from the **Saved Styles** pane.

Extracting themes

Placeholder

Extracting styles

Placeholder

Mindmap structure

There are several different structures that you can apply to a mindmap to fit your use.

In the **Properties** tab you can change the structure of a mindmap. A mindmap's structure only affects the appearance of a mindmap, not its content. There are 13 different mindmap structures.

Table 2: Mindmap structures

Structure	Description
Map	This is the default mindmap structure.
Balanced Map (Up to Down)	A balanced map has the same number of topics on the top and the bottom of the central topic.
Balanced Map (Clockwise)	A balanced clockwise map.
Balanced Map (Anticlockwise)	A balanced anticlockwise map.
Org Chart (Up to Down)	In an up-to-down org chart, the central topic is at the top and all of the main and subtopics stem downwards from it. This is useful for representing a hierarchical organization.
Org Chart (Down to Up)	An org chart in which the central topic is at the bottom and all the main and subtopics stem upwards from it.
Tree Chart (Right)	In a tree chart, the main topics branch off of the central topic like tree branches, with subtopics branching off of

Structure	Description
	each main topic. In a right-facing tree chart, the topics will branch to the right.
Tree Chart (Left)	A tree chart with the main topics and subtopics branching to the left.
Logic Chart (Right)	In a right-facing logic chart, all of the main topics branch to the right off of the central topic and all of the subtopics branch to the right off their respective main topics.
Logic Chart (Left)	A logic chart with the main topics and subtopics branching to the right.
Fishbone (Left Headed)	In a left-headed fishbone chart, the central topic is the "head" of the fishbone. The fish's "spine" branches from the central topic, and each of the main topics branch off like "ribs" with the subtopics as further branches from their respective main topics.
Fishbone (Right Headed)	A fishbone chart with the main topics and subtopics branching to the right.
Matrix	In a matrix, your mindmap is represented as a table. The central topic will be the header of the table, and each row below that will be a main topic. Subtopics will be in columns to the right of their respective main topic.

Creating, editing, or deleting a hyperlink

You can create hyperlinks from a topic to a web page, file, or another topic.

You can add a hyperlink to any topic in your mindmap. These can link to a webpage, a file on your computer, or another topic in your mindmap.

1. Right-click the topic to which you want to add a hyperlink and choose **Hyperlink**.
2. In the Modify Topic Hyperlink window, select **Web**, **File**, or **Topic** to link to a webpage, file, or XMind topic, respectively.
 - a) For web hyperlinks, copy and paste the URL of the website you want to link to.
 - b) For File hyperlinks, enter the path to a file on your computer. You can also click **Choose a file** to browse for a file to attach, or **Choose a folder** to browse for a folder to attach.
 - c) For topic hyperlinks, select a topic from the list of topics in your workbook.

Attaching a file to a topic

You can attach a file from your computer to a topic in your mindmap.

1. Right click a topic and click **Insert > Attachment**.
2. Browse for the file or files you want to attach and click **Open**.

Relationships

A relationship is when two topics are associated with one another, either in a hierarchical or linear fashion.

For example, *Goals* might be a main topic, and it has a relationship with the sub-topics *Work* and *Personal*.

Relationships can take one of two forms:

- **Natural** – a sub-topic linked to a main topic (as in the above example)

- **Artificial** – a line or arrow drawn to show a relationship between two topics

Related links:

- [Topics](#)
- [Creating a relationship between topics](#)
- [Editing an existing relationship](#)

Creating a relationship between topics

You can create a relationship between two or more topics.

1. Click the first topic within your map.
2. On the menu bar, click **Insert > Relationship**.
3. Click the second topic you want to be in the relationship.
4. Double click the text box that appears on the line and enter a description for the relationship.

Related links:

- [Relationships](#)
- [Topics](#)
- [Editing an existing relationship](#)

Editing an existing relationship

You can edit an existing relationship between topics.

1. Select the relationship by clicking on the line that connects the two topics.
2. On the menu bar, click **View > Properties** to open Properties View.
3. From the Properties View window, change shape, style, color, font, size, etc.

Related links:

- [Relationships](#)
- [Topics](#)
- [Creating a relationship between topics](#)

Markers

Markers are small images that stand for special meanings of priority, completeness, emotions, etc.

For example, if six topics in your mindmap correspond to six steps that must be completed in order, you can add a number marker to each topic. If one of these steps is especially important, you can also add a flag marker to that topic (you can add multiple markers to one topic). Some common markers are in the image below:

Related links:

- [Adding a marker](#)
- [Importing a marker](#)
- [Deleting a marker](#)

Importing a marker

You can add your own markers that are specific to your project.

For example, if you have a certain image that is unique to a project (a company logo, a person's picture, etc.) you can import these images and XMind will create a marker from them. You can use personalized markers to design mindmaps more effectively.

1. Click **File > Import > Marker Package > Next**.

2. In the Import Markers window, choose **From Directory** and click **Browse** to locate the image on your computer that you want to use as a marker.
3. Once you have selected an image, click **Finish** and the image will be imported immediately as a marker. It will be available with the other markers in Marker View.

Related links:

- [Markers](#)
- [Adding a marker](#)
- [Exporting a marker](#)

Deleting a marker

You can delete a marker if you decide you don't want it in your mindmap.

To delete a marker, right click the marker in your mindmap and click **Delete**.

Related links:

- [Markers](#)
- [Adding a marker](#)
- [Importing a marker](#)

Adding a marker

You can add markers to your mindmap by using Marker View - a display window of all available markers.

1. In the menu bar, click **View > Marker** to open Marker View.
2. Choose a marker and drag it to the appropriate topic (you can also select the topic first, and then click the desired marker).

Related links:

- [Markers](#)
- [Importing a marker](#)
- [Deleting a marker](#)

Exporting a marker

Placeholder

Adding audio notes

Placeholder

Filtering markers

Placeholder

Adding clipart

Placeholder

Grouping

If two or more topics are related, you can create a boundary around them.

Grouping items creates a visual relationship between them by adding another level of organization to your map. For example, if your map involves food groups, you might have three sub-topics called *Cheese*, *Milk*, and *Butter* which you can group together, since they are all dairy products.

Related links:

- [Topics](#)
- [Relationships](#)
- [Summary](#)

Grouping topics

You can draw a boundary around items to group them.

1. Select the topics you want to group.
2. Add a boundary by clicking **Insert** > **Boundary**.

Related links:

- [Grouping](#)
- [Relationships](#)

Changing boundary properties

Placeholder

Adding boundary text

Placeholder

Summary

If you want to write a caption that summarizes the information contained in several topics, you can group these topics and then add a summary.

For example, if you have three topics that each contain a type of food (*Rice cakes*, *Apples*, and *Carrots*), and you want to note that these foods are also gluten-free, you can group them together and then add a summary that says “These foods are all gluten-free.”

Related links:

- [Topics](#)
- [Relationships](#)
- [Grouping](#)

Adding a summary

You can write a description to summarize a group of items.

1. Double-click the boundary around the items in the group.
2. Write a summary, then click in an empty space to deselect it.

Related links:

- [Summary](#)
- [Relationships](#)
- [Grouping](#)

Managing revisions

XMind records all the changes you make so that you can always revert back to an earlier saved version.

By default, editing history is enabled, which means revisions are automatically saved every time you save your file. However, leaving editing history enabled may greatly increase your file size, especially if you save frequently.

If you want to save disk space, you can disable saving revisions.

1. Click **File > Editing history**.
2. Uncheck **Automatically save new revision when saving this workbook**.

Viewing editing history

You can view revisions of your map by viewing editing history.

To see a list of revisions with their save date and time, click **File > Editing history**.

- To open a revision, double-click on the revision.
- To delete a revision, select the revision and click the delete icon.
- To revert to a revision, select the revision and click the revert icon.

Local network sharing

Local Network Sharing lets you share mindmaps with people on the same Local Area Network.

If you are in a setting that uses a Local Area Network (LAN), such as a school or office, you can use XMind's Local Network Sharing. You can share mindmaps with people on the same network so that everyone can see the most recently updated version without the need to repeatedly send emails back and forth. You can also send a message with a shared map with instructions, updates, or questions for team members.



Note: You can view, but not edit, a mindmap that has been shared with you.

Sharing a mindmap

You can share a mindmap over Local Network Sharing.



Note: After you share a map, all modifications you make to this mindmap will automatically be shared.

1. Open the mindmap you want to share by clicking **File > Open...**
2. Click **File > Share in Local Network**.
3. Select the target folder and click **Save**.

Local Network Sharing view opens, showing your newly shared mindmap along with all other maps.

Related links:

- [Sending a message](#) on page 17
- [Disabling sharing](#) on page 17

Sending a message

You can send a message with a shared mindmap with instructions, updates, or questions for team members.

You can only send messages with mindmaps that have already been shared.

1. Click **View > Local Network Sharing**.
2. In the Local Network Sharing view, right-click on the mindmap you want to share, then click **Send Message for these maps....**
3. From the dropdown menu, select the desired recipients for the message.
4. Type your message into the **Message** field, then click **OK**.

Related links:

- [Sharing a mindmap](#) on page 17
- [Disabling sharing](#) on page 17

Disabling sharing

To prevent people from seeing modifications you make to a shared mindmap, you can disable sharing.

If you want to work on a shared mindmap without automatically sharing changes, set your status to Offline.

1. Click the status button on the bottom toolbar.
2. Click **Offline**.

Related links:

- [Sharing a mindmap](#) on page 17
- [Sending a message](#) on page 17

Workbooks

XMind files are also known as workbooks. Workbooks contain sheets, which are pages where you can create a mindmap.

Having multiple sheets within a workbook can be useful if you have several mindmaps that are related, but want to work on them separately.

For example, if you were planning a party, one sheet could be a mindmap of your budget, and another sheet could be a brainstorm of the type of food you want to serve. These sheets contain different concepts, but they both relate to the party planning process and therefore are contained within the same workbook.

Creating a new mindmap

Create new mindmaps within workbooks.

- To create a new mindmap workbook, click **File** > **New...**
- To create a new sheet within a workbook, click **Insert** > **New Sheet**.

Merging mindmaps

Placeholder

Templates

XMind has several templates that you can use to specify the format of your mindmap.

The default template is blank, allowing you the most flexibility in how you organize your mindmap. However, more specific templates vary both aesthetically and organizationally, giving you an appropriate starting point for your task.

For example, if you are planning a vacation, you can use the Travel Plan template. Rather than creating a travel itinerary from scratch, XMind prompts you with topic headings that are commonly used when creating itinerary. If you cannot find the template you are looking for, you can create your own template.

Selecting and using a template

When you create a new workbook, select a template to start building your mindmap.

You can choose a blank template to start from scratch, or select one of the default templates to start a project in that style.

1. When you create a new workbook, double-click the template you want to use.
2. Replace example topic content with your own.

Related links:

- [Creating your own template](#) on page 19

Creating your own template

If you cannot find a specific template, you can create your own from a mindmap.

1. Open the mindmap you want to convert into a template.
2. Click **File** > **Save as template**.

Related links:

- [Selecting and using a template](#) on page 19

Creating a new sheet from a topic

If you want to have several maps within the same workbook, you can create a new sheet and link it to your main map.

You can link to the new sheet via a topic in your main map, which allows you to logically travel between maps. For example, a topic in one map might be *Goals*. If this topic warrants more explanation, you can create a separate map for your goals within the same workbook.

1. Select a topic that you want to link to your new map.
2. In the menu bar, click **Insert > New Sheet from Topic** from the menu.

A new map opens. You can travel back and forth between your maps by clicking the sheet tabs on the bottom of the screen, or by clicking the linked topic.

Related links:

- [Topics](#)
- [Drilling down and drilling up](#)

Drilling down and drilling up

You can create levels in your maps for even more sophisticated organization.

To prevent more complex maps from becoming too large to easily comprehend or view on your screen, you can “drill down” or “drill up”. Drilling down allows you to go a level deeper into a topic and continue mindmapping. The selected topic will be the central topic. The advantage to drilling down is that you do not have to create a new sheet. All of your information is still in one sheet, but is now organized vertically as well as horizontally.

1. Select a topic that you want to drill into.
2. In the menu bar, click **View > Drill down** to travel a layer deeper into your map.
3. In the menu bar, click **View > Drill up** to travel a layer up in your map.

Related links:

- [Creating a new sheet from a topic](#)
- [Topics](#)

Modifying mindmap wallpapers

You can change the wallpaper behind your mindmap.

Mindmap themes come with preset backgrounds.

1. In the menu bar, click **View > Properties**.
2. To use one of XMind's built-in wallpapers, click **Wallpaper** and select a wallpaper. To use your own image, click **Select local image** and choose your own image from a local file.

Zooming in and zooming out

You can change how your mindmap is displayed.

You navigate mindmaps by zooming in, zooming out, fitting to selection, fitting map, or viewing the map in actual size.

1. In the menu bar, click **View**.
2. Select **Actual Size**, **Zoom In**, **Zoom Out**, **Fit Map**, or **Fit Selection**.

Searching within your workbooks

Placeholder

Importing and Exporting

You can use XMind for any project, regardless of the program you start or end in.

XMind can import and export mindmaps from different file formats and programs. If you have a list in another program, like Microsoft Word, you can easily import it into XMind and avoid wasting time recreating the list in the form of a mindmap.

Importing

You can import from several platforms, so you can start your project in a program and continue in XMind.

Pro users can import from FreeMind, Microsoft Word, Mindjet MindManager, and XMind 2008 Workbook.

1. On the menu bar, click **File > Export**.
2. In the Export window, select a target file format, like Microsoft Word. Click **Next**.
3. Click **Browse** to select a file from your computer.
4. Choose where you want the file to appear (in a new workbook, or in a current workbook) and click **Finish**.

Related links:

- [Printing](#)

Exporting

You can export to several platforms, so you can start your project in XMind and finish it in another program.

Pro users can export to 17 different file formats.

1. In the menu bar, click **File > Export**
2. In the window that opens, click a target file format, like PDF. Click **Next**.
3. In the next window, select which attributes of your mindmap you want to appear. The preview of your export will reflect any changes you make, so mix and match different attributes until you are happy with the final product. Click **Finish**.

Related links:

- [Importing](#)
- [Printing](#)

Saving to Evernote

Placeholder

Exporting XMind resource bundle

Placeholder

Taking a mapshot

Placeholder

Printing

You can easily print your mindmaps.

If you would like to view your mindmap on the go or pin it your wall, XMind can print your work at any time.

1. Navigate to the map you want to print.
2. In the menu bar, Click **File** > **Print**.
3. In the Printer window, you can select your preferences. You can choose to print the current mindmap, or the entire workbook. You can also edit print content, page, orientation, margins, and header/footer text. Click **Next**.
4. In the Print window, select the printer you would like to use, then click **OK**.

Platforms XMind can import and export

This table breaks down what file types you can import and export as a Pro user.

Import	Export
FreeMind	HTML
Mindjet MindManager	Text
XMind 2008 Workbook	XMind 2008 Workbook
Microsoft Word	Image
	FreeMind
	Microsoft Word
	OpenDocument Text
	PDF Document
	RTF
	Microsoft Project
	PDF Map
	SVG
	Mindjet MindManager Map
	Microsoft PowerPoint
	OpenDocument Presentation
	CSV File
	Microsoft Excel
	OpenDocument Spreadsheet

Troubleshooting

Troubleshooting can help you fix most of the common problems you encounter.

There are a few common errors that XMind runs into while you are opening and saving your files. Usually, you can quickly solve these problems by opening TextEditor and modifying Java parameters.



Note: If modifying the Java memory does not fix your problem, contact XMind at support@xmind.net.

When I open XMind, a Java error window opens

When you upgrade Java on your computer, XMind may have a problem adapting to the upgrade.

If you run into a Java problem, you can easily fix it by manually changing the Java name in TextEditor.

1. Open the **Applications** folder in Finder.
2. Click XMind > Xmind.ini to open the file in TextEditor.
3. Change ...Java\jre6\bin... to ...Java\jre7\bin....

```

1  -vm
2  C:\Program Files (x86)\Java\jre7\bin\javaw.exe
3  -product
4  Java ind.cathy.product
5  -configuration
6  %user.home/Application Data/XMind/configuration-cathy_win32
7  -data
  
```

4. Save the file and restart XMind.

Related links:

- [My files won't open](#)

My file won't open

When XMind makes a mistake saving your file, you may have a problem opening it.

If your files will not open, you can fix the problem by manually editing the Java memory.

1. Before you try to open the file, make a copy of the file.
2. Open the **Applications** folder in Finder.
3. Click XMind > Xmind.ini to open the file in TextEditor.
4. Change -Xmx512m to -Xmx1024m.

```

-data
../Commons/data/workspace-cathy
--launcher.defaultAction
openFile
-vmargs
-Dfile.encoding=UTF-8
-Xms128m
-Xmx1024m
-XX:MaxPermSize=256m
  
```

5. Save the file and restart XMind.



Note: If modifying the Java memory does not fix your problem, contact XMind at support@xmind.net. Please send the broken file and a screenshot of any error information to help us fix your problem faster.

Related links:

- *When I open XMind, a Java error window opens*

XMind is running slowly on my computer

Some settings require more processing power, which may cause XMind to run slowly.

If XMind is running slowly, you can improve its performance by disabling certain settings.

- Disable graphics setting
 - a) Click **Edit > Preferences**.
 - b) In the Preferences window, click **MindMap**.
 - c) Uncheck **Enable animation** and **Enable shadow**, and click OK.
- Disable spell check
 - a) Click **Edit > Preferences**.
 - b) In the Preferences window, check **Enable spell checking**, and click OK.

XMind crashed

If XMind crashes suddenly, you will not lose your files.

XMind will automatically save your files. The next time you open the application, XMind will prompt you to recover the files.

1. Reopen XMind.
2. In the Recover from Crash window, select the unsaved files you would like to open. Click **OK**.