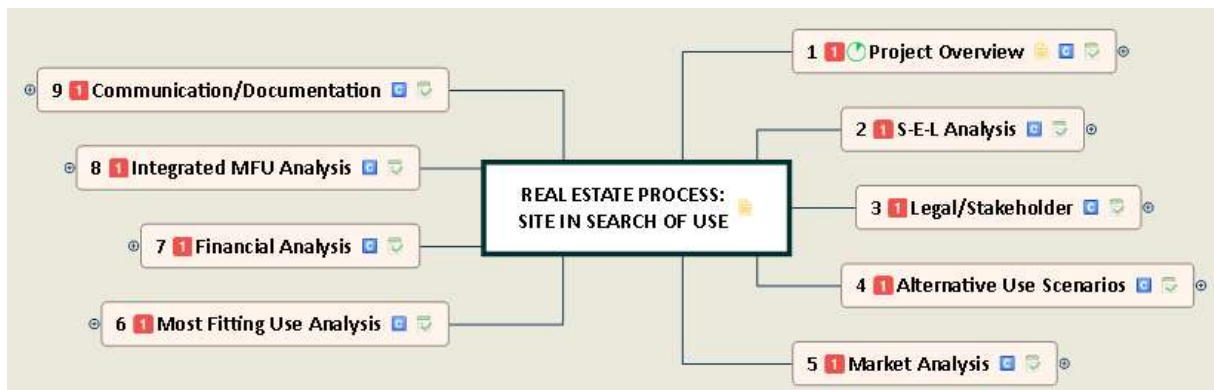


# XMind

XMind is a **mind mapping and brainstorming software**, developed by XMind Ltd. In addition to the management elements, the software can be used to capture ideas, clarify thinking, manage complex information, and promote team collaboration.

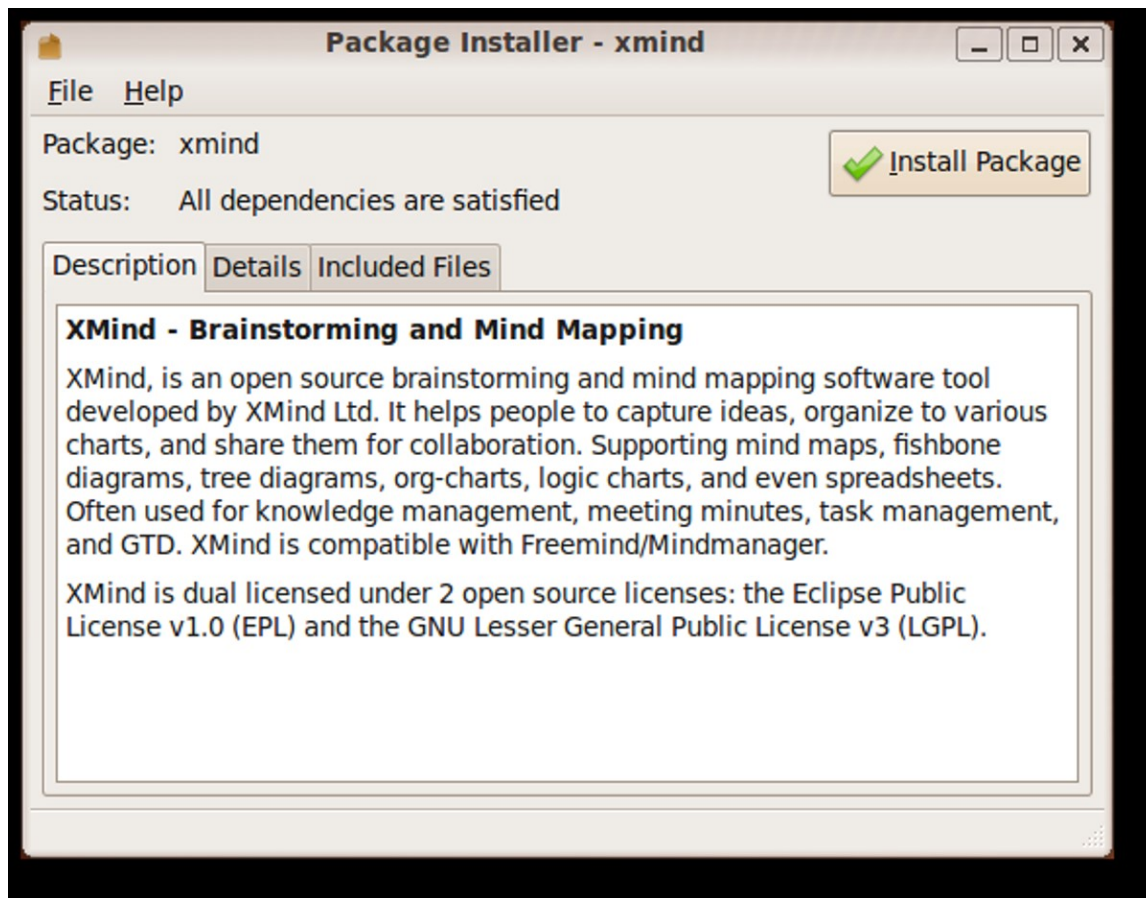
## Mind Mapping

Mind mapping is the “art” of creating a visualization of some process or decision. It consists of a series of topics or steps that are linked together. Once a process has been mapped, it can be converted to template or model that can be modified and/or extended to other processes or decisions. Once these building blocks or “steps” are noted at a general level, attention can turn to how they are connected as well as what they entail. Since mind mapping is learning, it takes on a continuous nature in which new knowledge can be integrated.



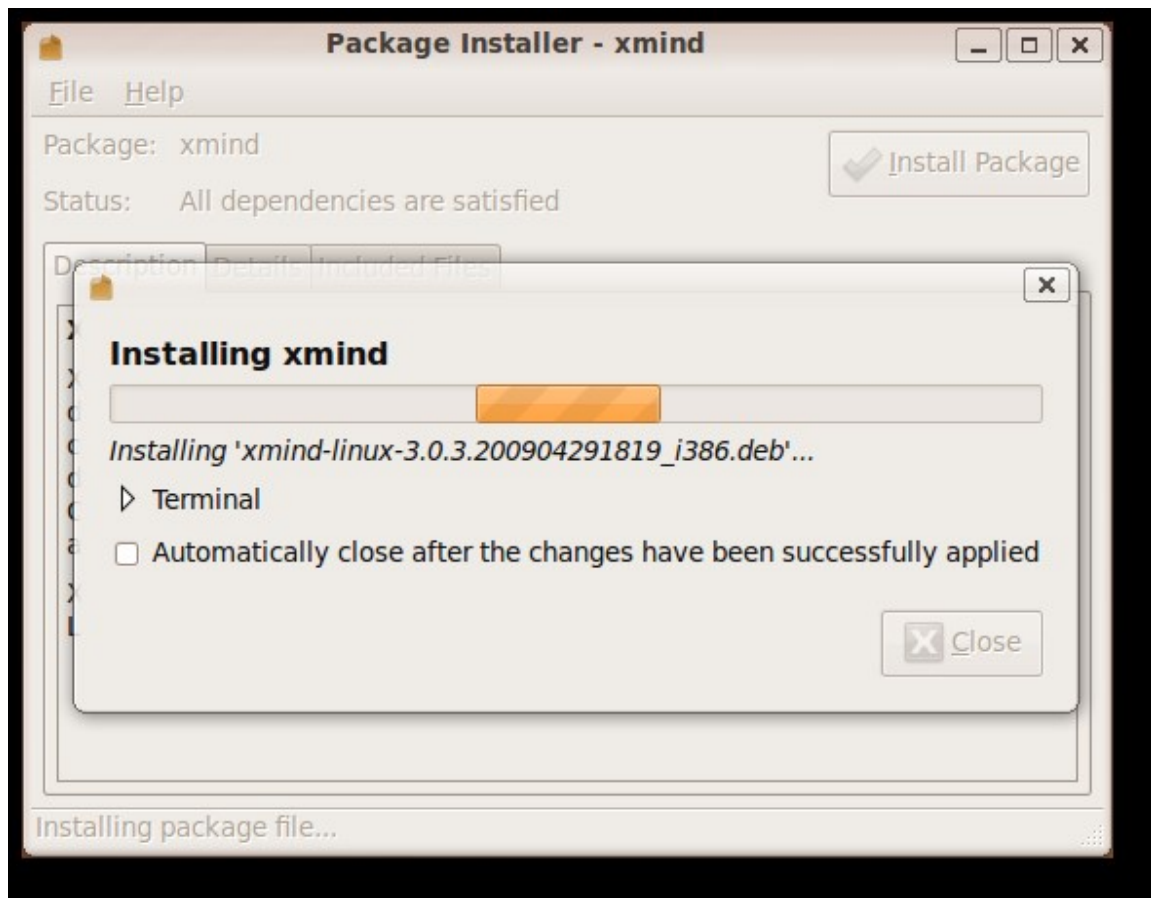
## Installing XMind:

1. Download the free version of XMind deb file which includes 32 and 64 bit versions (*download links below*).
2. Once you have the deb file. Double click it to start the installation.



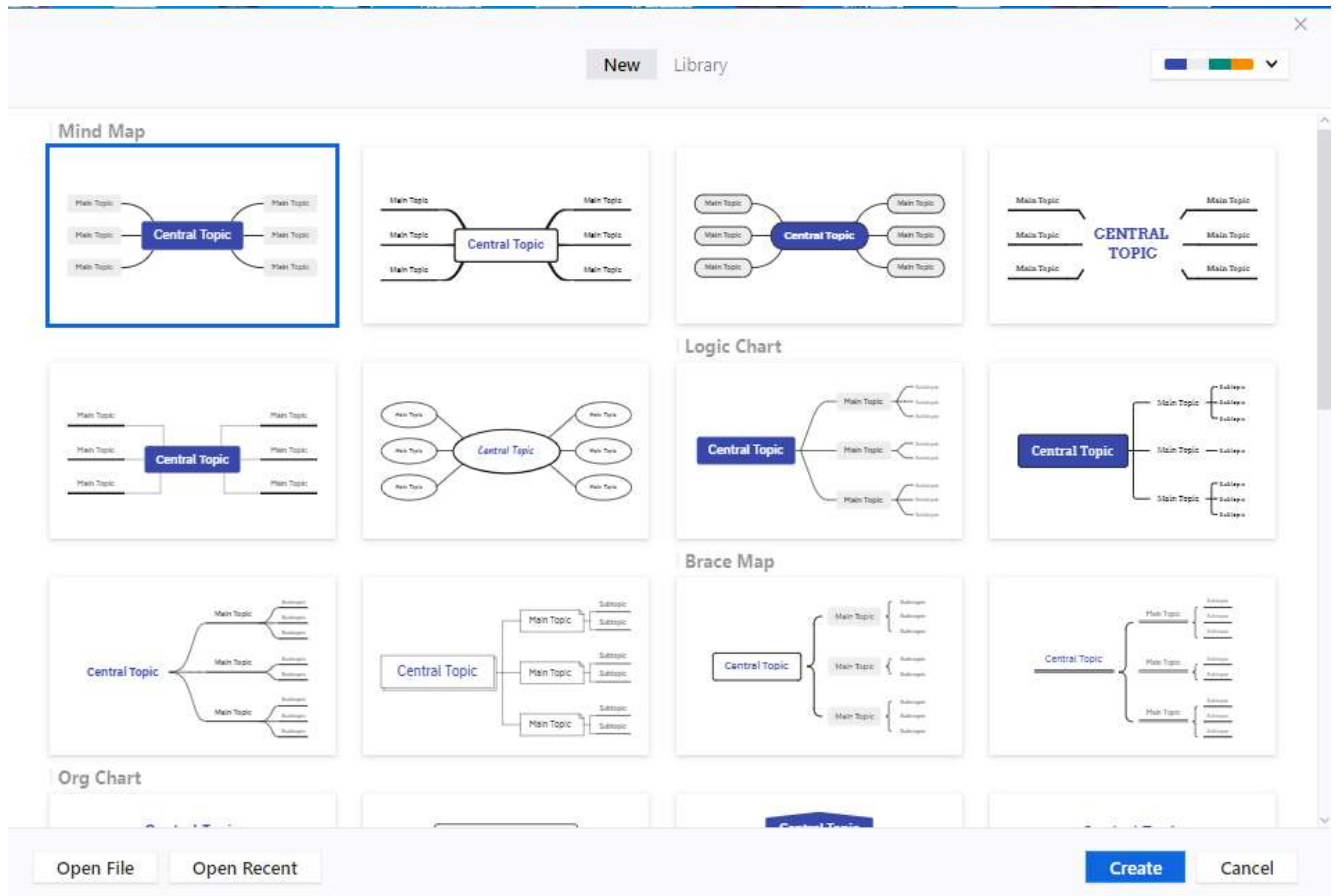
ADVERTISEMENT

Once you click Install Package, you'll be prompted for the admin password in order to begin the installation.

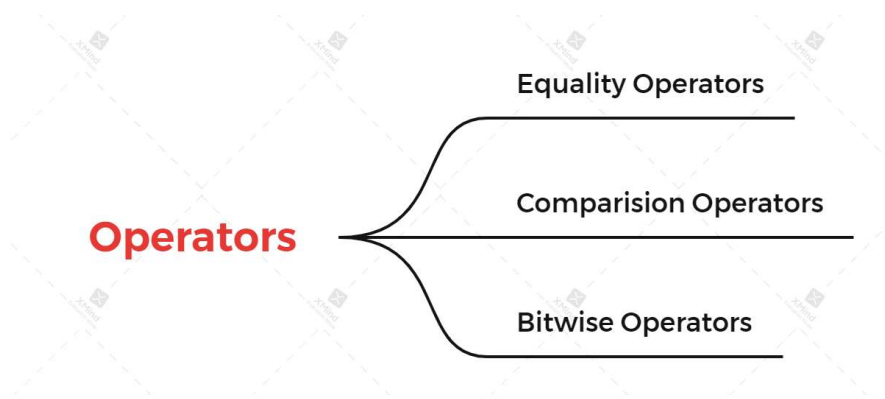


3. Once installed click close.

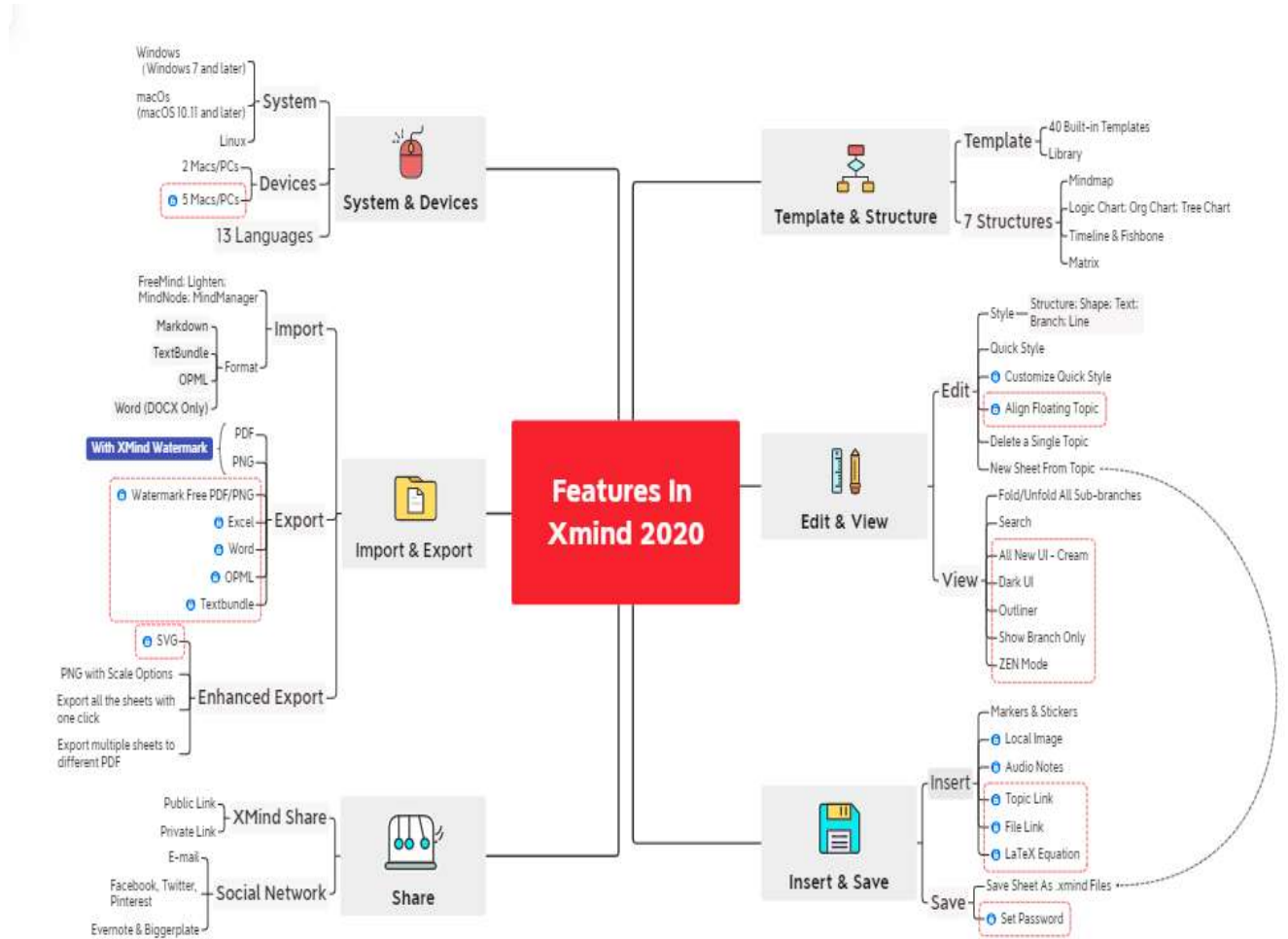
1. Once Xmind is installed you will get the following wizard which shows different templates



2. Once one of the templates is selected, we can start working on developing our project concept or plan.



Example Template with all features:



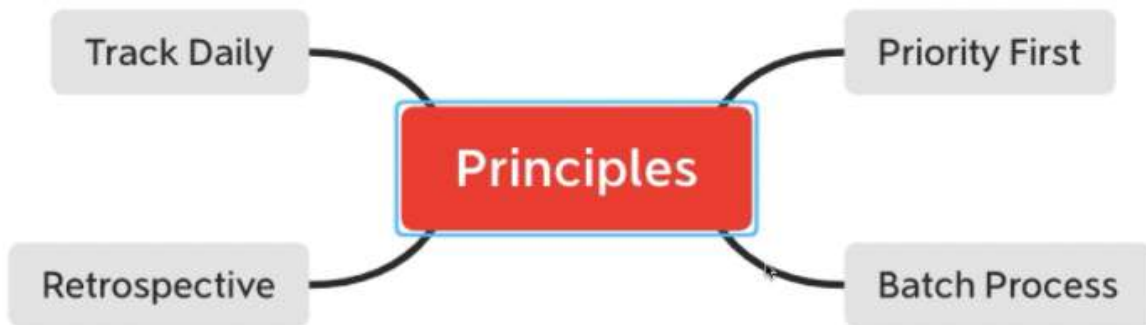
# Feature of Xmind

Xmind 2020		
	Full Version	Trial Version
Basic Function	<ul style="list-style-type: none"> <li>Customize Quick Style</li> <li>Theme Editor</li> <li>Set Password</li> <li>Align Floating Topic</li> <li>Show Branch only</li> </ul>	<ul style="list-style-type: none"> <li>Map</li> <li>Balanced Map (Clockwise)</li> <li>Org Chart (Up to down/Down to up)</li> <li>Tree Chart (Right/Left)</li> <li>Logic Chart (Right/Left)</li> <li>Timeline (Horizontal/Vertical)</li> <li>Fishbone (Left Headed/Right Headed)</li> <li>Matrix (Row/Column)</li> <li>Structure</li> <li>Outliner</li> <li>Quick Style</li> <li>New Sheet from Topic, Save Sheet As</li> <li>ZEN Mode</li> <li>Dark UI</li> <li>Find (Ctrl / Cmd + F) and Replace</li> <li>Quick Entry (macOS)</li> <li>Fold/Unfold All Sub-branches</li> <li>Delete a single topic</li> </ul>
Insert	<ul style="list-style-type: none"> <li>LaTeX Equation</li> <li>Hyperlink (Topic)</li> <li>Hyperlink (File Link)</li> <li>Audio Notes</li> <li>Local Image</li> </ul>	<ul style="list-style-type: none"> <li>Floating Topic, Subtopic, Parent Topic</li> <li>Relationship, Summary, Boundary</li> <li>Label, Notes, Callout, Attachment, Hyperlink (Website)</li> <li>Icon (Marker, Sticker)</li> </ul>
Import	<ul style="list-style-type: none"> <li>MindManager, Freemind, Lighten, MindNode</li> <li>Markdown, Textbundle</li> <li>OPML</li> </ul>	<ul style="list-style-type: none"> <li>MindManager, Freemind, Lighten, MindNode</li> <li>Markdown, Textbundle</li> <li>OPML</li> <li>Word (DOCX only)</li> </ul>
Export	<ul style="list-style-type: none"> <li>PDF (without watermark)</li> <li>SVG</li> <li>Word</li> <li>Excel</li> <li>OPML</li> <li>Textbundle</li> <li>PNG (Without watermark)                             <ul style="list-style-type: none"> <li>Export with scale options (200%, 300%)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Outline Export                             <ul style="list-style-type: none"> <li>PDF, Excel, Word</li> <li>Markdown, Textbundle, OPML</li> </ul> </li> <li>PNG (Watermark)                             <ul style="list-style-type: none"> <li>Export PNG with transparent background</li> <li>Export with scale options (only 100%)</li> </ul> </li> <li>PDF (Watermark)</li> <li>Export all the sheets with one click</li> </ul>

Purpose of MindMap tool:

A mind map is a tree chart that organize information visually. Mind map presentation is to use the mind map as presentation slideshows. Your presentation software = mind map software.

Here is what a real life mind map presentation can look like—



We can customize mind map templates?

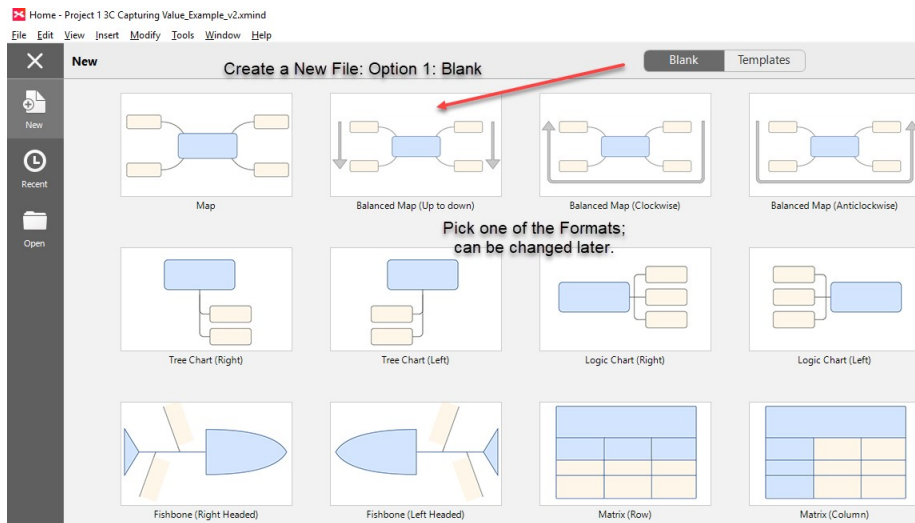
1. Pick a mind map template from this blog post or XMind Share. **They are ALL free to use.**
2. Download the template you like. Then [download XMind](#) to use them. **No account registration required.** All the necessary features are free to use.
3. Open the XMind file. Double-click on any text box to edit the text (or select a box and tab SPACE to edit).
4. Use ENTER to add same-level boxes, TAB to add sub-level boxes.
5. Present directly in the software.
6. (Optional) Export to PNG or email mind maps for free.
7. More cool features below... Here's a sneak peek of what XMind editor looks like:

## Using XMind

### Create New Workbook

There are two alternatives for creating a new Workbook from scratch: selecting a Blank Structure; or, Selecting a Template.

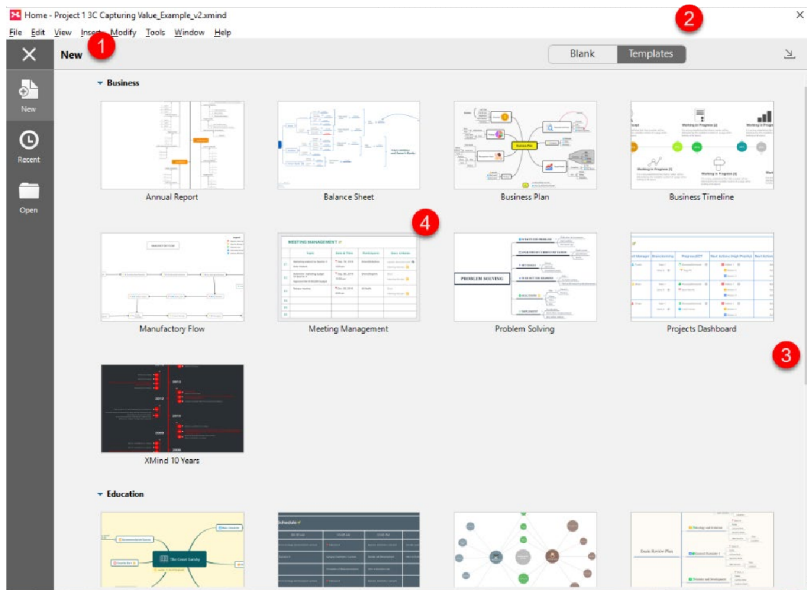
#### *Blank File Creation Options*



Depending on your project, you might find a prepared template that you can use as is or that you can modify for your needs. This will fast-track the process and give you some ideas that you might adopt in your work.

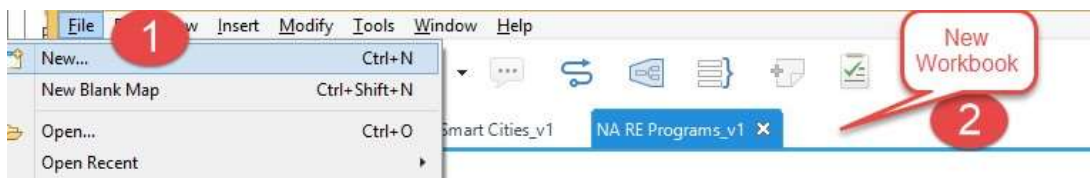
#### *File from Template*





XMind uses the term Workbooks to refer to separate Files. Once you launch XMind and choose Blank or Template, it will open a new workbook that shows up as a tab name “Untitled.”

### Workbooks



## XMind Workbook Sheets

### Basic Structure/Features

Depending on whether you selected a Blank form or a Template, you will see the same basic structure with several features. These include: 1) Ribbon options which toggle on for more detailed choices, 2) Common tasks as shortcuts, 3) a list of Open XMind Workbooks (you can cut and

paste among files), 4) a Central Topic or your starting point, just click and relabel (if you selected a template there will be more topics), 5) a tab indicating Sheets in your Workbook at the bottom (you can add more; right-click to rename), 6) expansion/navigation options that open upon selection, and 7), advanced features available in the Pro version (e.g., Export to PDF, Brainstorming, Gantt Chart, Convert to presentation).

## **Getting Started**

To get started, once you have a Central Topic just mouse over it and you can replace the text by simply typing into the box. If you want to wrap text to keep the box small, use SHIFT-Return to start a new line.

At this point, Click on the Central Topic box and enter the TAB key; this creates a subtopic.

If you want multiple tabs coming from the Central Topic, just click on the box and enter TAB again. To create a hierarchy, Click on the Subtopic and TAB.

You can repeat this process to lay out your basic structure.

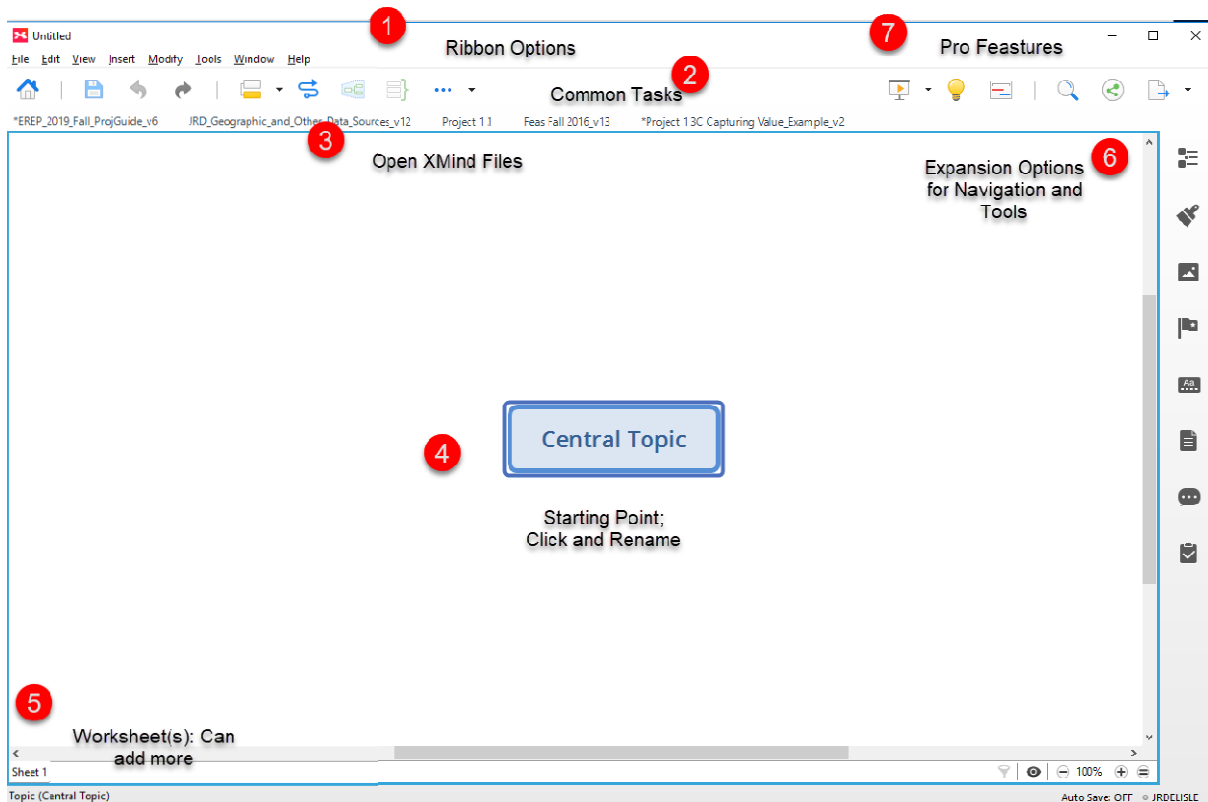
Although you should give some thought to the layout and structure of your map, it is often more important to get your thoughts/topics on the screen.

Once there, you can easily CLICK on a topic and drag it to a new location;

that will alter the map and move the TOPIC and any SUBTOPICS to the same branch or location.

The UNDO Icon in the favorites bar let's you roll back changes

## XMind Layout



## Add Topics and Subtopics

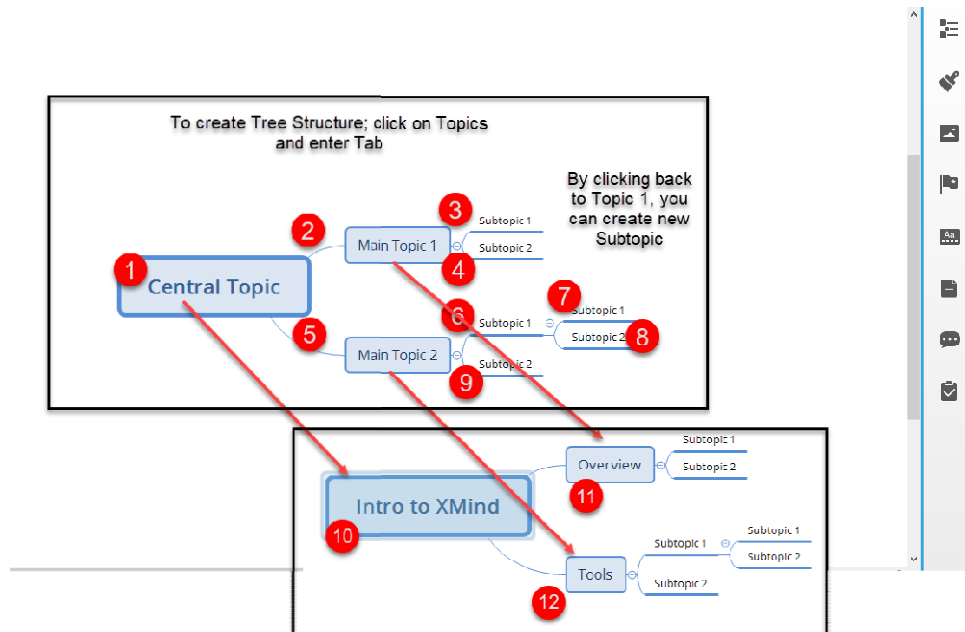
### Overview

There are three ways to populate your XMind; using the tab key to add to each topic/subtopic, adding in the Outline Feature, or using the Insert Tab and drop-down menu.

There are four kinds of topics:

- Central Topic (the starting point),
- Main Topic (first level),
- Subtopic (multiple layers of topics),
- and Floating Topics (placed anywhere without linkages).

## Create Topics by Tabs



## Create Topics Via Insert Tab

You can also Create Topics by using the Insert Tab and selecting from the dropdown menu. In addition to pointing to the Insert Tab, you can use the shortcut ALT-I (note, this syntax is used for each of the Menu items). As noted, the topics can be placed anywhere depending on which Topic you highlighted and which option you select.

### Insert Topics

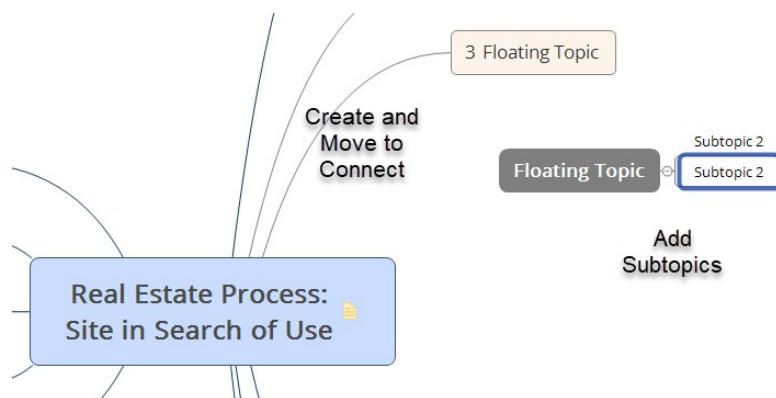
Insert	Modify	Tools	Window	Help
Topic				Enter
Subtopic				Tab
Topic Before				Shift+Enter
Parent Topic				Ctrl+Enter
Floating Topic				
Floating 'Central' Topic				
Callout				Alt+Enter

Once you have created topics, you can rename them by clicking on the Topic and typing in the desired label. If you want to wrap text to 2 lines, use CTRL-ENTER.

## Floating Topics

Floating Topics can be added via the Insert Menu or by quickly double-clicking on the open Map. This is useful for brainstorming and getting Topics on the Map which can later be placed where they belong and populated with more detail. Floating topics can be renamed, and can have Subtopics enhancements.

### *Floating Topics to Brainstorm*



## Change Order or Layout of Topics on a Map

To move topics, simply drag and drop once a connection is automatically established. Sub Topics can also be inserted to change the order and/or add more features to the map. Connections can be deleted which creates a form of Floating Topic

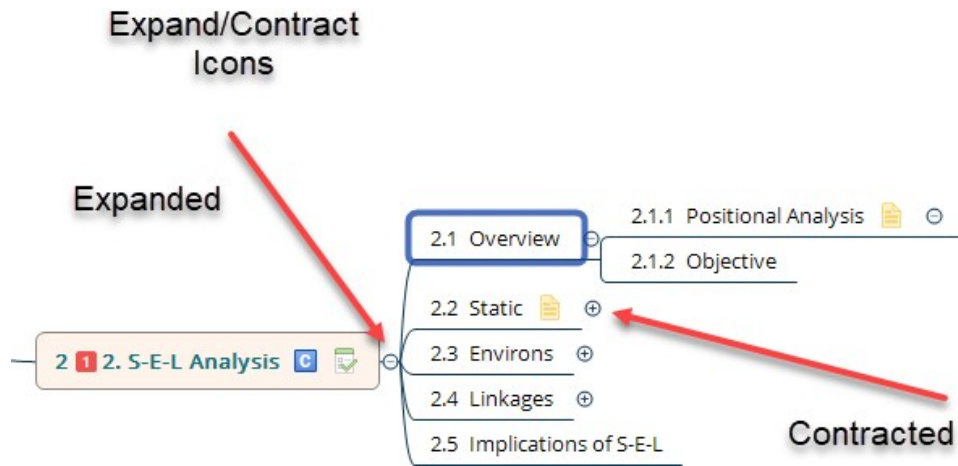
## Changing Map Layout/Topics



## Expanding/Collapsing Topics

For each Topic/Subtopic you create, XMind will add a placeholder until you rename it. To the right of each Topic with Subtopics, a small + Icon appears. You can toggle that on and off by clicking on it. In Expand mode the Subtopics will be shown; in the Contract mode (-) the Subtopics will be hidden.

## Expand/Contract Icons



## Mind Map Structure

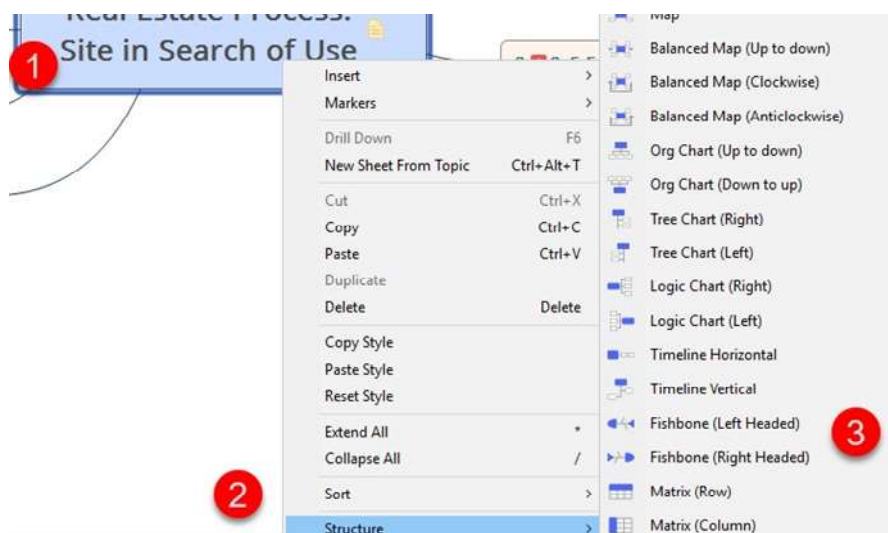
In some cases, changes to the order of topics may change the basic format/structure of your map. To apply a different Structure or Layout, RIGHT-CLICK on the topic of interest



## Changing Structure

To Change the Structure of a Map, go to the MAIN Topic and RIGHT-CLICK. At this point you will see “Structure” as a menu option.

*Select Structure for Changes to Selection*



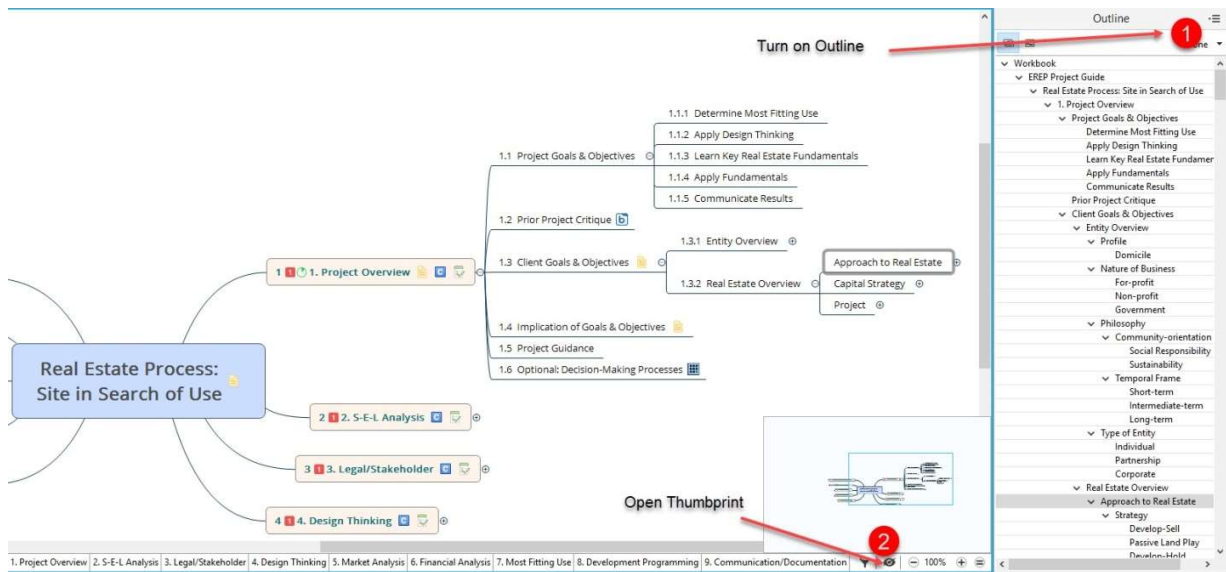


## Fishbone Structure & Optional Themes



## Outline View and Thumbprint

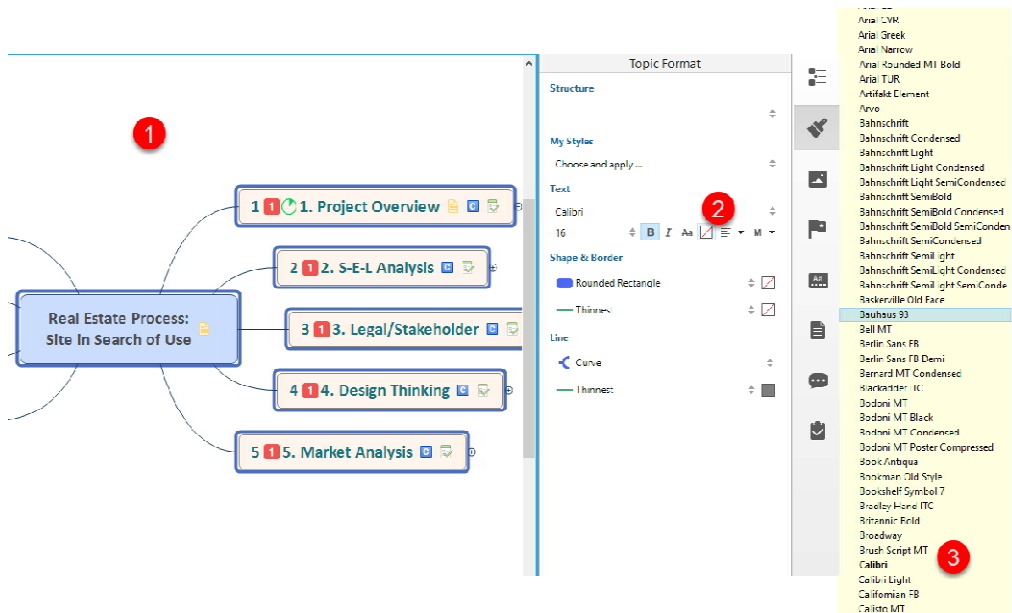
To View Outline Panel, click on icon to upper right. You can change labels and/or add topics from either the map or the Outline Panel. The TAB addition will work in either and the results will show up in the other frame. Another useful feature for larger mind maps is the Thumbnail preview screen activated by clicking on the EYE-icon. If you scroll around in the preview, the larger Mind Map moves around as well.

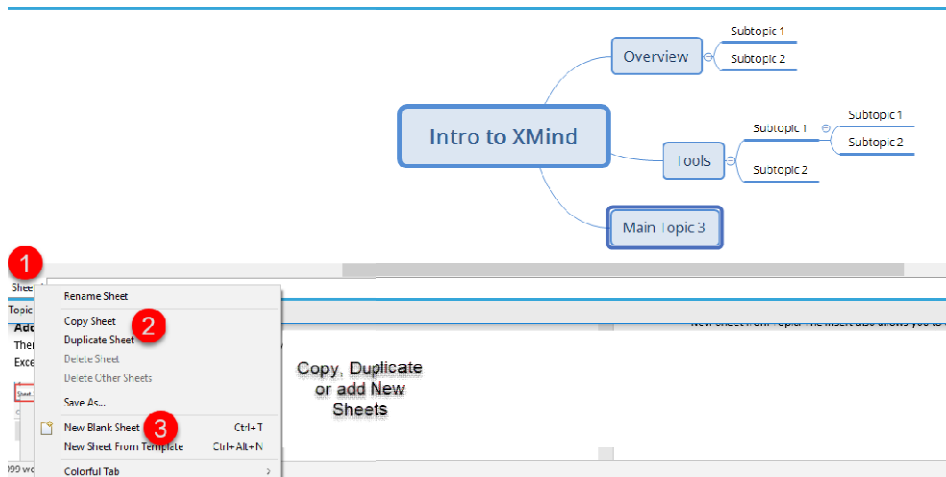


## Create Topics in Outline

## Changing Formats

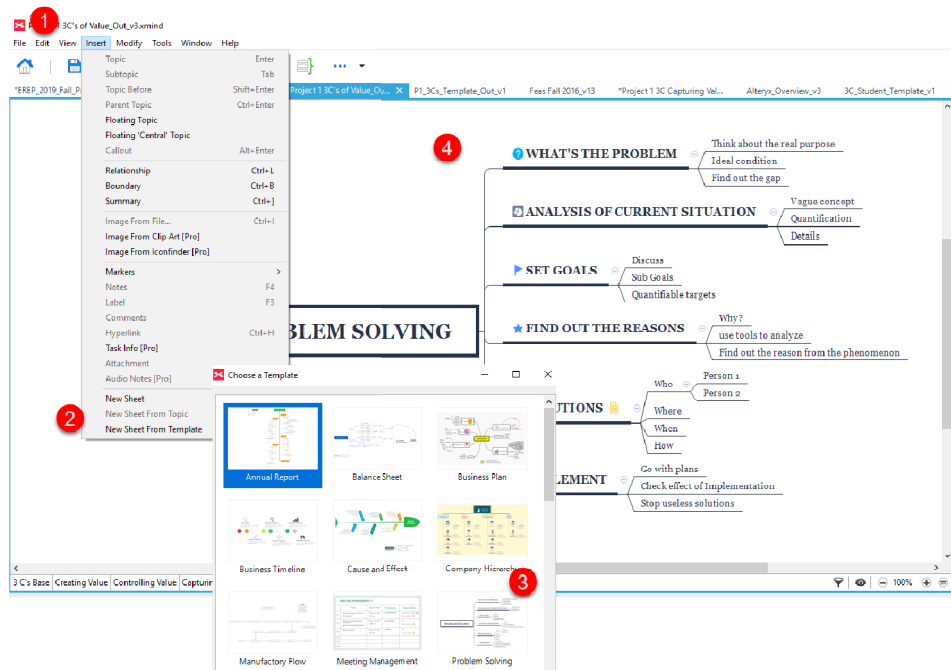
There are a number of ways of accessing the Format options, including RIGHT-CLICK on a topic or selected group of topics. Again, you do not have to completely enfold the topics of interest, but just overlap part of each one to include it in the changes.





### Adding Sheets

### Inserting Sheets via Menu



You can also Insert New Sheet from the menu. This allows you to select from prepared templates for various types of activities, in this case, a problem-solving model.

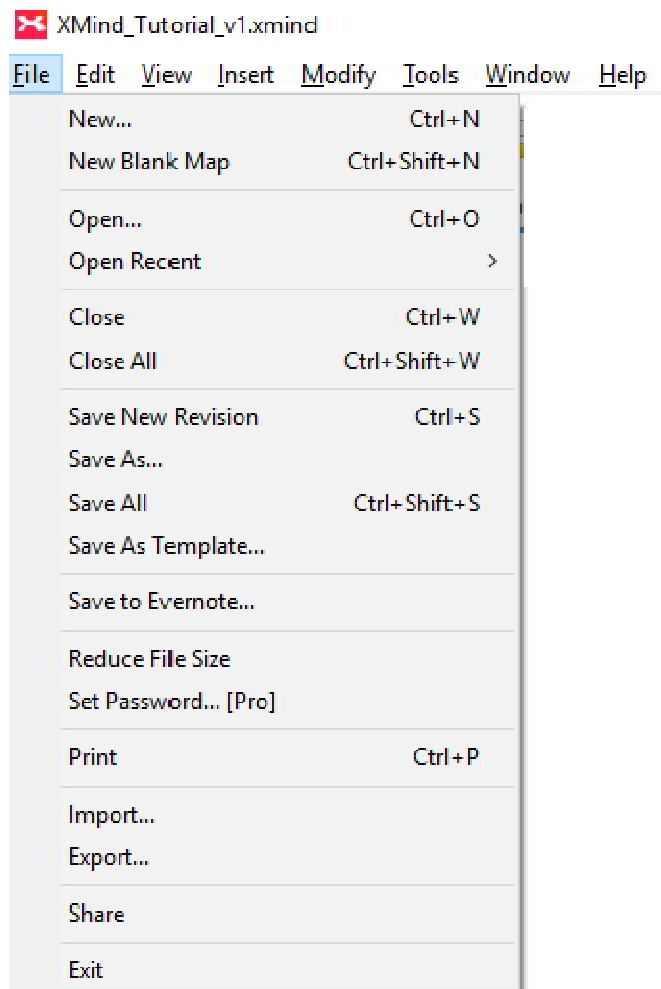
## Make Sheet from Topic

Once you have a basic structure, you can make separate worksheets for each element.

New Sheet from Topic. The Insert also allows you to create a new sheet with the same name as the topic and Link to it from the Main menu. Alternatively, select topic and right click to see Insert Sheet. This will pull the Topic and its Subtopics. Note that editing at the Sheet Level will not show up at the Main Level so you should think about how detailed you go for each Sheet.

## File Menu

### *File Menu*



The File Menu is fairly familiar, containing the basic New, Open Recent, and Close functions. The Save functions provide some additional options including Versioning in which XMind keeps a copy and log of your files without requiring any naming convention. However, if you are collaborating with others and/or making continuous changes, I recommend adopting some version number (e.g., Project1\_v1) to make sure you and your colleagues are both looking at the same file.

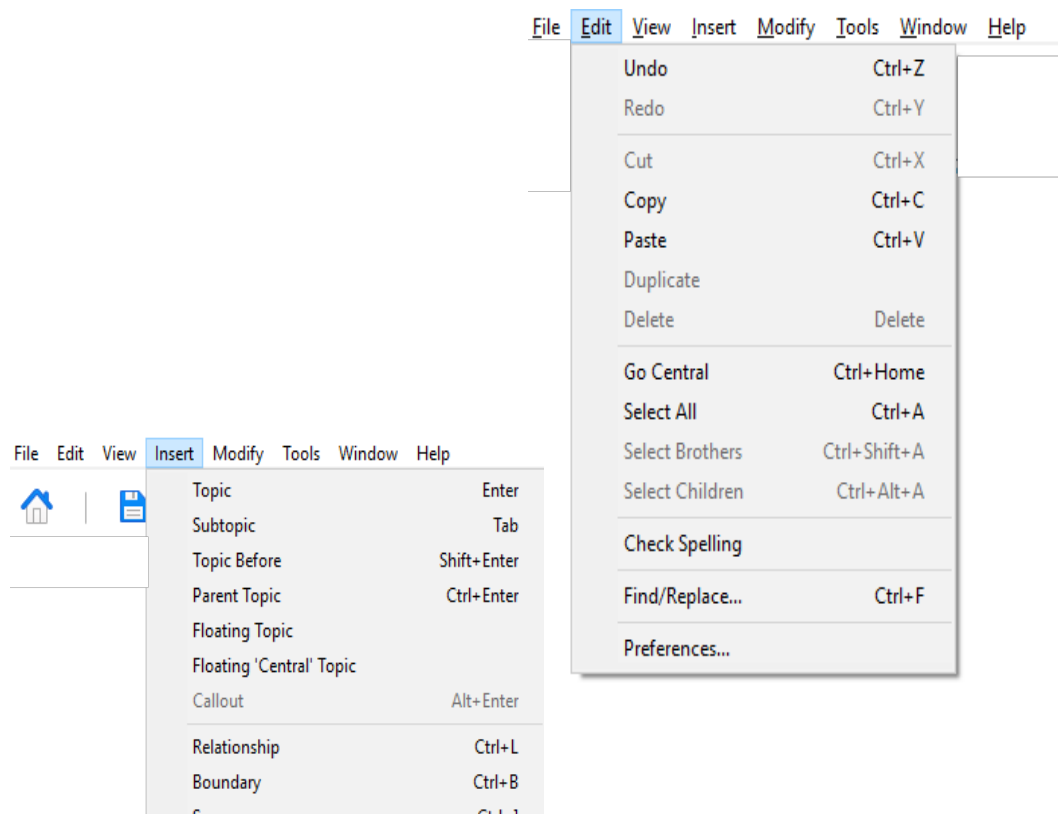
If you have the Pro version, there are some additional features related to Password Protection, Import and Export. Sharing gives you a

number of options for providing others access to your maps, either in public or private forums.

## Edit

### Overview

The Edit Menu allows you to perform some common tasks. Whether the individual items are available depends on whether you are on a TOPIC when you select the Edit Menu or elsewhere on the map. In general, the shortcuts are the same as most operating systems, including Undo, Cut, Copy, Paste.



## File Menu

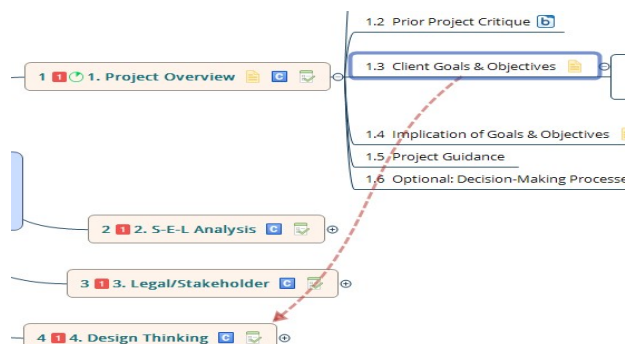
## Insert Menu

The Insert Menu has a number of features that can be used in building out your mind maps. Depending on whether you are on a Topic or the general map canvas, different options will be bold and active vs. greyed out.

## Insert Menu Options

### Relationships

The Relationship task allows you to visually point out how some elements feed into others. This is more of visualization than a project plan since project planning is a separate component of the Pro version of XMind.

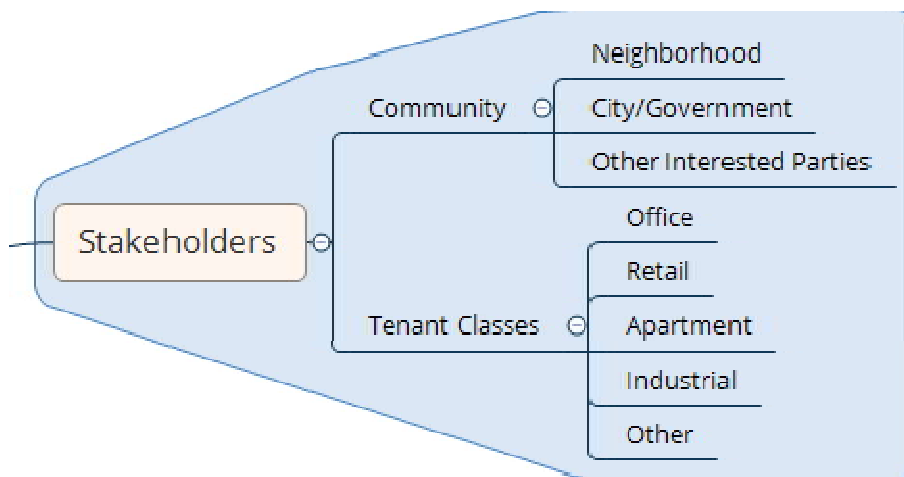


### Showing Relationships

## Boundary

In addition to Callouts, you can visually highlight an area or set of topics by Inserting a Boundary. You do not have to completely enfold the topics to select; just touch them while clicking the Left-Mouse button

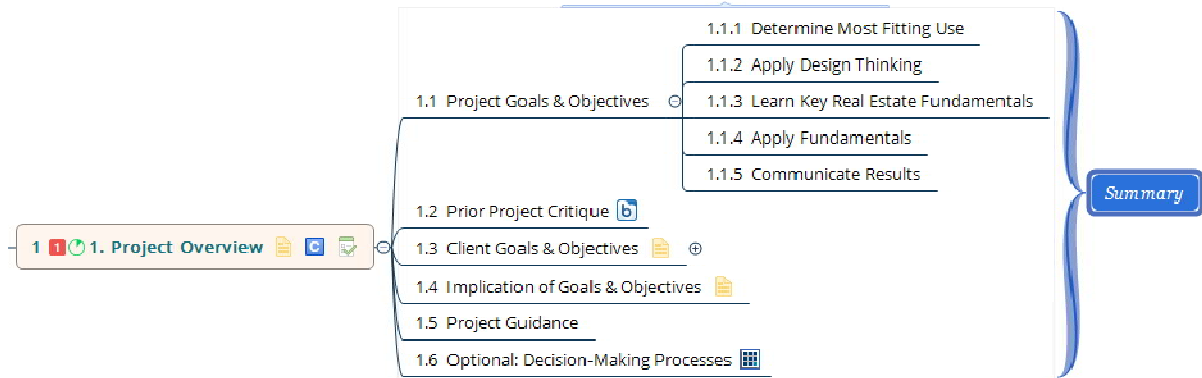
### *Boundary Highlight*



## Summary

In addition to Boundaries and Callouts, you can Insert Summary to indicate how certain Topics/Subtopics feed into some conclusion. This is accomplished similar to boundaries by highlighting the Topics/Subtopics and then Insert Boundary.

## Creating a Summary



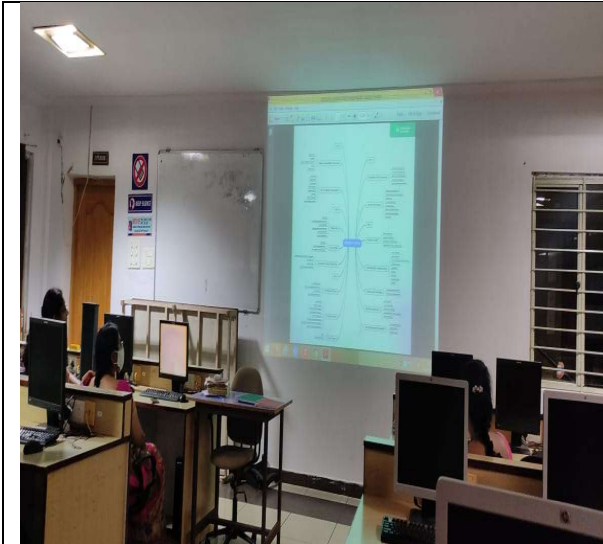
Once you have created a Summary button, you can edit it and add features to populate it with information and/or links.

A screenshot showing a right-click context menu for a 'Summary' button. The button text is 'This is important to the overall process'. The menu options include: Insert, Markers, Drill Down (F6), New Sheet From Topic (Ctrl+Alt+T), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Duplicate, Delete (Delete), Copy Style, Paste Style, Reset Style, Extend All (\*), Collapse All (/), Sort, and Format. The text 'Relabel Topic' is written above the button, and 'Right-click to Add Features' is written below the menu.

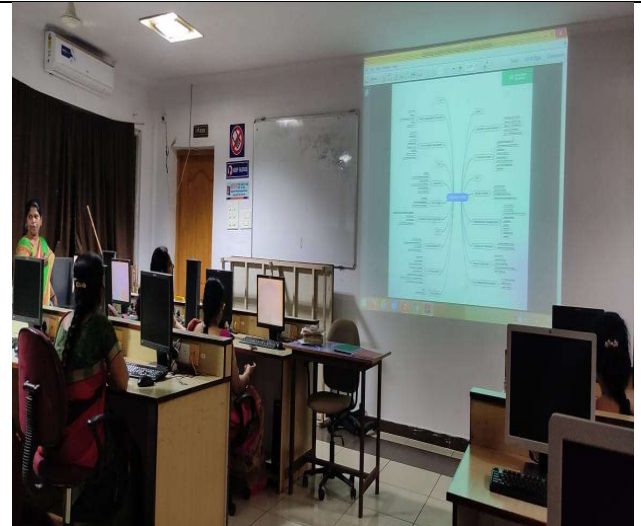
## Adding to a Summary



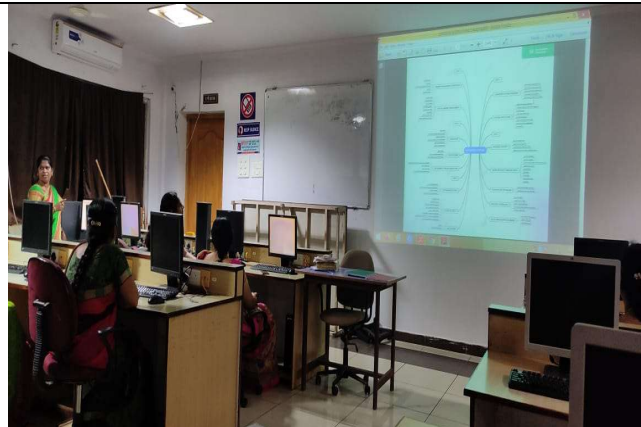
## A few snapshots On Xmind mind mapping tool Training:



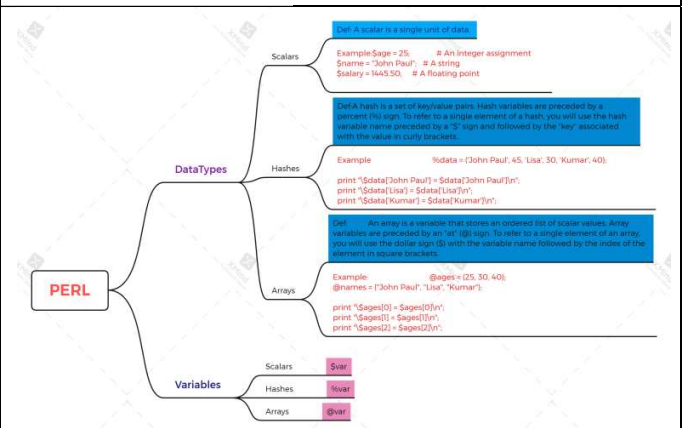
Faculty participated in Xmind training



A Snapshot of Xmind Training



Faculty summarizing Xmind tool



Output of Xmind Tool

