Getting Started

MindGenius is simple and intuitive to use, this document explains the key features you need to start creating MindGenius maps of your ideas and information.

Select the ‘New Blank Map’ tile from the Templates pane on the right hand side or click the category tiles to browse the many templates provided to help you get started.

Each time a new map is created, you are prompted to enter a title for the core branch of the map.

Type the title of your map then select OK or simply hit the Return Key on the keyboard.

Click on a Branch to select it.

Double click on a Branch to edit the title.

To add a branch, simply start typing, the in-place editing will allow you to start typing straight way; complete typing then hit the Return Key. Your new branch will be automatically added.

Using Type & Return is the quickest way to add branches. You can also use the Insert key to add a child branch or select Return to add a sibling branch.

Continue to Type and Return to build your map and add all of your ideas.
Use **Drag & Drop** to move branches to a new position and add structure to your map.

Click on a branch and drag it to a new position.

As you drag a branch across the map its’ new position will be shown in relation to existing branches.

Drop above, below or as a child of another branch.

Change the overall layout of your map using the **Map Layouts** option on the Home ribbon.

As your map builds in size, **Expand & Collapse** sections using the plus/minus symbols on the branches, use the **Zoom**, **Auto-Zoom** and **Display Levels** options on the Home ribbon and use the **Map Explorer** on the left hand side to navigate your information.

The **Map Explorer** on the left hand side is automatically created as you build you map in the main window.

Expand and collapse the sections to drill up and down through your map.

Selecting a topic in the Map Explorer makes that branch the focus in the main window.

**Conclusion**

With the help of these features, you will be using MindGenius in no time.

Everything from Brainstorming, Task Management and Presentations to in-depth Project Planning and Strategy Planning is made easier, less time-consuming and more effective.

If you have any problems getting started or would like help with a specific use of MindGenius then contact our support desk: **support@mindgenius.com**

For more information and resources visit **www.mindgenius.com**