# How to use Xmind

**Topic Type**

XMind has five topic types:

**Central Topic**: Every map just has one central topic, which is built automatically with the map.When you save a workbook as an XMAP file, the default name of the XMAP file is the content in Central Topic.

**Main Topic**: Main Topics are the first level around the Central Topic. You can note the direct ideas here.

**Subtopic**: Subtopics are added to main topics and main floating topics. You can record the details about ideas as this.

**Floating Topic**: Floating Topics do not belong to any other topics, and can be located any place on the map freely. Floating topic has two types, Floating Central Topic and Floating main topic.

**Create Topic**

1. Choose 'Insert' on the Menu and select:
   - Topic to create main topic or the topic on the same level.
   - Subtopic to create subtopic.
   - Before Topic to create a topic on the same level, but before current topic.
   - Parent Topic to create a parent of current.
   - Floating Central Topic to create a floating topic which has the same attributes with central topic.
   - Floating Main Topic to create a floating topic which has the same attributes with main topic.
2. Click create topic icons on the toolbar:

3. Use shortcuts:
   - Enter : create main topic or the topic on the same level.
   - Tab/Insert: create subtopic of current topic.
   - Shift +Enter: create a topic on the same level, but before current topic.
   - Ctrl +Enter: create a parent topic of current topic.
4. Use mouse:
   - Right-click to open context menu: select 'Topic' or 'Subtopic' to create topic or subtopic.

- Double-click blank on map: create a floating main topic.

**Note:** You should select a topic before creating topics.

**Edit Topic**

You can edit and delete topic easily by following steps:

1. Select a topic.
2. You have four ways to into Editable mode:
   - Choose 'Edit > Edit Text' on the menu.
   - Double click the topic.
   - Click 'F2'.
   - Click 'Spacebar'.
3. You have two manners to delete topic:
   - Choose 'Edit > Delete ' on the menu.
   - Click delete icon on the toolbar.

You can also set up the topic width by following steps:

1. Select a topic, and enter into Edit Mode.
2. Drag and move the slide on the right bottom to change the Topic Width.

**Topic Properties**

1. Select the Topic.
2. Open the Properties view.
3. You can do following changes to topic:
   - Structure: select the structure type in the drop-down list for this topic and its subtopics.
   - Text: change the 'Text Font', 'Size', 'Type', 'Color', and 'Alignment'.
   - Shape: select boundary type and background color of topic.
   - Line: change the line type, width, and color, which link this topic and its subtopic.
   - Numbering:
     - Choose number style: There are four styles for choice, and None to cancel number.
     - Inherit parents' number: Enabling this will let topics inherit the number from parents' topics.
     - Pre and Suf: You can enter some you like at Pre field to before the Number, Suf field to after 'dot'.

**Free Position**

The default rule in XMind is to arranges the topics around central topic from right to left, and from up to down automatically. You can change this easily. Here's how to:

1. Select the topic(s).
2. Move the topic while pressing different keys following:
   - **Ctrl(Alt on Mac) :** Copy selected topic(s) to new position.
   - **Alt(Command on Mac) :** Move selected Main Topic(s) to new position as required.
   - **Shift :** Move selected topic(s) to new position as floating topic(s).

## Relationship

When two topics or boundaries have relationship to each other, XMind can illustrate the relationship with a line that links them together on the map.

To add a relationship:

1. Select a topic or boundary.
2. You have three manners to start:
   - Click the relationship icon  on the toolbar.
   - Choose "Insert > Relationship" on the menu.
   - Use shortcut 'Ctrl+L'(Command for Mac users).
   - Right-click mouse, select "Insert > Relationship".
3. Click the targeted topic or boundary.
4. Double click text box on the line to enter description for this relationship.

To change properties of a relationship:

1. Select a relationship.
2. Open Properties View.
3. You can change following settings:
   - line shape, style, color,
   - text font, size, color, and so on.

Note:

- You can build relationship between any two topics, two boundaries, or topic and boundary.
- Any topics or boundaries can have multiple relationships.

## Map

### Structure

XMind has 5 types, 9 kinds map structures. They are Map(Default, Clockwise, and Anti-Clockwise), spreadsheet, Fishbone(Left Headed and Right Headed), Org-chart(Up and Down), Tree-chart .You can change not only the whole map's structure, but also branch's easily. Here's how:

To change Map's Structure:

1. Select **Central Topic**.
2. Open Properties View.
3. Choose structure in the drop-down structures list.

To change Branch's Structure:

1. Select **Branch Root Topic**.
2. Open Properties View.
3. Choose structure in the drop-down structures list.

Note:

1. You can use multiple structures in one map, such as spreadsheet-chart for whole map and fishbone for one cell topic, and Org Chart for another cell topic.
2. The Branch Topic can be main topic, subtopic, or floating topic.

### Map Properties

You can do following steps to change some settings map in properties view:

1. Select map by click any blank place on the map.
2. Open Properties View.
   - Change 'Background Color'
   - Select Wallpaper.
   - Advanced: Check if use 'Multi-colored Branch' and 'Tapered Lines'.
   - Confirm if showing legend.

### Map Navigation

Arrow keys can bring you to any topic in the map. You can also zoom in/out the map easily with two ways below:

- Use the mini-toolbar below the map editor to zoom the map.

- Use the shortcut: Ctrl+Mouse Wheel (Use Command on Mac).

## Boundry

Several topics with similar information or concepts can be grouped together within a boundary. Here's how:

To add Boundary:

1. Select topics.
2. Now you have three manners to add boundary:

- Click the boundary icon  on the toolbar.
- Right-click the mouse to open the context menu, choose 'insert > boundary'.
- Use shortcut 'Ctrl+B'(Command+B for Mac User).
- Drag and move the slides on boundary top and bottom to change boundary scale.

To add the Boundary text.

1. Select the boundary.
2. Click 'F2' to show a text box.
3. Type the description, and click "Enter" to finish.

To change Boundary properties:

1. Select the boundary.
2. Open the Properties View.
3. You can change following settings:
   - Boundary Shape, Background color, Fill opacity.
   - Line style, color.
   - Boundary text font, size, color, and etc.

## Find and Replace

You can do Find and Replace in XMind easily too. Here's how to:

1. Open the map.
2. Open the dialog with one way following:
   - Choose 'Edit > Find/Replace'.
   - Use shortcut 'Ctrl+F' (Command+F for Mac users).
3. You can find and replace the text in topics, labels, boundary and summary's content, and notes.

## Hyperlinks

Hyperlinks can be used to connect maps to websites, folders, or files such as Excel or PDF documents, even another topic in current workbook. Each topic can be given a URL and presented as a hyperlink(multiple URLs cannot be associated with a topic).

You can easily create, open, modify, and cancel existed hyperlink. Here's how:

To Create hyperlink:

1. Select a topic.
2. Open the hyperlink dialog with either way below:
   o Choose 'Modify > Hyperlink' on the menu.

   o Click hyperlink icon  on the toolbar.
   o Press 'Ctrl + H' (or Command + H for Mac users).
   o Right click mouse to open context menu, and select "Hyperlink"
3. There are three kinds link in XMind.
   1. "Web": Enter the URL(for example: http://www.XMind.net).
   2. "File": Add a local file or folder link. You can use Absolute or Relative to link local file/folder.
   3. "Topic": Link a topic in current workbook.
4. Click "OK", and finish.

To open a hyperlink:

1. Select topic with Hyperlink.
2. There are two ways to open a hyperlink:
   o From Menu:
      1. For Web link: Select "Modify > Open Hyperlink".
      2. For local file: Select "Modify > Open File".
      3. For local folder: Select "Modify > Open Folder".
      4. For Topic: Select "Modify > Go To Topic"
   o Right-click mouse and open topic context menu, select "Open Hyperlink", "Open File", "Open Folder", or "Go To Topic".

To modify a hyperlink:

1. Select the topic with hyperlink
2. Right-click to open context menu, and select "Hyperlink" to open hyperlink dialog
3. Modify the link in the dialog.
4. Click "ok" to finish.

To cancel a hyperlink:

1. Select the topic with hyperlink.
2. Right-click to open context menu, select "Cancel Hyperlink".

## Spreadsheet

XMind allows users to easily insert factors and behaviors into spreadsheet, and include multiple topics - complete with individual appearances and structures - within each cell. A set of complex factors and behaviors that impact final measures are exhibited in perpendicular rows and columns. This enables the in-depth analysis of strengths and weaknesses, and provides a clear, easy-to-interpret view of different lines of thinking.

Here are basic operations in spreadsheet:

Column and Row:

Row topic is the main topic, and Column name is the label in mind map and other structures.

Two manners to Add Column:

- Click the button beside Title.
- Select a Row Topic, Click "Tab".

Two manners to Add Row:

- Select Title, and Click "Enter".
- Select a Row Topic, and Click "Enter".

Edit column, row topic:

- Column name: You can double click to edit Column txt, and change order via selecting column with mouse and moving left/right direclty.
- Row topic: You can double-click to edit it, and change the order via selecting Row Topic with mouse and moving up/down direclty.

Cell topic:

Cell topic has the same operations with topics in mind map and other structures.

Two manners to Add Cell topic with same level:

- Click "Enter" key after selecting a topic in this cell.
- Double click the blank in cell.

Cell topic structure:

1. Select cell topic.
2. Open properties view.
3. Select structure in the drop-down structure list.

Note:

- Cell topics can be moved from on cell to another freely.
- You can add subtopic for any cell topic by clicking tab.
- You can add relationship, boundary in spreadsheet.

## **Default Theme**

Theme includes all attributes in XMind map, such as background color, wallpaper, text font/color/size, line, and etc. XMind also offers six well-designed themes for you. If you like one of them, please just set it as "Default theme" with a simple click on the theme view toolbar.