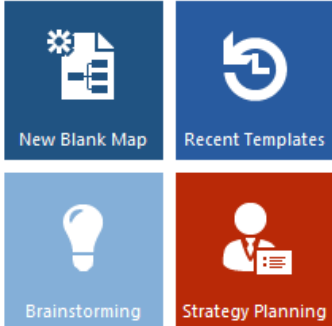


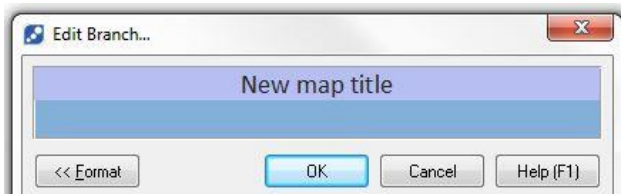
## Getting Started



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.



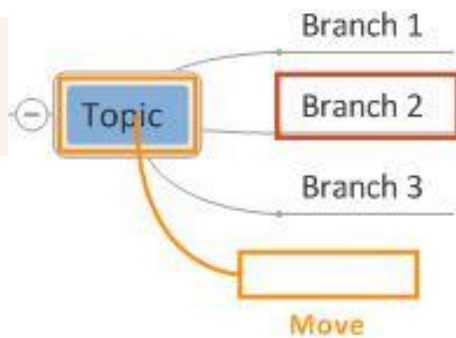
**Click** on a Branch to select it.

**Double click** on a Branch to edit the title.

To Add a branch, **Start typing**, the Add Branch dialog will appear as soon as you start typing, 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.

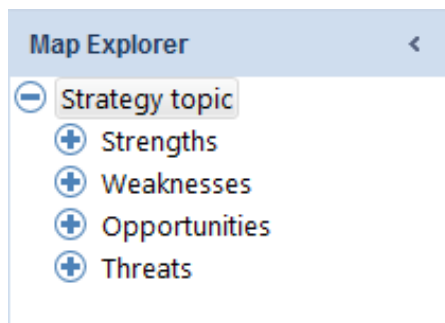
As you drag a branch across the map its' new position will be shown in relation to existing branches.

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](mailto:support@mindgenius.com)

More information and resources are available at [www.mindgenius.com](http://www.mindgenius.com)