FREEMIND

MIND-MAPPING SOFTWARE

Freemind User Guide

(Version 0.8.0)

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Chapter 1

Welcome to Freemind

This chapter introduces you to the mind mapping software application Freemind (version 0.8.0). It provides an overview of the application and explains the general features of Freemind. You will learn about installation and configuration, installation prerequisites, and usage techniques.

1.0 Introduction to Freemind

Freemind is an open source, mind-mapping software program written in Java. A mind map is a knowledge organization tool used to elicit ideas from one or more users by placing a topic in the center of an empty space and branching out with related ideas. The general premise of mind-mapping software is that it will help you to organize, link, and integrate thoughts. The primary focus of a mind map involves making an arrangement of words into a picture, which has a key concept at the centre or at the top, and related words and concepts linked with the key concept by means of lines and arrows.

Mind mapping software can be used for brainstorming and conceptualizing, where you have ideas you need to put down, structure, expand, and connect. Freemind also works as a tree editor. You can create foldable trees of plain text notes enriched with colors, icons, cloud-shapes, and other graphics. This will help you to customize your map. For example, you can use clouds to group together the nodes that are interrelated, colors to differentiate between completed tasks and other tasks, and icons to prioritize a node.

Freemind is useful for organizing your ideas and for keeping track of all the things that are involved in completing a task. You can use Freemind to keep a personal knowledge base that is easy to manage. You can take advantage of the scientific method and write-everything-down approach in your daily life. Freemind is a valuable and effective tool for people who want to manage themselves systematically.

1.1 What Freemind is good for

Current users of Freemind use it for the following purposes:

- **Projects** - Freemind helps you in keeping track of projects including subtasks, state of subtasks, and time recording

- **Information –** Freemind helps you in managing information including links to necessary files, executables, and source of information
- **Internet research –** Freemind helps you in performing internet research using Google and other sources
- **Knowledgebase –** Freemind helps you in keeping a collection of small or middle-sized **notes** with links on some area, which expands as needed. Such a collection of notes is sometimes called a **knowledge base**
- **Essay –** Freemind helps you in writing essays and brainstorming your ideas, using colors to show which essays are open, completed, not yet started etc, using size of nodes to indicate size of essays
- **Database –** Freemind helps you in keeping a small database of something with structure that is either very dynamic or not known in advance
- **Internet favorites –** Freemind helps you in maintaining commented internet favorites or bookmarks, with colors and fonts having the meaning you want

1.2 Features

Freemind is an excellent application for mind mapping and brainstorming your ideas. What makes it so different from other mind-mapping applications? The main difference is its usability. The presence of a simple and intuitive interface makes the application easy to use and understand. It can be almost fully controlled by the keyboard.

The Freemind (version 0.8.0) application has a set of unique features:

- **Folding –** This is the ability of Freemind to hide or display all the information below a selected node. Easy control of folding is an essential property of Freemind.
- **Navigating with a single click –** This also includes folding / unfolding with one click and following links with one click at the same time. You can move the map by dragging the map's background or by using the mouse wheel.

- **Following of HTML links –** HTML links can be stored in the nodes, including the World Wide Web links and links to local files.
- **Using Undo –** The Undo feature is used to remove the effect of a previously used menu option.
- **Smart Dragging and Dropping** – This includes the possibility of copying nodes or styles of nodes; dragging and dropping of multiple selected nodes; dropping of texts or list of files from outside.
- **Smart copying and pasting** – This feature helps in pasting of links from HTML or structuring the pasted content on the basis of the number of leading spaces in a line; pasting of lists of selected files.
- **Exporting your map as HTML –** This feature converts your mind map to a standard, hierarchical text structure.
- **Using the Find facility –** This feature displays the found items one by one on selecting the "find next" option. The map is unfolded only for the current item.
- **Using Built-in icons –** Built-in icons can be used with colors and different fonts to decorate nodes.
- **Storing maps in XML format –** Freemind exhibits low cost of risk of switching away to another mind mapping tool, because Freemind stores maps in **XML** format. If you have a lot of maps created by Freemind and you want to switch to another program, writing a conversion program should be easy, especially if that program features Visual Basic scripting facility.
- **Using the File mode –** The File mode can be used to browse the files on your computer, seeing the folder structure as mind map.

Freemind has an edge over many other applications because it can be easily customized and has an extensive set of features. The entire process of creating, using, and sharing mind maps is made very user friendly. From a practical point of view, Freemind does allow you to try out a different way of structuring and visualizing content. By visualizing your content and its various connections in a fluid way you may be able to gain a better grasp of it all. All these characteristics have helped in increasing the popularity of the application.

2.0 Installation

This section provides details about the prerequisites and techniques to download and install Freemind. The latest version of Freemind (version 0.8.0) occupies 9.5 MB of disk space.

2.1 Basic requirements of Freemind

The following are the minimum requirements for using Freemind:

- Java Runtime Environment (JRE) version 1.4.2
- Windows, Linux, or Mac operating system
- Internet connection

2.2 Downloading and installing JRE

This section provides details regarding downloading and installing JRE 1.4.2 in the Microsoft Windows environment. You must first install JRE 1.4.2 and then install Freemind. Kindly verify your system requirements before downloading JRE.

System requirements

- Approximately 200 MB of disk space.
- Windows 98, Windows ME, Windows NT 4.0, Windows 2000, or Windows XP.
- This installation requires Windows Installer 2.0 on your machine, or an Internet connection for it to be automatically downloaded.
- A Pentium 166MHz or faster processor with at least 32 megabytes of physical RAM is required to run graphically-based applications. Intel or a 100% compatible processor is supported.

- The Supported Browsers are
    - Netscape 4.7.x, 6.2.2, or 7
    - Mozilla 1.2.1, 1.3, 1.4, or 1.4.1
    - Internet Explorer 5.5 (SP2+), or 6.x.

Downloading and installing JRE 1.4.2 for Microsoft Windows using Internet Explorer

1. Enter the following link in your browser:
   `http://java.sun.com/j2se/1.4.2/download.html`

2. Go to the section J2SE v 1.4.2_10 JRE. Click on **Download J2SE JRE**.

   The **Download** section for Java(TM) 2 Runtime Environment, Standard Edition 1.4.2 opens.

3. Review the license agreement and click **Accept**.

   If you are not satisfied with the terms and conditions, and you do not click **Accept,** it is not possible to download JRE 1.4.2.

4. Click **Windows Offline Installation, Multilanguage**.

5. Select **Save** in the dialogue box that opens.

   This saves the downloaded file without installing it.

6. When the download completes, click **Open**.

   The file **`j2re-1_4_2_<version>-windows-i586.exe`** contains everything needed to install the Java 2 Runtime Environment, including the installer, character conversion classes, and support for locales other than the US English locale.

7. Run the file downloaded in step 6 by double-clicking the installer's icon. Follow the instructions the installer provides. Click **I accept the terms in the license agreement** and click **Next**.

You cannot download JRE 1.4.2, if you do not accept the terms and conditions.

8. In the **Setup Type** section, by default the **Typical** setup is selected. Click **Next**.

   The **Typical** setup installs all the recommended features.

9. Click **Finish**, when the Install Shield Wizard completes the installation.

10. When done with the installation, you can delete the downloaded file and recover the disk space.

2.3 Downloading and installing Freemind

This section provides details regarding downloading and installing the Freemind application in the MS Windows environment. Kindly verify your system requirements before downloading Freemind.

System requirements

- 9.5 MB of disk space.
- Freemind works with Windows 95, Windows 98, Windows NT, Windows 2000, Windows XP (SP1 & SP2), and Windows 2003 Server.
- The Supported Browsers are
  - Netscape 4.7.x, 6.2.2, 7
  - Mozilla 1.2.1, 1.3, 1.4, 1.4.1
  - Internet Explorer 5.5 (SP2+), 6.x.

Downloading and installing Freemind for Microsoft Windows

1. Enter the following link in your browser: http://freemind.sourceforge.net/wiki/index.php/Main_Page

2. Go to the **Download** section and click **Windows Installer Max** available under **Microsoft Windows**.

A download window stating **Opening Freemind-Windows-Installer-0_8_0-max.exe** opens.

3. Select **Save to Disk** and click **OK**.

4. Once the download is complete, click **Open**.

   The Freemind **Setup** Wizard launches.

5. Follow the instructions of the **Setup** wizard to complete the installation.

6. Once the installation is complete, double click the file **Freemind.jar** which is an Executable Jar File located in the folder **lib** to run the application.

Note: You can also download Freemind by selecting http://freemind.en.softonic.com/ie/34379 and clicking **Download (Free version)**.
OR
An alternate location to download Freemind for free is http://www.mapyourmind.com/freesoftware.htm. Scroll down the page and click **Download Freemind**.

Chapter 2

Getting Started

This chapter explains the basic interface of Freemind. It provides details about working with nodes and creating mind maps. You will learn about editing, formatting, and applying patterns to a node by working with physical styles. The primary objective is to help you learn the basics of Freemind.

3.0 Exploring the Freemind interface

It is very important to be familiar with the Freemind interface to understand the basics of Freemind. The interface of Freemind has 3 main components:

1. The Menu bar
2. The Formatting bar
3. The Icon toolbar

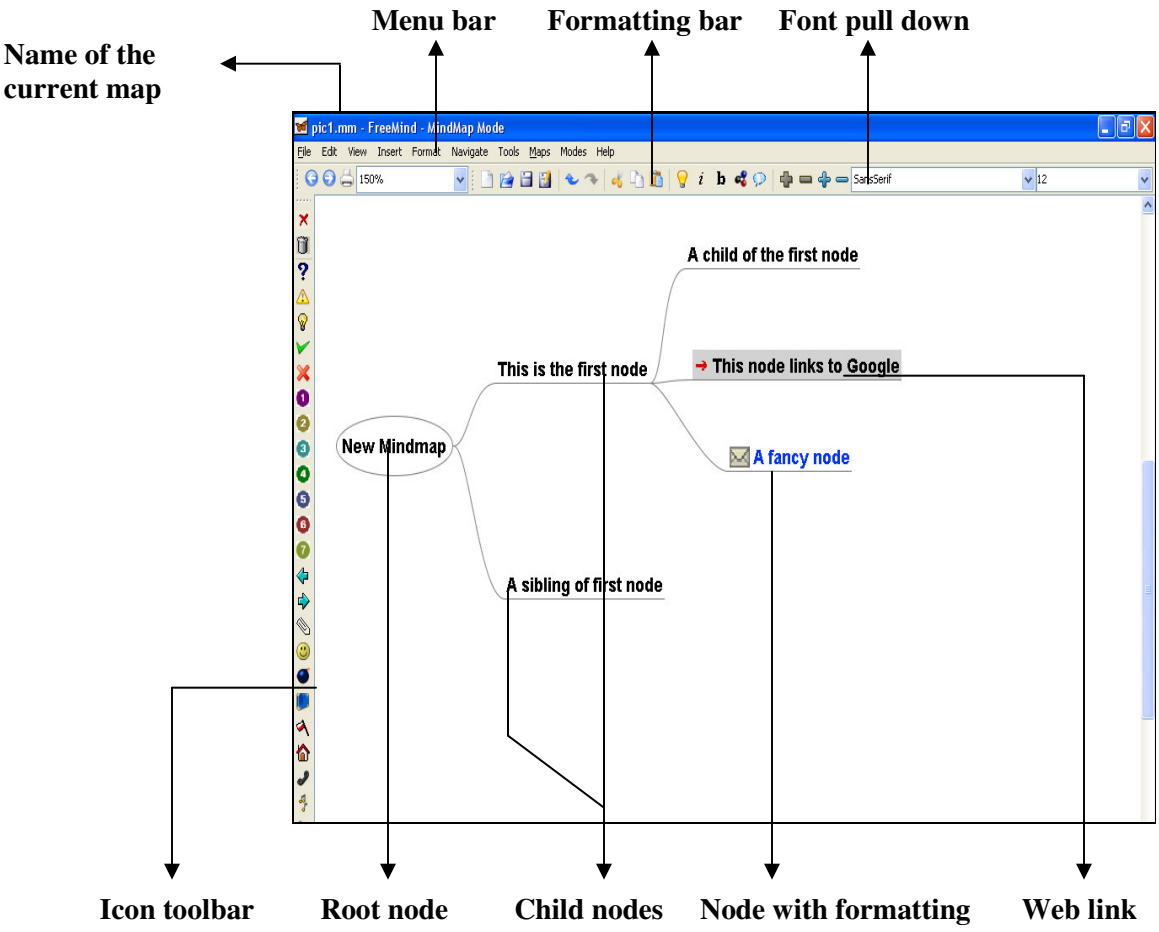

Figure 1 The Freemind Interface

You will be exploring each of the toolbars in detail in the upcoming sections.

Freemind operates in the “mind map” mode. Before creating a new mind map, you should be aware of some common terminologies used in Freemind. A node is a text box that is used to store information. Nodes are connected together using curved lines called edges. When you create a new mind map in Freemind, you will notice a grey, oval shaped node with a label “New Mindmap”. This is the root node. You will build your map by adding nodes to the root node. The root node is currently selected when it is highlighted in grey color. Clicking on it will open the text for editing.

A child node originates from the parent node and is positioned 1 level lower than the parent node. A sibling node is positioned at the same level as its reference node. For example, when a sibling node is created for a child node, it is positioned at the same level as that of the child node. A root node can only have child nodes. Other nodes can have both child and sibling nodes.

As you build your map, you can set colors, sizes, fonts and other attributes to emphasize nodes and edges. This helps you to customize your map. For example, you can use clouds to group together the interrelated nodes, colors to differentiate between completed tasks and remaining tasks, and icons to prioritize a node.

Nodes can be "folded" or "unfolded" by clicking on them. Unfolding a node displays the nodes below it. You can also insert, delete, and rearrange nodes quickly. Most of the options also have keyboard shortcuts.

3.1 Creating and deleting nodes

Create a new mind map by working with nodes and edges. Create a mind map called "Writing an article".

Creating nodes

1. Click **File** in the menu and select **New**.

   A new screen having a root node labeled as "New Mindmap" opens.

2. Click the root node to change the name. Erase "New Mindmap" and enter the title of your map. In this example, enter the text "Writing an article".

3. Go to **Insert**, and click **New Child Node**.

   Freemind inserts a new child node to the root node.

   > **Note:** To create a child node while editing another node, press **Insert** while editing.

4. Click the grey area to open the text editor. Assign a name to your child node. In this example, enter the text "Topics to cover".

5. Select the node "Topics to cover" by clicking on it. Go to **Insert** in the menu and select **New Sibling Node.**

   A sibling node opens at the same level as that of the node "Topics to cover".

   > **Note:** To create a sibling node below the active node, press **Enter**. To create a sibling node above the active node, press **Shift+Enter**.

6. Click the grey area to open the text editor. Assign a name to the sibling node. In this example, enter the text "Items needed".

7. Create 4 more child nodes to the root node. Label the newly created child nodes as “Type of article”,” Due date”, “Audience”, and “Sources”.

8. Enter the following sub-categories of information for every child node of the root node:

Child Node	Sub-categories
Topics to cover	Introduction, overview, detailed examples, analysis of examples, conclusions drawn, wrap up, and author information
Items needed	Other articles on the subject, sample products, list of potential interviewees, and contact information for publication
Due date	Deadline for text, number of words, deadline for artwork, and print date
Type of article	Editorial, review, comparison, industry analysis, and opinion piece
Audience	Experts, consumers, and other writers
Sources	Research, interviews, product review, and industry statistics

9. Compare your mind map with the map given below:

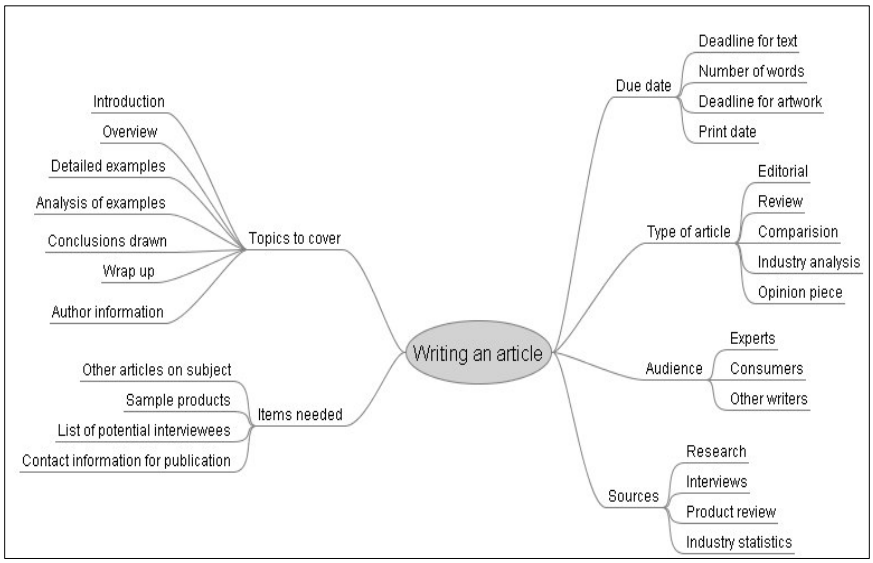

Figure 2 The "Article" mind map

Deleting nodes

1. Place your mouse pointer over the grey area of a node.

2. Press **Delete**.

Right clicking a node and using the node context menu can also be used to perform most of the editing, inserting, and formatting operations.

3.2 Saving your mind map

1. Go to **File** in the menu bar. Select **Save As**.

   The **Save As** dialogue box opens. The **Save As** option is preferred because you should assign a name and a location to store your map.

2. Browse to choose an appropriate location in **Save In** section to save your mind map. Enter a filename and click **Save**.

Your mind map is saved in the selected location. By default, mind maps will have the file extension". mm".

3.3 Editing node text

You can perform many operations to edit the text in the nodes. Here is a set of the commonly used editing operations.

Editing a node

To edit a node, press either the F2/END/HOME key or choose **Edit** from the node context menu. To finish editing a node, press **Enter**.

Replacing existing text

Place your cursor over the grey area of the node, and start typing the new text. This will replace the existing text with the new text.

Forcing the long node editor

To force the long node editor when editing a short node, press **Alt+Enter**.

Splitting the long node

You can use the **Button Split** option to split the text in the long node editor.

1. Place your curser on the grey area of the long node. Right click and select **Edit Long Node** option.

   The **Edit Long Node** dialogue box opens.

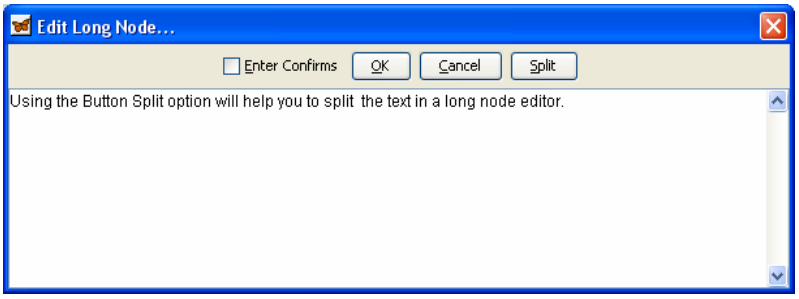

Figure 3 The Edit Long Node Dialogue Box

2. Place your curser at the point where you want to split the long node. Select the option **Split**.

   The long node text splits between 2 separate child nodes.

Inserting a new line in the long node editor

To insert a new line in the long node editor, press **Control+Enter**.

> **Note:** You cannot insert a new line in the short node editor. By default, **Control+Enter** inserts a new line and Enter finishes the editing of a long node. You can reverse the functions of these key combinations by unchecking the Enter Confirms option in the Edit Long Node dialogue box. In this way, **Control+Enter** finishes editing and Enter inserts a new line. You can set the default value of the checkbox in Preferences. The value of the box is saved during a session of Freemind.

Copying

You can copy a selection to the clipboard while editing a long node. Right click the selection and choose **Copy**.

Inserting special symbols

You can insert symbols in Freemind by inserting the symbol into MS Word or any other text editor. Finally, copy the symbol from the text editor to Freemind.

Freemind fully supports Unicode. Unicode is a standard for identifying letters and numbers that attempts to include character sets from all languages around the world. Thus, you can use the script of your choice.

3.4 Formatting a node

Formatting is the process of adjusting the color, size, font, shape, and many other attributes of the node. Formatting helps you to distinguish between different types of nodes and their information. For example, you can use variable font to highlight different levels of text, colors and shapes to categorize nodes, and modify the node and edge styles to suit your needs. Freemind has a set of formatting options as discussed in this section.

Applying styles to your nodes

You can apply the Fork or Bubble styles to your nodes. The difference between the two styles is just a visual presentation. The Bubble style uses an oval shaped bubble to enclose the data of a node, whereas the Fork style holds the data without any enclosure.

Applying the Fork style

1. Select the node where you want to apply the style. Click **Format** in the menu.

   Freemind opens the **Format** options.

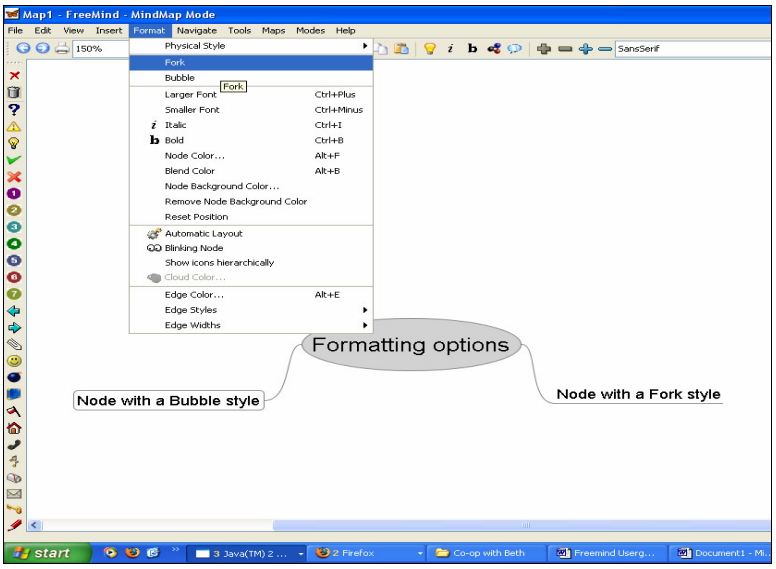

Figure 4 The Format Option

2. Select the option **Fork.**

   The selected node takes the shape of a fork.

Applying the Bubble style

1. Select the node where you want to apply the style. Click **Format** in the menu.

   Freemind opens the **Format** options.

2. Select the option **Bubble.**

   The selected node takes the shape of a Bubble.

Formatting the text

Using the bold option

Select the node of your choice and press **Control+B**. You can alternately click " **b** " in the formatting bar.

Using the italics option

Select the node of your choice and press **Control+I**. You can alternately click " **i** " in the formatting bar.

Changing the font family

To change the font family, use the field in the formatting toolbar.

Changing the font size

1. Select the node where you want to change the font size. Click **Format** in the menu.

   Freemind opens the **Format** options.

2. Click **Larger Font** or **Smaller Font** depending on your choice.

   Freemind updates the changes in font size.

Using the coloring options

You can change the colors of the node text, background, and edges based on your choice.

Changing the color of the node text

1. Select the node to change the text color, and choose **Format** in the menu bar.

2. Click **Node Color** option.

   The **Choose Node Color** dialogue box opens.

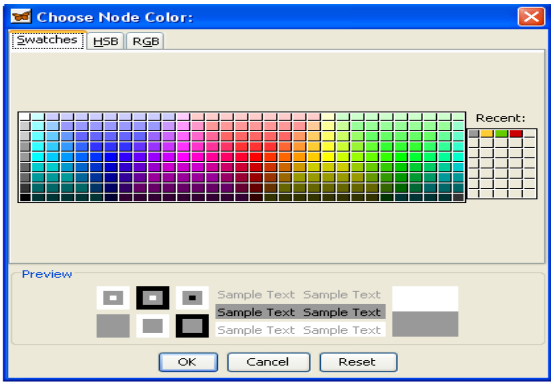

Figure 5 The Choose Node Color Option

3. Select the color of your choice. Click **OK.**

   Freemind changes the color of the text in the selected node.

Changing the background color

1. Select the node to change the text color, and choose **Format** in the menu bar.

2. Select the option **Node background Color.**

   The **Choose Node Background Color** dialogue box opens.

3. Select the background color of your choice and click **OK**.

   Freemind changes the color of the background in the selected node.

> **Note:** You can also remove the node background color by clicking the **Remove Node Background Color** option in the **Format** menu. If adding the background color was your immediate operation in the past, click **Undo** to remove the background color.

Using the Blend Color option

Select the node of your choice. Go to **Format** and choose **Blend Color**. You can alternately press **Alt+B**.

The node text color blends or merges with its background.

Using the Automatic Layout option

The Automatic Layout option fixes the layout of your map. It assigns some pre-defined colors to represent the different stages of your mind map. The default colors are black for the first level and blue for the second level of your map.

To use this option, go to **Format,** and select **Automatic Layout.**

Creating a Blinking Node

You can create a blinking node. It is not advised to use this option repeatedly and not with other automated formatting to the same node, as a blinking node can be distracting.

To use this option, go to **Format,** and select **Blinking Node.**

Modifying the edges

You can modify the color, style, and width of the edges using the **Format** menu.

Modifying the edge color

1. Select the node which you want to modify. Click **Format** and choose **Edge Color**.

   The **Choose Edge Color** dialogue box opens.

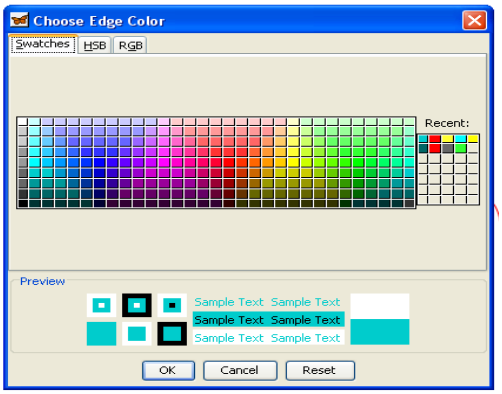

Figure 6 The Choose Edge Color Dialogue Box

2. Select the edge color of your choice. Click **OK.**

   Freemind changes the color of the edge of the selected node.

Modifying the edge style

1. Select the node which you want to modify. Click **Format** and choose **Edge Style**.

   Freemind gives you 4 different styles as options. They are **Linear, Bezier, Sharp Linear**, and **Sharp Bezier**.

2. Click the style of your choice.

   Freemind changes the style of the edge of the selected node.

Modifying the edge width

1. Select the node which you want to modify. Click **Format** and choose **Edge Width**.

   Freemind gives you 6 different options. They are **Parent, Thin, 1, 2, 4,** and **8.**

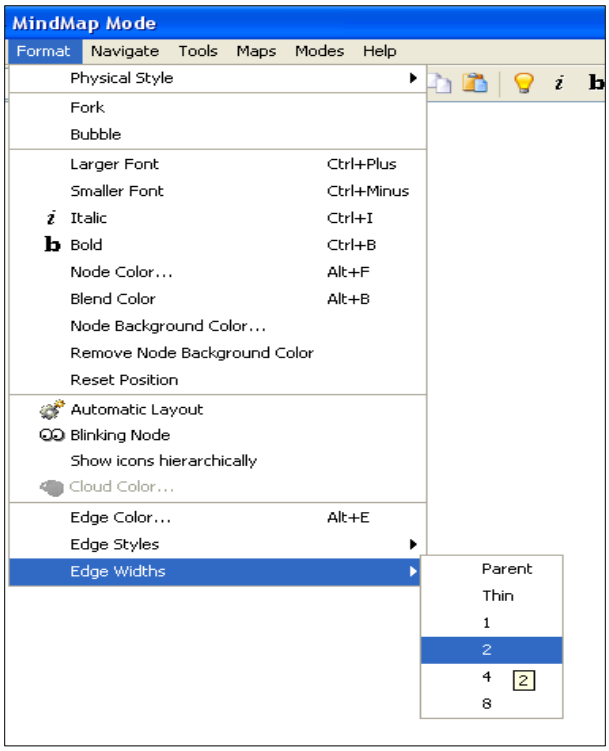

Figure 7 Adjusting the Edge Width

2. Click the width of your choice.

Freemind changes the width of the edge of the selected node.

> **Note:** Right clicking the node context menu and selecting **Format** can also be used to perform most of the formatting options**.**

3.5 Using the Physical Styles

The physical style is called "Patterns" in Freemind. Most patterns encompass typeface variations, such as style, font, and size. But patterns can also be designed to include links to images, files, and programs.

Applying the Physical Style

1. Select the node of your choice. Go to **Format,** and click **Physical Style.**

   Freemind opens the options in **Physical Style.**

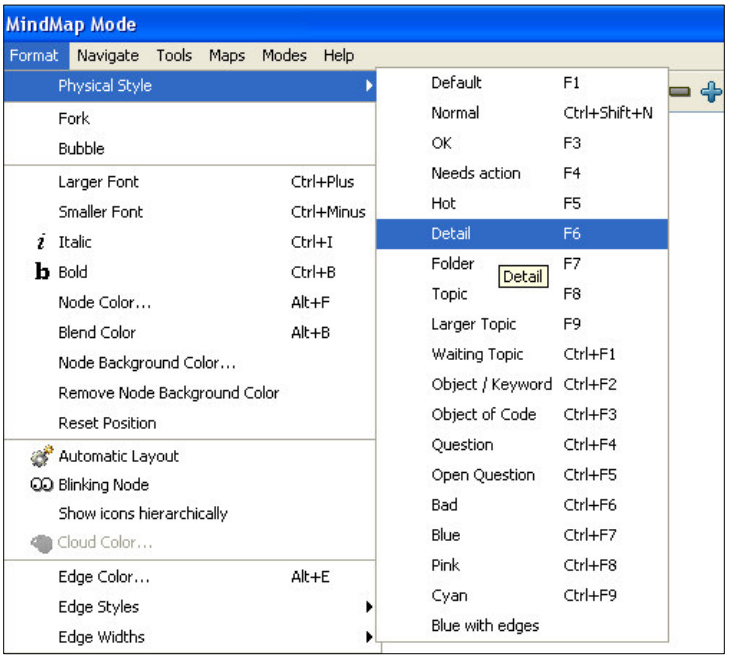

Figure 8 The Physical Style Options

2. Select the physical style of your choice.

   Freemind applies the selected style to the node.

> **Note:** Right clicking the node context menu and selecting **Physical Style** is an alternate method to add physical styles.

More information about Patterns

The file “patterns.xml” located in the folder “Freemind” of your home directory has the code for every physical style. You can add your own physical style by editing the code in the file “patterns.xml”.

If your code has a <node> tag, then the pattern applies to a node. If your code has an <edge> tag, then the pattern applies to the edge. A typical pattern in patterns.xml looks like this:

```
<pattern name="Folder">
    <node color="#CC9900">
        <font NAME="Arial" size="14" />
    </node>
</pattern>
```

Note that the <node> tag has the <font> tag as a child. The <font> tag itself is terminated by the "/" at the end.
You can have a simple pattern that only changes the color:

```
<pattern name="Purple">
    <node color="#993399"/>
</pattern>
```

A tag can include imbedded links. In this case, it's necessary to use the "&" codes for special HTML characters. The following example loads the node with a graphic that has been stored in Freemind's images directory.

```
<pattern name="Question mark">
    <node TEXT="&lt;html&gt;&lt;imgsrc=&quot;file:///
C:/ProgramFiles/FreeMind/Images/question.gif&quot;&gt
;&lt;/html&gt; ">
<font NAME="Default" SIZE="14"/>
    </node></pattern>
```

Be aware that the use of the "text" attribute, whether to insert actual text or HTML code, will completely overwrite any text that was already in that node. If you're using the shortcut keys, remember that the patterns are numbered simply according to their sequence in the list. So if you add or delete a pattern in the middle, the numbering will change.

3.6 Searching nodes

The **Find** option in Freemind searches a node and its descendants. The search is a breadth-first search. Breadth-first search corresponds to the idea that the deeper a node, the greater is the detail described in the node. By default, the searching process is not for the whole map. It is only for a particular node and its descendants.

Searching nodes and their descendants

1. Place your curser over the grey area of a node. Press **Control+F.** Alternately, choose **Find** from the **Edit** menu.

   The **Input** dialogue box opens.

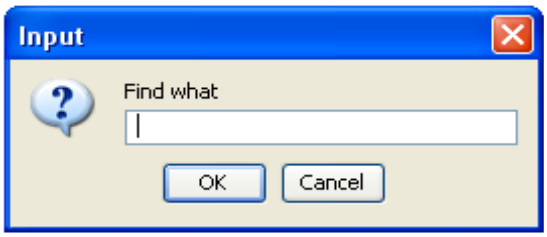

Figure 9 The Find Option

2. Enter the text you want to search. Click **OK**.

   Freemind finds the particular node having the desired text.

Finding the next match of your previous search

After performing the first search, press **Control+G**. Alternately, you can also choose **Edit,** and select the option **Find Next.**

Freemind will display the node with contents matching your previous search.

Searching the whole map

1. Position the node to the root node by pressing **ESC** key before searching. Press **Control+F.** Alternately, choose **Find** from the **Edit** menu.

   The **Input** dialogue box opens.

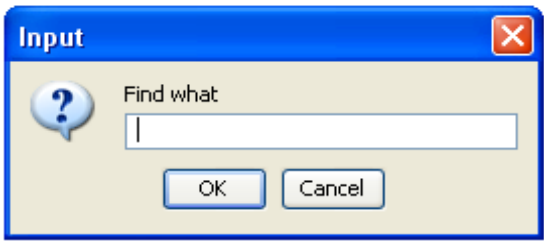

Figure 10 The Find Option

2. Enter the text you want to search. Click **OK**.

   Freemind finds the particular node having the desired text by searching the entire mind map.

Chapter 3

Adding Clouds, Links and Icons

This chapter explains the procedure for highlighting your nodes with clouds. You will learn how to add hyperlinks, icons, and graphical links to your nodes. You can create links to the local files in your system or any other web pages.

4.0 Adding clouds, links, and icons

This chapter will help you to incorporate some advanced features such as clouds and links in your mind map.

4.1 Highlighting nodes with clouds

Clouds are well suited for highlighting a particular region of your mind map. When you apply a cloud to a node, the node and all its descendants are highlighted. Clouds can have different background colors. Highlighting nodes with clouds helps you to categorize information. You can use clouds to group together nodes having something in common or to highlight a section of your map.

Adding clouds

Select the node of your choice. Go to **Insert** and choose **Cloud**. You can alternately open the node context menu, select **Insert,** and click **Cloud.**

Freemind inserts a cloud for the selected node and all its sub-nodes.

A sample of a cloud is shown here.

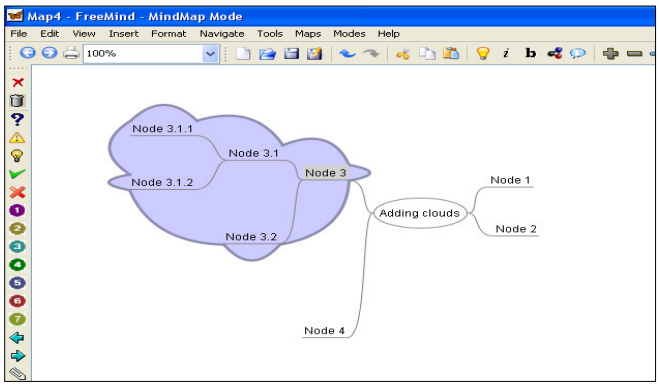

Figure 11 Adding Clouds

Changing the cloud color

1. Select the main node of the cloud of your choice, and right click to open the node context menu. Go to **Format,** and select the option **Cloud Color.**

   The **Choose Cloud Color** dialogue box opens.

2. Select a suitable color and click **OK**.

   Freemind applies the chosen color to the node and its descendants.

4.2 Adding hyperlinks

Hyperlinks can link to web pages, local files in your computer, or e-mail addresses. When you move to a node containing a hyperlink, the mouse pointer changes to a hand symbol. You can add hyperlinks in 2 ways:

- Text field – In this method, you will enter the URL or the web address of the target. When you click the node having this link, the particular web page opens up.

- File chooser – In this method, you will select a local file in your system. When you click the node having this link, the particular file or folder opens up.

Adding hyperlinks using Text Field

1. Select a node of your choice. Click **Insert** and select **Hyperlink (Text Field)**.

   The **Input** dialogue box opens.

Figure 12 Adding Hyperlinks using a Text Field

2. Enter the hyperlink as given below and click **OK**.
   `http://www.google.ca`

   Freemind inserts a hyperlink in the selected node.

Adding hyperlinks using File Chooser

1. Select the node of your choice. Click on **Insert** and select **Hyperlink (File Chooser)**.

   The **Open** dialogue box appears.

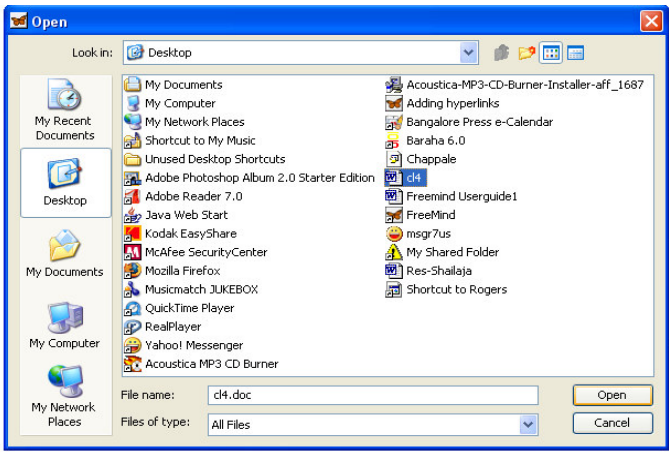

Figure 13 Adding Hyperlinks using File Chooser

2. Select the file you want to add as a link and click **Open**.

   Freemind inserts a hyperlink in the selected node.

Removing a hyperlink

Select **Insert** and click on **Hyperlink (Text Field).** Set the hyperlink to empty in the **Input** box.

This removes the existing hyperlink in the node.

Linking to e-mail address

1. Select the node of your choice. Click **Insert** and select **Hyperlink (Text Field)**.

2. Enter the link for e-mail based on the format given below:
   `mailto:johnsmith@hotmail.com`

   Freemind confirms the e-mail link by adding a mail icon to the node.

> **Note:** You can also add a subject to your e-mails. The format for the link is as given:
>
> `mailto:johnsmith@hotmail.com?subject=Hello`.

4.3 Adding icons

An icon is a picture or symbol that represents a task, command or object. You can select the object or action by clicking on its icon.

A node can have several icons. Freemind offers 35 different icons. There is no option to choose your own icon; you can choose from the icons offered by Freemind only.

By default, Freemind displays the icon toolbar when you open a new mind map. The icon bar is also called as **Left Toolbar** in the menu. You can display or hide the icon toolbar by selecting **View** and clicking on **Toggle Left Toolbar**. When you choose an icon, it is inserted at the start of the node, but after any icons that are already there.

Here is a display of the available icons in Freemind.

Figure 14 Icons in Freemind (version 0.8.0)

Adding icons

Select the node of your choice. Press either the **Alt** or **Control** key and slowly move your curser to the **Icon** toolbar. Click the icon of your choice.

Freemind inserts the icon in the selected node.

> **Note:** You can also add an icon to the node without using the **Icon** toolbar. Press **Alt+I** and select an icon from the display.

Removing icons from a node

As mentioned earlier, a node can have multiple icons. To remove 1 icon at a time, select the node, and click the Red Cross (**Remove Last Icon**) at the top of the icon toolbar.

To remove all the icons in a node, select the node, and click the trash can (**Remove All Icon**) at the top of the icon toolbar.

4.4 Adding graphical links

A graphical link is a path between nodes in the mind map. You should select at least 2 nodes to add a graphical link.

Adding Graphical Links to nodes

Select 2 nodes of your choice. Press **Control** key to focus on your selection, go to **Insert,** and click **Add Graphical Link** option.

Freemind inserts a graphical link from the first node to the second node.

An example of a graphical link from node 1 to node 2 is shown here.

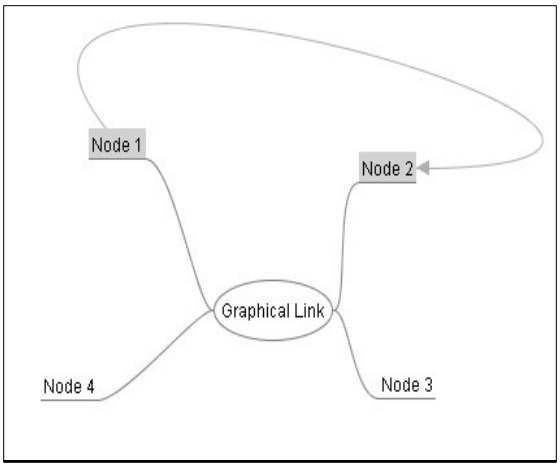

Figure 15 Adding Graphical Links

Changing the Graphical Link color

1. Select the graphical link and right click.

   Freemind shows a set of options to customize the graphical link.

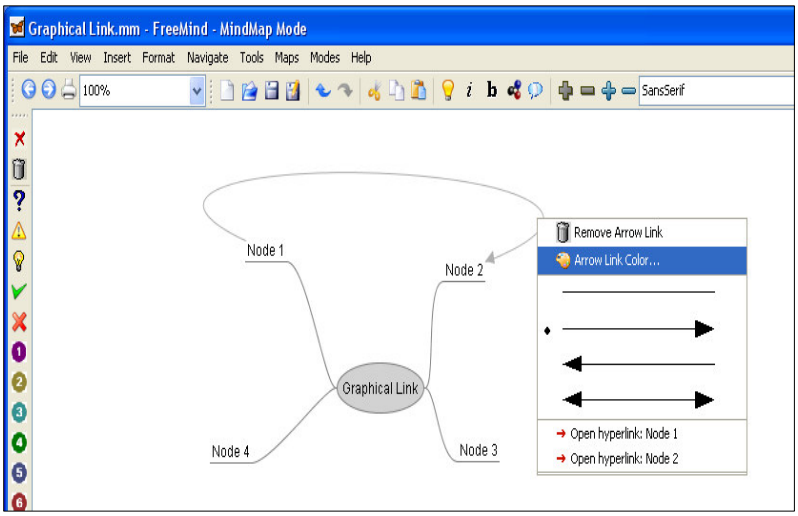

Figure 16 Using the Arrow Link Color Option

2. Select the option **Arrow Link Color**.

3. Choose an appropriate color and click **OK**.

   Freemind assigns the selected color to the graphical link.

Changing the arrows of the link

You can change the arrow style for the graphical link by right clicking the link and selecting the style of your choice.

Deleting a Graphical Link

You can delete a graphical link by right clicking the link and selecting **Remove Arrow Link** option.

Navigating to a particular node

Use the link context menu to navigate to one of the end nodes of the link. You can accomplish this by right clicking the link and selecting a target node.

Changing the arrow routing

You can change the routing of the arrow link by dragging it and moving it.

Chapter 4

Advanced Operations

In this chapter, you will learn about selecting multiple nodes, folding, navigating , and using other advanced features in Freemind. You can access details regarding exporting and importing mind maps. You will be learning about many advanced operations such as customizing Freemind, using the web applet, using rich text, and pictures in nodes.

5.0 Features that simplify your work

Freemind has some excellent features that help you minimize your workload. Every user must be aware of the following operations: selecting multiple nodes, drag and drop, copy and paste, folding and unfolding, and Undo feature.

5.1 Selecting multiple nodes

When you are working with multiple nodes, you can perform the following functions.

Selecting multiple nodes in a map

To select multiple nodes in your map, hold the **Control** or **Shift** key while clicking.

Selecting a complete sub-tree

To select a complete sub-tree, press **Alt,** and click the main node of the sub-tree. You can alternately perform the function by pressing **Shift**, while moving with arrow keys from a node to its parent.

Canceling your selection

To cancel the selection of multiple nodes, click the map background.

Selecting all the nodes in the map

To select all the visible nodes, go to **Edit,** and click **Select All Visible.**

Freemind selects all the nodes.

Selecting all the visible nodes of a branch

To select all the visible nodes of a branch, go to **Edit**, and click **Select Visible Branch**.

Freemind selects the visible nodes of the branch.

5.2 Dragging and dropping

You can move the nodes around the map using the drag and drop option.

Dropping a node as a child

To drop a node as a child, click on the node, and drag it slowly towards the destination node. While dropping, release the curser at the outer part of the destination node.

Freemind adds the selected node as a child of the destination node.

Dropping a node as a sibling

To drop a node as a sibling, click on the node, and drag it slowly towards the destination node. While dropping, release the curser at the top part of the destination node.

Freemind adds the selected node as a sibling of the destination node.

Copying a node while dragging

To copy a node, hold the **Control** key while dragging.

Freemind copies the selected node to the new location.

Creating a Graphical Link

To create a graphical link, select the first node. While holding the right mouse button, drag, and drop the first node to the target node.

Freemind creates a graphical link from the first node to the target node.

> **Note:** You can drop data into the nodes from external applications. This data can include pieces of text from Microsoft Internet Explorer or files from the Windows operating system.

5.3 Copying and pasting

You can copy and paste multiple nodes in mind maps. You can paste normal text or HTML from other applications.

Copying

You can copy a node either with or without its descendants. **Copy** and **Copy Single** are the available options for this in Freemind.

Copying a node and its descendants

To copy a node with its descendants, go to **Edit,** and click **Copy**.

Freemind copies the contents of the node and all sub-nodes to a clipboard.

Copying a node without its descendants

To copy a node without its descendants, go to **Edit**, and click **Copy Single**.

Freemind copies the contents of only the node to a clipboard.

Note: When you copy a branch from Freemind and paste it into an editor that understands Rich Text Format (RTF), the formatting including color and font is pasted too. Hyperlinks are pasted in brackets (<>). Editors that understand RTF include Microsoft Word, WordPad, Microsoft Outlook, or some tabbed notebooks in Linux.

Pasting

You can paste plain text, HTML, and file lists from Windows Explorer into Freemind.

Pasting plain text

When you paste plain text, multiple lines are pasted as multiple nodes. The positioning as a child or sibling is based on the depth of the text, which is determined by the number of leading spaces in the text. For example, consider the following text in MS Word.

Subjects
    Science
    Mathematics
    English
        Grammar

When you paste this into Freemind, the following will appear.

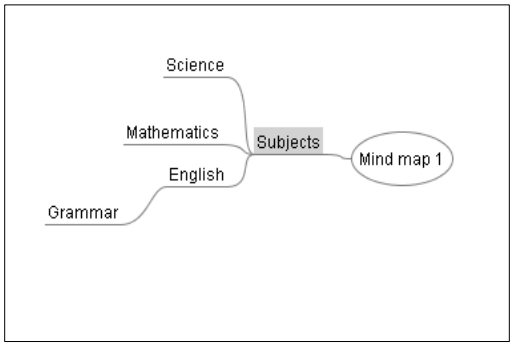

Figure 17 Pasting Plain Texts into Freemind

Pasting HTML

When you paste HTML into Freemind, it is pasted as plain text. The links in HTML are pasted as the children of an additional node with text “Links”.

Consider the following text in MS Word containing HTML links.

Google
Yahoo

When you paste this into Freemind, the following will appear.

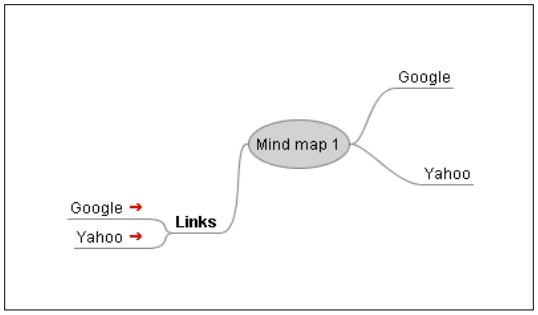

Figure 18 Pasting HTML into Freemind

Pasting file lists from Windows Explorer

Copy some files from Windows Explorer and paste it into Freemind.

Freemind adds a link for every file that is included.

5.4 Folding and unfolding

A node having descendants or sub-nodes can be folded. Upon folding, the parent node remains intact, but the descendants are temporarily hidden. This concept is useful while working with large maps having lots of data. You can fold the descendants of those nodes whose data you will not be using. A folded node is marked with a small circle attached in the outer direction.

Folding a node

To fold a node, point the curser to the node and press **Space**. Alternately, open the node context menu and select **Toggle Folded**.

Freemind automatically folds the selected node.

Unfolding a node

To unfold a node, point the curser to the node and press **Space**. Alternately, open the node context menu and select **Toggle Folded**.

Freemind automatically unfolds the selected node.

Folding or unfolding in levels

When you have multiple levels of nodes, you can fold them or unfold them level-by-level.

To fold a node 1 level at a time, press **Alt+PageUp**.

To unfold a node 1 level at a time, press **Alt+PageDown.**

Folding all the nodes at once

To fold all the nodes in the map, select the root node, and click on the grey minus sign in the main toolbar.

Freemind folds all the nodes in the map.

Unfolding all the nodes at once

To unfold all the nodes in the map, select the root node, and click the grey plus sign in the main toolbar.

Freemind unfolds all the nodes in the map.

5.5 Using Undo

You can use the **Undo** feature to cancel the result of a previous action.

To set the number of steps kept for undoing, use in pull-down menu **Tools > Preferences**. In Freemind properties window, click **Behavior** and select **Undo Levels**.

To undo the previous task, go to **Edit** and select **Undo**.

To redo the previous task, go to **Edit** and select **Redo.**

6.0 Navigation features

There are different techniques to navigate through your map in Freemind. The following are some important navigation features: moving around, changing to a different map, scrolling, and zooming.

6.1 Moving around

You can move around the map using arrow keys, **Page Up** and **Page Down** keys, dragging, and **Escape** key.

Moving in multiple directions

To move the curser up, down, left, or right, use the arrow keys.

Moving to the top and bottom of a sub-tree

To move to the top of the current sub-tree, press **Page Up**.

To move to the bottom of the current sub-tree, press **Page Down**.

Moving to the root node

To move to the central node, press **Escape**.

Positioning a node

To position a node freely, drag the node by the invisible handle placed at the side of the node in the direction of the root node, and move it.

6.2 Changing to a different mind map

Once you launch Freemind and open the different maps you want to work with, you can switch around between the maps. Fast switching among maps can be done by **one** of the following methods.

- Right-click on an empty area of the map, and select the map name.
- Go to **Maps** in the menu. Choose **Previous Map** or **Next map**.
- Press **Control+Left** arrow or the **Control+Right** arrow.

6.3 Scrolling the map

You can scroll the mind map by **one** of the following methods**.**

- Scroll the map by using the standard scroll bars.
- Drag the background and move it in the desired direction.
- Scroll by using the mouse wheel. To scroll horizontally, hold the **Shift** key or one of the mouse buttons and move the mouse wheel.

6.4 Zooming

You can zoom by **one** of the following methods.

- Use the zooming field in the main toolbar.
- Use the mouse wheel while holding the **Control** key.
- Press **Alt+Up** arrow or the **Alt+Down** arrow.

6.5 Following links

You can follow a link by clicking the node.

On a node with a link and children, click the left side of the node to open a link. Click the right side of the node to fold or unfold the tree.

7.0 Exporting and importing data

Freemind gives you the option to export and import data. You will begin by learning about exporting data to different formats.

7.1 Exporting data

When you are working with Freemind, your maps are in "MindMap" mode. If you want to view the same map in a different format such as HTML, XHTML, or any picture format, you can use the export feature available in Freemind.

Exporting to HTML

It is possible to export an entire mind map or just a branch to HTML. Exporting to HTML also includes folding. Consider the "Article" mind map from chapter 2 as an example.

Exporting a branch as HTML

To export a branch as HTML, press **Control+H**.

Exporting a map as HTML

To export a map as HTML, select **File**, and click **Export**. Choose the option **As HTML**.

Freemind exports the map to HTML format.

Figure 19 Exporting as HTML

> **Note**: In the HTML format, clicking the **ALL -** option unfolds the individual nodes. Clicking the **All+** option folds all the nodes. Click the "**+**" sign at the beginning of each node to display the descendants of that node.

Exporting as XHTML (JavaScript version)

XHTML is a general-purpose markup language that utilizes existing and future XML elements to present information on the WWW. XHTML focuses on structuring documents rather than presenting them, allowing online information to be presented in a variety of different forms, based on user need and device capability.

To export a map as XHTML (JavaScript version), select **File**, and click **Export**. Choose the option **As XHTML (JavaScript version)**. Save in a desired location by giving a name.

Freemind exports the map to XHTML (JavaScript version) format.

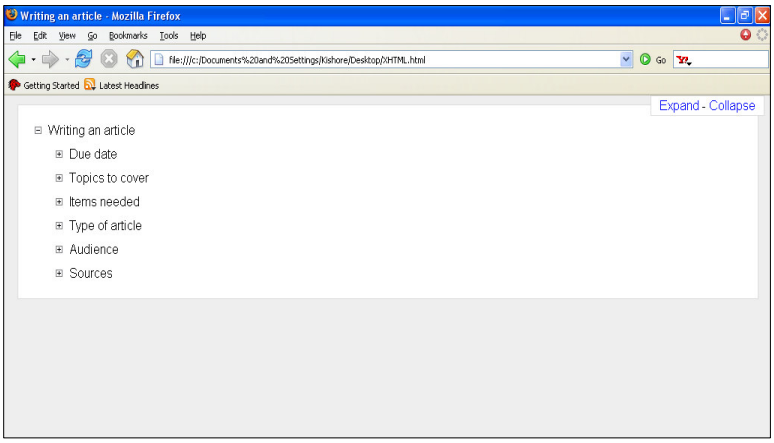

Figure 20 Exporting as XHTML (JavaScript version)

Exporting as XHTML (Clickable map image version)

You can use the XHTML (Clickable map image version) option to export a map with an overview picture to HTML.

To export a map as XHTML (Clickable map image version), select **File**, and click **Export**. Choose the option **As XHTML (Clickable map image version)**. Save in a desired location by giving a name.

Freemind exports the map to **XHTML (Clickable map image version)** format.

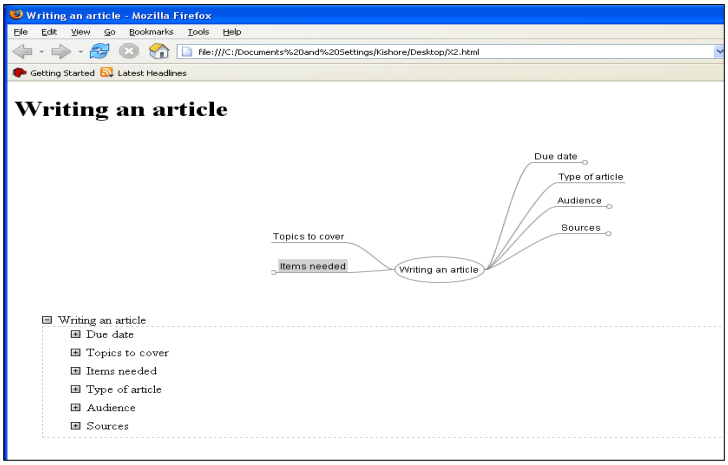

Figure 21 Exporting as XHTML (Clickable map image version)

Exporting as PNG or JPEG picture

You can export a mind map as a PNG or JPEG picture. Consider the "Article" mind map from chapter 2 as an example.

Exporting as PNG

PNG (Portable Network Graphics) is a bitmapped graphics file format endorsed by the World Wide Web Consortium. PNG provides advanced graphics features such as 48-bit color, built-in color correction, tight compression, and the ability to display at one resolution and print at another.

1. To export the map as PNG picture, select **File**, and click **Export**.

2. Choose the option **As PNG**. Save the picture in the desired location by giving a name.

   Freemind exports the map to PNG format.

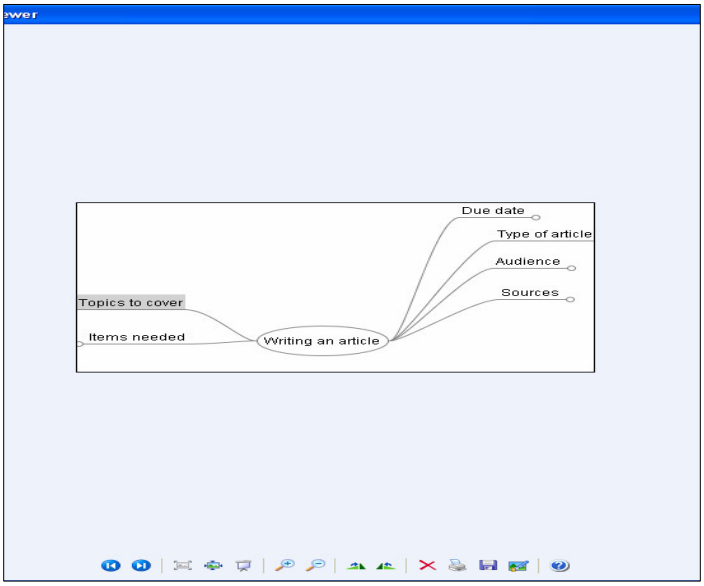

Figure 22 Exporting as PNG

Exporting as JPEG

JPEG (Joint Photographic Experts Group) is a compressed graphic file normally used for images that require many colors. The file name takes the form of filename. jpg.

1. To export the map as JPEG picture, select **File**, and click **Export**.

2. Choose the option **As JPEG**. Save the picture in the desired location by giving a name.

   Freemind exports the map to JPEG format.

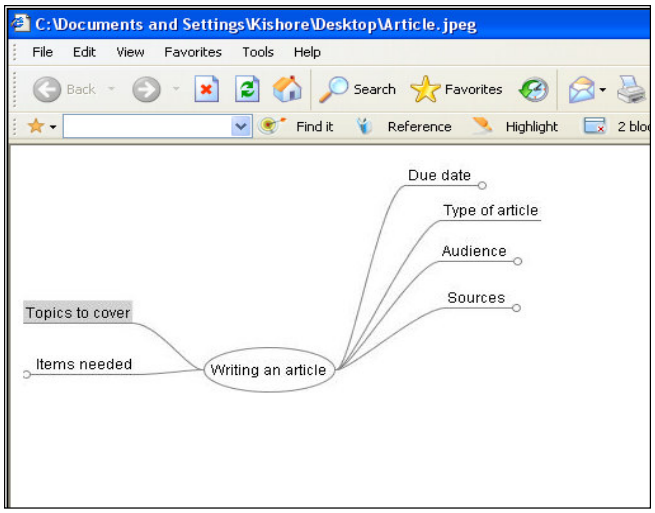

Figure 23 Exporting as JPEG

Exporting to Open Office Writer document

To export a map to an open office 1.4 writer document, select **File**, and click **Export**. Choose the option **As Open Office Writer Document**.

Freemind exports the map to Open Office Writer document.

7.2 Importing data

You can import folder structures and Internet Explorer favorites into Freemind.

Importing folder structures

1. Go to **File**, click **Import**, and select the option **Folder Structure**.

   Freemind displays a dialogue box stating "**Select the folder to import".**

2. Choose a suitable folder and click **Open.**

   Freemind imports the structure of the folder to the desired location.

Structure means the tree of all subfolders with links to the files in these subfolders. Consider the following example of the "Article" mind map having the imported structure of a folder stored in the system. The folder structure has been imported to the node "Due date".

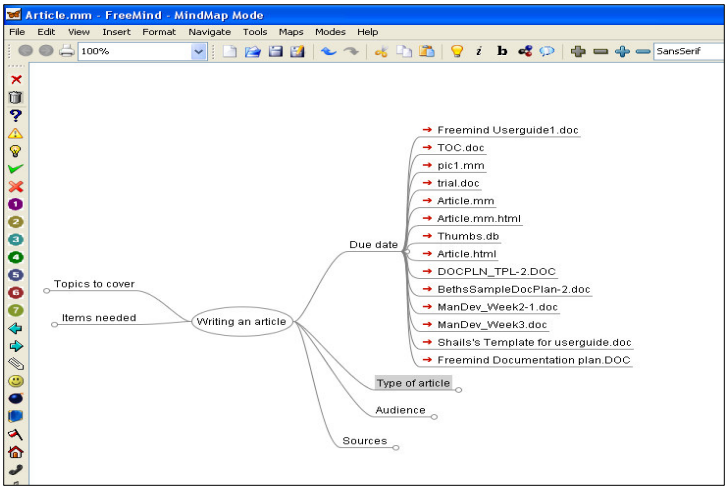

Figure 24 Importing folder structure

Importing Internet Explorer favorites

1. Go to **File**, click **Import**, and select the option **Explorer Favorites**.

   Freemind displays a dialogue box stating, "**Select the folder, in which your favorites reside"**.

2. Enter the path to the folder Favorites, present on your disk. For example, on Windows 2000 the path is C:\Documents and Settings\<user>\Favorites.

   Freemind imports the favorites to the selected node.

7.3 Integrating with Word or Outlook

You can paste an entire mind map or just a branch of a tree to another application that can understand a rich text format. When you transfer your maps, the text formatting and links are also pasted. You can paste Freemind maps into Microsoft Word, WordPad, or Outlook messages.

Integrating your map with MS Word

The best way of pasting a mind map into MS Word is exporting the map as HTML, and copying the HTML contents into MS Word document.

1. Go to **File**, click **Export,** and choose the option **As HTML**.

   Freemind exports the map as HTML.

2. From the **Edit** menu of the HTML version, click **Select All**. Choose the option **Copy**.

3. Open a new document in MS Word. Select **Edit**, and click **Paste Special**.

   Word displays a dialogue box for **Paste Special**.

4. Choose the option **HTML format** and click **OK**.

   Freemind pastes the map into MS Word.

Integrating your map with MS Outlook

1. Select the node of your choice. Click **Insert** and select **Hyperlink (Text Field)**.

2. Enter the link for e-mail based on the format given below:
   `mailto:johnsmith@hotmail.com`

   Freemind confirms the e-mail link by adding a mail icon to the node.

3. Click the e-mail link to create a new message.

   Freemind opens the Outlook for creating a new message.

8.0 Printing

You can print by fitting the whole map into one page or by printing the map to several sheets of paper. Usually, the landscape option makes better use of space compared to the portrait. If you want to preview your map before you print it and have a Postscript printer or generic Postscript driver, you can print the map into a file. You can view the Postscript file with Ghost view or similar software. Beware that if you try to print to a file with a printer that does not understand Postscript, the resulting file will not be Postscript but probably PCL, which is unusable for you. If you have a very big map, you can export your map to HTML, and print it from your browser. You can also copy and paste the mind maps into Word or WordPad and print it. You can also export the map into HTML with headings, copy and paste it to MS Word, and print it from there. This method will also enable you to change styles, as you want.

Printing your mind maps

1. Click **File** and select **Page Setup**.

   The **Print Scaling** dialogue box opens.

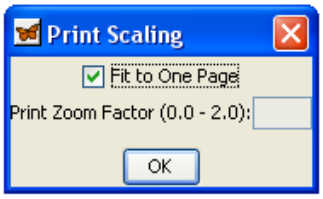

Figure 25 Print Scaling dialogue box

2. Select the option **Fit to One Page** or enter a **Print Zoom Factor** in the **Print Scaling** dialogue box. Click **OK**.

   The **Page Setup** dialogue box opens.

3. In the **Orientation** section, select **Landscape** to make better use of space. Adjust any other information as desired. Click **OK**.

4. Click on **File** and select **Print**.

9.0 Setting preferences

Freemind gives you the option of customizing Freemind by setting your own preferences. These preferences can include language preferences, keyboard mappings and default font style, appearance and behavior when exporting to HTML, and many more categories. These changes become visible only when you restart Freemind.

1. Click **Tools,** and choose the option **Preferences**.

   The **Freemind Properties** dialogue box opens.

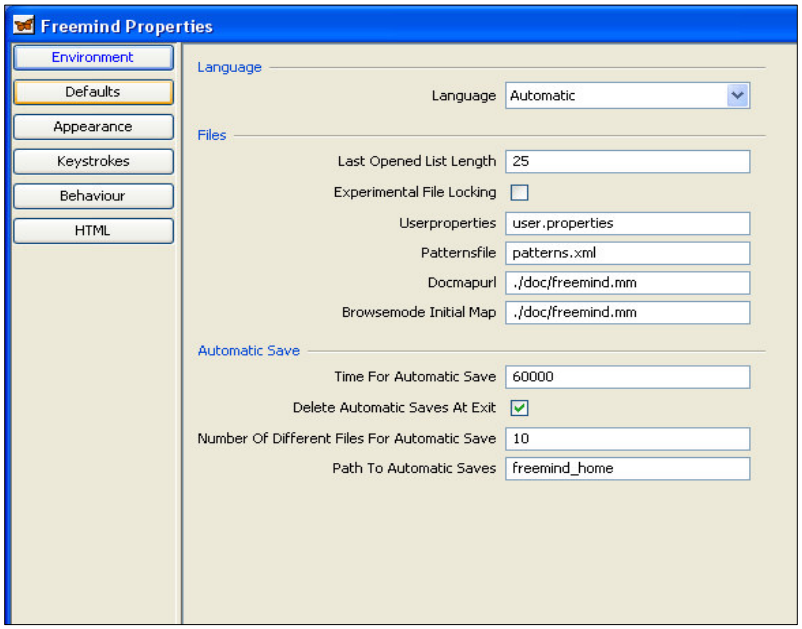

Figure 26 The Freemind Properties dialogue box

2. Click the information categories on the left side, make the changes, and finally click **Save**.

   Freemind saves the user preferences, which can be viewed by restarting.

10.0 Using different modes

Freemind is primarily a tool for editing mind maps, but it is also designed to be able to view data coming from various data sources. A programmer has to write a **mode** for every data source, to make that specific data source available for viewing in Freemind.

There are 3 important modes in Freemind. Freemind displays all the maps in MindMap mode. There are 2 other modes called File and Browse modes. Unlike mind map mode, other modes are a demonstration of what is possible, rather than something actually in use.

10.1 Browsing files on your computer

The File mode is a demonstration that it is not difficult to feed data into a mind map from other sources.

Browsing files on your computer

To browse files on your computer, select **Mode,** and choose the option **File.**

Freemind lets you browse the files in your computer as a mind map.

Choosing the central node

Use **Center** in the node context menu, to make a folder the central node of the map.

Viewing or editing a file

To view, edit, or execute a file, follow the link of its node.

10.2 Browsing mind maps

This function is useful only in the Freemind applet. Browsing is the only thing you can do in the Freemind applet which can be uploaded to a website.

To browse mind maps rather than to edit them, select **Mode**, and click **Browse**.

11.0 Using rich text, pictures, and file locking

In this section, you will learn about adding HTML in the nodes of your map. You will also learn about including pictures and experimental file locking features.

11.1 Using rich text by means of HTML

Nodes starting with <html> are rendered using the HTML contained in them. HTML is useful when you want to include lists, table, formatted text, foreground, or background colors in the nodes.

Using HTML is convenient for publication on the web using the Freemind applet. There is no support for HTML in nodes and pictures in exporting to text or rich text format. Using the following HTML in nodes will produce a result as shown in the map.

```
<html>
<body bgcolor=#FFF68F>
<ul>
<li>Item 1</li>
<li>Item 2</li></ul>
</body>
</html>

<html>
<body bgcolor=#FAEBD7>
<b><i>This is an example of formatted text</i></b>
</body></html>
```

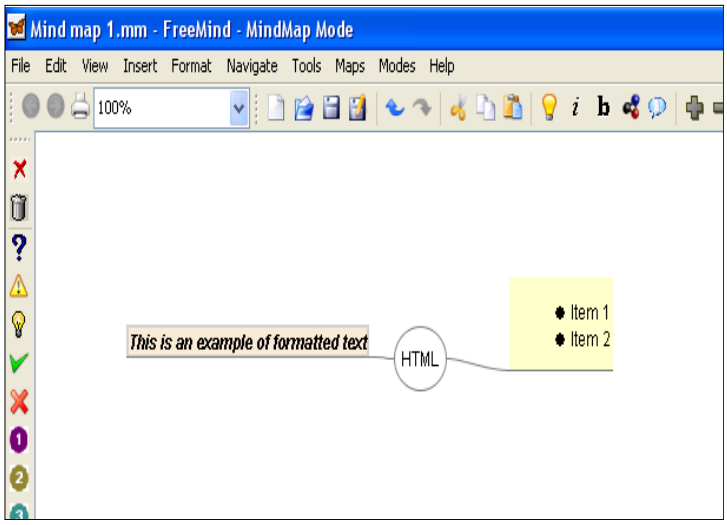

Figure 27 Using rich texts by means of HTML

11.2 Using pictures in nodes

Addition of pictures is a very preliminary feature in Freemind. Freemind supports PNG, JPEG, and GIF picture formats. When you insert a picture in a node containing text, you will lose all the text you had in that node. Images inserted in this way are not correctly pasted outside Freemind, and they cannot be accurately exported to HTML. You can use relative links in the images.

Inserting an image

To insert an image into Freemind, click **Insert,** and select **Image (File Chooser or Link)**.

Freemind displays the **Open** dialogue box for you to specify the location of the image.

Inserting images using HTML

Using HTML in nodes is a more technical way of inserting an image. If the map and the image are in the same directory or location, it is sufficient to specify the name of the image in the node as given.

```
<html><img src="image.jpg"></html>
```

If the map and the image are in different directory or location, you must specify the exact location as given.

```
<html><img src="c:/Documents and Settings
/user/Desktop/image.jpg"></html>
```

You can drag and drop several image files into Freemind, select them as multiple nodes, and turn them to images by pressing Alt+K.

11.3 Using experimental file locking

Experimental file locking makes sure that multiple users do not edit the same mind map at the same time. This prevents them from accidentally overwriting the information written by each other. Experimental file locking is disabled by default. Current implementation of file locking does not perfectly prevent race conditions, but it should be fine for most of the practical purposes.

Enabling Experimental File Locking

1. Choose **Tools** from the menu bar. Select the option **Preferences**.

   Freemind displays the **Freemind Properties** dialogue box.

2. Click **Environment**. In the **Files** section, enable the option **Experimental File Locking**.

3. Select the option **Save,** and restart the computer to activate the changes.

12.0 The Freemind web applet

Freemind web applet enables other users to view your mind maps from their browser. You can download and install the Java applet at your website, so that users having Java 1.4 or a higher version can browse through your maps.

12.1 Installing Freemind applet at your website

You must download the applet Freemind-browser and install it. The downloaded archive contains 2 files freemindbrowser.jar and freemindbrowser.html. For Java security reasons, make sure that the applet jar file and the mind map are located at the same server.

1. Copy the following link to your browser: http://sourceforge.net/project/showfiles.php?group_id=7118
2. Download the applet Freemind-browser and install it.
3. Create a link from your web page to freemindbrowser.html.
4. In freemindbrowser.html, change the path to point to your mind map.
5. Upload the Freemind applet jar file and your mind map file to the website.

12.2 Using the Freemind applet

You can only browse through the maps using the Freemind applet. You cannot edit or make changes to the mind maps.

Folding and following a link

Click the node to toggle folding or to follow a link.

Moving a map

Drag the background in the desired direction to move the map.

Searching

1. To search for specific keywords, use the node context menu. Right click a node and select **Node** option. Click **Find**.

Freemind displays the **Input** dialogue box.

2. Enter the keywords for search and click **OK**.

   Freemind searches the selected node for matching information.

13.0 Keyboard shortcuts

File commands

New map	Ctrl+N
Open map	Ctrl+O
Save map	Ctrl+S
Save as	Ctrl+A
Print	Ctrl+P
Close	Ctrl+W
Quit	Ctrl+Q
Previous map	Ctrl+LEFT
Next map	Ctrl+RIGHT
Export file to HTML	Ctrl+E
Export branch to HTML	Ctrl+H
Export branch to new MM file	ALT+A
Open first file in history	Ctrl+Shift+W

Edit commands

Find	Ctrl+F
Fine Next	Ctrl+G
Cut	Ctrl+X
Copy	Ctrl+C
Copy Single	Ctrl+Y
Paste	Ctrl+V

Mode commands

Mind map mode	Alt+1
Browse mode	Alt +2
File mode	Alt+3

Node formatting commands

Italicize	Ctrl+I
Bold	Ctrl+B
Cloud	Ctrl+Shift+B
Change node color	Alt+C
Blend node color	Alt+B
Change node edge color	Alt+E
Increase node font size	Ctrl+L
Decrease node font size	Ctrl+M
Increase branch font size	Ctrl+Shift+L
Decrease branch font size	Ctrl+Shift+M

Node navigation commands

Go to root	ESCAPE
Move up	UP
Move down	DOWN
Move left	LEFT
Move right	RIGHT
Follow link	Ctrl+ENTER
Zoom out	Alt+UP
Zoom in	Alt+DOWN

New node commands

Add sibling node	ENTER
Add child node	INSERT
Add sibling before	Shift+ENTER

Node editing commands

Edit selected node	F2
Edit long node	Alt+ENTER
Join nodes	Ctrl+J
Toggle folded	SPACE
Toggle children folded	Ctrl+SPACE
Set link by file chooser	CTRL+Shift+K
Set link by text entry	CTRL+K
Set image by filechooser	Alt+K
Move node up	Ctrl+UP
Move node down	Ctrl+DOWN

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