



Enter, Shift + Enter
tab, Ctrl + Enter

Right click / Insert, hover over topic / +, Home / Topic

Home / use the last menu icons

- no freehand
Drag & drop

Select topic, Home / Picture, right click topic / Picture, click to resize (no restriction)
Select topic, Home / Note, right click topic / Note

Select topic, Home / Mark / Progress, right click / Mark / Progress
- no hide

Right click / Add task
- no hide

Select topic, Home / Relationship, right click topic / Insert / Relationship
Select topic, Home / Boundary, right click topic / Insert / Boundary
Remove boundary: select boundary / delete

View / Select All / , right click / Select Topics / , ... / Select current branches
... / Select Next Level

Move with the right mouse button, mouse wheel, scrollbars
Click background map, Home / Picture, you can drag image out of floating topic
Click background map, Home / Floating Topic, double click map, use Shift key to move freely

Page Style / Custom Theme / Manage Themes
Select topic / click format on right side, right click topic / Change shape, Advanced / Topic Margins

Select topic / click format on right side, right click topic / Change shape

Branches in subtopics follow color
Select topic / click format right side window / Branch / Branch style

To change direction: click map / click format on right side / Layout

Page Style / Background Color - Background Image - Remove Background

Page style / Theme - Custom Theme, click format on right side / Theme
You can keep local changes if you want.
You cannot reset one element only (topic, branch)

- No import tabbed text file or OPML

- No export tabbed text file and OPML

Click Outline on right side / export to Word, Excel, Powerpoint, PDF
File / Save as / Browse / PDF, File / Export & Send

Advanced / Find & Search / Topic - Tag - Note - Comment (tab)

-
View / Display Level

Advanced / Gantt Chart

Slideshow / Slide Preview ...

Click Outline on right side, right click background map / Outline
- cannot move topics in outline