



- Enter
- Insert, Tab, Ctrl + Enter
- Select topic / + red - yellow ring, Insert / Branch
- Layout / Smart Layout & Clean Up, Home / Layout / Clean Up
- Layout / Smart Layout / Spacing - Auto Condense
- Layout / Smartlayout off (unlimited levels)
- Design / Draw Mode / Freehand, Layout / Visible / Control Points
- Select branch / ... menu / drag & drop, copy or cut / paste
- Right side bar Outline, same order as map, drag & drop is working
- Drag with left mouse button
- Select branch / ... menu / Draw Arrow
- Select branch / Insert / Illustrations, right side bar Images & Icons, click to resize >=1px
- Select background / Insert / Illustrations
- Design / Map Style, Design / Current Style / Fonts,Colours,... / Create new xxx option, <= level 8
- Design / Map Style / select a style, Design / Current Style
- Design / Current Style / Fonts & Colours (resets all topics)
- Changing branch colour & shape resets sub branches
- click branch / use format popup: Colour & Shape (if File/Options/View/Show formatting pop-up ON or View/Show/Show&Hide/Formatting pop-up ON)
- Layout / Smart Layout & Clean Up, Home / Layout / Clean Up
- Branches in subtopics follow colour
- Select branch
- Right side bar Format, Branch (tab) / Design + Formatting or use format popup (if File/Options/View/Show formatting pop-up ON or View/Show/Show&Hide/Formatting pop-up ON)
- Layout / Visible / Control Points, Shift click: add/remove points, drag points, Design / Draw Mode / Freehand
- Select branch / ... menu / Boundary
- right click boundary / Format / Cloud
- Drag branches as desired
- Insert / Branch Items / Notes, right side bar / Attachments / Notes, right click / Insert / Notes
- Right side bar / Tags, Filter: On
- Select central topic / Home / Clipboard / Copy, Ctrl + c
- File / Open
- Select topic / Home / Clipboard / Paste, Ctrl + v
- File / Export & Share / OPML, Home / Views / Share / OPML
- File / Export & Share (= Home / Views / Share) / Document / PDF or / Image / Export / PDF
- File / Print / use a PDF printer
- Home / Editing / Find, Ctrl + f
- Use Tag filter
- Home / Time map / Status (none, red, yellow, green, completed) Home / Project
- View / Show / Show & Hide (Time map or Project)
- Home / Time map - Home / Mode / Project
- Home / Time map - Home / Mode / Project
- Home / Views / Presentation, with sliding map effect
- Right side bar / Flowchart

Smartlayout = automatic placement topics
 Freehand = draw unlimited curved branches
 Control Points = movable points inside curves branches

Interesting
 Design / Background / Image,
 =right click background / Add - Clear background image
 Layout / Visible / Grid
 Home / Editing / Area