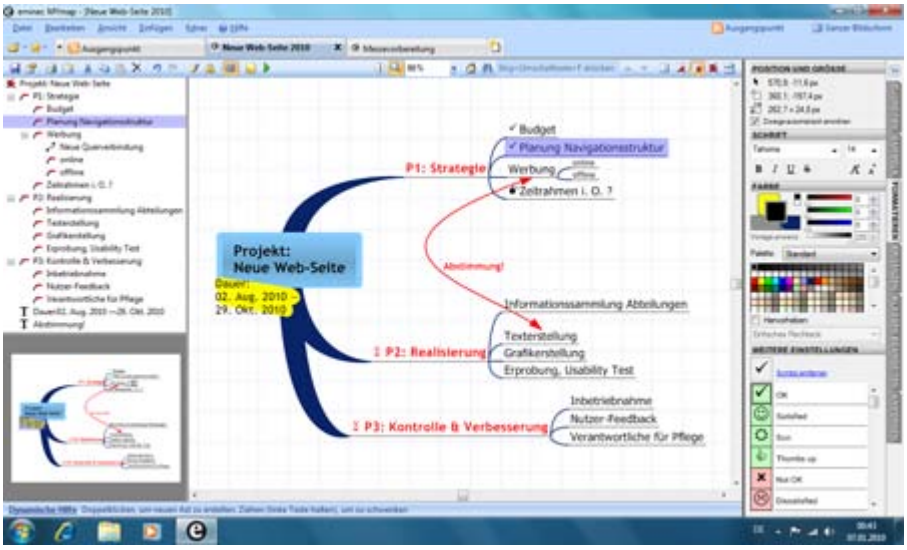
eminec MYmap v.5



eminec MYmap is computer software for brainstorming, organizing and sharing ideas.

Last modification: February 16, 2010

1 Overview

Why MYmap?

Does this sound familiar? You would like to develop a concept or get a grasp of a subject area. In order to do so, after initial research you write down your ideas in no particular order. Then you enter the relevant items into the computer and arrange them, creating a reasonable structure. Also, you add references and notes. In order to pass your results to others, you finally create a presentation. *You enter the same pieces of information multiple times.*

There is a better way: MYmap. The software lets the principle of single entry become a reality by integrating the three stages of knowledge management: from (1) *brainstorming and developing concepts* to (2) *organizing* and (3) *sharing knowledge*. You will save time, get a grasp of complex, large amounts of information (and keep it) — and, at the same time, have a powerful decision tool at hand.

The Workflow

- Brainstorming and developing concepts: Begin your work by entering a generic term. It is shown in the center of your document. Add keywords describing the subject, and MYmap connects them to the center by drawing lines. Describe the ideas you have just entered in greater detail, and a tree structure emerges: the map.
- Organizing knowledge: Move elements inappropriately assigned within the logical structure or badly positioned within the graphical layout, delete irrelevant aspects and add ideas not yet captured. MYmap arranges the elements in the map automatically, creates a traditional outline and updates it in real time. Changes to the map affect the outline immediately — and vice versa.
- Sharing knowledge: Pass your work results to others. The on-screen presentation feature contains tools for speeches, such as a way to display comments that are only visible on the host's screen. Of course, you can also export the traditional outline to your word processor with a few clicks or save your map as an image (for inserting it into a web page, for example).

Even if the stages of knowledge management are generally performed in the order just explained, in no way does MYmap bind you to it. For example, it is of course possible to change the structure and layout of a map even after presenting it.

Your Benefits

- Quick overview: Usage of keywords leads to concentration on the essentials, so you can quickly recall knowledge stored in maps. Your audience can rapidly get a grasp of the basic idea.
- Mental framework: Structurization and hierarchization aid in presenting the relative meaning of a thought and revealing gaps. Interrelated ideas can be highlighted and linked.

Overall, you can obtain a considerable increase in efficiency compared to a way of working that does not make use of mapping.

Contents

2 First Steps

Launching MYmap

In order to launch MYmap, click the *eminec MYmap v.5* icon from the *All Programs* folder or the *All Programs → eminec MYmap v.5* folder found in Windows Start Menu. The icon might be available on your Desktop, too. You can also double-click a map in Windows Explorer to open it using MYmap.

If you cannot find the ***eminec MYmap v.5*** icon, MYmap has to be installed on your computer first. In order to do so, please download the installation package from our Internet site eminec.com, and open it. A wizard will guide you through the process.

If the request ***Activate MYmap now*** is displayed, you have to enter a license number first. If you do not have a license number, we will send you a free trial license number or your purchased license number. Click the appropriate link to start the process.

One Word About Editions

MYmap is available in various editions, matching your requirements. Please note that some of the features described in the documentation might not be available in your installation. This will not be mentioned again in the remaining part of the documentation.

Main Window

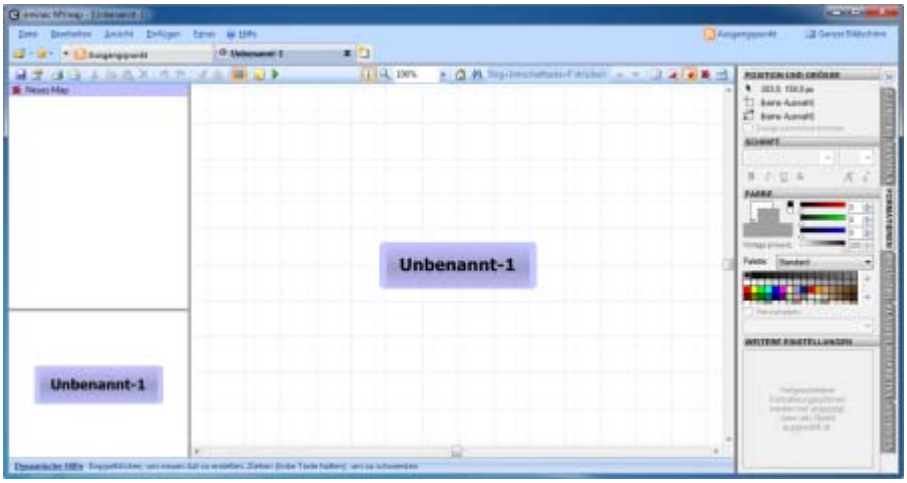


Image 2-1: Main Window

MYmap uses *tabs*. This allows you to open multiple maps within a single MYmap window. Each map is shown on its own tab.

- Menu bar (top)
- Tab bar (below the menu bar)
- Tab area (remaining part)
  — *consisting of:*
  - Toolbar (top, not available on all tabs)

- Task pane (right)
- Content area (remaining part)
  — *consisting of:*
  - Map area (center)
  - Outline area (top left)
  - Overview area (bottom left)
  - Dynamic help bar (bottom)

This layout applies whenever you have opened a map and shown all elements available. The content area of tabs on which there is no map displayed (such as the *Start Center*) differs.

Access Task Pane

The *Access* task pane is being shown when you open MYmap. Here you can rapidly reopen a map that has been recently edited or added to your list of favorites. You can also create new maps.

- Create a new map: Double-click the *New Map* entry or press *Enter* (the *New Map* entry is already selected).
- Show preview: Point to a listed map or press *Down* to select a listed map.
- Open a listed map: Double-click a listed map or press *Down* to select a listed map and press *Enter*.
- Open a map not listed: Double-click the *Open another Map* entry or press *Up* to select *Open another Map* and press *Enter*.

You need not use the *Access* task pane to open existing maps or create new ones, you can also use the *File* menu, keyboard shortcuts or the icons found in the tab bar.

New Map Window

The *New Map* window allows you to set the name for the map to be created and to select the template to use.

- Specify subject: Enter the subject for your new map into the *Name* textbox. You can change the name at any time later.
- Select template: Map templates are categorized into (local, network and Internet) folders. Choose the folder from the *Folder* list first, then the template from the *Template* list. The template chosen will be shown in the *Preview* box. There are three types of templates:
  - Select *Empty Map* in order to start with a general template.
  - Select *Brainstorming* in order to initiate a brainstorming session.
  - Select a different entry in order to start using this template.

Hint: the *Empty Map* list entry has already been selected from the *Templates* list. Click *OK* or press *Enter* to apply this general template.

Your First Map: Five Steps

#1 Specify Subject

Start your work with MYmap by specifying the subject of your map. In order to do so, enter *Exercise* into the *Name* text box of the *New Map* window. Confirm with *OK*. In order to change the subject, select the map center, labeled *Exercise*, by clicking it. After a short delay, click again, and the insertion point is shown. Type *My first map*, and confirm using the *Enter* key. (You can also replace the caption without clicking a second time by just starting typing. Try it: type *MYmap Advantages*, and press *Enter*.)

Image 2-2: Specify Subject

#2 Capture Main Topics

Add the main topics of the subject in question. Double-click an empty part of your map, i. e. anywhere except in the map center (but it is a good idea to select a location close to it). MYmap creates a new main branch, connects it to the map center and shows the insertion point. Type *easy* and press *Enter*. Create three more main branches in different locations, titled *quick*, *flexible* and *full-bodied* (yes, really: please add *full-bodied*, too).

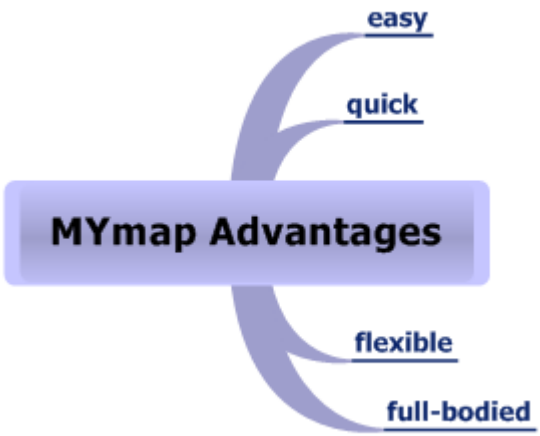


Image 2-3: Capture Main Topics

#3 Add Details

Add more keywords to describe the aspects you have just captured in greater detail. In order to do so, point to the main branch labeled *easy* and perform a double click. MYmap creates a sub-branch, adds it to the *easy* main branch and shows the insertion point. Type *thanks to the help bar*. Repeat these steps in order to create two more sub-branches, namely *thanks to the outline* and *because it's well thought out*.

You can continue this process in order to add more information to your map. When you do so, you need not worry about whether all items have been put into the right place: add sub-branches wherever you think they are placed best at first glance. Double-clicking a sub-branch always creates a new outline level. In order to preserve clarity, you should create at most four or five levels in your map. If there is still more information to add, it is a good idea to create multiple maps and connect them using links.

Image 2-4: Add Details

#4 Tidy Map

When you have finished adding your main thoughts, improve your map. There are various things you can do:

- Modify layout: Point to a main branch, press and hold the left mouse button and drag the main branch to its new location (where there must not be any other object).
- Modify structure: Drag a sub-branch to a main branch or another sub-branch. MYmap highlights this target object using a cyan (green) and magenta (red) rectangle. If you point to the cyan part while releasing the mouse button, you will move the dragged object *to the same level* as the target object. If you point to the magenta area, you will make the dragged object *a sub-object* of the target object. Try it: move the sub-branch *because it's well thought out* to the main branch *quick*, and release the mouse button while pointing to the magenta area. The sub-branch is no longer assigned to *easy*, but to *quick*.
- Delete objects: Point to the main branch *flexible*. MYmap shows a red cross at the bottom of the object. Double-click it. Delete the main branch *full-bodied* in the same way (so there!).
- Restore deleted objects: Select *Edit → Recycle Bin → Restore »flexible«*. MYmap adds the main branch *flexible* to your map again.
- Undo editing: If anything goes wrong, select *Edit → Undo*.

Image 2-5: Tidy Map

#5 Share Map

If you are satisfied with your work results, you can pass your map to others. You can find the required commands in the *File* menu:

- Save: Stores your map in a way so that it can be shown and edited. MYmap is required for opening.
- Export: Stores the map as a picture, a simple web page or pure text. MYmap is not required for opening.
- Send via E-Mail: Combines *save* with *export as a picture* and sends this data via your e-mail software.

Contents

3 Editing Maps

Objects

A map can contain objects of various types. The objects are marked with different icons, depending on object type, in the outline area.

- Map center: Every map contains exactly one map center. You can rename and format the map center, but you cannot delete it. All other objects are subordinate to the map center.
- Branch (main branch): Branches represent the main topics and are always directly subordinate to the map center. Branches and main branches are synonymous. If you double-click an empty part of your map, you create a branch.
- Twig (sub-branch): Twigs are topics that are subordinate to branches or other twigs. Twigs and sub-branches are synonymous. If you double-click a branch or twig, you create a twig.
- Free text: Free texts are similar to twigs, but no connection line is being drawn to the superordinate object. They are suitable for annotations needing to reside outside the logical structure of your map.
- Picture: No connection line is being drawn from pictures to the superordinate object. They are suitable for illustrating map content.
- Connector: Connectors are curves linking two arbitrary objects. They can have no, one or two arrowheads and, therefore, indicate various kinds of relationship.

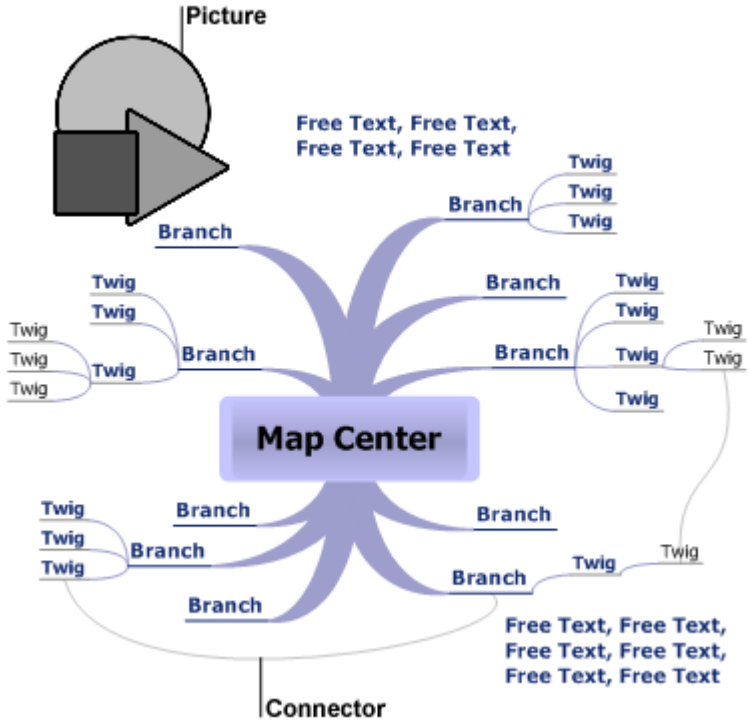


Image 3-1: Object Types

Mouse Procedures

Modify View

- Pan: Use the scroll bars at the right and bottom of the map area. It is quicker to rotate the mouse wheel for vertical scrolling. For horizontal scrolling, hold down the shift key while rotating the mouse wheel. The quickest way to pan is to point to an empty part of the map, press and hold the left mouse button and then move the mouse.
- Zoom: Select the desired value from the list found in the toolbar. You can also enter values manually (without percent sign). Alternatively, click the mouse wheel in the map area. If you rotate the mouse wheel now, MYmap will enlarge or reduce your map. In order to return to scrolling mode, click the mouse wheel again. You can also hold down the control key while rotating the mouse wheel: this leads to your map being enlarged or reduced without the need for clicking the mouse wheel before.

Create Or Delete Object

- Create branch: Point to an empty part of your map and double-click.
- Create twig: Point to a branch or twig and double-click.
- Create free text: Right-click your map and select *New Free Text*.
- Create picture: Drag the desired picture from the *Supplement* task pane or from Windows Explorer into your map. Alternatively, right-click your map and select *New Picture*. The *Open* window appears where you can select the desired picture.
- Create connector: Right-click an existing object and select *New Connector*. Then click the connector's destination object.
- Delete object: Point to an object, then double-click the red cross at the bottom.

Select Object

- Select Object: Point to an object and click. You can now edit properties in the *Format*, *Edit classes* and *Annotate* task panes.

Modify Caption

- Modify caption: Point to an object already selected and click. If the object is not yet selected, click twice, but with a short delay between clicking (*delayed double-click*).

Move Or Reassign Object

- Move object: Point to an object, press and hold the left mouse button and move the mouse pointer to the desired position, where there must not be any other objects. (If there are any other objects at this position, hold down the shift key in order to prevent reassignment of the dragged object.) Release the mouse button again. This procedure will disable the automatic arrangement feature for all objects assigned to the same object as the dragged object. If you point to the superordinate object, three green, horizontal lines appear in the top left or right corner as an indicator of this fact.
- Reassign object: Point to an object, press and hold the left mouse button and move the mouse pointer to another object, the target object. MYmap highlights the target object using magenta (red) and cyan (green) rectangles. Point to the magenta area in order to make the dragged object a *subordinate* object of the target object, or point to the cyan area in order to move the dragged object to *the same level* as the target object. Reassignment of objects does not influence the automatic arrangement feature.

- Re-enable automatic arrangement: Point to an object and then click the three green, horizontal lines in the top left or right corner. The automatic arrangement feature is re-enabled for all objects directly subordinate. If there are no green lines, the automatic arrangement feature is already enabled.

Hide Twigs

- Hide twigs: Point to an object and then click the dark blue circle segment at its right or left border.
- Show twigs again: Point to an object and then click the light blue circle at its right or left border.

Scale Object

- Scale object: Point to one of the eight handles of the selected object (at its border) and drag in order to modify the size of the object.

Edit Object Using Advanced Commands

- Show context menu for object: Point to an object and click the right mouse button. This gives you access to various commands, such as using the clipboard, copying formats to other objects or applying locks.

Mouse Pointers

The look of the mouse pointer gives you a hint about which actions can currently be performed.

	Description	Possible Actions
	Default state Shown when you point to an empty area of your map.	Click: Remove any object selections. Double-click: Create object. Drag: Pan.
	Pan Shown while you are panning.	Release: Select visible portion of the map and finish process.
	Default state (over object) Shown when you point to an object.	Click: Select object or modify caption. Double-click: Create subordinate object. Drag: Move object.
	Create connector Shown in *New Connector* mode when you point to an object.	Click: Create connector to the destination object and finish process.
	Cancel creating connector Shown in *New Connector* mode when you point to an empty area of your map.	Click: Cancel process.
	Delete object Shown when you point to the red cross.	Double-click: Delect object and its twigs.
	Move object Shown while you are moving an object.	Release: Set new position and finish process.
	Reassign object (as subordinate)	Release: Make dragged object subordinate to the target object and finish process.

	Shown when you point to the magenta part of a target object.	
	Reassign object (to same level) Shown when you point to the cyan part of a target object.	Release: Make dragged object appear in the same level as the target object and finish process.
	Enable automatic arrangement Shown when you point to the green rectangle pile.	Click: Re-enable automatic arrangement feature.
	Hide twigs Shown when you point to the dark blue circle segment.	Click: Hide twigs of the object.
	Show twigs Shown when you point to the light blue circle.	Click: Show twigs of the object again.
	Scale object NE-SW Shown when you point to the top right or bottom left handle.	Drag: Scale object in northeast-southwest direction.
	Scale object NW-SE Show when you point to the top left or bottom right handle.	Drag: Scale object in northwest-southeast direction.
	Scale object N-S Shown when you point to the top center or bottom center handle.	Drag: Scale object in north-south direction.
	Scale object E-W Shown when you point to the center left or center right handle.	Drag: Scale object in east-west direction.
	Copy format Shown in *Copy Format* mode when when you point to a formattable object.	Click: Copy format to target object and continue process.
	Finish copying format Shown in *Copy Format* mode when you point to an empty area of your map.	Click: Finish process.

Table 3-1: Mouse pointers

Keyboard Procedures

You can also perform many actions by using keyboard shortcuts.

Modify View

Alt+ { ↑ | ↓ | ← | → }	Pan
Ctrl+ +	Enlarge map
Ctrl+ -	Reduce map

Ctrl+ 0	Original size (100%)
Create Or Delete Object	
Ins	Create twig (as subordinate)
Enter	Create twig (at same level)
Del	Delete selected object
Select Object	
↑	Select previous object of the same level *
↓	Select next object of the same level *
←	Select superordinate object *
→	Select first subordinate object *
Home	Select center
Esc	Remove selection
** if »structural navigation« is enabled in settings (default)*	
Modify Caption	
F2	Modify object caption *
Enter	Accept new caption
Esc	Discard new caption
Shift+ Enter	Insert line break
** or just start typing in order to replace the object caption*	
Move Object	
Ctrl+ { ↑ | ↓ | ← | → }	Move object in the direction indicated
Ctrl+Shift+ { ↑ | ↓ | ← | → }	Move object in the direction indicated (large step)
Ctrl+ E	Re-enable automatic arrangement feature
Hide Twigs	
Ctrl+ H	Hide/show twigs

Table 3-2: Keyboard shortcuts

4 Brainstorming

Introduction

Brainstorming mode enables you to capture ideas in quick succession. It is suitable for both team and personal use. Because there is no need to structure or even evaluate the ideas at first, you can let your mind wander.

Brainstorming: three steps

#1 Set Countdown

It is recommended to set a time limit beforehand. In order to do so, create a new map first. Select the *Brainstorming* entry from the *Templates* list in the *New Map* window so that MYmap shows the *Brainstorm* task pane. There you can find the *Start* button which you use to set the desired timespan. MYmap offers various lengths from three minutes up to an hour. The clock starts immediately. The display is for informational purposes only: you may brainstorm without using the countdown, and even after the scheduled timespan has elapsed, you can still edit the map just like before. If you want to reset the countdown, just select a timespan again.

#2 Capture Ideas

Enter new ideas as they occur to you. Capture the first keyword in the textbox found below the *Enter ideas* label. Press the enter key, and MYmap moves your idea to the list below the textbox. If a certain entry already exists, it is not being added again, but it will be deleted from the textbox. MYmap is ready for entry of the next keyword immediately.

In order to improve readability of ideas already captured for all participants in a team brainstorming session, list entries are shown in an enlarged font. Newly entered keywords are displayed in an extremely large font for a short period of time. If you are brainstorming as a single user or do not like this display for other reasons, disable the *Show in huge font* checkbox.

During this step it is important to capture ideas quickly. Particularly, you should not evaluate or delete ideas. Moreover, MYmap does not even allow you to correct spelling mistakes in the list or to modify the order of items.

You cannot save the list of ideas. Ideas that have not been moved to a map (see next step) will be lost irrevocably and without confirmation when you close the program. Do not think of the list as an idea vault, but as a jotting pad.

#3 Finalize

Evaluate and structure the ideas captured. Go through the list of ideas and decide which entries you want to keep and which entries you want to discard. Start by devising categories in your map. Create a main branch for each category. Assign each idea to a category in order to use it, or delete the idea. The brainstorming session is finished once the list of ideas has been emptied.

- Create category: Point to an empty area of your map and double-click. MYmap

creates a main branch — a category.

- Use idea: Drag an idea from the list found in the *Brainstorm* task pane to a category. MYmap creates a twig.
- Discard idea: Click an idea from the list in the *Brainstorm* task pane and then the *Delete* or *Delete all* button.

You can also create categories and assign ideas to them in one step, alternating between these sub-tasks — i. e. you do not have to know all categories when you start assigning the ideas.

The list of ideas is not bound to a single map. Should you come to the conclusion that your ideas are better split into multiple maps, you can create more maps and then drag the ideas into them.

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5 Comments

Introduction

You can add comments to maps. This feature is primarily intended for reviewing maps and sending these reviews to the map author. Of course you can also use this feature to add comments just for personal use. Comments are displayed as yellow sticky notes in the map. You can fold these notes to save space, and you can modify their transparency (opaque, transparent or invisible).

MYmap does not save comments to the map itself, but to an extra file. This makes it easy to combine different sets of comments with the same main file. Moreover, existing comments can easily be combined with a newly revised version of a map.

Managing Comments

Before you start:

- Enter your name at *Tools* → *Settings* → *Personal Profile*. MYmap adds your name to every comment.
- Make sure the map you want to comment has been saved at least once using MYmap v.5. Unsaved maps and maps saved with previous versions cannot be commented.

Select *Tools* → *Comments* → *Edit Comments* or click the *Comments* icon in the toolbar in order to enter comment editing mode. A smoked glass pane is added on top of the map: this indicates you are working on a different layer. When in comment editing mode, it is not possible to access objects in the map; all editing steps affect the comments layer exclusively. Issue the command mentioned above again to exit comment editing mode. This allows you to access map objects again; the smoked glass pane disappears. You may enter and leave comment editing mode as often as required.

Use *File* → *Save Comments Layer as…* to store your comments. When you open the map again at a later point of time, no comments are being displayed at first. Select the command *File* → *Open Comments Layer…* to make the previously saved comments layer available again. In order to send your comments to the map author, send this file only. The map author can add it to the map already stored on his computer.

Editing Comments

- Create comment: Double-click anywhere. A sticky note appears. Enter the comment, then click outside the sticky note to save your entry. MYmap automatically adds the name of the author and a timestamp to every comment.
- Modify comment: Click a sticky note. The comment is selected (a white border is shown). Click again, and a text box is shown; change the caption as desired. Click outside the sticky note to apply your changes.
- Move comment: Click a sticky note. The comment is being selected (a white border is shown). Point to it and press and hold the left mouse button. Move the mouse to

move the sticky note as desired, then release the mouse button again.

- Delete comment: Double-click the red cross in the top right corner of the stiky note. MYmap permanently deletes the comment without prompting for confirmation.
- Fold/unfold comment: You can fold sticky notes in order to save space by clicking the dark blue circle segment in the top left corner of a sticky note. To unfold the sticky note again, click the light blue circle. Folding state is retained outside comment editing mode. MYmap shows a tooltip when the mouse pointer hovers over a folded sticky note.

Image 5-1: Unfolded and folded comment in comment editing mode

Contents

6 Classes

Overview

Classes allow you to add new properties to objects. If you, for example, use a map to make a decision on buying a vehicle, you might add *mileage*, *top speed* and *price*. In project management, you might use *person responsible*, *priority* and *already done (%)*. Subordinate objects inherit properties. You then set property values for these objects (for the examples above: a certain type of car or a certain project stage).

Basics

Objects And Object Types

A map consists of *objects* of different *object types*. Besides the map center, the object types branch, twig, free text, picture and connector are available. If you have MYmap show the outline, you can easily see which objects are contained in your map and their respective types.

Class Hierarchies

Every map is stored as a tree structure in MYmap. This constitutes a *class hierarchy*: If you create a branch for a certain manufacturer in a vehicle purchase map, for example, and then add the various models of this manufacturer as twigs, you express that these vehicles are related to this manufacturer.

Properties

Every object has, depending on object type, a number of *standard properties* — a branch, for example, has *branch line color* and *font size* properties. You can add your own *user properties* to objects, such as *mileage* or *person responsible*. (The term *properties* applies to standard and user properties together.)

Property Values

Property values are the actual characteristics of a certain object, such as *red* for *branch line color* or *Ms. Miller* for *person responsible*. Changing the value of a standard property affects display accordingly and immediately, while changing the value of a user property does not.

Inheritance

If you add user properties to an object, these properties apply to all subordinate objects by default. This behavior is called *inheritance*. You can set for each object whether it inherits. User properties can be inherited, standard properties cannot. Property values are also never inherited.

Classes: Four Steps

#1 Create Map

Start by creating a map in the usual way. In order to make the most of the user

property inheritance features, it is advisable to set great store on creating a meaningful class hierarchy where sub-branches are related to their respective superordinate branches by a *is-a relationship*. If you want certain properties inherited, you must make sure that the objects that are to inherit this certain property are subordinate to those objects that first introduce the property into the class hierarchy of your map.

If such a class hierarchy cannot be implemented due to reasons with regards to content, you can alternatively assign the required properties to the map center in the next step. They will then be available to all objects. Whenever possible, you should avoid this approach, however.

#2 Create Properties

Add the desired properties. Use the *Edit classes* task pane by clicking the respective task pane tab or pressing Ctrl+5. In your map, select the object of which you wish to edit inheritance behavior or properties.

- Enable/disable inheritance: The *Inherit all properties* check box in the *Selected object* section is enabled by default, except for the map center; the object then inherits all properties of the superordinate object. In order to interrupt inheritance, disable the checkbox; the object will then inherit no properties at all. Properties are never inherited over map boundaries, because every map is saved as an independent file, and renaming or moving one of the maps comprised might destroy the entire class hierarchy otherwise.
- Create property: Enter the name of the property to be created into the left column of an empty row of the *Properties and values* table and press the enter key.
- Edit property: Click the table row containing the property to be edited.
  - *Type:* Providing the type of a property is for documentational purposes, stating the kind of information expected. By default, MYmap assumes *String*. MYmap does not enforce type safety, and selecting a certain type does not have any effect within MYmap. Nevertheless, it is good practice to state the type correctly because third-party software might rely on this declaration, and type safety might be enforced in later versions of MYmap.

String	Unicode text
Hyperlink	Uniform Resource Identifier (URI) according to RFC 3986
Float	Number, optionally with decimal places
Integer	Integer
Percent	Integer interpreted as percentage
Boolean	Logical value
DateTime	Date, time or combination of both
TimeSpan	Interval of time

Table 6-1: Types of properties

  - *Show in map view:* This checkbox has no effect within MYmap. Third-party software and later versions of MYmap might evaluate this data.
- Delete property: Click the area left to the name of the property to be deleted. This selects the entire row. Then press the del key.

#3 Set Property Values

Add property values, the actual pieces of information. Make sure the *Edit*

classes task pane is still selected (see above), and select the object of which you wish to set property values.

- Set property value: Enter the value of the property into the right column of the respective row of the *Properties and values* table and press enter key.
- Calculate property value as function value: Select the row of the *Properties and values* table containing the property of which the value is to be calculated. Then click the *Insert* button in the *Function* part of the *Selected value* section. Functions are inactive within MYmap. Third-party software and later versions of MYmap might calculate function values.

#4 Use Property Values

You can now evaluate data in MYmap or export a table. Compare property values in MYmap by clicking the objects of your map and looking at the values shown in the *Edit classes* task pane. For table export, select *File → Export* or press Ctrl+Alt+Shift+ S. Select the *Simple Web Page* tab und make sure the *With class tables* checkbox is enabled. Then click *Export*. Your browser will open and show an outline containing properties and property values as tables attached to the respective objects.

Contents

7 Meta Data

Overview

Meta data is data describing a map — for example, who has created a map and who has last edited it. It is particularly useful for systematic archival of maps. MYmap stores meta data within the map file; this means the data is not lost when passing on a map, e. g. via e-mail.

Data

Open the map of which you want to view or modify meta data first. Then select *File* → *Meta Data* or the *Meta Data* icon from the toolbar. You can also press Ctrl+Shift+ I.

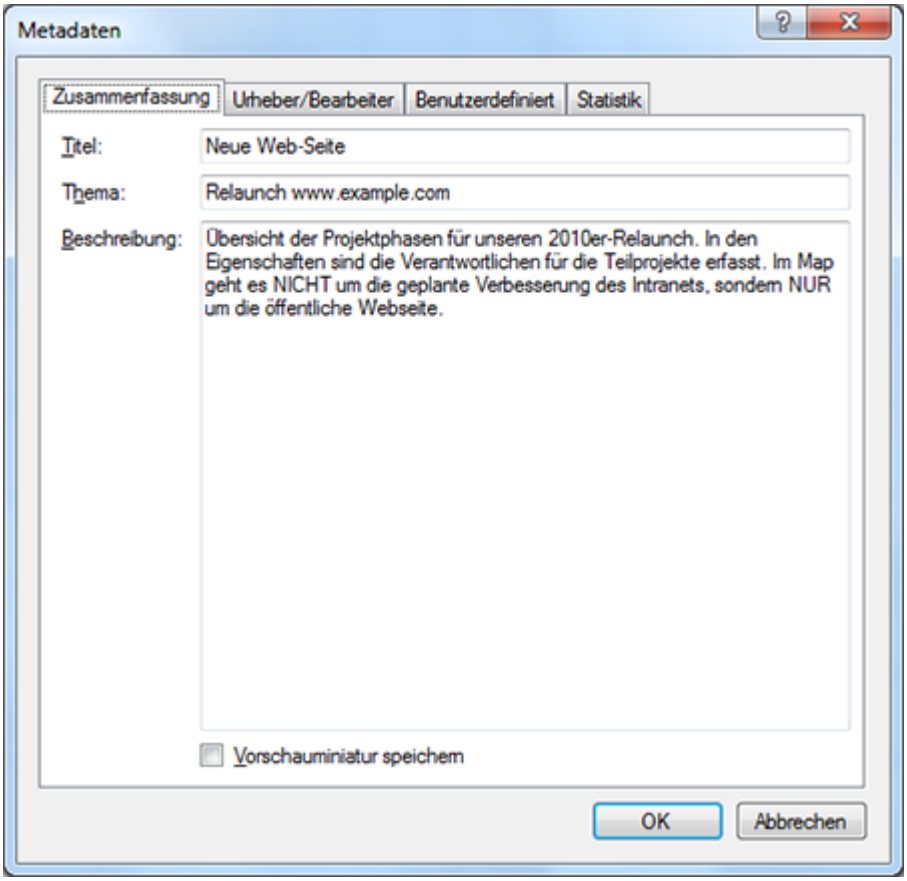

Image 7-1: *Meta Data* Window

Meta data is split into four sections: *Summary*, *Author/Editor*, *User-defined* and *Statistics*.

Summary

- `Title`: This should normally be equivalent to the caption of the map center and to the file name. You can, however, use any other value, too.
- `Subject`: Describes the title using few words and places it within the mental framework.
- `Description`: Describes the title in greater detail.

Save preview thumbnail image: Determines whether a preview thumbnail is to be saved within the map file. This may speed up archive searches. This setting currently has no effect but is retained in the map.

Author/Editor

When you create a map, MYmap by default adds your personal data to the *Author* fields. When you edit and save a map, MYmap by default adds the data to the *Editor* fields. You can set your personal data in Settings, under *Personal Profile*.

Click Delete to remove author or editor data. Do note however that your data will be added to the *Editor* fields upon saving again if the setting *Add data to maps I have modified (»Editor« metadata)* is enabled in Settings.

Click Use my profile to replace author or editor data with your personal data.

User-defined

Enter arbitrary values and their properties into the table. They can be shown again later or be evaluated using software.

Statistics

- Created: States when the map was created.
- Modified: States when the map was last saved.
- Printed: States when the map was last printed. If a map is not saved after printing, this field might not be updated.
- Version: States how many times a map has been saved.
- Statistics: Currently, no data is shown here.

Contents

8 Sharing Maps

Overview

In the preceding chapters you have learnt about how to create and edit a map. This chapter contains information about how to share the work result:

- Second Screen Presentation: Show your map using a data projector or on a large screen.
- Exporting: Further process your map, e. g. by adding it to a web page or to a printed report.
- Printing: Output your map as a flyer or as a poster on your printer.

Second Screen Presentation

In a second screen presentation, your audience will see the same screen content as you — with some exceptions: the toolbars and menus are not shown on the second screen, and any comments and notes will only be displayed on the host's screen, but not on the audience's screen. Additionally, the caption of any selected object will be displayed as a large title on the audience's screen, the map description will be added as a subtitle.

First make sure that a second screen — usually a data projector — is connected and activated in Windows Display Settings. It is important to make sure that the main screen contents are not mirrored; instead, the desktop must be extended to the monitor. Open the map to show, then select the command *Tools → Second Screen Presentation…* or the *Second Screen Presentation* icon in the toolbar. You may also press Ctrl+Alt+Shift+ P.

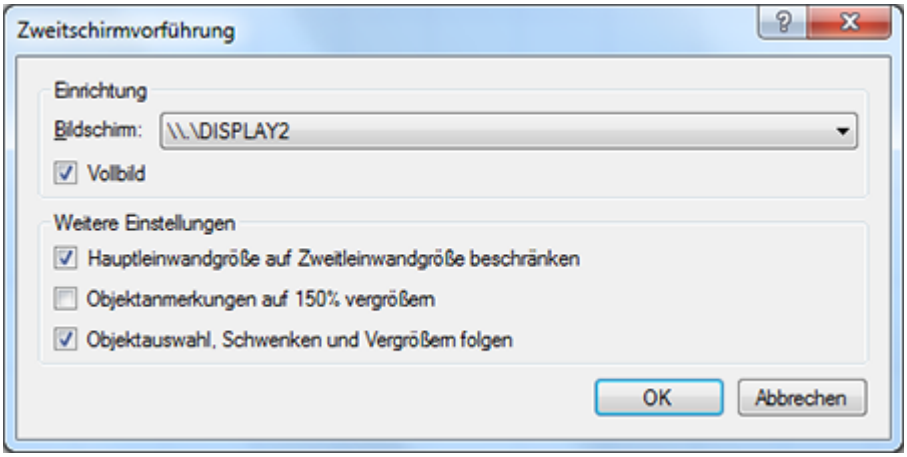

Image 8-1: *Second Screen Presentation* Window

Normally, you do not need to change anything here:

- Screen: By default, the second screen is already selected. If there are more than two screens connected, you may select the desired screen here.
- Full Screen: Hides the title bar and window border.
- Restrict Primary Canvas size to Secondary Canvas size: If the resolution of the second screen is lower than that of the main screen (for example, if you connect a

widescreen notebook with 1680x1050 pixels to a 4:3 data projector with 1280x1024 or 1024x768 pixels), this setting ensures that the main screen displays the portion of the map that is also being displayed for the audience. If the resolution is identical or if the resolution of the second screen is even higher, this setting does nothing.

- Zoom object notes to 150%: Enlarges the font size of the *Annotate* task pane text so that the host can read it more easily.
- Follow object selection, pan and zoom: Synchronizes the second screen display with the main screen. If you choose an object, the selection appears on the second screen, too; panning and zooming are also mimicked without delay. Note that you can move the mouse cursor to the second screen and make different selections there. As soon as you perform an action on the main screen, however, the synchronization is restored.

Exporting

Select *File* → *Export* or press Ctrl+Alt+Shift+ S.

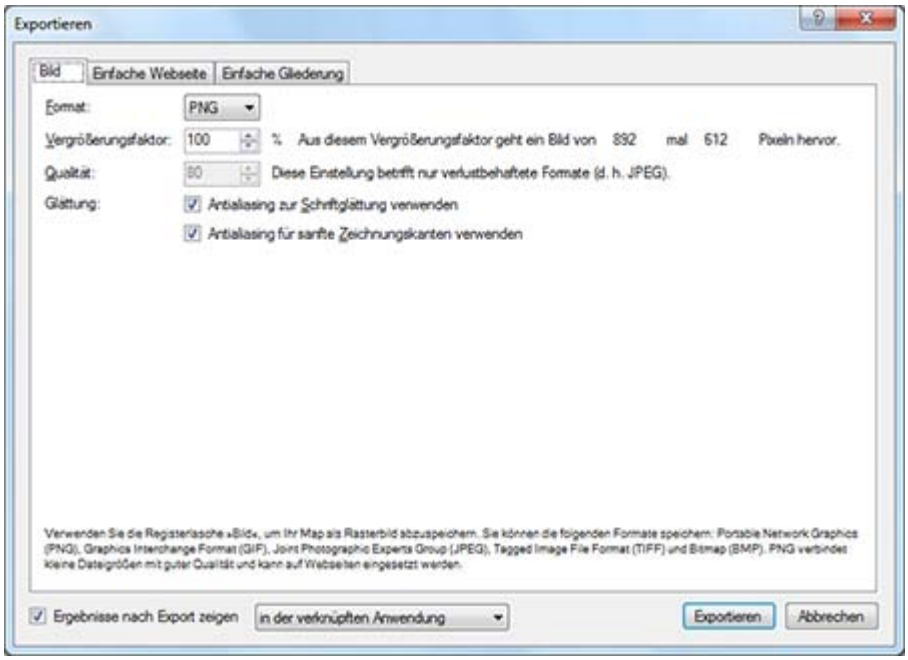

Image 8-2: *Export* Window

Firstly, choose the export format:

- Image: Saves an image of the map which may be used in PowerPoint presentations or on web pages, for example.
- Simple Outline: Saves a simple outline which may be used in a text editor or a word processor.
- Simple Web Page: Saves a simple outline in a format suitable for use as a web page or as the framework for creating a web page.

Depending on the format chosen, various options are available:

Image

- Format: Choose between PNG, GIF, JPEG, TIFF and BMP. For use in presentations and in web pages, PNG is a good choice; for printing, TIFF is recommended. (You must, however, perform a conversion from the RGB to the CMYK color model if you plan on

printing professionally; this conversion cannot be done with MYmap itself.) The GIF, JPEG and BMP formats are offered for special purposes only and are generally not recommended for map export.

- Zoom: Choose whether the map is to be exported in its original size or to be enlarged or reduced. As professional printing requires far higher resolutions than screen display, you should increase this value if you plan on printing professionally. If there is a PDF creation tool installed on your computer (such as Adobe Acrobat), you can export vector data via the ***Print*** feature; do not use the *Export* feature then.
- Quality: If you choose the non-recommended JPEG format anyway, you can select the quality level here. Lower values lead to the output of smaller files; image quality is accordingly low. Higher values result in better-looking results, but in most cases you can achieve an even better quality at smaller file sizes — in comparison to a JPEG file with a high quality level — by choosing the PNG format.
- Use antialiasing for text smoothing: Prevents text from being typeset with jagged edges. If you are exporting a TIFF file with a high zoom value for printing professionally, you should deactivate this option, however.
- Use antialiasing for smooth drawing: Prevents branch lines from being drawn with jagged edges. If you are exporting a TIFF file with a high zoom value for printing professionally, you should deactivate this option, however.

Simple Web Page

- Apply font formats from map: Formats outline topics the same way they are formatted in the map.
- Exclude Images: Removes pictures from the outline. This is usually what you want.
- Exclude Connectors: Removes connectors from the outline. This is usually what you want.
- With meta data: Adds a table containing meta data at the top of the document.
- Hide meta data by default: Hides the meta data and adds a link for showing it.
- With class tables: Adds tables containing user properties and their values below the respective outline topics.
- Hide class tables by default: Hides user property tables and adds links for showing them.
- With map thumbnail *: Adds a map preview thumbnail at the top of the document. Choose the width the map is to be scaled to. The preset, 950 pixels, is optimal for many use cases.
- With downloadable iiXML document *: Adds a link to the map document.
- With generator information (eminec MYmap): Adds an HTML meta equivalent containing the name of the generating software.

As long as none of the options marked with * are enabled, MYmap creates a standalone HTML file. Otherwise, it saves accompanying media used with the HTML file.

Simple Outline

- Encoding: Choose between UTF-8, UTF-16 Little Endian, UTF-16 Big Endian, UTF-32, UTF-7, ANSI and ASCII (7 bit). The default setting, UTF-8, is recommended; for exchanging data with users of obsolete programs, ANSI may be a good choice (this encoding is, however, dependent on the ANSI codepages selected in the operating

systems of the sender and receiver). The other choices cover mainly special usage scenarios. UTF files are saved with BOM, which may lead to problems with obsolete browsers when used in web pages.

- Indentation: Choose between the indentation of outline levels with tab characters or space characters. If you choose space characters, you can state how many spaces shall be used for each outline level; by default, this is set to two space characters.
- Exclude Image object names: Removes image objects from the outline. This is usually what you want.
- Exclude Connector names: Removes connectors from the outline. This is usually what you want.

Printing

Select *File* → *Print* or the *Print* icon from the toolbar. You may also press Ctrl+ P.

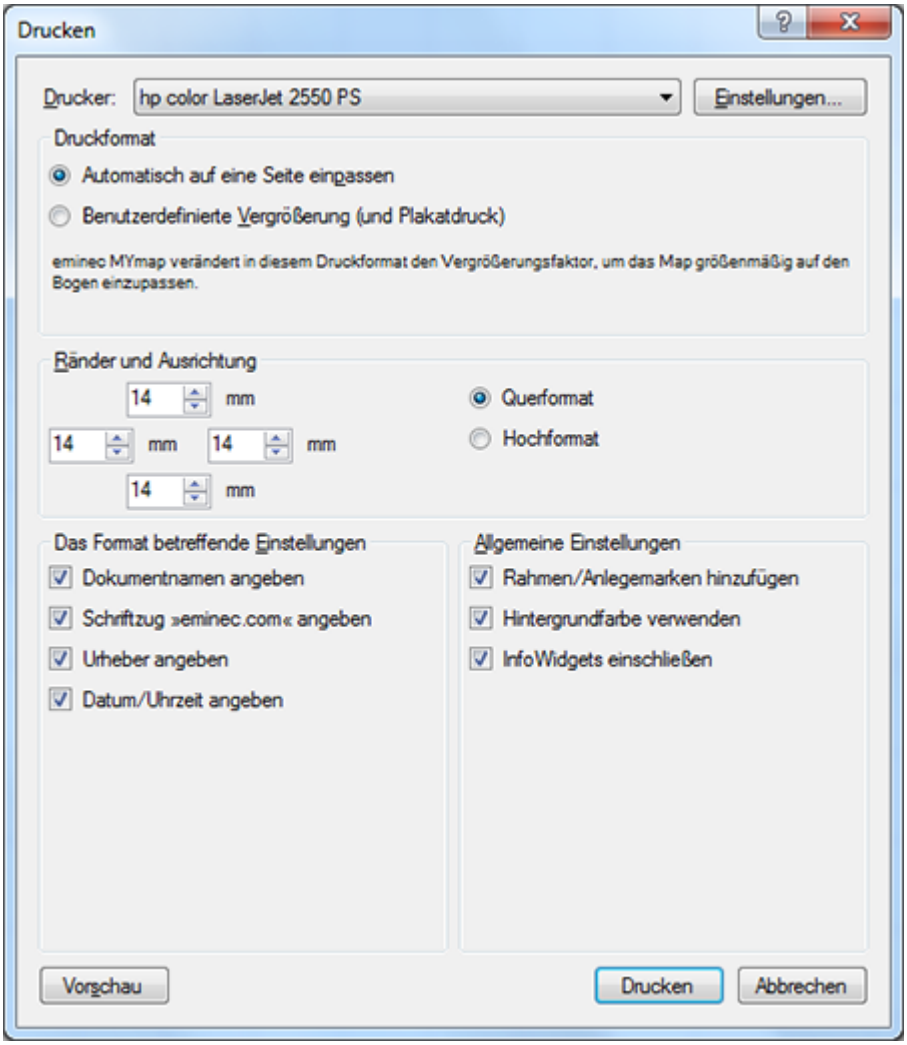

Abbildung 8-3: Fenster *Drucken*

- Printer: Selects the printer the map is to be output to. Virtual printers (such as Adobe PDF or Fax) are also listed here. Use the *Settings* button to show the device-specific settings panel.
- Print format:
  - Fit to page automatically: Prints your map so that it fits on one page. The more comprehensive your map, the smaller it is going to be printed. If the result is

rendered unreadbly, reposition the objects in your map, resort to a larger paper format or use the *Poster printing* format.

    - User defined zoom (and poster printing): Prints an enlargement of your map onto multiple pages. Paste them to get a poster. You set the number of pages to use, and MYmap calculates the largest possible resulting zoom value.
- Margins and orientation: Specifies the margins. You can also select whether the map is to be output in landscape or in portrait mode. Mostly, landscape is the better suited choice.
- Settings pertaining to the format:
    - For *Fit to page automatically*:
        - Add document name: Prints the name of the map. MYmap uses the file name without extension and path for this, not the caption of the map center.
        - Add »eminec.com« writing: Prints the *eminec.com* text banner, pointing curious viewers to the tool; we would be most grateful for this piece of advertisement!
        - Add author: Prints the name of the author. MYmap uses the information from the *Meta Data* window, stored under *Author*, for this.
        - Add date/time: Prints the print date and time. This setting does not have any influence on MYmap updating the *Printed* meta data field.
    - Für *User defined zoom (and poster printing)*:
        - Number of pages: Sets how many columns and rows of pages are to be printed. The preset value of 3 columns × 2 rows is optimal for smaller meetings.
        - Print with bleed: Continues printing outside the set margin, filling the entire printable area. This results in an overlap within which the same part of the map can be seen multiple times. This makes pasting the tiles easier.
- General settings:
    - Add border/paste marks: Prints a border around the map. In the *User defined zoom (and poster printing)* mode, crop and paste marks are output instead.
    - Use background color: Prints the background color. If this option is disabled, white background will be used. This setting is suitable for maps with dark foreground colors only.
    - Include InfoWidgets: Prints the icons for hyperlinks (compass) or annotations (sheets) at branches containing hyperlinks or annotations.

Contents

A Background: Mapping

Brain Hemispheres Theory

The human brain consists of two halves. Brain hemispheres theory, developed in the 1970s and widely accepted as a generalized model today, assigns certain functions to these parts:

- The left half controls logic, numbers, linear thinking, analysis and language;
- The right half is responsible for phantasy, spatial perception and recognition of color, rhythm, shape and pattern.

Mapping With Paper And Pen

In order to appeal to both halves of the brain at the same time and thus benefit from synergy effects, the *mapping* technique was developed (also in the 1970s). It is about capturing concepts and ideas as diagrams. Mapping can be used for various purposes:

- Essays and lectures can be prepared using a map. It replaces the cue sheet.
- Meeting notes can be taken in a map. Participants are forced to express their statements concisely — as a keyword, basic building block of all maps.
- Personal notes from lectures, magazine articles, books and phone calls can be captured in a map. The method is useful for quick written notes.
- Creative thoughts, such as in a brainstorming session, can rapidly be captured.
- Learning matter can be structured in a map, making it easy to get an overview of learning progress and systematic interrelations.

Mapping With A Computer

Computer aided mapping even goes one step further, putting the power of modern PCs into mapping use. Compared to paper-and-pen mapping, these advantages arise:

- Computer maps are always legible.
- Computer maps can be created faster than paper-and-pen maps.
- Computer maps can be revised without large effort and without the need to re-enter anything.
- Computer maps can be complemented with background information for each object.
- Computer maps can be encrypted.
- Computer maps can be converted into traditional outlines automatically.

Learn More

For more detailed information about mapping, please refer to the book recommendations on our web site.

Contents

B Settings

Introduction

Select *Tools* → *Settings* to configure various preferences. You can also view the full configuration set as an XML settings file and optionally use that for setting up other workstations. Some settings apply to new map windows or after restarting MYmap only. If a certain setting is not available in the edition activated, MYmap does not show the respective entry.

Settings In Detail

Self-explanatory settings are listed here but will not be described further.

Start

- Startup action: [Show tab »Start Center«; Show window »New«; Create new, empty map; Show application window only; Open most recently used map]
- When hovering over items in the »Access« pane, show a map preview: Shows a preview image when you point to the name of a map or modify the selection using the arrow keys in the *Access* task pane.
- Do not show trial edition chooser window on startup: Always launches trial copies of MYmap in *Professional* edition mode without asking for confirmation.

Map Editing

- Arrow navigation: [Structural; Structural, with wrapping; Geometrical (distance-minimizing)] Structural navigation follows the logical object structure and does not consider layout; the exact opposite is the case with geometrical navigation.
- Start caption editing mode on any keypress (not just F2): Allows you to replace the caption of a selected object by starting typing. In this case, clicking the mouse or pressing F2 is redundant, otherwise it is required.
- Show hover and selection animations (alpha glow, ant column): Uses animations to emphasize which object you point to (ant column) and which object is selected (blue, pulsating alpha glow).
- Switch to unobtrusive selection highlight when formatting objects: Replaces the blue, pulsating filled rectangle with a blue, pulsating border when you change the formatting. This allows you to better see e. g. changed colors.
- Show »collapse children« symbol in map: Shows the blue circle or the blue circle segment when you point to an object having twigs.
- Scroll document when moving objects at the border: Changes the visible portion of the map when you reach the border of the map area while moving an object.
- Auto-center after selection of partially visible objects: Changes the visible portion of the map when you select an object only partially visible.
- Default to raster

- Show dynamic help

Full Screen

- Hide menu bar
- Automatically show menu bar when mouse pointer hits top of screen
- Hide main toolbar
- Hide document tabs
- Hide task pane tabs
- Hide task pane (can be shown again manually)

Storage

- By default, compress XML map files (.iixmz instead of .iixml)
- Create backup files (.bak) when saving
- Save recycle bin contents with document
- Warn on missing or invalid engine signature: MYmap signs every map when saved. If another application creates a map or if you edit a map in an XML editor, there is no signature matching the map, and MYmap shows a warning notifying you of possible incompatibilities. If you disable the checkbox, MYmap will accept all maps matching the schema, even if the engine signature is missing or invalid, without request for confirmation.
- Suppress warning on newer build: Disables the warning MYmap shows by default when a map is opened that has been created using the same version (major, minor and revision), but a different build number. If major, minor or revision number are higher, MYmap always displays a warning.
- Auto save interval: Determines how often MYmap writes the map to temporary storage without explicit save command. After a power outage, system or application error, the temporary file can be restored.

Personal Profile

- Name, Organization, Department, E-Mail, Web site: Sets the name to be stored in meta data of newly created or edited maps and to be added to newly created comments.
- Add data to maps I have created (»Author« metadata)
- Add data to maps I have modified (»Editor« metadata)

Quality & Performance

- Text smoothing: [Antialiasing (recommended); ClearType (highest quality, may decrease performance on slow systems; Disabled (not recommended); Use settings specified in Windows Control Panel]
- Use antialiasing for smooth drawing (recommended): Avoids jagged display of branch lines.
- Use double-buffering for flicker-free display (recommended): This feature should be enabled at all times. Disable this checkbox only for debugging purposes when asked by eminec Customer Support.

Language

- Language: By default, MYmap sets the language of its user interface to match the one of the operating system. This setting allows you to override the automatic selection, e. g. making it possible to use MYmap in German on an English version of Windows.

Licensing

- Change License Number: Allows you to enter a different license number, which might be required for different reasons, e. g. after upgrading the edition.

Contents

C Version History

MYmap v.5

From version 5.0.?.?, dated ? ?, 2010

- Tabs
- Quick navigation with mini map
- Undo and redo
- Incremental search
- Comments
- Map parts
- Seedlings
- Brainstorming with countdown
- Second screen presentation
- Encryption with AES-256 (Rijndael)
- User-defined meta data
- XML as default file format (IIXML)

MYmap XG

From version 2.0.440, dated August 22, 2005

- XML export
- Full screen mode
- Hide and show single branches
- Map favorites
- Additional keyboard shortcuts

MYmap NG

From version 2.0.280, dated November 24, 2003

- New object types *connector* and *free text*
- Task panes
- Brainstorming mode
- HTML export

MYmap 2000.2

From version 1.0.362, dated November 30, 2000

- User-defined properties with inheritance
- Multi-lingual user interface (English, German)

MYmap 2000

From version 1.0.242, dated March 8, 2000

- Original version of MYmap

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