

XMind User Assistance

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Start Mind Map

Mind Map Templates, Structures, and Themes

Learn about the many ways you can format your mind map

Map templates

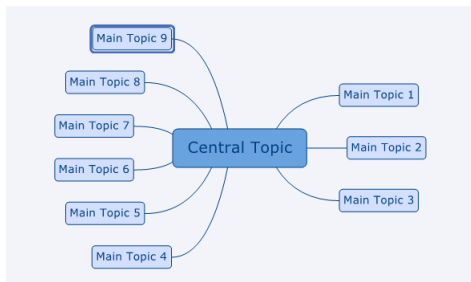
Templates are the structure and format of your map. For example, you can choose the template of "Six Thinking Hats." It has a central topic called "Six Thinking Hats" and six main topics that are each associated with a different color hat. Each main topic has a collection of subtopics. While the map comes with text filled in, you can easily change it.

You have 22 different templates to choose from at start-up. You can also create your own templates by saving maps you have formatted as templates.

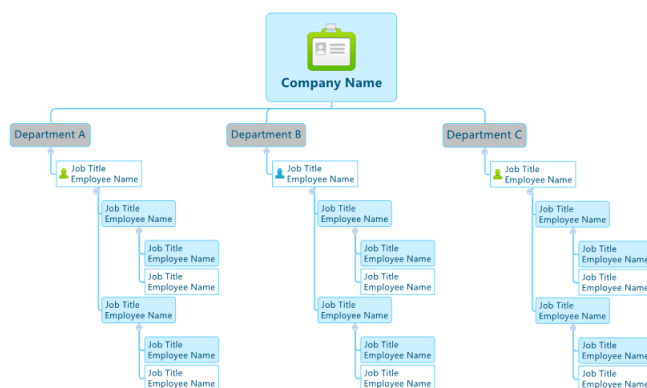
Map structures

The structure of the mind map is the format of how the topics and sub-topics relate to one another. For example, in the "map" structure, you have one central topic with several topics branching out. Those topics can have their own subtopics and so on. XMind has 5 structures for you to choose from.

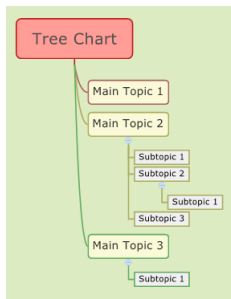
- The basic map structure



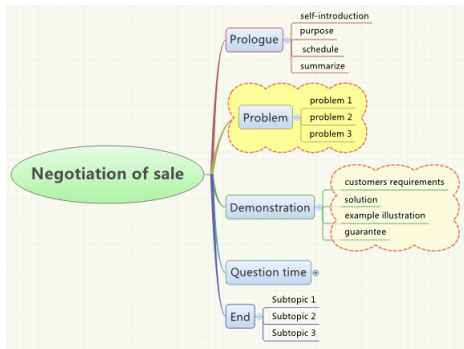
- The organizational chart



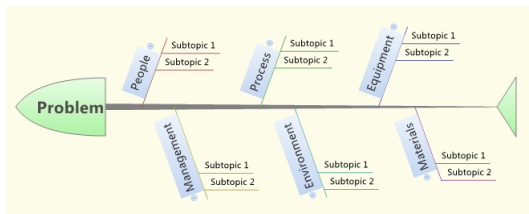
- The tree chart



- The logic chart



- The fishbone



- The matrix

All Projects 📌								
	Project Purpose (why)	Objectives (what)	Project Lead (who)	Brainstorming (how)	Progress/ECT	Next Actions (high priority)	Next Actions (low priority)	Documents
★ Project A	double click to edit	double click to edit	👤 Frank	Idea 1 Idea 2	📌 Accomplishments 📅 Aug 20	1 Action 1 2 Action 2 3 Action 3	Action 4 Action 5 Action 6	drag files & drop here
★ Project B	double click to edit	double click to edit	👤 Brian	Idea 1 Idea 2	📌 Accomplishments 📅 Next Month	1 Action 1 2 Action 2 3 Action 3	Action 4 Action 5 Action 6	drag files & drop here
★ Project C	double click to edit	double click to edit	👤 Vivian	Idea 1 Idea 2	📌 Accomplishments ? I don't know	1 Action 1 2 Action 2 3 Action 3	Action 4 Action 5 Action 6	drag files & drop here

Different structures have different purposes.

Map	Purpose
Basic map	This type of map is free-form. The central topic is at the center and has topics and subtopics branching from it. Some styles allow you to spread the topics around the central topic evenly. It shows connections between the central topic and subtopics.

Map	Purpose
Organizational chart	<p>This type of map has a central topic at the top or bottom, and the topics and subtopics branch downward or upward from it.</p> <p>This type of map is useful for showing similar items in multiple divisions, like employee names and job titles within various departments.</p>
Tree chart	<p>This type of map has a central topic at the top. Its topics are stacked below it with lines falling straight down from it, and swooping either left or right.</p> <p>This type of map is useful for outlines.</p>
Logic chart	<p>This type of map has a central topic on one side, and the topics are stacked vertically on the left or right of it. Each of those topics can have its own subtopics.</p> <p>This type of structure is useful for summarizing or preparing for projects.</p>
Fishbone	<p>In this type of map, the central topic is at one end, and the topics spread out along a line to the left or right. Each of those topics can then have its own subtopics.</p> <p>This type of structure is most useful for analyzing cause and effect relationships in project management.</p>
Matrix	<p>In this type of map, the central topic of the map is the title of the matrix.</p> <p>This structure is useful for analysis and problem-solving.</p>

Structures are useful for showing relationships among different parts of the mind map. You can also apply different structures to different parts of your mind map. For example, you can have an overall structure of an organizational chart with one topic and a collection of subtopics that are structured in a matrix.

Map themes

A theme is a set collection of colors, shapes, line patterns, and other coordinated graphical attributes of a map. For example, you can choose the "Grey" theme, which has topics in shades of grey on a light grey background with grey lines connecting topics.

You have six professionally designed themes to choose from at start-up. You can choose one of these themes when you first create your mind map. You will get the central topic by default and you can add your own topics and subtopics as needed. You can also easily apply any of these themes to your mind map. Additionally, you can customize mind maps within a theme or create and save your own theme.

Customize Mind Map

What is a Style?

Learn about the different styles XMind offers

A style is a collection of attributes such as shape, font, color, and so on. A style can be applied to a single topic or individually to many different topics. You can apply a style to all desired objects by selecting all of them simultaneously. Each topic can only have one style applied to it at a time. You can have multiple styles in one mind map.

There are four items that can have styles: Topic, boundary, relationship, and map.

Item	Attributes
Topic	topic text, shape, and color
Boundary	boundary shape, color, transparency, line style, color, width
Relationship	relationship shape, line style, color, and text
Map	background color, multi-colored branches, and tapered lines

Customize Mind Map's Sheet

Change Background Color

Learn how to change the background color of your mind map's sheet

You can personalize the look of your mind map's sheet by changing its background color.

1. Click **View > Properties**. The Properties window opens at the right.
2. Select the color block next to **Background Color**.
3. Select a color from the palette.

The background color changes to your selection.

Change Wallpaper

Learn how to change the wallpaper in your mind map's sheet

You can personalize your mind map by changing the wallpaper of your mind map's sheet. The wallpaper is different from the background color in that it is a collection of images instead of a solid color. However, the wallpaper interacts with the background color in that the wallpaper's color will change depending on the background color.

1. Click **View > Properties**. The Properties window opens at the right.
2. Click **Select Wallpaper...**
3. Choose a wallpaper from the dropdown menu.
4. (Optional) Change the opacity of the wallpaper by typing a new percentage in the box below **Select Wallpaper...**

The wallpaper of your mind map's sheet changes to your selection. If you want to delete the wallpaper of your mind map sheet, select the trash can icon next to **Select Wallpaper...**

Show Legend

Learn how to show a legend of the markers used in the mind map

If you have put markers on your topics and you want a quick reference for what those markers mean, you can add a legend. The legend will contain all of the markers you have used in your map along with a short description of each one.

1. Click **View > Properties**. The Properties window opens at the right.
2. Click the background of your map to deselect all topics.
3. In the Properties window, check **Show Legend**. A ghost version of the legend will appear on your pointer.
4. Click the place on the map where you want the legend to be.

Your map will have a legend listing all of the markers used in the topics with a description of each marker.

Customize Individual Topics

Change Mind Map Structure

Learn how to change the visual representation of your mind map

You can change the structure of your mind map after you have begun adding topics to it. You can even change the structure of just the subtopics in your mind map.



Note: Some structures can only be applied to the central topic - for example, a balanced map structure.

1. Click **View > Properties**. The Properties window opens at the right.
2. Select the topic whose structure you wish to change.

Option

Description

Topic with subtopics

The structure of that topic and its subtopics will change to the new structure.

Central topic

The structure of the entire map will change to the new structure.

A single topic

The structure of that topic and any subtopics you add subsequently will be in the new structure.

3. Select the dropdown menu under **Map**.
4. Choose a new structure.

The selected portion of your map will be in the new structure.

Change Topic Shape and Color

Learn how to change the shape or color of a chosen topic

XMind offers several options for shapes for your topic bubbles. For example, you can change the shape to an ellipse, to a speech bubble, to just an underline, etc. You can also change the color of your topic.

You can only apply shape changes to individual topics. The changes will not be map-wide.

1. Click **View > Properties**. The Properties window opens at the right.
2. Select the topic whose shape you wish to change.
3. In the Properties window, click an item under **Shape**.

Option

Description

Shape

The left-hand dropdown menu contains a list of possible shapes for your topic.

Option**Color****Description**

The right-hand color block opens a color palette of possible colors for your topic.

4. Select an option.

Your selected topic has the new shape and/or color.

Change Topic Style

Learn how to apply an existing style to a topic

A style is a collection of attributes given to a topic. For example, a style can include a particular color, shape, border style, and font. XMind offers some built-in styles for topics. You can choose from these to apply to single topics in your map.

1. Click **View > Properties**. The Properties window opens.
2. Select the topic whose style you wish to change.
3. In the Properties window, click the dropdown menu under **Saved Styles**.
4. Choose a style to apply to your topic.

Your chosen topic has the new style.

Change Font

Learn how to change the font of the text in your topics

You can change the font of the text in your topics. You can change only the font of a single topic at a time.

1. Click **View > Properties**. The Properties window opens at the right.
2. Select the topic whose font you want to change.
3. In the Properties window, adjust the font.

Option**Font****Description**

The first dropdown menu contains a list of possible fonts.

Open font dialog

The script F to the right of the first dropdown menu opens the font dialog. You can choose from font families, text sizes, text formatting (bold, italics, etc.), and text colors.

Text size

The lower left dropdown menu contains a list of font sizes.

Text formatting

To the right of the text size option is another set of options for bold, italics, and strike-through.

Text color

The color block opens a color palette of possible colors for the text.

Text alignment

The far left dropdown menu contains left, center, and right text alignments.

The text in your chosen topic will be in the new font family, style, color, alignment, or size.

Add or Change Border

Learn how to add or change the style of the border around a topic

You can change the weight and color of the border around a topic, or you can remove the border altogether.

1. Click **View > Properties**. The Properties window opens at the right.

2. Select the topic whose border you want to change.
3. In the Properties window, select the dropdown menu or color block under **Border**.

Option	Description
Border weight	The dropdown menu contains a list of weights for the border or the option for no border.
Border color	The color block contains a color palette of colors for the border or the option for no color.

4. Choose an option.

The border of your topic has a new style.

Change Line Style

Change the style of the line connecting the topics in your mind map

You can easily change the style of the line connecting your topics. Only the lines from the selected topic will change to the new style. You cannot change all of the connecting lines in your mind map at one time without changing the theme.

1. Click **View > Properties**. The Properties window opens.
2. Select the topic you want to change.
3. Under **Line**, select the weight, style, or color from the dropdown menus.

Option	Description
Line style	The first dropdown menu contains different styles of line.
Line weight	The second dropdown menu contains different weights for the line.
Line color	The color block to the right of the second dropdown menu contains a color palette of different colors for the line.


The line around your topic is the new color, weight, and style.

Change Numbering Style

Learn how to change the type of numbering used for a collection of topics

If you have more than one subtopic coming off a parent topic (for example, if you can have two or more topics coming off your central topic), you can add a numbering sequence and edit the style of the numbers. This is helpful if you have steps that should be completed in a sequence, or if you want to quickly count the number of items in a list.

1. Click **View > Properties** to open the Properties window.
2. Select one topic in the collection of topics you want to apply numbers to.
3. Under **Number**, add or change the style.

Option	Description
Add numbers	Click an option in the dropdown menu.
Make numbers on subtopics subsection numbers (i.e. a topic with number 4 will have subtopics with numbers 4.1, 4.2, etc.)	Click the  next to the dropdown menu.
Add text before each number	In the far left box below the dropdown menu, type the prefix text.
Add text after each number	In the far right box below the dropdown menu, type the suffix text.

The style is applied to every topic at the same level as your chosen topic.

Reset Default Style

Learn how to reset the original style of your map according to its default theme or template

If you dislike the styles you have applied to either your mind map's sheet or to the topics within your mind map, you can easily return to the original style.

1. Click **View > Properties**. The Properties window opens at the right.
2. Select whether to return to the default style of your mind map's sheet or specific topic.

Option	Description
To return to the default style of the mind map sheet	Click the background.
To return to the default style of a specific topic	Select the topic.

3. Click **Reset style**.

Your map or topic will have the original style according to its default theme or template.

Share Mind Map


Share with Other XMind Users


Share on XMind Online

Learn how to share your mind maps via your XMind.net account

You will need an XMind.net account. If you do not have one, you can sign up for one at www.xmind.net.

You can save your mind maps to your online XMind account, and access them from any computer where you can access your account. Once you have saved your mind maps to your online account, you can share them with other XMind users, or with friends via social media.

1. Sign in to XMind.net.
 - a) Click **Help > Sign In To XMind.net**.
 - b)  **Note:** If you do not have an XMind.net account, click **Get a free XMind ID**.

Type in your username and password.
 - c) Click **Sign In**.
2. Upload a map.
 - a) Click , the icon for Upload and share via XMind.net.
 - b) Set your preferences for how your mind map should be uploaded under each of the tabs in the Upload window.

General	Add a description for your map.
	Choose the language for your map.
Privacy	Choose the level of privacy for your map.
	Check Allow Download if you want others to access and download your shared mind maps.
Thumbnail	View the thumbnail of your mind map that will be displayed online.
	Change the thumbnail by zooming in or out and moving the selection in the box.

- c) Click **Upload**.

Once you have uploaded your mind map, you and others who have permission to view your mind map can view, comment on, or delete it.

Share on Local Network

Share your mind map on your local network drive.

You can easily collaborate with other users by saving your mind maps on your local network drive. For example, you can save your mind map to a shared office drive so your coworkers can access it.

1. Connect to people on your local network drive.
 - a) Click **View > More > Local Network Sharing**.
 - b) Under the name of each person you want to share the mind maps with, click **Connect**. A confirmation dialog opens.
 - c) Click **OK**. The person receives an invite with the option to accept or ignore.
If the person accepts, they can access the shared mind maps.

2. Share a mind map.

Option


Share an open map.

Description

1. Select **File > Share In Local Network** .
2. Select whether to share with everyone in the network or only certain people.
3. Optional: Add a message. Click **Share**.

The Local Network Sharing window opens, displaying the people in the network and maps that are shared with them.

Share an unopened map.

1. In the Local Network Sharing window, click , the icon for Add from local XMind files...
2. Select the file(s) you want to share.
3. Click **Open**.

Everyone you have shared the map with can access it and see all the changes you make to it.

Save and Export Mind Map

Save Mind Map

Learn how to save your mind map in more than one way

Each XMind map is contained in a sheet in a workbook. A workbook can contain several sheets. When you save a mind map, you save the whole workbook and all of its sheets.

When you have worked hard to create a mind map, you will probably want to save it. XMind offers multiple ways to accomplish this.

Save your mind map.

Option

Description

Save the current revision of your mind map

If you have already saved your mind map under a file name, you can save the revisions of that mind map as you change it.

Click **File > Save New Revision**.

Save your mind map as a new file

You can save your mind map for the first time under a name and in a folder of your choice.

1. Click **File > Save As...**
2. Navigate to the desired folder and type in a name for the file.
3. Click **Save**.

Save all of your opened mind maps

If you have multiple mind maps open at one time and you are revising all of them, you can save them at once with one click.

Click **File > Save All**.

Save a sheet of your current mind map workbook as a new workbook

You can create a new workbook from a sheet in your current mind map's workbook and save it under a new file name.

1. Click **File > Save Sheet As...**
2. Navigate to the desired folder, and type in the desired file name.
3. Click **Save**.

Save your current mind map as a template

You can save your current mind map format and style (the background color and texture, the font, the topic styles) as a template that appears in the template list that opens when you start XMind.

1. Click **File > Save As Template...**
2. Navigate to the desired folder and type in a name for the template.
3. Click **Save**.


You have saved your mind map in the desired format.

Save to Evernote

Learn how to save a copy of your mind map to a notebook in your Evernote account

You will need an Evernote account and a notebook to save your mind map in.

Some people use mind maps to make to-do lists or for other organizational purposes. People who use Evernote for organization can save their mind maps there by linking XMind to their Evernote account.

1. Click **File > Save to Evernote...** The Sign in to Authorize XMind window opens.
2.  **Note:** You can sign in to Evernote International or you can select the Yinxiang China tab to sign in.


Sign in to your Evernote account.

- a) Type in your Evernote username and password.

If you do not have an Evernote account, you can create one by selecting **Create a new account**.

- b) Click **Sign in**. The Authorize XMind to access your account window opens.

3. Authorize XMind to access your Evernote account.

- a) (Optional) Select how long you want XMind to have access to your Evernote account from the dropdown menu.
- b) (Optional) Click **Third Party Applications Permissions** to read detailed descriptions of the third party permissions.
- c)  **Note:** You can select **Decline** to exit the window.

Click **Authorize**.

4. Save your mind map to Evernote.

- a) Select how you want XMind to save your mind map: as an image, as an XMind file, as text, or as more than one of those types.
- b) Select which Evernote notebook from the dropdown menu you want to save your mind map in.
- c) Click **Save**. Your mind map saves as your preferred type(s) in your desired Evernote notebook, and you receive a confirmation email.

To disconnect your Evernote from XMind, sign in to Evernote and go to **Application Settings**. Follow the instructions to revoke XMind's access to your Evernote account.