

# 30<sup>A</sup> Minute Author

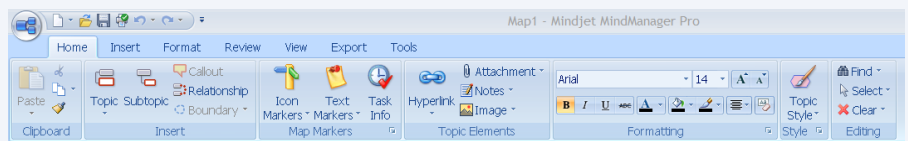
Write your own ticket to success—in 30 minutes, or less, a day!

## Customizing MindManager

You're just 3 steps away from a more efficient mind mapping environment in Mindjet's MindManager

Mindmapping is  
a fundamental  
writing tool  
Here's how to  
put it to work  
as efficiently  
as possible

Go from this...



...to this



Gain more screen space for your MindManager maps by minimizing the Ribbon. In addition, you can also use the Customize Quick Access Toolbar feature to make frequently-used tools easier to locate.

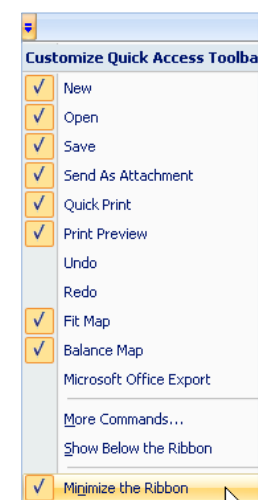
Mindjet's MindManager mind mapping software is used at every step, planning, writing, promoting, and profiting from your book. In 30 minutes, or less, you can customize it so you can get more done in less time.

### 1 Minimize the Ribbon to gain valuable screen space (at least an inch)

The MindManager Ribbon, visible in the top illustration, displays different tools and commands, depending on the tab you've selected.

When you select *Format*, for example, MindManager displays tools and options associated with formatting text and graphic elements. Similarly, select *View*, and MindManager displays the commands used to change the way information is displayed on your computer's monitor.

By default, when you install MindManager, the Ribbon will always be visible, taking up significant amount of screen space. By minimizing the

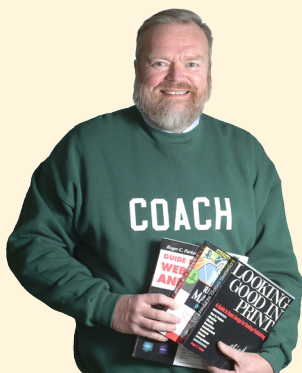


Click to reveal  
Toolbar options

Ribbon, you gain screen space, and the Ribbon magically re-appears when you select one of the tabs.

### Minimizing the ribbon

To minimize the Ribbon, select the downward-pointing arrow at the right of the Quick Access Toolbar at the top of the MindManager screen.



\*Roger C. Parker's 38 books have sold 1.6 million copies in 37 languages

## Keyboard shortcuts for editing

Keyboard shortcuts are applied by holding down the CTRL key while pressing one of the keyboard characters.

- CTRL + X, Cut
- CTRL + C, Copy
- CTRL + V, Paste
- CTRL + Z, Undo
- CTRL + Y, Redo

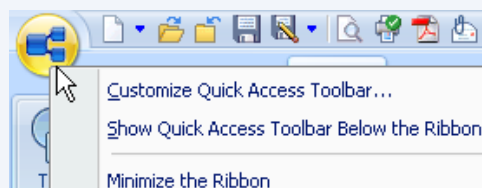
Note: If you glance at the characters on the bottom row of your keyboard, you'll notice that x, c, v, and z, are located together at the left.

When the Customize Quick Access Toolbar dialog box appears, click **Minimize the Ribbon**.

You'll immediately notice more working area to display your maps after you minimize the Ribbon. Later, if desired, you can always restore the Ribbon.

### Alternative

Another way to Minimize the Ribbon is to **right-click the MindManager Button**.



Right-clicking the MindManager button reveals a shorter menu with the **Minimize Quick Access Toolbar** option.

## 2 Delete unwanted tools from MindManager's Quick Access Toolbar

By default, the toolbar displays icons for the following commands: *New, Open, Save, Print, Print Preview, Send as Attachment, Undo, and Redo*.

By always being visible at the top of the screen, the Quick Access Toolbar keeps these commands just a mouse-click away.

But, every MindManager user's needs are different. By customizing the Toolbar, you can display only those tools you frequently use.

### Why delete unused tools?

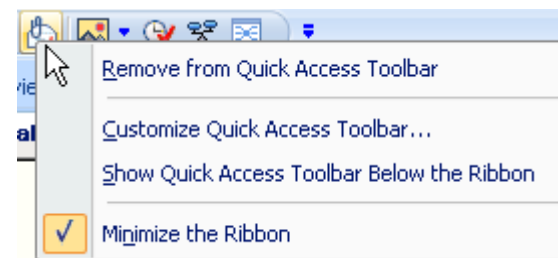
Unused tools in the Quick Access Toolbar add visual clutter and occupy valuable space.

1. **Clutter.** By eliminating unused tools, you help the eye focus on the tools you want to quickly access without having to "study" the Toolbar's contents.
2. **Space to add desired tools.** In addition to simplifying your working environment, removing unwanted tools provides space to add those often hard-to-locate commands that you find yourself using over and over again.

I started by deleting the *Undo* and *Redo* commands. I find it easier to use keyboard shortcuts (see sidebar at left) to apply these frequently used editing commands.

### Removing unwanted tools

The easiest way to remove an unwanted tool from MindManager's Quick Access Toolbar is to right-click the tool. Right-clicking reveals the **Remove from Quick Access Toolbar** command.



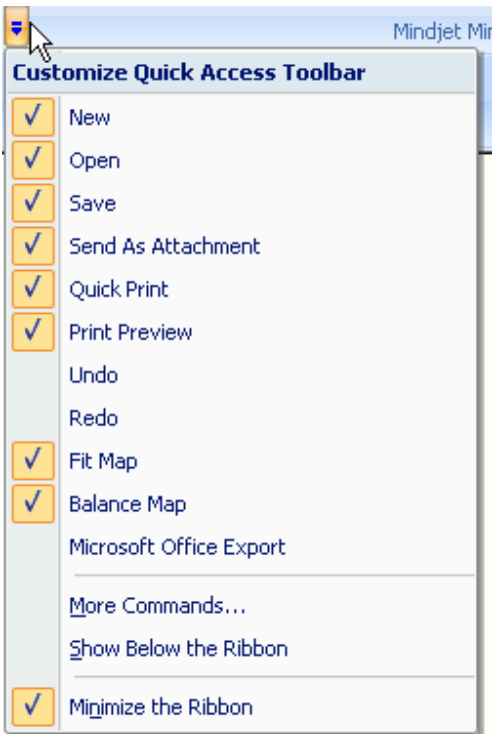
Right-clicking a tool reveals the **Remove from Quick Access Toolbar** command.

Later, you can restore Tools you have removed following the directions in the next section.

In the next section, we'll explore further ways you can Customize your MindManager's working environment by adding tools and fine-tuning the appearance of your Quick Access Toolbar.

## 3 Customize by adding frequently-used tools to your toolbar

To add or remove tools from MindManager's Quick Access Toolbar, press the downward-pointing arrow at the right of the Toolbar.



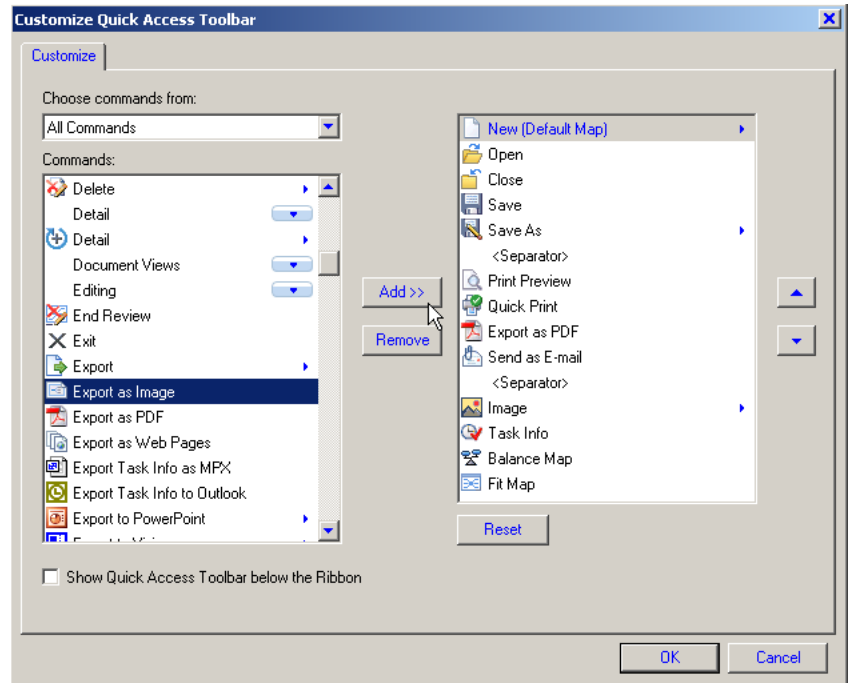
Note the More Commands option (3rd up from the bottom) of the The Customize Quick Access Toolbar.

You can now remove currently displayed tools or add new tools by clicking to select them.

### Locating additional commands

To add tools not shown on the Customize Quick Access Toolbar menu, select **More Commands**. This reveals the **Customize** dialog box, where you can search for specific commands.

Start by locating desired commands in the box located in the the left-hand side of the Customize the Quick Access Toolbar dialog box. Use



Adding additional commands using MindManager's Customized Quick Access Toolbar dialog box.

the vertical scroll box to locate desired commands.

When you locate a desired command, select it by clicking, then click the **Add** button.

When you have finished, click the **OK** button.

### Choosing the right tools

When I modified my Quick Access Toolbar, these are the tools I added, and why I chose them. (See illustration on the next page to preview the appearance of each tool):

1. **Close.** This allows me to close a map without exiting MindManager.
2. **Save As.** I use this to save different versions of maps. I very often build maps on the basis of previous maps, such as the mind maps I create for each of my author and client coaching sessions.

You can also use the Customize Quick Access Toolbar to reorganize tool locations. You can also add vertical separator lines between tool categories.

Simple changes pay big dividends in future efficiency

## Free offer

If you're not yet a MindManager user, download a [21-day free trial](#)

Visit [my blog](#) for more 30-Minute Author tips



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3. **Export as PDF.** I added this because I frequently create Acrobat PDF versions of my maps to my [website](#).
4. **Image.** One of my most important additions, it makes it easy to add graphics to topics. Select one of your own files or choose from MindManager's large image library.
5. **Task Info.** This opens the Task Info pane, where you can add icons to indicate priority and add starting dates and due dates.
6. **Balance Map.** This important **View** command equalizes the number of topics on the left and right sides of the current map.
7. **Fit Map.** This resizes my current map to fit on the screen.

Your choices are likely to be different. You can always, of course, modify MindManager's Quick Access Toolbar at any time.

## Repositioning tools

You may want to reposition tool locations, in order to group categories of tools together. This makes tools easier to locate.

For example, you may want to create a group of **File** tools next to each other, followed by a group of **View** tools, or **Format** tools.

To reposition a tool, select it in the right box, then press the Up or Down arrows as often as necessary. Press OK to save your choices.

## Adding separators

You can also insert separators between tool categories, and reposition them using the up/down arrows.

To insert a Separator, click the downward facing arrow next to the **Choose Commands From** box, and select **Commands Not on Menu**. This reveals the Separator option.

## Benefits of customization

Although it should take you less than 30-minutes to customize your MindManager software to your specific requirements, you'll benefit for years to come.

Simple changes in your working habits often pay higher than expected dividends. Whether you're planning, writing, promoting, or profiting from your book, customization will help you get more done in less time with MindManager.

## Customized assistance

[E-mail me](#), or call 603-742-9673, for more information about putting MindManager to work identifying your marketing objectives, creating a marketing plan, preparing more effective messages, and making the most of your time.

For over 25 years, I've been helping individuals and firms around the world save time and improve their marketing by putting technology to work.

