

MindManager 21 cheat sheet

Map Documents

Ctrl + N	Create a new map
Ctrl + O	Open a map
Alt + Ctrl + Shift + F	Search for a map
Ctrl + S	Save the current map
F12	Save as
Ctrl + W or Ctrl + Shift + F4	Close current map
Ctrl + F2	Print Preview
Ctrl + P	Print the current map
Alt + Left arrow or Alt + Right arrow	Move through open maps in the order they were viewed (forward, backward)

Navigating

Arrow keys	Select topic above, below, left or right (maps)
Arrow keys	Nudge (2 mm) selected topic in direction of arrow—higher, lower, to left or to right (flowcharts)
Ctrl + Shift + Arrow keys	Micro-nudge (.2 mm) selected topic in direction of arrow—higher, lower, to left or to right (flowcharts)
Tab or Shift + Tab	Select next topic / previous topic
Home	Move to top sibling topic
End	Move to bottom sibling topic
Backspace or Shift + Backspace	Move forward / backward through topic selection history

Viewing: Map Window

Ctrl + =	Zoom in
Ctrl + -	Zoom out
Ctrl + F5	Fit map to screen
Ctrl + 0	100% Zoom
Ctrl + Arrow keys	Scroll the map by small steps
Page Up / Down	Scroll map by large steps: Up or down
Ctrl + Page Up / Down	Scroll map by large steps: Right or left
Ctrl + F3	Center map and collapse all

topics

Alt + F3	Center object
Ctrl + F6 or Ctrl + Tab	View next map
Ctrl + Shift + F6 or Ctrl + Shift + Tab	View previous map

Viewing: Map Levels and Filtering

F3	Focus on topic
Ctrl + D	Show next level of topics
Alt + Shift + 1	Show 1 level
Alt + Shift + 2	Show 2 levels
Alt + Shift + 3	... to 9: Show levels 3 through 9
Alt + Shift + >	Show all levels
Alt + Shift + 0	Collapse selected topic
Alt + Shift + <	Collapse entire branch
Ctrl + F3	Collapse map
Alt + Ctrl + Shift + A	Remove filter
F4	Show branch alone
F4	Show others

Viewing: Interface

F11	Show the Topic Notes window
Ctrl + T	Show or hide the Topic Notes window
Ctrl + Shift + Page Down	View next topic note (from within Notes window)
Ctrl + Shift + Page Up	View previous topic note (from within Notes window)
Ctrl + Shift + F1	Show or hide the task panes
Ctrl + F1	Expand or collapse ribbon
F10 or Alt	Show Alt keys
Shift + F10	Show context menu

Viewing: Walkthrough and slides

F8	Start walkthrough from beginning
Shift + F8	Start walkthrough from selected topic
F9	Start slides from beginning
Shift + F9	Start slides from selected topic

Adding objects: Topics

Insert or Ctrl + Enter	Add subtopic (maps)
Insert or Ctrl + Enter	Add decision topic (flowchart)
Enter	Add sibling topic (maps)
Enter	Add topic to the right (flowcharts)
Shift + Enter	Add sibling topic (as previous sibling)
Shift + Enter	Add topic to the left (flowcharts)
Ctrl + Shift + Insert	Insert parent topic
Ctrl + Shift + Enter	Add callout topic

Adding objects: Elements

Ctrl + Shift + H	Add attachment *
Ctrl + Shift + T	Manage Attachments *
Ctrl + K	Add link
Ctrl + F11	Add comments
Ctrl + T	Add notes
Ctrl + Shift + B	Add boundary
Ctrl + Shift + R	Insert relationship
Ctrl + Shift + I	Add Task Info (Start Date, Due Date)
Ctrl + [1 - 9]	Add icon (Note: These shortcut keys are defined in the Library pane)
Alt + Ctrl + 0	Remove all icons
Ctrl + Shift + [1 - 9]	Add priority icon (Priority 1, 2, etc.)
Ctrl + Shift + 0	Remove all priorities
Alt + Ctrl + P or Alt + Ctrl + Shift + P	Add and cycle through progress icons forward / backward
Ctrl + Shift + N	Add Map Part
F5	Refresh Map Part
Shift + F5	Refresh all Map Parts
Ctrl + Shift + D	Insert current date and time
Alt + Ctrl + D	Insert selected date and time

* These shortcuts are not available if your system administrator has disabled attachments.

Editing

Ctrl + Z or Alt + Backspace	Undo the last action
Ctrl + Y	Redo the last action

Selecting

Ctrl + A	Select all topics and elements
Ctrl + A	Select all topic notes text (Notes window)
Ctrl + A	Select all ink (Notes window)
Shift + Arrow keys	Select additional topics
Ctrl + Shift + A	Select all siblings
Shift + End	Select all siblings: Below only
Shift + Home	Select all siblings: Above only
Ctrl + Shift + Left arrow / Right arrow	Select all siblings and parent
Ctrl + Backspace	Select parent
Shift + F3	Select topic, descendants, boundaries and relationships
Ctrl + Shift + Left arrow / Right arrow	Select next level of subtopics
Backspace or Shift + Backspace	Move forward / backward through topic selection history

Cut, Copy, Paste and Delete

Ctrl + C or Ctrl + Insert	Copy to the Clipboard
Alt + Ctrl + C	Copy as link
Ctrl + X or Shift + Del	Cut to the Clipboard
Ctrl + V or Shift + Insert	Paste contents of the Clipboard
Alt + Ctrl + Shift + V	Paste inside
Alt + Ctrl + V	Paste as next topic (sibling topic)
Ctrl + Shift + V	Paste as callout
Del	Delete topic or object
Ctrl + Shift + Del	Remove selected topic (but keep subtopics)

Topic Text

F2	then click inside topic: Begin edit mode
Shift + Space	Begin edit mode with cursor at the beginning of the text
Space	Begin edit mode with cursor at the end of the text
Commands in topic text edit mode:	
Shift + Enter	Enter line break in topic
Home	Move to beginning of line
Ctrl + Home	Move to beginning of topic text
Ctrl + End	Move to end of topic text
Alt + Shift + Down arrow	Split topic at cursor location to create new sibling
Alt + Shift + Right arrow	Split topic at cursor location to create new subtopic
Esc	Cancel editing
-	
Alt + Ctrl + Enter	Split topic as multiple topics (based on spaces in topic text)
Alt + Ctrl + Insert	Split topic as multiple subtopics (based on spaces in topic text)
Ctrl + F	Find
Commands in Find mode:	
Enter	Find Next
Shift + Enter	Find Previous
-	
Ctrl + G	Enter Find text
Ctrl + H	Replace
F7	Spelling

Move Topics

Alt + Ctrl + Up arrow	Up one place
Alt + Ctrl + Down arrow	Down one place
Alt + Ctrl + Home	To top
Alt + Ctrl + End	To bottom
Alt + Ctrl + Space	Reset all main topic positions
Alt + Ctrl + B	Balance map

Formatting

Ctrl + B	Toggle to bold and back
Ctrl + I	Toggle to italics and back
Ctrl + U	Toggle to underline and back
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + Shift + S	Strikethrough text
Ctrl + Space	Clear formatting
Ctrl + Shift + C	Fill color
Ctrl + Shift + F	Font / ink color

Using Help

F1	Show Help
*General	Windows Commands
Esc	Close a menu or dialog box
Esc	Cancel an operation
Alt + F4	Close MindManager
Ctrl + Shift + Esc	Display Windows Task List

Source: Mindjet help

Last modification: 2021/02/23 14:42:46

More information: defkey.com/ja/mindmanager-21-shortcuts

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