

MindManager 21 cheat sheet

Navigating

Ctrl + Shift + Arrow keys	Micro-nudge (.2 mm) selected topic in direction of arrow—higher, lower, to left or to right (flowcharts)
Backspace	Move forward / backward through topic selection history

Viewing: Map Levels and Filtering

Alt + Shift + 1	Show 1 level
Alt + Shift + 2	Show 2 levels

Adding objects: Topics

Shift + Enter	Add sibling topic (as previous sibling)
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Adding objects: Elements

Ctrl + Shift + T	Manage Attachments *
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	Add and cycle through progress icons forward / backward
Ctrl + Shift + D	Insert current date and time

Editing

Ctrl + Z	Undo the last action
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Selecting

Ctrl + Shift + Left arrow / Right arrow	Select next level of subtopics
Backspace	Move forward / backward through topic selection history

Cut, Copy, Paste and Delete

Alt + Ctrl + Shift +	Paste inside
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Topic Text

Shift + Enter	Enter line break in topic
Shift + Enter	Find Previous

Move Topics

Alt + Ctrl + Home	To top
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Using Help

Source: Mindjet help

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More information: defkey.com/mindmanager-21-shortcuts?filter=basic

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