

# 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: 23.02.2021 14:42:46*

*More information: [defkey.com/pl/mindmanager-21-shortcuts](https://defkey.com/pl/mindmanager-21-shortcuts)*

*[Customize this PDF...](#)*