

A premier tool that inspires creativity stimulates thinking and brainstorming, provokes innovation, enables visualizing of ideas and mind mapping, and initiates project planning, conceptualization and modeling of processes.



iMindQ

**DATA SHEET**

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# Chapter 1. Introduction

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## In this section you will learn:

- What is iMindQ™
- Who can use iMindQ™

## Introduction

This data sheet document provides both business and technical overview of iMindQ™. iMindQ™ is a dynamic and exciting mapping software tool for visual thinking, brainstorming, planning, presenting and organizing in real time. iMindQ™ helps you map out information and improve your memorization, productivity and creativity. It is great for solving problems easier, improving communication, making plans more quickly and creatively; which makes

By its smooth usability and highly interactive interface it really saves time, energy and effort and improves every aspect of your work. iMindQ™ guides you to clarify your thinking. The flow of your thoughts creates worthy and valuable never-ending story. iMindQ™ helps you make your story streamlined in an intuitive and powerful mind map and stimulate your visual thinking.

## Who can use iMindQ™

### Inbound use

On corporate level, iMindQ™ can be used:

- Within one organizational unit, department, division;
- Inter-structural;
- By Top Management.

The main purpose of creating a mind map within one organizational unit, department or division; among different units/departments etc.; is for everyone to see the progress of tasks for certain project, processes, assigned resources to those tasks and even maybe create brief

report for the same things. Simply put for task management and sharing between colleagues in the unit. Even allow them to edit maps so they can upgrade the areas/points (tasks) they have been working on. **Main uses:** Task and time management, project/process progress reports, Minutes of Meetings (MoM), making presentations, collaboration and sharing.

Top management can also use mind mapping for making decisions for certain strategic plans, presentations with several key points to discuss and take notes over what actions will be taken further. In the same time mind mapping could be used for problem solving. Because all these documents are internal and confidential the mind mapping tool should allow protection functionality of the map. If anyone wants to upgrade what was previously explained or discussed should be able to edit and upgrade the map.

## Outbound use

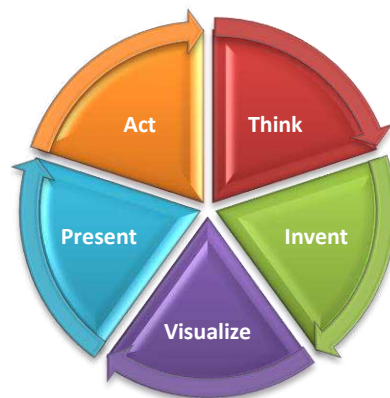
iMindQ™ is all-round software that can be used in different industries, such as:

- Aerospace/Defense
- Government Agencies
- Educational Institutions
- NGOs
- Finance/Insurance/Banking
- Healthcare/Bio-technology
- Telecommunication/Services
- Tourism
- Manufacturing/Retail
- Energy/Oil and Gas/Mineral
- Automotive

With main accent on the presentation mode and map creation.

## Think – Invent – Visualize – Present – Act

There is no end for the ideas. That is our philosophy, presented through infinite process for thinking and creating.



## **Think**

iMindQ™ gives you a distinctive and easy way of creating maps, which not only saves you time and effort, but also boosts your creativity and speeds up the process of thinking. Inspire yourself and enhance the creativity in everything you create by getting more from your brainstorming sessions or different ways of generating ideas. Capture all important information while researching on the net, from different meetings and events, in a beautiful, easy-to-use, cross-platform friendly mind map. Unleash your creative thinking and improve every aspect of your work activities.

## **Invent**

The flow of your thoughts creates worthy and valuable never-ending stories and iMindQ™ helps you make your story streamlined in an intuitive and powerful mind map. Stimulate your visual thinking and motivate your idea creation with the usage of organic and intuitive mind mapping, various map templates, freestyle layouts and rich forms, shapes and images library. Presenting your business processes with a flowchart diagrams can help you find flaws and bottlenecks in processes and find ways to streamline those processes. iMindQ™ with other words lets you be inventive in the way how you'll solve problems and improve your working processes, thus making you more effective and productive.

## **Visualize**

Collect, connect and visualize information in a distinctive and memorable format with the variety of map styles, different colors, borders, relationships and ties. You can visualize your research in a mind map and always have everything accessible from one place, when you need to review and remind yourself of certain issues. Give the complex data from an MS® Excel file new logical meaning, making them understandable for anyone. Fascinating visualization of information makes the information more memorable and easier to recall. Visualize your tasks and appointments in a mind map dashboard, which allows you to always stay up-to-date of all your daily activities at any time, from anywhere, without losing any information.

## **Present**

The linear way of presenting information is becoming dull, tiresome and boring. You should engage your audience with more memorable presentation of information that is logically connected. Present your company's business model to investors with a concept map and leave durable impression on them. Address your audience with powerful presentations and

uniquely depict the flow of complex information, resulting in greater interactivity and participation.

## **Act**

Let the realization of your projects be at a high end quality by utilizing the task and project management feature. Set your project deliverables by using WBS chart. Plan your project with the minimum possible risk and always keep track of the project's progress from one place. Update your task information with ease and have your team up-to-date of any changes. With Microsoft SharePoint Integration, you can have all your mind maps in the cloud and also increase your company's collaboration through uploading, viewing and editing maps directly from iMindQ™. There is no end for the ideas. That is our philosophy, presented through infinite process for thinking and creating, presented in our logo.

# Chapter 2. Features at a glance

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## In this section you will learn:

- Which file formats are supported by iMindQ™
- About the ribbons in iMindQ™

## File Format

iMindQ™ has its own file format (.dmmx), where all information for the map is saved. Beside the default file format, iMindQ™ works with the following file formats:

- ✓ iMindQ Map Style (.dmms) – file format where the styles used for visual formatting of the map are saved;
- ✓ iMindQ Map Template (.dmmt) – file format where the map is saved as a template;
- ✓ FreeMind map (.mm) – map saved in FreeMind file format;
- ✓ MindJet Map (.mmap, xmmap) - map saved in MindJet file format;

## Working platforms

iMindQ™ supports the two biggest operating system in the IT world: Microsoft Windows and Mac. Beside Windows platform (Microsoft® Windows 8, Microsoft® Windows 7, Microsoft® Windows Vista and Microsoft® Windows XP), iMindQ® supports the Mac OS (Mac OS 10.8 and Mac OS 10.7) as well as the latest version of the iOS.

## **Ribbons**

Ribbon GUI is the standard working environment for iMindQ™. By its definition, Ribbon is a single tab bar that contains graphical elements as representation for different functionalities. Several application's control with similar functionalities can form a Group inside the Ribbon.

The iMindQ™ Ribbon GUI consists of File menu, where all features from the File menu from the Standard GUI are placed, and Ribbons containing the other viewing features. iMindQ™ has seven static ribbons and three dynamic ribbons.

iMindQ™ contains seven standard ribbons:

- ✓ Home
- ✓ Insert
- ✓ Format
- ✓ View
- ✓ Present
- ✓ Exchange
- ✓ Plan

Depending from the selected view, at the end of the standard ribbon arrangement, a new dynamic ribbon appears. This ribbon contains features that are unique for the selected view or unique to the category that the selected view belongs.

## **Open .dmms file format**

If you want to save your own style of creating a map, iMindQ™ allows them to save it as .dmms file format. This format saves the applied desired formatting to the map elements, such as: topics, relationships, boundaries and callouts. To use it in the application and apply it to the any map you create, the .dmms file needs to be imported.

## **Open .mmap file format**

iMindQ™ can open files with the extension .mmap. The .mmap file format is the default file format of the application MindManager, a mind mapping software developed by MindJet Ltd.

### **Open .mm file format**

iMindQ™ can also open maps with .mm file format. The .mm file format is the default file format of FreeMind, free mind mapping software application.

### **Import from Microsoft® Excel**

You can import Microsoft® Excel files .xls/.xlsx (\*.xls/\*.xlsx is a native format for Microsoft® Excel 2003/2007/2010/2013) file format in the Excel Importer Panel in iMindQ™, from which you can select information and choose the way in which these data will be inserted in the map. The data can be presented as Topics with Properties, in Spreadsheet and several other ways. Any formatting the cells have in the Excel file will not be imported in iMindQ™; the imported data will be Plain Text.

### **Import from Microsoft® Word**

The map created in iMindQ™ can be imported in a .doc/.docx file format, a native format for Microsoft® Word 2003/2007/2010/2013. Each topic in the map, with certain map elements can be mapped with the appropriate text styles used in Microsoft® Word, which will serve as a good organized Outline for creating a specific document

### **Import from Microsoft® Project**

You can import project plans created with Microsoft® Project as .mpp file (which is a native file format for Microsoft® Project 2007/2010/2013). The project plan can be viewed in both the Map View and the Gantt chart view and iMindQ™ allows you to edit or simply better visualize the project information in a mind map. The imported tasks from the project plan can be connected and organized better in a more logical way for the user, who wants a brief overview of the project, or for users who don't have Microsoft® Project software but are interested in viewing the general information of the project.

In the same time you can import project plans from Microsoft® Project saved as XML (.xml is a file format that is both human-readable and machine-readable). The .xml file format allows you to publish project information to web pages or on corporate intranets for viewing i.e. Electronic Publishing. The project information from a .xml file can also be viewed in the Map View and in Gantt Chart view.

## Microsoft® SharePoint Integration

**Microsoft® SharePoint Server** (known as SharePoint) is a Web application platform developed by Microsoft® Corporation. SharePoint comprises a multipurpose set of Web technologies backed by a common technical infrastructure. It is integrated with your company's document management and content management systems; however the latest versions of SharePoint have significantly broader capabilities. iMindQ™ follows the trends and enables you to create a connection to SharePoint 365 site, and upload or download iMindQ maps from your account.

SharePoint sub-menu in iMindQ™ contains three options for creating and opening mind maps on SharePoint server as well as creating connection to the appropriate web sites.

In order to share your map and ideas with your colleagues and team mates, you will need to pass through a process that contains three mayor steps: create connection to SharePoint site; create and upload a map; and edit and review the map by incorporating the team member's suggestions.

## Microsoft® Outlook Integration

**Microsoft® Outlook** is a personal information manager from Microsoft, available as a part of the Microsoft Office suite. The current version is Microsoft® Office Outlook 2013 for Windows and Microsoft Office Outlook 2011 for Mac.

Although often used mainly as an email application, it also includes a calendar, task manager, contact manager, note taking, a journal and web browsing. iMindQ™ users can easily use the Outlook Integration to plan their daily activities, appointments/meetings, start planning project tasks and/or give a logical meaning to the task list in the appropriate Outlook folder. There is an automatic and a manual synchronization between Microsoft® Outlook and iMindQ™.

## Export in Microsoft® PowerPoint

**Microsoft® PowerPoint** is the name of a proprietary commercial presentation program developed by Microsoft. iMindQ™ can be used for generating an Outline PowerPoint presentation by mapping the appropriate map elements with the adequate presentation elements of a slide. The map created in iMindQ™ can be exported in a MS® PowerPoint slide by presenting the topics as objects in Microsoft® PowerPoint.

## Supported Views

In iMindQ™ you can view the information in three different views:

- ✓ Map View
- ✓ Gantt Chart
- ✓ Outline View

In each of these views the information in the map is differently presented, described in more details in the next chapter.

### Map View

In the map view the user can insert topics in which the information can be organized in many different ways, such as in mind maps, concept maps, flowchart diagrams and other basic diagrams. iMindQ™ has three map views in which you can create different types of maps, depending on your needs:

- ✓ Mind Map View (View in which you can view and create mind maps)
- ✓ White Board Map View (View in which you can view and create concept maps, flowchart diagrams and other diagrams more easier)
- ✓ WBS Chart Map View (View in which you can view and plan project deliverables)

### Gantt Chart View

All the task information from a map or WBS is represented in the Gantt Chart View. The Gantt chart view contains two parts: a table on the left side containing each task's data and a graphical representation of the tasks on the right side.

### Outline View

The outline view of the map contains the titles of every topic in the map on every level. Depending on which level a certain topic is, in the outline view will have a specific Indent. The floating topics are also presented at the end of the Outline view. In this view the topics that have Notes, will have the Notes icon on their right side. If this icon is clicked, will take you to the Notes Editor.

### Printing in iMindQ™

In order to manage the map or the project plan effectively, you will often need to share information. The usual way for doing this is to print an entire map/project plan or a specific parts such as map parts or the Gantt Chart view. In iMindQ™ you can Print the map information depending on which view is selected. In the Print Preview you can switch between the three different views: the Map View, the Outline View and the Gantt chart View.

### Change Language within the Application

You can change the language of the application, within the application itself and it is placed in the *Options dialog* → *Graphical User Interface tab*.

With this feature the need of reinstalling the application in order to change the application language has been avoided. You can now switch the application language by simple click on the desired language and restarting the application.

There are four available languages: English (default), German, French, and Spanish.

### Advanced Search Option

iMindQ™ contains powerful search engine, capable for searching terms, definitions or phrases in a text inside the mind map. The search process is performed in the topic text, notes, hyperlinks and attachments. The search results are displayed in pane within application, allowing clear and detailed presentation of the search process.

The iMindQ™ search operates like most of the known desktop search applications and increases the ability to accurately locate information within the mind map.

### Improved Relationship with Customers

If a user experiences a problem with the software, he or she can e-mail Seavus support department directly from the application and explain its problem in more details. In the same time users can communicate and express their needs and ideas of what iMindQ™ should have in future to satisfy their specific need.

# Chapter 3. Detailed Features List

## In this section you will learn:

- Detailed features in the entire application

### General Features

Features	Description
<b>Application Type</b>	Stand-alone desktop application that does not require previous installation of other applications.
<b>Supported File Format</b>	DMM/DMMX (native iMindQ™ file format, DMM file format is iMindQ Map file format); DMMS (iMindQ™ Map Style); DMMT (iMindQ™ Map Template); MMAP (native format for the mind mapping application, MindManager), MM (native format for the free mind mapping tool FreeMind).
<b>User Interface</b>	Similar to Microsoft Office suite 2007
<b>Supported Views</b>	<p><u>Map View</u></p> <p>iMindQ™ has three map views in which you can create different types of maps, depending on your needs:</p> <ul style="list-style-type: none"> <li>• Mind Map View</li> <li>• White Board Map</li> <li>• WBS Chart View</li> </ul> <p><u>Gantt Chart View</u></p>

Features	Description
	<p>Table Columns – Task Name, Duration, Work, Start Date, Finish Date, Actual Start; Actual Finish, Predecessors, % Complete and Resource Names.</p> <p><u>Outline View</u>;</p> <p>Outline of the topics in the map, depending on the level on which they are and from their parent-child relationship. Notes icon also accessible in this view.</p>
<b>Filtering</b>	<p>iMindQ™ has advanced filtering option, which filters the topics in the map by the following categories:</p> <ul style="list-style-type: none"> <li>• Task Info (by Start Date, Finish Date, Duration, Priority, % Complete and Resources)</li> <li>• Topic Style</li> <li>• Icons &amp; Images</li> <li>• Other (by topics that have attachments, hyperlinks, notes, alerts, and callouts)</li> </ul> <p>The custom filtering can refer to show/hide the matching topics to which the filtering option was applied.</p>
<b>Presentation</b>	<p>Automatic generation of snapshots (images) of every topic in the map space. Manual generation of snapshots of a selected topic</p> <p>Play slideshow of generated snapshots.</p> <p>Export the map to Microsoft® PowerPoint as .ppt/.pptx file format; custom export settings.</p> <p>Export the generated slide snapshots as images in .zip archive file format.</p>
<b>Printing</b>	<p>Complete support for printing, along with print preview and page setup options.</p> <p>Page Setup dialog options:</p> <ul style="list-style-type: none"> <li>• Page settings: orientation, scaling, paper size</li> <li>• Margin settings: margin settings, page borders</li> <li>• Header settings: option for selecting the font, size and color of the text, possibility for entering image in the header, alignment of the text.</li> </ul>

Features	Description
	<ul style="list-style-type: none"> <li>Footer settings: option for selecting the font, size and color of the text, possibility for entering image in the header, alignment of the text.</li> </ul>
<b>Web Browsing</b>	<p>Ability to set Proxy Settings and Proxy authentication.</p> <p>Support for browsing (searching) the net internally within iMindQ™.</p> <p>Ability to automatically build mind maps; following the parent-child relationships of pages visited (links clicked) in the browser.</p> <p>Add current displayed webpage as subtopic to the selected topic in the map; Add the website as hyperlink to a topic.</p>
<b>Map Synchronization</b>	Support for synchronizing maps with your iMindQ™ web account.
<b>Find &amp; Replace</b>	Complete support for searching through any topic in the map
<b>Zooming</b>	Complete Support for Zoom in and Zoom out options. The Fit Map option zooms the map to the level that occupies the entire working area displayed on the screen. Zoom in up to 400% and Zoom Out to 10%.
<b>Importing</b>	<p>Support for importing Microsoft® Excel file formats <b>.xls/.xlsx</b>; Microsoft® Word file formats <b>.doc/.docx</b>; importing <b>.mpp/.xml</b> file formats from Microsoft® Project. Support for importing tasks from Microsoft® Outlook.</p> <p>iMindQ™ also supports importing tasks, appointments, mails, and contacts in <b>.msg</b> format from Microsoft® Outlook, by using drag and drop.</p> <p>Complete support for importing maps as <b>.dmmx</b> format from <b>in-house Microsoft® SharePoint</b> server and from <b>SharePoint 365</b> cloud file server.</p>
<b>Exporting</b>	Support for exporting the map in <b>.doc/.docx</b> file format for Microsoft® Word, as well as export task information in Microsoft® Project <b>.mpp/.xml</b> file format.

Features	Description
	<p>iMindQ™ allows you to export the map in Microsoft® PowerPoint <b>.pptx</b> native file format in two ways: as connected objects in a single slide and mapping the content of the map with appropriate slide elements (title, content, bullets etc.).</p> <p>Complete support for exporting the maps as <b>.dmmx</b> format to Microsoft® SharePoint in-house server and to a SharePoint 365 cloud file server.</p> <p>Exporting the map as <b>HTML</b> (Hyper Text Markup Language); as <b>PDF</b> document (Portable Document File format); as Image file format such as <b>JPG</b> (Joint Photographic Group), <b>SVG</b> (Scalable Vector Graphics) and <b>PNG</b> (Portable Network Graphics) file format. Export the map as <b>RTF</b> (Rich Text Format) for cross-platform interchange.</p>
<b>Combined Views</b>	In the working area you can have combined views of the map, of the map outline and of the Gantt chart.
<b>Password Protection</b>	Increases the document's security by adding a password protection.
<b>Online Help</b>	Detailed and extensive help manual that gives an in-depth explanation of anything you need. Provides a step by step reference information on how to create and style different types of maps and diagrams, as well as how you can present them and share them.
<b>Save &amp; Send to</b>	<p>Save the map as: <b>.dmm/.dmmx</b>, <b>.dmms</b>, <b>.mmap</b>, and <b>.mm</b>. Save as template in <b>.dmmt</b> file format.</p> <p>iMindQ™ can save and send the map via e-mail as attachment using Microsoft® Outlook. The attachment that is sent to the recipients is in <b>.dmmx</b> file format.</p> <p>Customize the auto saving time.</p>
<b>Life Update</b>	A Live Update system, which ensures the application is kept up to date with all new features and updates.
<b>iMindQ™ Activation</b>	Complete support for application process over the Internet/Network and over by a Phone.
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Choose Application Language within application</li> </ul>

Features	Description
	<ul style="list-style-type: none"> <li>• Spellcheck On/Off</li> <li>• Choose Default Map Style</li> </ul>

## Map View

### Mind Map

Features	Description
<b>Topic Types</b>	Six: Central topic, subtopic, sibling, floating, callout, task.
<b>Central Topic</b>	<p>Central topic is the root of the mind map. Exists only one central topic that branches both left and right. Can be deleted from the map or it can be freely moved in the map space.</p> <p>This topic is at level 0.</p>
<b>Subtopic</b>	The subtopic (also known as child topic) is always connected to a parent topic with a tie. These topics are always one level higher than their parent topic.
<b>Sibling Topic</b>	The sibling topic is adding a topic on the same level as the selected one.
<b>Floating Topic</b>	Floating topic is a topic in the map space that branches only in the right direction; and is at level 0 as the central topic.
<b>Parent Topic</b>	Adding parent topic between an existing Parent – Child relationship.
<b>Callout</b>	You can callout topics to a topic, to a relationship and to a boundary.
<b>Relationship</b>	Relationship is a connection between two topics. Must have starting and end point. There are four styles of relationship: Bezier, Straight, Angled and Normal Angle.
<b>Boundary</b>	Boundary can be added on a specific branch or to topics that are on the same level such as floating topics and sibling topics.

Features	Description
<b>Formatting</b>	<p><b>Map:</b> Background color, background color transparency, background positions, background image size and transparency, map style.</p> <p><b>Topic:</b> change text font, font size, make the text bold, underlined and italicized; strikethrough the text; change text effects and typography; text highlight; change the text color.</p> <p>Change topic color, shape, border width and tie width, line color, tie type, topic structure; horizontal and vertical spacing, text and image placement.</p> <p><b>Relationship:</b> Line color, line width, line pattern, relationship style, starting point style, and ending point style.</p> <p><b>Boundary:</b> Line color, line width, line pattern, fill color, fill color transparency, and boundary shape (style).</p>
<b>Editing</b>	<p>250+ Text fonts</p> <p><b>Topic:</b> Add notes, attachment, images, icons, alerts, customer properties, spreadsheet, hyperlink, date &amp; time</p> <p><b>Numbering of topics:</b> 5 numbering schemes and 5 levels of numbering depth</p> <p>Change Image and icon placement</p> <p>Add label to relationships</p> <p><b>Library elements:</b> 16 groups of Icons (Numbers, Flags, Smileys, Buttons, Marks, Arrows, Project, Calls, Ratings, Weather, Currency, Days, Months, Weeks, Single icons, Lock/Unlock); 7 groups of Images (Academics, Business, Calendar, Personal, Science, Weather, Mono), 100+ different shapes, 9 groups of Patterns (Greyscale, Color, Paper, Brick, Cloud, Graffiti, Metal, Textile, Wood).</p> <p><b>Task Information:</b> Start Date, Finish Date, Marking at-risk task and past-due task, Duration, Work, Priority, % Complete, Resources, Dependency, Constraint Type, Constraint Date, make summary task.</p> <p><b>Map Style:</b> Predefined and User-defined map styles.</p> <p>Edit Style items (Custom topic style, Central topic style, Floating Topic Style, Relationship style, Boundary style and Callout style)</p>

Features	Description
	<b>Notes:</b> text font, text size, make the text bold/italicized/underlined/strikethrough; text indent, add hyperlink.
<b>Rearrangement of topics in a mind map</b>	<p><b>Center Map:</b> positions the map at the center of the map space.</p> <p><b>Balance a map:</b> 3 balancing option - balance a map, a topic and a subtree.</p> <p><b>Z-ordering of elements:</b> bring to front, bring forward, send to back, send backward.</p> <p><b>Spacing of elements:</b> horizontal between sibling topics and vertical between parent and a child.</p> <p><b>Auto – alignment:</b> red magnetic line for positioning of topics.</p>

## White Board

Features	Description
<b>Topic Types</b>	Six: Central topic, subtopic, sibling, floating, callout, task.
<b>Central Topic</b>	<p>Central topic is the root of the mind map. Exists only one central topic that branches both left and right. Can be deleted from the map or it can be freely moved in the map space.</p> <p>There is no central topic in new whiteboard space, by default, but can be inserted.</p> <p>This topic is at level 0.</p>
<b>Subtopic</b>	The subtopic (also known as child topic) is always connected to a parent topic with a tie. These topics are always one level higher than their parent topic.
<b>Sibling Topic</b>	The sibling topic is adding a topic on the same level as the selected one.
<b>Floating Topic</b>	Floating topic is a stand-alone topic, there has no connection with the central topic.

Features	Description
	In Whiteboard space, most common topic for creating concept maps, flowcharts and other diagrams.
<b>Parent Topic</b>	Adding parent topic between an existing Parent – Child relationship.
<b>Callout</b>	You can callout topics to a topic, to a relationship and to a boundary.
<b>Relationship</b>	<p>Relationship is a connection between two topics. Must have starting and end point. There are four styles of relationship: Bezier, Straight, Angled and Normal Angle.</p> <p>In Whiteboard the relationship is Straight by default.</p>
<b>Boundary</b>	Boundary can be added on a specific branch or to topics that are on the same level such as floating topics and sibling topics.
<b>Formatting</b>	<p><b>Map:</b> Background color, background color transparency, background positions, background image size and transparency, map style.</p> <p><b>Topic:</b> change text font, font size, make the text bold, underlined and italicized; strikethrough the text; change text effects and typography; text highlight; change the text color.</p> <p>Change topic color, shape, border width and tie width, line color, tie type, topic structure; horizontal and vertical spacing, text and image placement.</p> <p><b>Relationship:</b> Line color, line width, line pattern, relationship style, starting point style, and ending point style.</p> <p><b>Boundary:</b> Line color, line width, line pattern, fill color, fill color transparency, and boundary shape (style).</p>
<b>Editing</b>	<p>250+ Text fonts</p> <p><b>Topic:</b> Add notes, attachment, images, icons, alerts, customer properties, spreadsheet, hyperlink, date &amp; time</p> <p><b>Numbering of topics:</b> 5 numbering schemes and 5 levels of numbering depth</p> <p>Change Image and icon placement</p>

Features	Description
	<p>Add label to relationships</p> <p><b>Library elements:</b> 16 groups of Icons (Numbers, Flags, Smileys, Buttons, Marks, Arrows, Project, Calls, Ratings, Weather, Currency, Days, Months, Weeks, Single icons, Lock/Unlock); 7 groups of Images (Academics, Business, Calendar, Personal, Science, Weather, Mono), 100+ different shapes, 9 groups of Patterns (Greyscale, Color, Paper, Brick, Cloud, Graffiti, Metal, Textile, Wood).</p> <p><b>Task Information:</b> Start Date, Finish Date, Marking at-risk task and past-due task, Duration, Work, Priority, % Complete, Resources, Dependency, Constraint Type, Constraint Date, make summary task.</p> <p><b>Map Style:</b> Predefined and User-defined map styles.</p> <p>Edit Style items (Custom topic style, Central topic style, Floating Topic Style, Relationship style, Boundary style and Callout style)</p> <p><b>Notes:</b> text font, text size, make the text bold/italicized/underlined/strikethrough; text indent, add hyperlink.</p>
<p><b>Rearrangement of topics in white board space</b></p>	<p><b>Center Map:</b> positions the map at the center of the map space.</p> <p><b>Balance a map:</b> 3 balancing option - balance a map, a topic and a subtree.</p> <p><b>Z-ordering of elements:</b> bring to front, bring forward, send to back, send backward.</p> <p><b>Spacing of elements:</b> horizontal between sibling topics and vertical between parent and a child.</p> <p><b>Alignment of topics:</b> left, center and right; top, middle and bottom alignment by last selected topic.</p> <p><b>Distribution of elements:</b> horizontal and vertical</p> <p><b>Auto – alignment:</b> red magnetic line for positioning of topics.</p>

## WBS Chart

Features	Description
<p><b>Topic Types</b></p>	<p>Six: Central topic, subtopic, sibling, floating, callout, task. All topics in a WBS are created as tasks.</p>

Features	Description
<b>Central Topic</b>	<p>Central topic is the root of the WBS. Exists only one central topic that branches from up to bottom. Can be deleted from the map or it can be freely moved in the map space.</p> <p>This topic is at level 0. The central topic in WBS Chart represents <b>Summary Task</b>.</p>
<b>Subtopic</b>	<p>The subtopic (also known as child topic) is always connected to a parent topic with a tie. These topics are always one level higher than their parent topic.</p>
<b>Sibling Topic</b>	<p>The sibling topic is adding a topic on the same level as the selected one.</p>
<b>Floating Topic</b>	<p>Floating topic is a stand-alone topic, there has no connection with the central topic.</p>
<b>Parent Topic</b>	<p>Adding parent topic between an existing Parent – Child relationship.</p>
<b>Callout</b>	<p>You can callout topics to a topic, to a relationship and to a boundary.</p>
<b>Relationship</b>	<p>Relationship is a connection between two topics. Must have starting and end point. There are three styles of relationship: Bezier, Straight, Angled and Normal Angle.</p> <p>In WBS is considered as <b>dependency</b>. Dependency types: <b>SS</b> (Start-to-Start); <b>SF</b> (Start-to-Finish), <b>FF</b> (Finish-to-Finish) and <b>FS</b> (Finish-to-Start).</p>
<b>Boundary</b>	<p>Boundary can be added on a specific branch or to topics that are on the same level such as floating topics and sibling topics.</p>
<b>Formatting</b>	<p><b>Map:</b> Background color, background color transparency, background positions, background image size and transparency, map style.</p> <p><b>Topic:</b> change text font, font size, make the text bold, underlined and italicized; strikethrough the text; change text effects and typography; text highlight; change the text color.</p>

Features	Description
	<p>Change topic color, shape, border width and tie width, line color, tie type, topic structure; horizontal and vertical spacing, text and image placement.</p> <p><b>Relationship:</b> Line color, line width, line pattern, relationship style, starting point style, and ending point style.</p> <p><b>Boundary:</b> Line color, line width, line pattern, fill color, fill color transparency, and boundary shape (style).</p>
<b>Editing</b>	<p>250+ Text fonts</p> <p><b>Topic:</b> Add notes, attachment, images, icons, alerts, customer properties, spreadsheet, hyperlink, date &amp; time</p> <p><b>Numbering of topics:</b> 5 numbering schemes and 5 levels of numbering depth</p> <p>Change Image and icon placement</p> <p>Add label to relationships</p> <p><b>Library elements:</b> 16 groups of Icons (Numbers, Flags, Smileys, Buttons, Marks, Arrows, Project, Calls, Ratings, Weather, Currency, Days, Months, Weeks, Single icons, Lock/Unlock); 7 groups of Images (Academics, Business, Calendar, Personal, Science, Weather, Mono), 100+ different shapes, 9 groups of Patterns (Greyscale, Color, Paper, Brick, Cloud, Graffiti, Metal, Textile, Wood).</p> <p><b>Task Information:</b> Start Date, Finish Date, Marking at-risk task and past-due task, Duration, Work, Priority, % Complete, Resources, Dependency, Constraint Type, Constraint Date, make summary task.</p> <p><b>Map Style:</b> Predefined and User-defined map styles.</p> <p>Edit Style items (Custom topic style, Central topic style, Floating Topic Style, Relationship style, Boundary style and Callout style)</p> <p><b>Notes:</b> text font, text size, make the text bold/italicized/underlined/strikethrough; text indent, add hyperlink.</p>
<b>Rearrangement of topics in white board space</b>	<p><b>Center Map:</b> positions the map at the center of the map space.</p> <p><b>Balance a map:</b> 3 balancing option - balance a map, a topic and a subtree.</p>

Features	Description
	<p><b>Z-ordering of elements:</b> bring to front, bring forward, send to back, send backward.</p> <p><b>Spacing of elements:</b> horizontal between sibling topics and vertical between parent and a child.</p>
<b>Export</b>	Export the WBS Chart Information as .CSV (Comma Separated Value) file format.

## Organizational Chart

Features	Description
<b>Topic Types</b>	Six: Central topic, subtopic, sibling, floating, callout, task.
<b>Central Topic</b>	<p>Central topic is the root of the Organizational Chart. It has Down map structure by default. The central topic in Organization Chart is named Organization.</p> <p>This topic is at level 0.</p>
<b>Subtopic</b>	<p>The subtopic (also known as child topic) is always connected to a parent topic with a tie. These topics are always one level higher than their parent topic.</p> <p>The first level topics represent Departments. Level 2+ topics are named Employee</p>
<b>Sibling Topic</b>	The sibling topic is adding a topic on the same level as the selected one.
<b>Floating Topic</b>	<p>Floating topic is a topic in the map space that branches only in the right direction; and is at level 0 as the central topic.</p> <p>The Floating topic in Organizational Chart is named Branch.</p>
<b>Parent Topic</b>	Adding parent topic between an existing Parent – Child relationship.
<b>Callout</b>	You can callout topics to a topic, to a relationship and to a boundary. The callout in Organizational chart is named Note.

Features	Description
<b>Relationship</b>	Relationship is a connection between two topics. Must have starting and end point. There are four styles of relationship: Bezier, Straight, Angled and Normal Angle.
<b>Boundary</b>	Boundary can be added on a specific branch or to topics that are on the same level such as floating topics and sibling topics.
<b>Formatting</b>	<p><b>Map:</b> Background color, background color transparency, background positions, background image size and transparency, map style.</p> <p><b>Topic:</b> change text font, font size, make the text bold, underlined and italicized; strikethrough the text; change text effects and typography; text highlight; change the text color.</p> <p>Change topic color, shape, border width and tie width, line color, tie type, topic structure; horizontal and vertical spacing, text and image placement.</p> <p><b>Relationship:</b> Line color, line width, line pattern, relationship style, starting point style, and ending point style.</p> <p><b>Boundary:</b> Line color, line width, line pattern, fill color, fill color transparency, and boundary shape (style).</p>
<b>Editing</b>	<p>250+ Text fonts</p> <p><b>Topic:</b> Add notes, attachment, images, icons, alerts, customer properties, spreadsheet, hyperlink, date &amp; time</p> <p><b>Numbering of topics:</b> 5 numbering schemes and 5 levels of numbering depth</p> <p>Change Image and icon placement</p> <p>Add label to relationships</p> <p><b>Library elements:</b> 16 groups of Icons (Numbers, Flags, Smileys, Buttons, Marks, Arrows, Project, Calls, Ratings, Weather, Currency, Days, Months, Weeks, Single icons, Lock/Unlock); 7 groups of Images (Academics, Business, Calendar, Personal, Science, Weather, Mono), 100+ different shapes, 9 groups of Patterns (Greyscale, Color, Paper, Brick, Cloud, Graffiti, Metal, Textile, Wood).</p>

Features	Description
	<p><b>Task Information:</b> Start Date, Finish Date, Marking at-risk task and past-due task, Duration, Work, Priority, % Complete, Resources, Dependency, Constraint Type, Constraint Date, make summary task.</p> <p><b>Map Style:</b> Predefined and User-defined map styles.</p> <p>Edit Style items (Custom topic style, Central topic style, Floating Topic Style, Relationship style, Boundary style and Callout style)</p> <p><b>Notes:</b> text font, text size, make the text bold/italicized/underlined/strikethrough; text indent, add hyperlink.</p>
<b>Rearrangement of topics in a mind map</b>	<p><b>Center Map:</b> positions the map at the center of the map space.</p> <p><b>Balance a map:</b> 3 balancing option - balance a map, a topic and a subtree.</p> <p><b>Z-ordering of elements:</b> bring to front, bring forward, send to back, send backward.</p> <p><b>Spacing of elements:</b> horizontal between sibling topics and vertical between parent and a child.</p>

## Gantt Chart View

Features	Description
<b>Gantt Table</b>	Ten columns included in the Timeline table: Ind., Task Name, Duration, Work, Start, Finish, Actual Start, Actual Finish, Resource Names, % Completed, and Predecessors.
<b>Gantt chart</b>	<p>Pink Gantt Bar indicates Summary task. The blue Gantt Barr signifies ordinary task which is not a summary.</p> <p>Black diamond shape is Milestone representation.</p> <p>Resource Names and Dependency are also displayed.</p>
<b>Timescale</b>	Time intervals included in the timescale: Hours, Days, Three Days, Weeks and Months. (Only one time interval can be displayed at a time).

Features	Description
<b>Editing</b>	<p>In the Gantt table you can edit all Task Information fields (Task Name, Duration, Work, Start, Finish, Actual Start, Actual Finish, Resource Names, % Completed, and Predecessors).</p> <p>In the Gantt table you can also:</p> <ul style="list-style-type: none"> <li>✓ edit Task duration, Start and Finish Date;</li> <li>✓ add dependency from one task to another;</li> <li>✓ insert Task/Subtask;</li> <li>✓ expand/collapse tasks.</li> </ul> <p>The Gantt Chart is also interactive. In the Gantt Chart you can:</p> <ul style="list-style-type: none"> <li>✓ edit Task duration, Start and Finish Date; % Complete;</li> <li>✓ add dependency from one task to another;</li> <li>✓ insert Task/Subtask;</li> <li>✓ expand/collapse tasks.</li> </ul>

## Printing

Features	Description
<b>General</b>	<p>Complete support for printing, along with print preview and page setup options.</p> <p>Printing options:</p> <ul style="list-style-type: none"> <li>✓ Print the Map</li> <li>✓ Print the Gantt Chart</li> <li>✓ Print the Outline of the map</li> <li>✓ Print topics with Notes</li> </ul>
<b>Page Setup Settings</b>	<p>Available settings in the Page Setup dialog:</p> <ul style="list-style-type: none"> <li>✓ Page settings: orientation, scaling, paper size</li> <li>✓ Margin settings: margin settings, page borders</li> </ul>

Features	Description
	<ul style="list-style-type: none"> <li>✓ Header settings: option for selecting the font, size and color of the text, possibility for entering image in the header, alignment of the text.</li> <li>✓ Footer settings: option for selecting the font, size and color of the text, possibility for entering image in the header, alignment of the text.</li> </ul>
<b>Print Preview</b>	In the Print Preview you can switch between views (Map View, Outline View, Gantt Chart View), zoom in/out the selected view and directly Print the selected view.

## Languages

Features	Description
<b>Language</b>	<ul style="list-style-type: none"> <li>✓ English (default)</li> <li>✓ Spanish</li> <li>✓ German</li> <li>✓ French.</li> </ul>

# Chapter 4. System Requirements

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**In this section you will learn:**

- About supported OS

## Supported Platforms

iMindQ™ is tested and certified to work on the following platforms:

- ✓ Microsoft® Windows 2000 Professional
- ✓ Microsoft® Windows Server 2000
- ✓ Microsoft® Windows XP Home Edition
- ✓ Microsoft® Windows XP Professional Edition
- ✓ Microsoft® Windows Server 2003
- ✓ Microsoft® Windows Vista Home Basic
- ✓ Microsoft® Windows Vista Home Premium
- ✓ Microsoft® Windows Vista Business
- ✓ Microsoft® Windows Vista Enterprise
- ✓ Microsoft® Windows Vista Ultimate
- ✓ Microsoft® Windows 7 Home Basic
- ✓ Microsoft® Windows 7 Home Premium
- ✓ Microsoft® Windows 7 Enterprise
- ✓ Microsoft® Windows 7 Ultimate
- ✓ Microsoft® Windows Server 2008 Standard
- ✓ Microsoft® Windows Server 2008 Enterprise
- ✓ Microsoft® Windows Server 2008 R2 Standard
- ✓ Microsoft® Windows Server 2008 R2 Enterprise
- ✓ Microsoft® Windows 8 Consumer Preview
- ✓ Microsoft® Windows 8.1

Beside the 32 bit operating systems from Microsoft, the 64 bit versions are supported through the built in Windows on Windows64 (WOW64) compatibility layer of the operating system.

## Hardware Requirements

- ✓ Pentium-class PC (300 MHz or higher recommended)

- ✓ 128 megabytes of RAM (256 MB recommended)
- ✓ Disk space required: 50 megabytes
- ✓ Super VGA display (with the screen resolution set to at least 800 x 600)

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