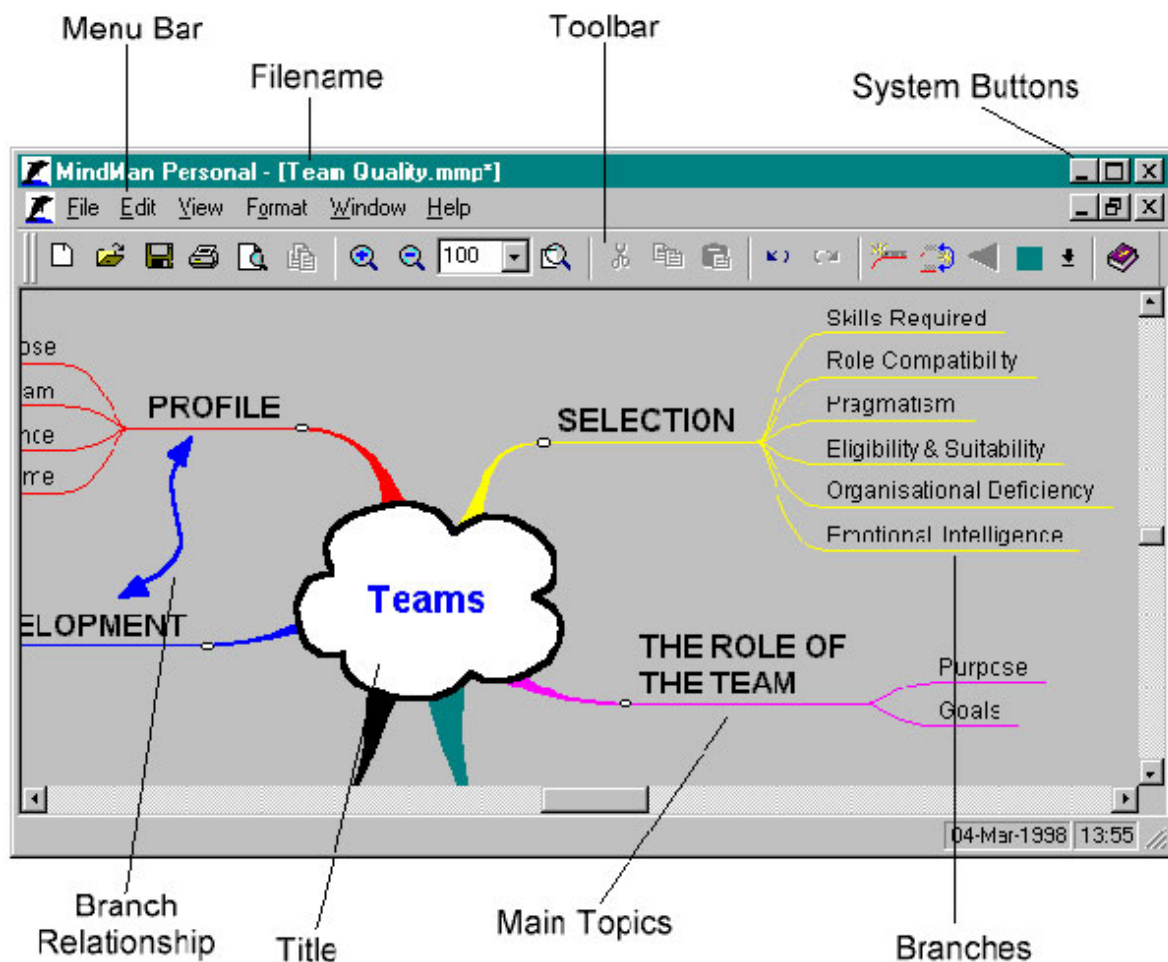


# Tutorial do MindMan Personal

Dr. Prof. José Roberto Cristofani<sup>1</sup>

## Janela Principal do MindMan Personal



## Barra de Ferramentas




**Botões:**




**New** (Ctrl + N) Criar um novo Mapa


<sup>1</sup> Tutorial para uso em sala de aula. ([zero@sercomtel.com.br](mailto:zero@sercomtel.com.br))

 **Open (Ctrl + O)** Abrir um Mapa existente

 **Save (Ctrl + S)** Salvar um Mapa

**Save as:** Salvar um Mapa com outro nome ou em outra pasta

 **Print (Ctrl + P)** Imprimir Mapa

 **Print Preview:** Visualizar impressão do Mapa

 **View Next Map (Ctrl + F6)** Visualizar outros Mapas que estejam abertos

 **Zoom In (+)** Aumentar a visualização do Mapa


 **Zoom Out (-):** Diminuir a visualização do Mapa

 **Zoom:** Escolher o tamanho da visualização do Mapa

 **Fit to Screen:** Ajustar o Mapa à janela

 **Cut to Clipboard (Ctrl + X)** Cortar elementos do Mapa para Clipboard

 **Copy to Clipboard (Ctrl + C)** Copiar elementos do Mapa para Clipboard

 **Paste (from Clipboard) (Ctrl + V)** Inserir do Clipboard para o Mapa

 **Undo (Ctrl + Z)** Desfazer a última ação

 **Redo (Ctrl + Y)** Refazer a última ação

 **Insert Main Topic or Branch:** Inserir Tópico Principal ou Subordinado

 **Insert Branch Relationship:** Inserir Relação entre dois tópicos subordinados

 **Show/Hide Detail:** Mostrar/Ocultar níveis de detalhes dos Tópicos

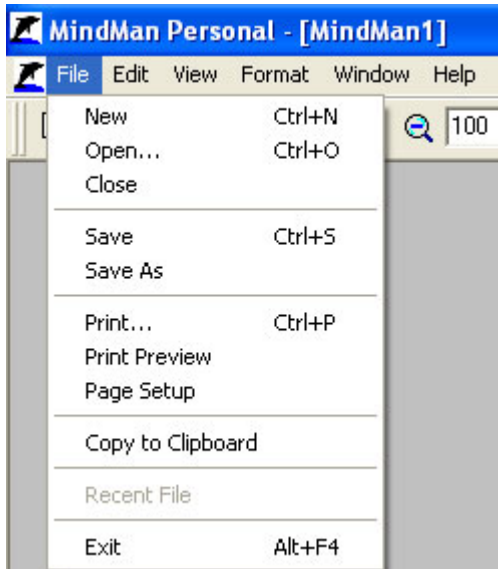
 **Set Color:** Mudar a cor dos elementos do Mapa

 **Show Help:** Mostrar ajuda

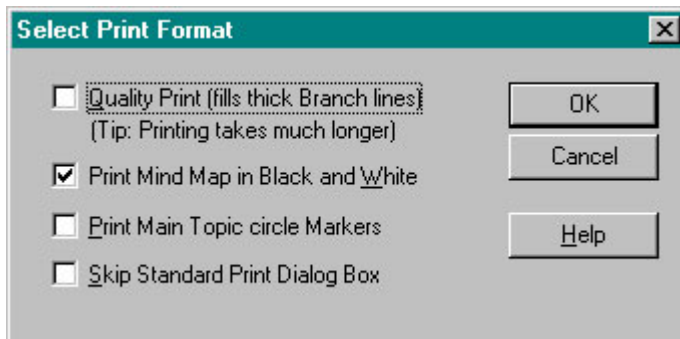
## Barra de Menu



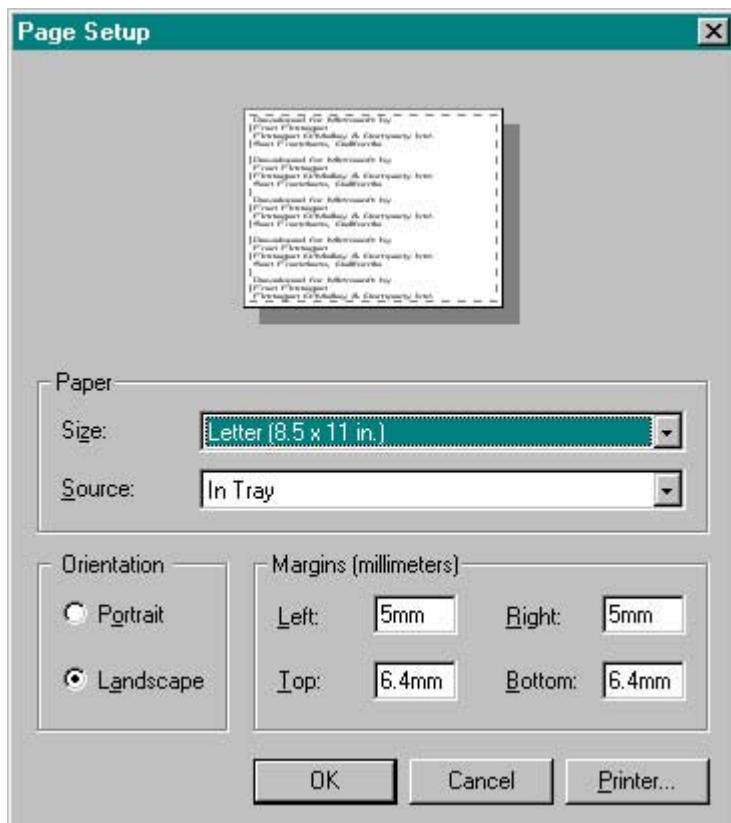
### Menu **FILE**



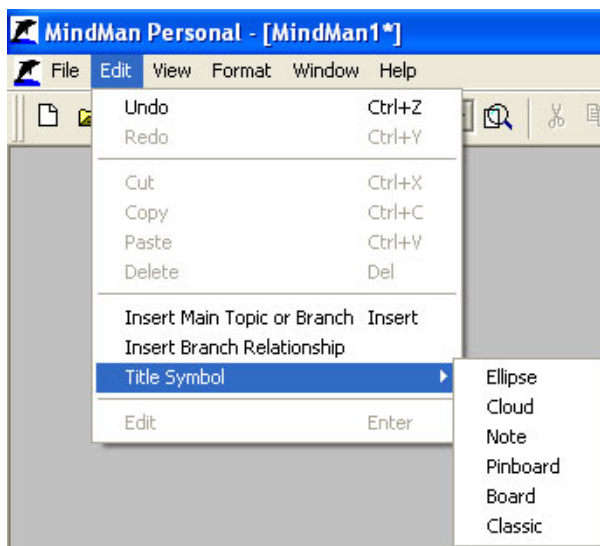
### Opções de Impressão



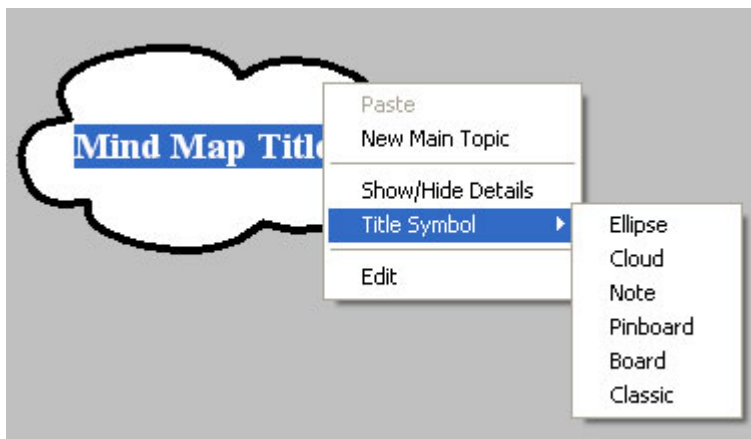
### Configuração da Página



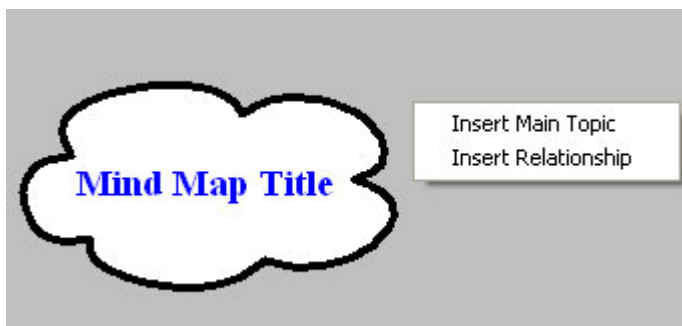
## ***Menu EDIT***



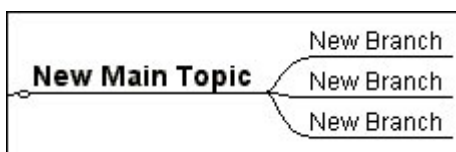
**Atalho: pressionar o botão direito do mouse no título para editá-lo, ...**



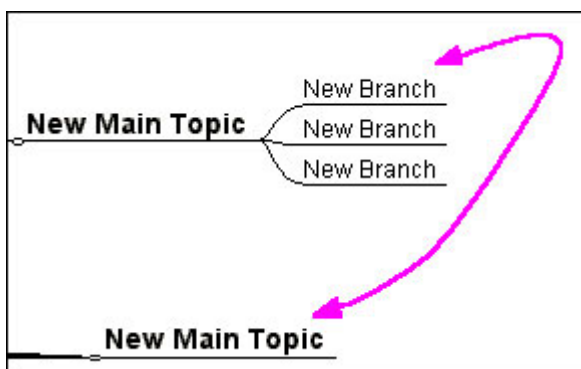
... ou no fundo cinza para inserir tópicos e relações



## Tópicos Principais e Subordinados



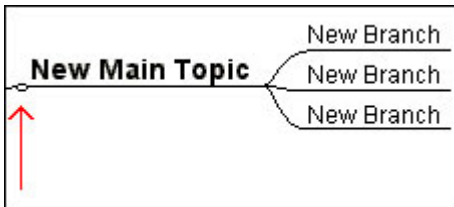
## Relações



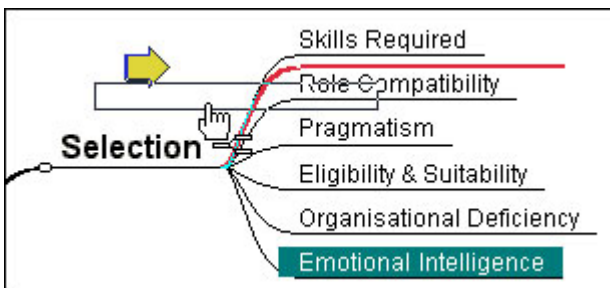
## Título



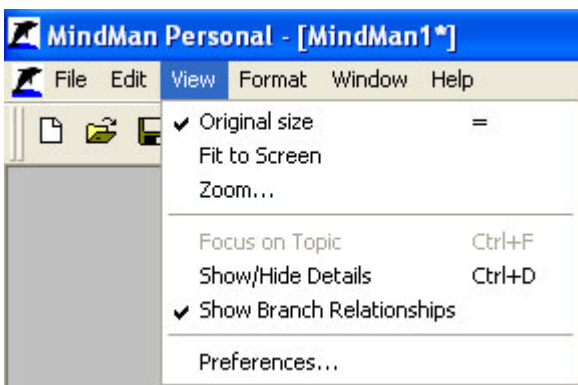
## Mover, Copiar e Arrastar



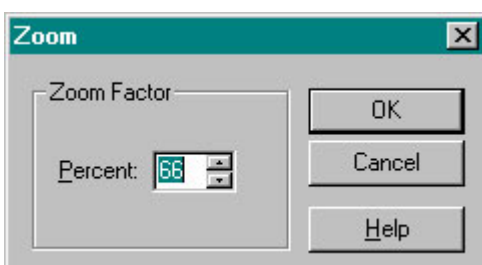
## Reordenar Tópicos Subordinados



## Menu VIEW

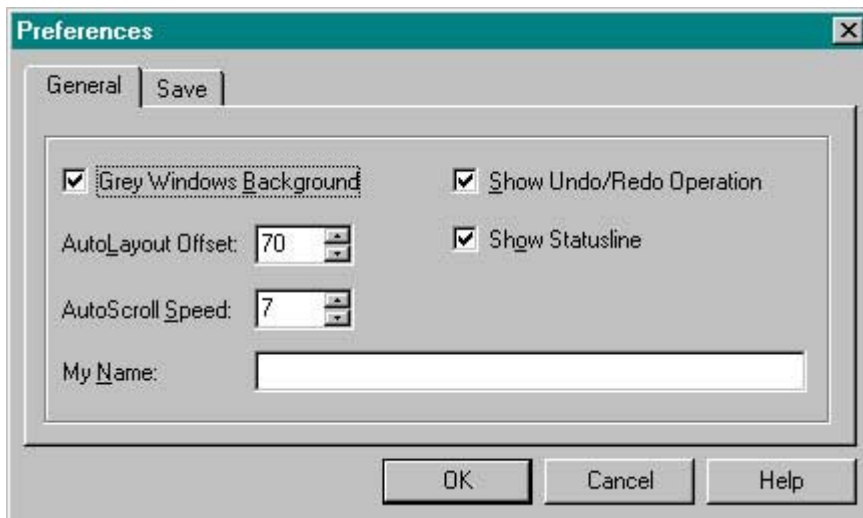


## Zoom Manual

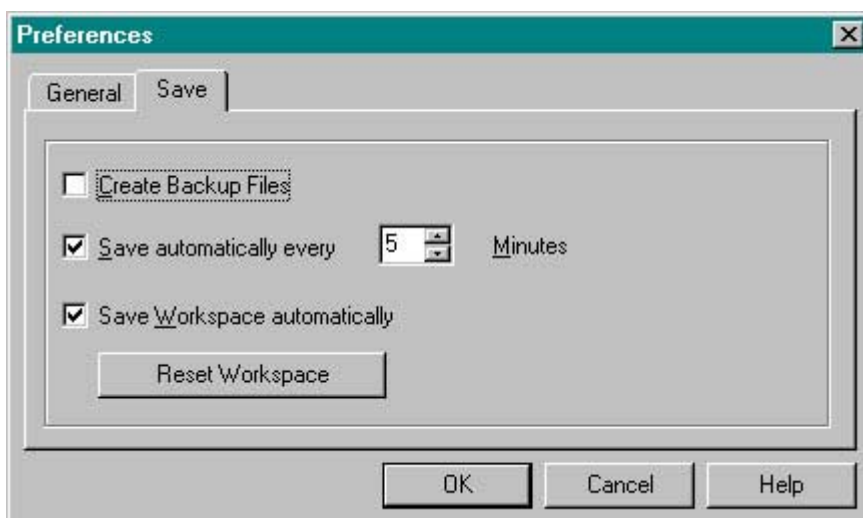


## Personalizar as Preferências no MindMan Personal

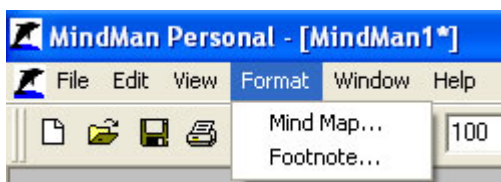
### Geral



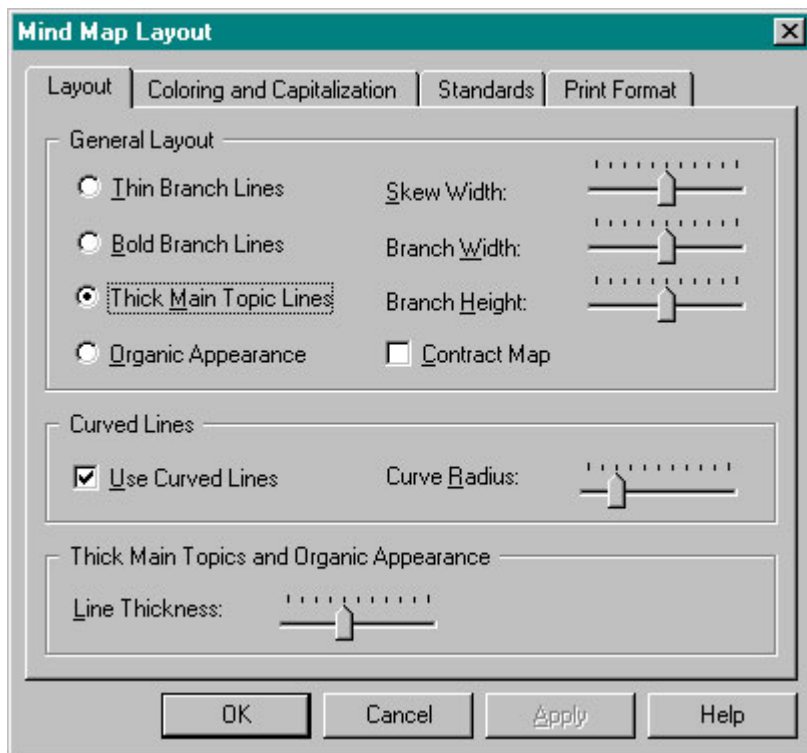
### Salvar



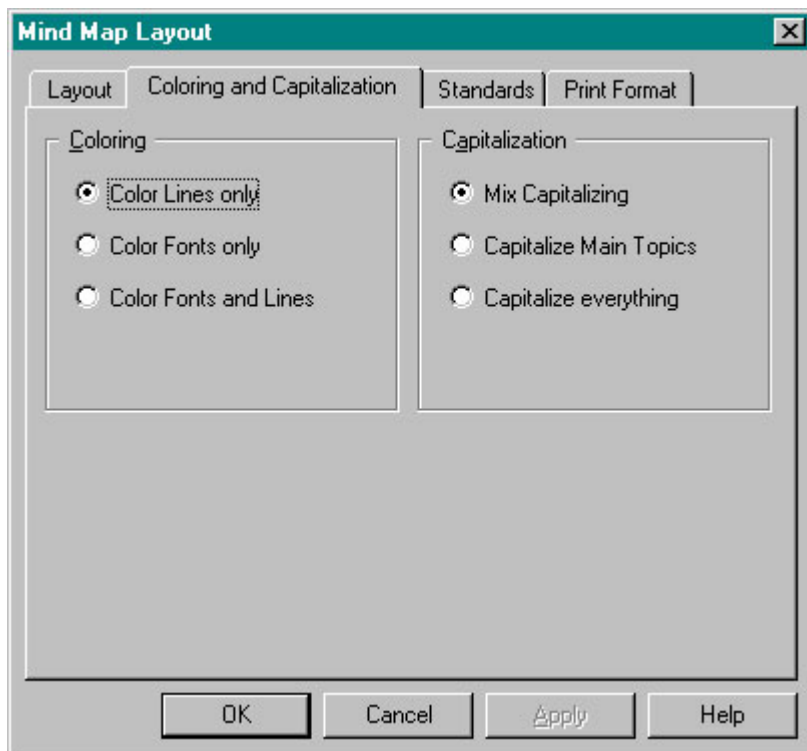
## Menu **FORMAT**



### Modificar o Layout

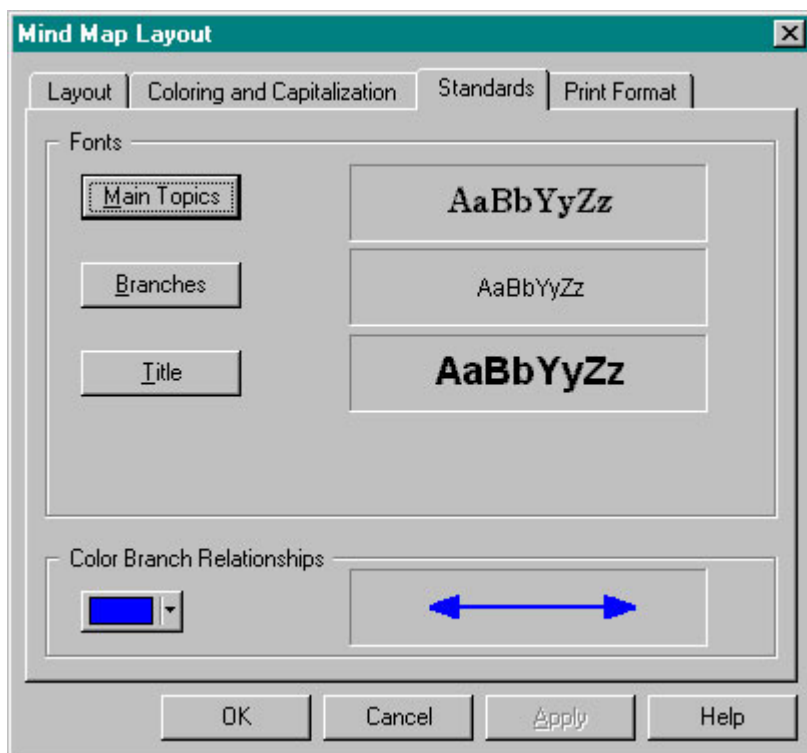


## Colorir e Capitalizar letras

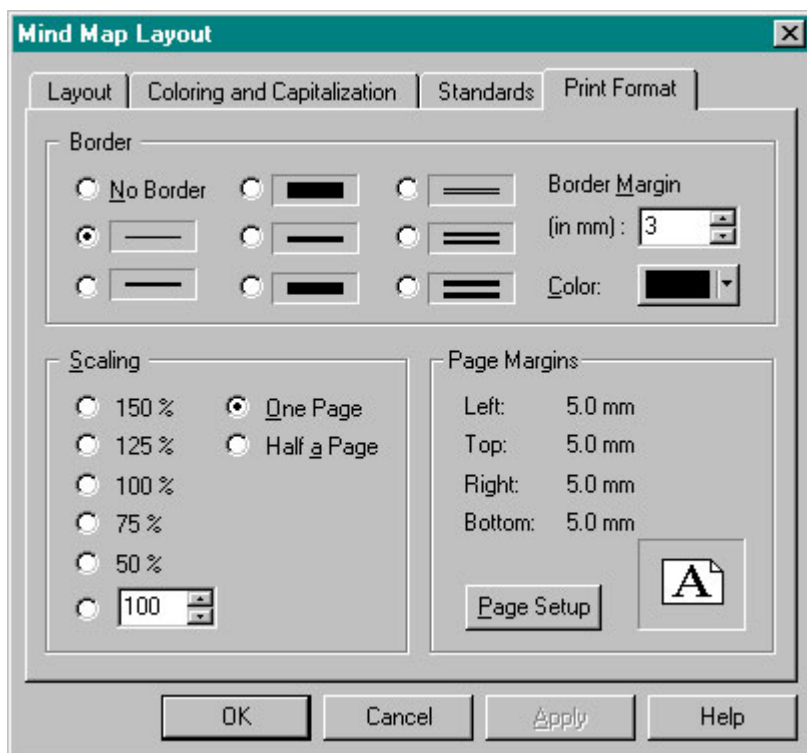


## Escolher Fonte

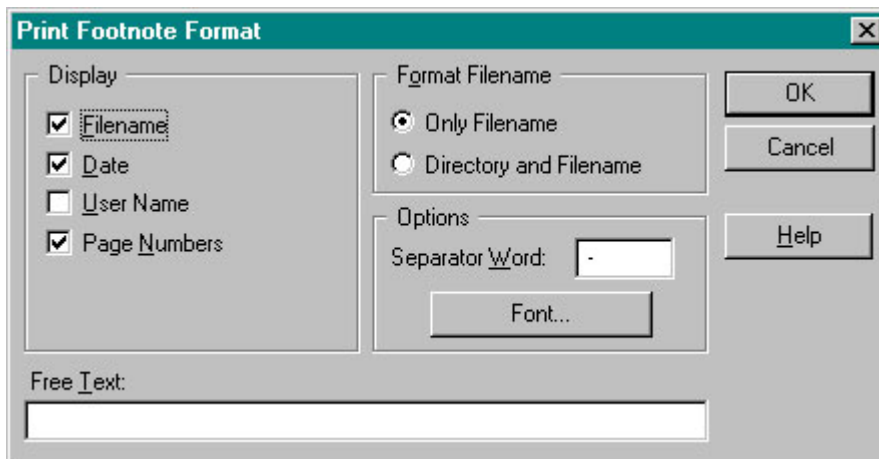




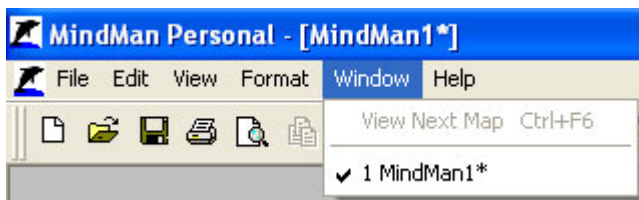
## Opções de Impressão



## Configurar Informações de Rodapé



## Menu WINDOW



## Menu HELP

