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Resources for making design  
your strategic marketing partner

## MindManager 7.0 keyboard shortcuts

**How to save surprising amounts of time using the Windows version of MindManager 7.0 Pro**

*Save time by  
keeping your  
hands on the  
keyboard*

Keyboard shortcuts can greatly increase your productivity. A few seconds here, a few seconds there, adds up!

Keyboard shortcuts let you access commands without taking your hand from the keyboard and reaching for the mouse. These shortcuts are activated by holding down the Control, Alt, and Shift keys while pressing other keys.

Many of the following shortcuts are new to MindManager 7.0 for the Microsoft Windows operating system.

### Add or remove emphasis

These shortcuts focus your own, or your audience's, attention on selected topics.

### 1. Show branch alone

**F4 function key.** This focuses attention on the topic or subtopic. Repeat to show all topics.

### 2. Add task icons

**Ctrl + Shift + 1, 2, 3**, etc. Use these keyboard shortcuts to add icons and change task priority, such as the example, shown below. Use **Ctrl + Shift + 0** to remove task priority icons.

**1** Adding task icons

### 3. Add boundary

**Ctrl + Shift + B.** This shortcut makes it easy to add a boundary around a topic and all of its subtopics.

### Manage screen area

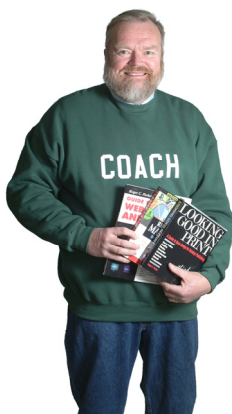
The following permit you to view more of your current map.

### 4. Hide task pane

**Ctrl + Shift F1.** MindManager's task pane to the right of the screen often opens by itself, such as when opening a new map. Use this shortcut to hide (or, later, reveal) it without using the mouse.

### 5. Show, hide ribbon

**Ctrl + F1.** Minimize the Ribbon at the top of the screen when you want to view more of your map. You can always return it by repeating the Ctrl + F1 shortcut.



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