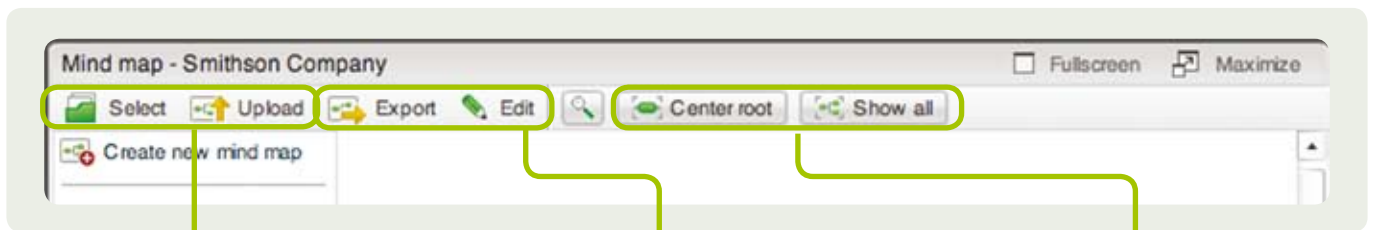


# Mind map

Manage your thoughts and ideas graphically

## Edit possibilities in the taks bar



Go to **“Select”** to create a new mind map.

By clicking the **“Upload”** button, you can import a pre-existing mind map file. Mind maps created with FreeMind (<http://freemind.sourceforge.net>) can also be edited in Spread.

**“Export”** stores a copy of your actual mind map on your computer.

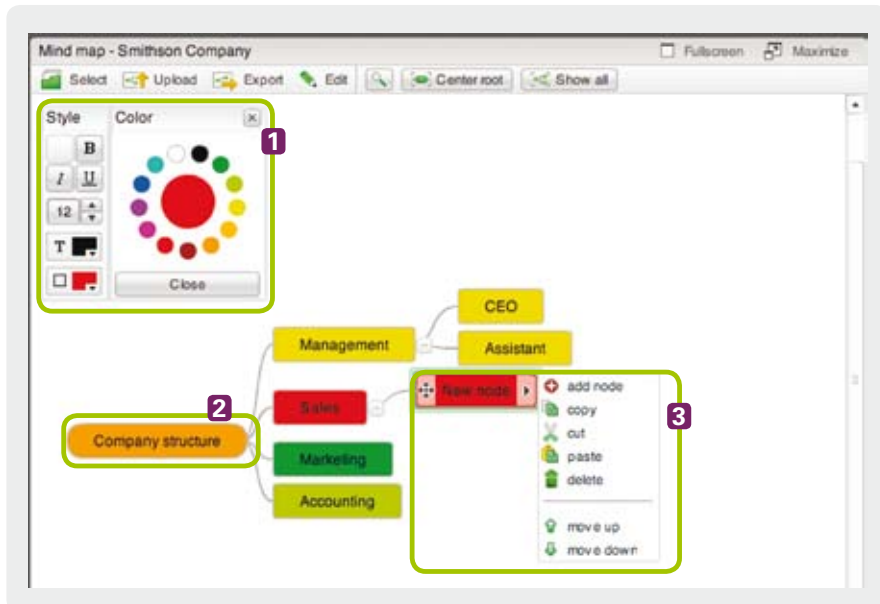
With the button **“Edit”** you can edit the title of your mind map or reset the whole mind map.

Control the view of your mind map with one click:

**“Center root”** keeps your actual zoom, but moves your display area to the mind map’s center.

The button **“Show all”** zooms in/out to show the whole mind map at a glance.

## Elements of the Mind map work space



[1] Use the *“Style”* tools to style a selected node.

[2] The central node appears as an oval node.

[3] Select a node to edit.

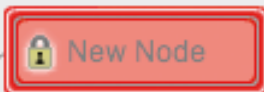
## Nodes in process of editing



### by yourself

Select a node that you wish to edit.

- This gives you access to the “Styles”. Then you can format the node.
- Double-click on the entry of the node to edit its text.
- Additionally, you can open the actions menu by clicking on the menu arrow (▶). Here you can add a new node, copy, cut, etc.
- Nodes can be moved if required (⊕).



### by another participant

- When another participant selects a node, this locks the feature for all others. You will see a lock icon on the node. When the participant has unselected the node it is available again for editing.

For additional information about Spreed Mind maps please take a look at the [Spreed Manual](#).



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Brian Krause,  
Customer consultant

### Further questions?

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