Simplify the Way You Work:

Enhancing Microsoft Office with

MindManager® 7
Introduction

This white paper explores the benefits of integrating Mindjet MindManager Pro 7 with Microsoft Office.

MindManager Pro 7 integrates with Microsoft Office in three ways—it shares Office 2007’s new user interface, it supports attaching or linking Office documents to maps, and it can import and export data between MindManager and Office applications.

Because MindManager can pull in and exchange data from Office, it simplifies your work and serves as your Microsoft Office productivity hub.

This white paper devotes special attention to how MindManager integrates with each application in the Microsoft Office Suite:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook
- Microsoft Project
- Microsoft Visio

Typical knowledge workers spend approximately one-third of their time searching for and retrieving information. Hours are lost each day scanning email folders, databases, and network directories. Additional time is spent re-entering information as well as copying and pasting content. Despite the sophistication of productivity software, it is still difficult to:

- Access and synthesize information from network and desktop systems.
- Connect the dots and take action on the big picture.
- Collaborate with clients and colleagues.

Important data is trapped in information silos and format restrictions imposed by software, rather than integrating ideas in ways that enable you to work smarter, think creatively, and save time.

MindManager Pro 7 removes these obstacles through its integration with Microsoft Office. With its intuitive visual maps, MindManager captures, organizes, and shares information between Microsoft Office applications, but more importantly, with your team. With MindManager, you and your team will spend more time getting things done, and less time hunting for information and fighting the limitations of different information systems.
**MindManager 7 as Your Microsoft Office Productivity Hub**

MindManager pulls in and exchanges data from Microsoft Office, enabling you and your team to centralize, visualize, and share vital information, no matter how that information was created or where it resides. From brainstorming to execution, MindManager serves as your Microsoft Office productivity hub.

With MindManager, you can:

- Create dashboards to store and display key information in one place.
- Quickly scope out projects, assign tasks, and develop workflows.
- Export your maps to Office applications with the click of a mouse.
  - Organize your thoughts and create a memo by exporting to Word.
  - Create and format a slide deck and export to Microsoft PowerPoint.
  - Develop a work breakdown structure and export it to Project.
  - Lay out workflows and export them to Visio.
- Display Excel data ranges in maps with the Excel Linker.
- Synchronize tasks, contacts, appointments, and notes with the Outlook Linker.
- Import data from Word, Project, and Outlook.

By serving as your Microsoft Office hub, MindManager reduces the energy wasted looking for and updating information in multiple locations and it keeps you working productively.
Microsoft Office Integration Overview

MindManager Pro 7 integrates with Microsoft Office in three ways: it shares Office 2007’s new user interface, it supports attaching or linking Office documents to maps, and it can import and export data between MindManager and Office applications.

With the release of Office 2007, Microsoft introduced the Fluent Interface, its most revolutionary user interface changes in over a decade. Tools, options, and commands are better organized and easier to access, making users more productive than ever. MindManager 7 introduces this new interface to improve your productivity and to make its integration with Office seamless.

MindManager integrates data from Microsoft Office applications simply by allowing you to attach or link files to a map. At any time you can open and update them for consultation, making the map a dashboard for your work.

When you combine MindManager with Office, the value of both products increases. MindManager helps you and your teams generate ideas, develop plans and resolve problems quickly, tapping into your team’s expertise and allowing for faster and increased innovation. Then, with its import, export, and synchronization capabilities, MindManager exploits the power of Office’s individual applications, increasing their power by getting better data to them faster:

- Don’t waste time copying and pasting; just export and import the data
- Control the data you export or import by using MindManager’s filtering capabilities and eliminate the need to create separate files for separate audiences
- Filters also focus on the ideas that matter most without losing touch with the rich information supporting your ideas

Clicking on the MindManager button, located in the upper left corner of the MindManager Window, displays the available import and export commands.

You can export entire maps or selected topics to Word, PowerPoint, Outlook, Project, and Visio and import content from Word, Project and Outlook. The Excel Linker displays and synchronizes data ranges between maps and spreadsheets. The Outlook Linker provides access to your emails, appointments, contacts and notes from within MindManager.

Complete details on how MindManager integrates with individual Office applications follows.

MICROSOFT OFFICE INTEGRATION SYSTEM REQUIREMENTS

Importing and exporting content requires:
- MindManager Pro 7
- Windows XP or greater
- Office 2002 or greater
MindManager and Microsoft Word

Exporting to Word is ideal for publishing meeting notes, preparing reports, or writing memos. Speed up and improve your writing by starting with MindManager.

By organizing your ideas in a map first, you can:

- Rapidly generate ideas.
- Discover relationships between ideas.
- Shape them into a compelling narrative.
- Unburden yourself of the need to worry about structure, formatting, and style.

Once you are ready, there is no need to copy and paste or rewrite your work, just export it to Word. Because you can export to a custom template, your work will have a highly polished look and require minimal editing.

When you import content into a map, you now have a visual display that lets you share or reorganize your information. When you are done, you can export it back to Word.

EXPORTING MAP CONTENT

MindManager exports entire maps or select topics to Word. You can control the export in a variety of ways:

- The General tab controls the numbering scheme and general export options for map content.
- The Word Template tab allows you to choose a Word template and how to map to Word styles.
- The Advanced tab controls how relationships, hyperlinks, attachments, and graphics are exported.

MindManager also exports notes as body paragraphs. Tables and lists are preserved when you export to Word as well.
**IMPORTING WORD TEXT**

MindManager can import entire Word documents, using the Heading styles to determine the map's hierarchy:

- Heading 1 maps to main topics
- Heading 2 maps to subtopics
- Etc.

Body paragraphs, tables, images, and other content import to topic notes.

You can also import select Word paragraphs or paste text into MindManager maps. The steps are easy:

1. Open your map and select the topic where you would like to add content from Word.
2. Open your Word document and highlight the text that you would like to import.
3. In Word, select the Add-Ins tab and click on the MindManager button in the Toolbar Commands group.

The content that you have highlighted in Word will be imported as topics in your map.

**MindManager and Microsoft PowerPoint**

While MindManager has its own presentation mode, there are times when you may prefer to use PowerPoint instead:

- You want to tell your story one slide at a time.
- You want to focus your audience on particular pieces of information instead of showing them the big picture.
- You want to add slide animations or create automated slide shows.

Just as with the Word integration, MindManager is the ideal medium for collecting and organizing your thoughts before authoring in PowerPoint. With MindManager you are free from worry about formatting constraints, interfering with your early need to organize and clarify your ideas.

When you are ready to export to PowerPoint, MindManager assists you in reshaping your content so it fits appropriately on slides. The net result is that you can use each tool for its ideal purpose—MindManager for collecting and organizing ideas, and PowerPoint for shaping them into a compelling slide show.

Because MindManager can export to custom PowerPoint templates, you can quickly add content into your corporate template without cutting and pasting.
EXPORTING TO POWERPOINT

Exporting to PowerPoint is easy:

1. Click on the MindManager button.
2. Select Export > Export to Microsoft PowerPoint.
3. At the prompt:
   - Name and select the location of the PowerPoint presentation.
   - Click Save.
4. At the next prompt:
   - Accept the default settings, or
   - Define custom settings such as a corporate template.
   - Click Export.

5. When the export is complete, click Open to view the PowerPoint slides.
It is likely that you will want to tweak the output. You can either edit the document in PowerPoint or use MindManager’s format PowerPoint task pane to further edit your content.

To format PowerPoint slides in MindManager:

1. Click on the **Task Pane** icon in the lower right corner of the MindManager Window.

2. Select **Format PowerPoint Slides**.
   - The newly generated slides appear in the task pane.

3. Choose formatting options by right-clicking on the slide and applying an available template.
4. Define bullet depth with the menu at the bottom of the task pane.

After you are satisfied with your reformatting efforts, export to PowerPoint again. Repeat as necessary.
MindManager and Microsoft Excel with the Excel Linker

The MindManager Excel Linker enables you to show your audience exactly the spreadsheet information they need to see and nothing more; whether it's a single data range or multiple data ranges from one or more Excel files. By including only the information you want to share, you can reach a wider audience more effectively than with Excel alone, and save time.

The benefits are numerous:

• Your audience won't be overwhelmed by extraneous information; they see only the data you want them to see.
• You don't have to create different versions of the data; by selecting a data range and using filters, you can further customize the information for your audience.
• MindManager contextualizes this data with other map content, making it more meaningful to your audience.
• You can also add comments, tasks, and callouts to expand the data’s meaning.

HOW THE EXCEL LINKER WORKS

The Excel Linker creates a live connection between a spreadsheet and a map.

Linking the two documents is simple.

1. In MindManager, select the map topic that will display the spreadsheet data.
2. In Excel, select a range of cells you want to display in the map.
3. Click the MindManager icon on the spreadsheet's Add-Ins tab. The selected data now appears in your map.

You can also update the data easily:
1. Click on the Excel icon on your map to switch back to the spreadsheet.
2. Update and save the information in your associated spreadsheet.
3. Return to your map, and the information is already updated.

At any time, you can press CTRL-F5 to refresh all the linked ranges in a map at once.

The MindManager spreadsheet charting feature further enables you to display the Excel data in chart or table form. Right click on the topic's Excel icon and select chart view. See MindManager’s help for more details.

You can break the connection between the two documents by right-clicking on the Excel Icon and selecting Disconnect from Microsoft Excel.
MindManager and Microsoft Outlook with the Outlook Linker

MindManager’s Outlook Linker allows for a bi-directional synchronization between MindManager and Microsoft Outlook. You can create Outlook contacts, tasks, appointments, and notes with MindManager. Changes to this data are updated automatically. If you update the Outlook records, the data will be synchronized the next time you open the map.

The benefits of this feature are clear: no more forgetting to update Outlook when you have new contacts, tasks, appointments, and notes that you create in a map. The synchronization capabilities also mean that your map data is up-to-date each time you refer to it.

You and your teams will have a much easier time keeping your calendars and expectations up-to-date and in sync because of the Outlook Linker.

You can also create Topic Alerts that synchronize with Outlook. When the appointment time is reached, you will receive a reminder, whether or not the map is open.

HOW THE OUTLOOK LINKER WORKS

To create an appointment, task, contact, or note from MindManager:

1. From the map, click on the Insert tab.
2. Click on the item you wish to create (appointment, task, contact, or note) in the Outlook group.
3. When the Outlook record opens, enter the information you wish to record.
4. When you are finished, click Save and Close (for Outlook notes, you simply close the note to save it).

When you are done, the items will appear on your map, like the sample appointment below:

![Meeting with Lisa](image)

It’s that simple. Depending on the Outlook item you have created, the icon will be a calendar, a checkbox, a rolodex card, or a note.

You can refresh this data at any time by right-clicking on the Outlook item and select Refresh.

To edit an Outlook item:
1. Click on the Outlook (appointment, task, contact, or note) icon.
2. After the Outlook record opens, update the information.
3. When you are finished, save and close the Outlook record.

You can break the connection between the map and an Outlook item by right-clicking on the Outlook icon and selecting Disconnect from Microsoft Outlook.
MindManager and Microsoft Project

Anyone who uses Project Management software knows that the single biggest obstacle to using it effectively is loading data into the project. A 500 task project can take hours to input, time a project manager usually doesn’t have.

If there were an easy way to get data into Project, then adopting it for its ability to control sequences of tasks, schedules, and budgets would be much easier.

MindManager’s ability to export task data to Project makes this adoption easy. You or your team can create complete Work Breakdown Structures—including task names, durations, dependencies, dates, and resources—and export it to Project. All of the information appears correctly in a Gantt chart and you are ready to go.

Here is an example of a Work Breakdown Structure created in MindManager:

And here is the resulting Gantt chart:
MindManager’s export to Project capabilities mean that you get better data to Project faster, making it easy to utilize Project’s powerful project management tools.

Sharing Project data is also always with MindManager. If you have ever seen someone show a Gantt chart in a meeting, you know this is not an ideal way for teams to view data. Because you can open a Project file with MindManager, you have a much more effective way to share information with your team.

Once data is displayed in MindManager, you can also filter and collapse data you don’t want to share with your audience.

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**TIP**

MindManager and Project are not connected by a linker, such as with the Excel and Outlook linkers. Changes made to one file will not update in the other.

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**EXPORTING TO MICROSOFT PROJECT**

1. Click the MindManager Button, click Export and then select Export Task Info to Microsoft Project. The Export Map As dialog will open.
2. Select a file name and folder and then click Save.
3. The Microsoft Project Export Settings dialog appears to let you customize the Import Settings. Once the settings have been adjusted to your liking, click Export.

You'll see a progress message appear as the file is processed. Once the process is completed, you can open the new Project file.

**IMPORTING FROM MICROSOFT PROJECT**

1. Click the MindManager Button, click Import and then select Import Microsoft Project. The Import File dialog will open.
2. Select the file you want to import and click Open.
3. The Microsoft Project Import Settings dialog appears to let you customize the import settings. Once the settings have been adjusted to your liking, click Import.

You'll see a progress message appear as the file is processed, then the new map will appear.
MindManager and Microsoft Visio

MindManager maps can be exported—in parts, select sections, or wholly—to Visio org charts and flowcharts. Individual map sections can even be exported to linked Visio sheets, creating an interconnected web of granular sub-processes.

Instead of getting bogged down with pen and paper or whiteboard and then having to transcribe your efforts, MindManager enables you to quickly generate and arrange process flow information—which you can then export to Visio. You can also edit existing processes and org charts. There's no duplicated effort. And no problems with misplaced, lost, or misinterpreted information during transcription.

EXPORTING TO A VISIO ORG CHART

The MindManager one-click export feature simply translates your current map into a drawing using Visio's default org chart shapes.

In this example, a map topic and its subtopics get exported to Visio:

To export to Visio:
1. Click on the MindManager button.
2. Select Export > Export to Microsoft Visio.
3. The Export Map As dialog opens. Select a file name and location. Click Save.
4. The Microsoft Visio Export Settings dialog will open. At the Prompt:
   - Select the Microsoft Visio Diagram type Org-Chart.
   - Click Export.
Your output looks like this:
EXPORTING TO A VISIO FLOW CHART

You can define sequential (or structured) flow processes in a map using boundaries, which quickly group related topics. Relationship arrows can be used to indicate unstructured flows.

You can then export to a Visio flowchart, which uses default Visio shapes. Alternatively, a Visio stencil may be selected.

For Visio stencils, MindManager automatically imports all the stencil master shapes, which appear in your map as icons in a Visio group task pane. Map Topics can be coded with these special Visio markers, indicating which Visio shapes apply to each exported Topic. Markers do not have to be chosen for every exported Topic; non-coded Topics will be exported using a default shape.

Summary

MindManager's integration with Microsoft Office transforms the world's most popular business toolset into much more than the sum of its parts, and Mindjet MindManager helps you and your organization reap all benefits the integration creates.

Because of the integration of MindManager and Microsoft Office, you will work smarter, think creatively, and save time, everyday...