The Sweet Setup Mind Mapping Course

- Mind Mapping Workflows
  - Ideation
  - Writing
  - Book Notes
  - Problem Solving
  - Meeting Notes
  - Life goals
  - Event Planning
  - Presentations
  - Project Management
  - Memorization
  - Financial Planning
- Mind Mapping 101
  - What is a mind map?
    - Parent vs. Child nodes
    - definition of a mind map
    - invented by Tony Buzan
    - how it works
    - how to create a mind amp
    - parent-child nodes
    - cross-connections
  - Benefits of mind mapping
    - Enables meaningful learning
      - not rote
      - making connections
    - Helps with memorization and retention
    - Makes complex concepts easier to understand
    - Spark creativity
    - Boost productivity
  - How to create a mind map
    - give yourself room to spread out in any direction
    - put your main idea or subject in the middle
    - draw lines out from your main idea with related/supporting ideas
    - continue adding details where appropriate as you think of them
    - connect related nodes by drawing a line between them
  - Uses for mind maps
    - Lots of different ways you can use mind maps to think bout things
      - writing an article
      - taking book notes
      - planning a presentation
    - Not limited to these examples (get creative!)
  - The science behind mind mapping
    - Your brain is always making connections
      - thought isn't always linear (A > B > C -> D)
      - outlines = left-to-right, top-to-bottom
    - Radiant thinking
      - allows more than one connection for each thought, idea, or concept
      - how your brain naturally works
    - Benefits
      - Farrand, Hussain and Hennessey study showed it helped medical students retain 10% more information
      - Research by Toi showed it can help memory by up to 32%
      - chunking = remembering things together, better use of your biological RAM
      - Biggest benefit for me: allows me to see all sides of problem (helps me be more creative)
  - Analog vs. Digital
    - Analog (paper/pen)
      - you can design it any way you want
      - very simple; great place to start
    - Digital
      - allows you to rearrange and reorder things in your mind map
      - searchable
      - can easily add photos
      - can export your mind map various ways
        - PDF
        - Outline
        - even tasks to OmniFocus
  - Best practices
    - Use symbols for different categories
    - Use different colors
    - Keep labels short
    - Use pictures for diagrams
    - Develop your own style
    - Make additional connections
- Screencast Tutorials
  - Mac
    - Interface
      - Toolbar
      - Canvas
      - Sidebar
      - Inspector
    - Toolbar
      - Sidebar (these/outlines)
      - Zoom
      - Tasks
      - Stickers
      - Images
      - Connection
      - Fold
      - Focus
      - Share
      - Inspector
        - Notes
        - Styles
      - Customize Toolbar
    - TouchBar
      - Canvas
      - Nodes
      - Edit Mode
      - Cross-Connections
      - Customize (View-Customize TouchBar)
    - Settings
      - General
        - Quick Entry + keyboard shortcut
        - Appearance
        - Default Node Behavior
        - Default document format
      - Keyboard shortcuts
  - iOS
    - iPad Interface
    - iPhone Interface
    - Settings
      - Active Links
      - Prevent Collisions
      - Inherit Style
      - Show Edit Menu
      - Appearance (Dark Mode)
    - Touch gestures
      - Tap & hold the canvas with one finger, tap nodes and connections to Multi Select
      - Tap & hold the canvas with one finger for half a second to Multi Select via Rubber-Band
      - Three-finger-swipe left to undo
      - Three-finger-swipe right to redo
      - Tap on the canvas to open action menu and create a new main node
      - Tap on a node to bring up the action menu
      - Swipe down on the Inspector to close it (iPhone)
      - Swipe out horizontally on the Panel/Outline to close it (iPad only)
      - Tap & hold Actions icon in the Panel to add Task(s)
      - Tap & hold Image icon in the Panel to open iCloud
      - Tap & hold Notes icon in the Panel shows Notes preview
      - Tap & hold Style icon in the Panel allows 'Apply Style' actions
  - Folding & Focus mode
    - why you might want to use focus and folding
      - when mind maps get overwhelming
      - memorization
    - folding nodes on the Mac (hides all child nodes)
      - hold down Option and click the icon
        - keyboard shortcut: Option + .
      - symbol appears to show there are child nodes
      - click it to have them undfol
    - folding nodes iOS
      - select a node and then select "Fold" from the Action menu
      - icon appears, tap on it to unfold the Node
    - how to focus on the Mac
      - Toolbar button
      - Keyboard shortcut (Shift + Command + F)
      - Click a different node and select "Refocus"
    - iOS
      - Select the node and tap "Enter Focus" on Action menu
      - Tap another node and select "Refocus"
      - Tap "X" in the popup to exit Focus Mode
      - keyboard shortcut on iPad?
  - Library
    - iOS only
    - search
      - text
      - Siri
    - long press
      - copy
      - duplicate
      - move
      - delete
      - info
      - tags
      - rename
      - share
      - versions
    - recents
    - browse
  - Quick Entry
    - Mac
      - Menu bar icon
      - keyboard shortcut
      - outline
      - increase/decrease indentation
      - add task
      - add note
      - save draft
      - create mind map
    - iOS
      - outline
      - increase/decrease indentation
      - add task
      - add note
      - create mind map
  - Importing
    - import on iOS
      - navigate to the file in the document manager and open it
      - able to import (only show one example):
        - FreeMind (supported by most mind mapping apps)
        - OPML (supported by most Outliners and many mind mapping apps)
        - CSV (Spreadsheets apps)
        - Plain Text (all text editors)
        - RTF (most text editors)
        - Markdown (Markdown editors)
        - TextBundle & TextPack (Learn more)
        - Single File MindNode
        - Mindjet MindManager (import only)
        - iThoughts (import only)
    - import on Mac
      - Select File > Open and select the file
      - able to import (same as above, plus):
        - TextBundle & TextPack
  - Themes & Styles
    - Themes
      - Mac sidebar (double-click to change)
      - iOS (tap canvas, then select palette tool)
    - Styles
      - Mac
        - Shape
          - Shape
          - Width
          - Color
          - Manual width
        - Border (requires you select something besides Line)
          - Shape
          - Size
          - Color
      - iOS (select Node then tap paint brush)
        - Node
          - width
          - shape
          - Width
        - Branch
          - Style
          - Color
        - Text
          - Formatting
          - Alignment
          - Font
          - Color
          - Size
        - Mind Map
          - Layout
          - Manual Layout
          - Branch Type
          - Level Dependent Style
        - Apply Style to...
          - Entire Mind Map
          - Child Nodes
          - Sibling Nodes
          - Nodes on Same Level
  - Exporting/Sharing
    - export on iOS
      - tap the Share icon
      - able to export (same as above, plus)
        - PNG
        - PDF
    - export on Mac
      - click on File > Export To
      - able to export to (same as above, plus):
        - DOCX
    - sharing on Mac (click the Share button)
      - Mail & Message (include attachment)
      - AirDrop (send the file to another Mac or iOS device)
      - Reminders (creates a new list with tasks added)
        - syncs with reminders app for checking completed (not for deleting)
      - Share to OmniFocus/Things
        - exports tasks, doesn't sync
  - Outline
    - commonly thought of as an alternative to mind mapping, but MindNode gives you both!
    - gives you the ability to search your outline (example)
    - can export your mind map as OPML (format for outlining programs)
    - Mac
      - toggle on (toolbar)
      - keyboard shortcut (Command + 5)
      - fold nodes
      - search bar
      - settings
        - show only open tasks
        - show notes
    - iOS
      - toggle on (tap outline view button)
      - fold nodes
      - search bar
      - filter
        - show only open tasks
        - hide notes
  - Tasks
    - Indicates action required
    - Can be checked off
    - NOTE: A node that has two or more children that were assigned tasks, will create a Progress tracker that will be marked completed, as you check of the sub-tasks.
    - Mac
      - select a node tot urn into a task then:
        - click the task button in the tool bar
        - select Node > Add Task
        - use keyboard shortcut Shift + Command + T
      - click the check circle to mark it as complete, click it again to uncheck it
      - can also check and uncheck tasks from the outline view
      - can export tasks to your task manager (Things)
        - click Share > Export to Things
      - select the node, then select Add Task from the Actions panel
    - iOS
      - Can also use the keyboard shortcut Shift + Command + T with an external keyboard
  - Images
    - images are displayed above the node title
    - embedded in the MindNode file itself
    - accepts all file formats supported by your device (imports them as PNG's)
    - Mac
      - select the node, then click the image button in the toolbar
        - select from photo picker
      - can also add a sticker by clicking the sticker button in the toolbar the same way
      - add an image from your iOS camera by right-clicking and selecting "Import from iPhone or iPad"
      - select the node, then open the Image tab
    - iOS
      - select from stickers/photos via toggle on the bottom
      - tap the camera to take a new photo
  - Notes
    - Provide additional information for the selected node
    - Can contain long-form text as well as links
    - Mac
      - select a node then click the Notes button in the inspector and start typing
      - once you add a note, the note icon appears in the lower right of the Node
      - click this to see the Notes popover
      - can also trigger the notes popover using the keyboard shortcut Option + Command + 3
      - Can now link to external files by clicking the "Link" button and selecting the file
        - can link any type of file this way
        - the file isn't imported, just an alias (except for images)
    - iOS
      - Tap the node you want to add notes to, then tap the note button
      - can add text or links, but can't link to external files on iOS
  - Tags
    - How tags work
    - Where tags appear
      - files
      - nodes
    - Adding tags on iOS
    - Adding tags on Mac