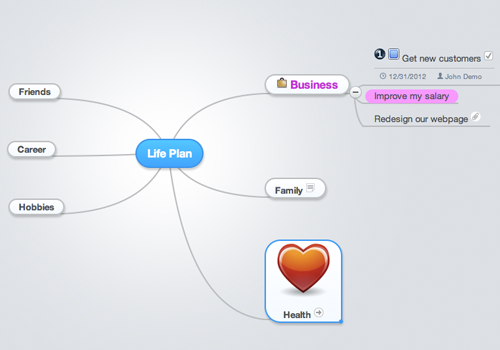
Introduction: Creating your first mind map

This is a step-by-step guide to creating your first mind map on MindMeister. All basic functions such as formatting, adding icons & images, additional information and sharing maps are covered in this guide.

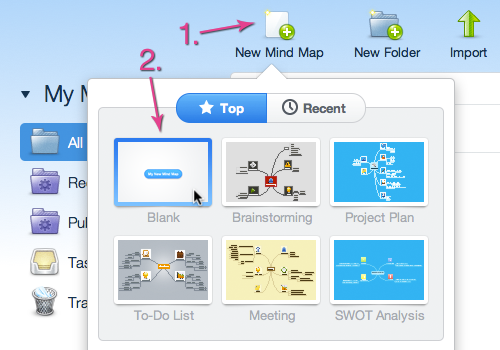


Let's start with a blank map and try to recreate the map shown above.

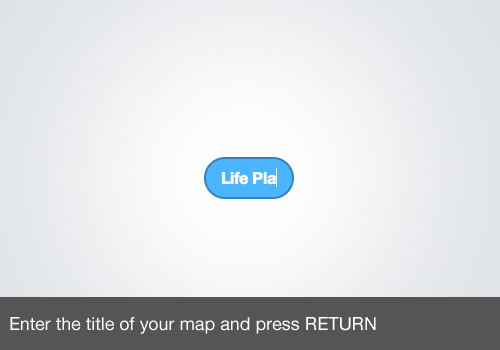
Create a blank mind map

We'll start by creating a new blank mind map from your map list:

1. Click on "New Mind Map"  
2. Select the "Blank" template



A new mind map will be created and opened in the MindMeister editor.



The caption of the root topic will automatically become the title of your mind map when you press**ENTER**.

Insert your ideas

MindMeister will automatically align topics which are added to the root topic.

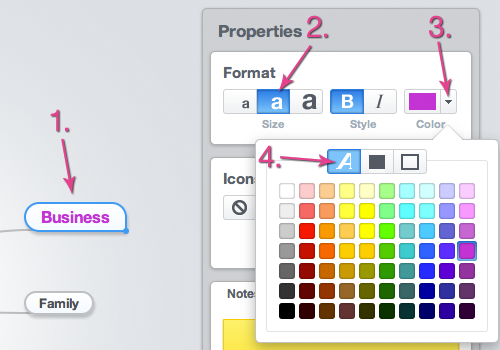
Select a topic and press **TAB** to create a child topic. You can then add sibling topics again when you press **ENTER**.

Format your ideas

Some topics may be more important to you than others so you might want to highlight them in some way.

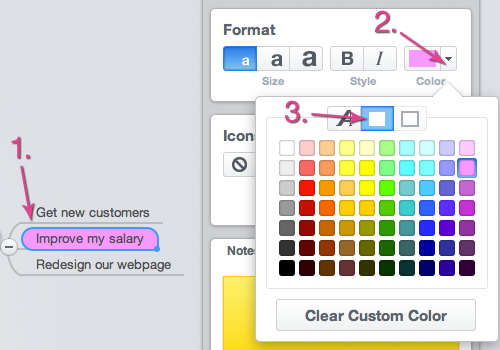
We'll now change the color of a topic and increase its font size.

1. Select your topic  
2. Click on the larger font size button  
3. Open the color palette  
4. Switch to the text color tab  
5. Select your desired color



You can change the background color of your topics as well:

1. Select your topic  
2. Open the color palette  
3. Switch to the background color tab  
4. Select your desired color

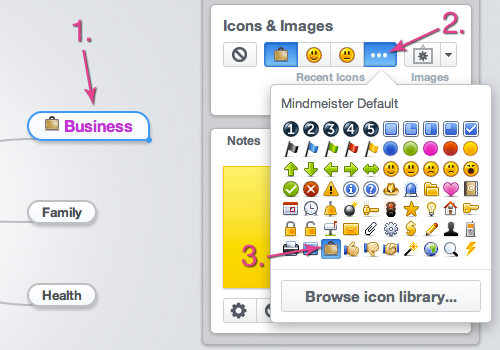


You can choose a different border color as well by selecting the third tab of your color palette.

Add icons & images

You can add icons or images to your topics easily:

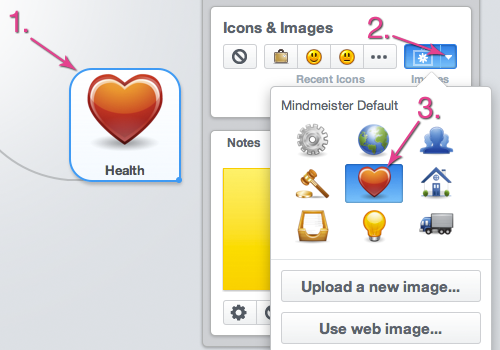
1. Select your topic  
2. Open the icon menu  
3. Select your desired icon



You can choose one of your three recent icons to apply the same icon quicker to different topics.

Applying images to your topics is working the same way:

1. Select your topic  
2. Open the image menu  
3. Select your desired image



Please click the link below to get more information about icons and images.

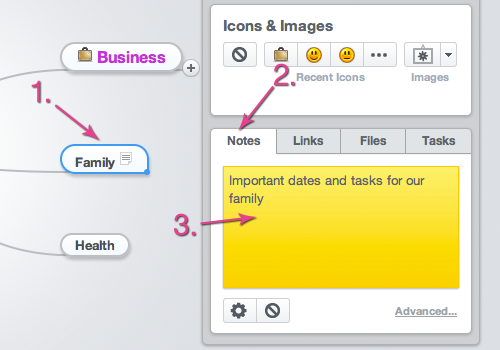
[Find out more](http://www.mindmeister.com/help/map/icons)

Add additional information

You can attach important notes, links, files or tasks to any of your topics.

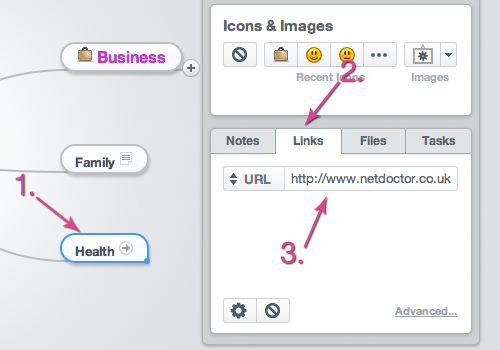
To add notes to your topic:

1. Select your topic  
2. Switch to the **Notes** tab  
3. Enter your note



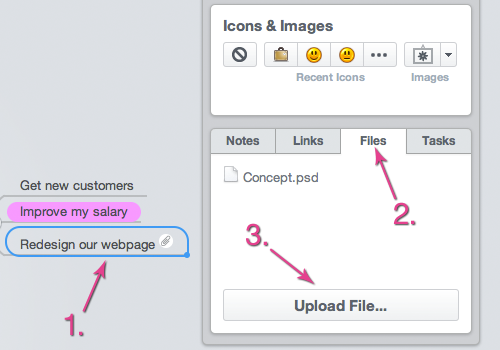
To add links to your topic:

1. Select your topic  
2. Switch to the **Links** tab  
3. Enter your **URL**



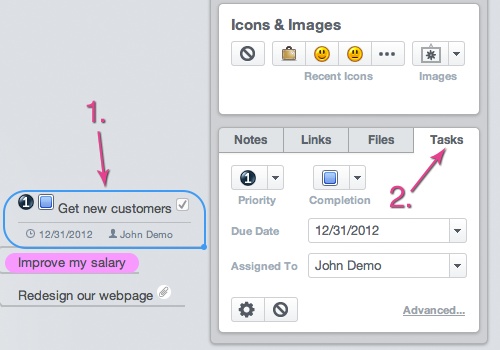
To add files to your topic:

1. Select your topic  
2. Switch to the **Files** tab  
3. Click on **Upload File...**



To create a task for your topic:

1. Select your topic  
2. Switch to the **Tasks** tab  
3. Set the task information



All additional information will be saved automatically.

Please click one of the links below to get more information about advanced features.

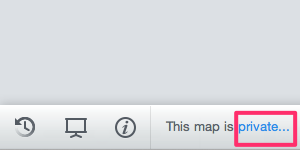
[Notes](http://www.mindmeister.com/help/map/notes) [Links](http://www.mindmeister.com/help/map/links) [Files](http://www.mindmeister.com/help/map/attachments) [Tasks](http://www.mindmeister.com/help/map/tasks)

Share your map

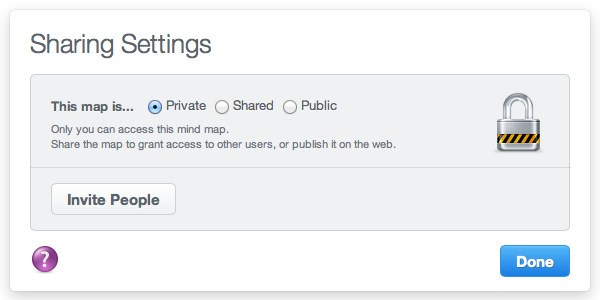
You now finished your first mind map and maybe want to share it with a friend or colleague.

To share a mind map:

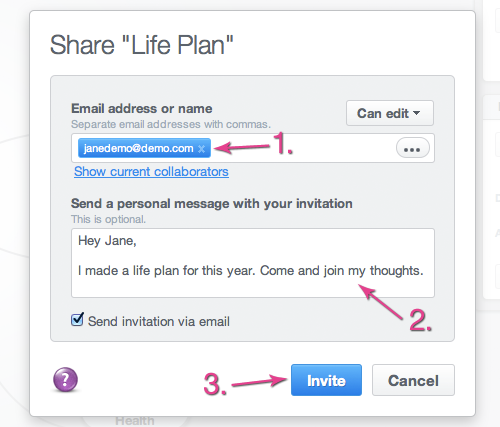
1. Click on **private...** in your map footer



The following dialog will pop up:

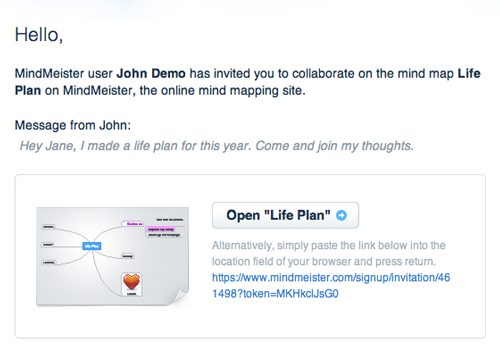


Click on **Invite People** to share your map:



1. Enter the **email address** of your invitee  
2. Add a **personal message**

Your invitee will then receive an email invitation including a link to access your mind map.



Congratulations, you finished and shared  
your first mind map!

Please select a topic to the left or use our search to access specific help topics.