iView Learning

MindView
Version 6 - Windows

Shortcut Key	Action
Enter	Add a new branch at the same level as the selected branch
Insert	Add a new sub-branch to the selected branch
Shift Enter	Add a new branch just before the selected branch
Delete	Delete the selected branch or element
Up	Select the branch placed above the currently selected branch
Down	Select the branch placed below the currently selected branch
Left	Select the branch to the left of the currently selected branch in the map
Right	Select the branch to the right of the currently selected branch in the map
F1	Help
F2	Edit the name of the selected branch or the selected floating comment
F3	Toggle Focus Mode on and off
F4	Resize the map so that it fits entirely in the workspace
F5	Read out aloud the selected branch, comment or text note (AT Edition Only)
F6/ Shift F6	Move the focus between the active tabs, panels or status bars in the mind map
Alt F6	Apply branch focus to restrict the display to the selected branch
Alt Shift F6	Remove branch focus to display the entire map again
F7	Spellcheck the document
Ctrl F7	Spellcheck the selected element
F8	Toggle between selected branch and Text Note editor
Ctrl F8	Create a new text note
F9	Toggle Full Screen Mode on and off
F11	Insert or edit a pop-up comment on the selected branch
F12	Specify a start time for the selected branch
Ctrl F12	Specify an end time for the selected branch
Ctrl A	Select all branches
Ctrl F	Find and replace text in document
Ctrl N	Create a new document
Ctrl O	Open and browse for an existing document
Ctrl P	Print the active document
Ctrl S	Save the active document

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Shortcut Key	Action
Ctrl Z	Undo the last action
Ctrl Y	Reverse the last Undo
Ctrl C	Copy the selected data to the clipboard
Ctrl X	Cut the selected data to the clipboard
Ctrl V	Paste the data contained in the clipboard to the selected destination
Ctrl B	Toggle **bold** face on and off on branch labels and in the text note editor
Ctrl I	Toggle *italics* on and off on branch labels and in the text note editor
Ctrl U	Toggle <u>underlining</u> on and off on branch labels and in the text note editor
Ctrl Shift C	Copy the formatting from one element to another with the Format Painter
Ctrl Shift B	Select the branch data for editing
Home	Save edited data when editing branch data. Select the branch containing the branch data when pressed a second time
Ctrl Tab	Open the Windows Navigator
Ctrl F6	Go from one open document to the next
Ctrl F8	Open the Text Note editor to create a new text note
Ctrl Up	Move the selected floating image or floating comment up
Ctrl Down	Move the selected floating image or floating comment down
Ctrl Left	Move the selected floating image or floating comment left Collapses the selected branch (Outline view only)
Ctrl Right	Move the selected floating image or floating comment right Expands the selected branch (Outline view only)
Ctrl Home	Go to the root of the mind map
Ctrl End	Go to the last cell of the Outline (Outline view, Timeline view, Gantt view)
Ctrl + or Ctrl Mouse Wheel	Zoom in
Ctrl - or Ctrl Mouse wheel	Zoom out
Shift + Mouse Wheel	Scroll the workspace horizontally
Shift Drag	Navigate the mind map by panning the view within the workspace

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Shortcut Key	Action
Ctrl Space	Toggle Predictive Suggestions on or off when editing branch labels or text notes
Ctrl 1	Show only the main branches
Ctrl 2, 3, 4	Show only two, three or four levels of branches
Ctrl 5	Show all levels of branches
Ctrl Shift +	Expands the selected branch
Ctrl Shift -	Collapses the selected branch
Ctrl Shift 1	Display the document in Mind Map view
Ctrl Shift 2	Display the document in Top Down view
Ctrl Shift 3	Display the document in Left/Right view
Ctrl Shift 4	Display the document in Timeline view
Ctrl Shift 5	Display the document in Outline view
Ctrl Shift 6	Display the document in Gantt view
Ctrl F2	Link tasks (Gantt view only)
Ctrl Shift F2	Unlink tasks (Gantt view only)
Shift F2	Link tasks (Gantt view only)
Alt Shift Right	Indent the selected branch (Outline view) or task (Gantt view)
Alt Shift Left	Outdent the selected branch (Outline view) or task (Gantt view)