

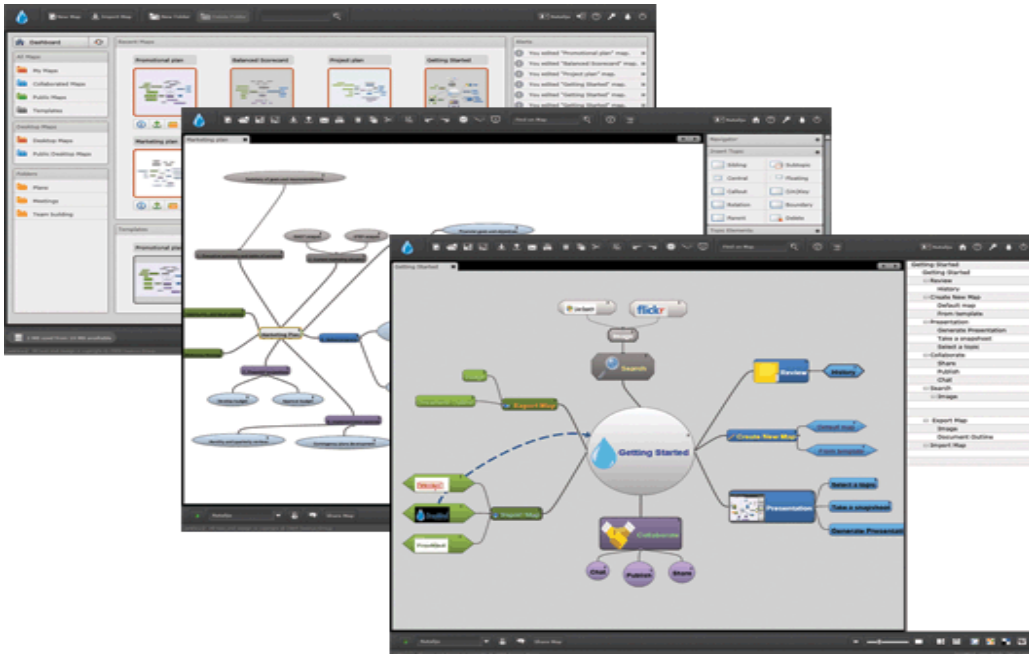
**DropMind**<sup>TM</sup>  
*picture your thoughts*

# Product Overview

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# 1 WELCOME TO SEAVUS DROPMIND™



## 1.1 INTRODUCTION

**Seavus DropMind™** is brand new mind mapping tool that allows you to take the full benefits and rich experience from the most powerful “next generation” runtime on the Web, Microsoft® Silverlight™. The web application provides unique visualization of the ideas into original 4 sphere map layout which no other web mind mapping tool has. The user has no limits in using the map realm and space, and is free to map-out all thoughts and data in a real time.

With its smooth usability and highly interactive interface it really saves time, energy and effort and improves every aspect of your work.

**Seavus DropMind™** provides you with a powerful method to store, organize and prioritize information. It is a natural thinking tool that draws upon inspiration and effectiveness.

Seavus DropMind™ will help you form more creative ideas and solutions, and to think in multiple directions simultaneously.

Our mind mapping tool offers unique creation of mind maps and effective and rapid review of information.

**Seavus DropMind™** enables you to collaborate in real time with a realistic, experimental, explorative and exciting solution, which innovates your everyday activities and brings control, visualization and fun to complicated and confusing information.

**Seavus DropMind™** helps you to prepare and understand long and short-term strategy.

## 2 GETTING STARTED

### 2.1 HOW TO START THE APPLICATION?

To start the application you need to register for Seavus DropMind™ **Free account** or you need to Purchase **Premium account**.

If you register for Seavus DropMind™ Free account you need to follow 2 simple steps:

1. Click on [Register](#) for your Free account ; and,
2. Click SUBMIT after filling the required fields

Afterward you will receive an email with the registration steps to the email address which you have provided with your login details.

If you decide to Purchase fully functional Premium account you will need to follow the steps described below:

1. Fill in the [Order Form](#) for your Premium account and click Order
2. You will receive an email containing **User ID** and **Link** where you will be able to verify your account.
3. After your account verification you will receive an e-mail with the registration steps to access your Seavus DropMind™- Web.

### 2.2 USER SPACE

After logging, your user space is shown. Above in the space there are four buttons, “**New Map**”, “**Import Map**”, “**New Folder**” and “**Delete Folder**”. When “**New Map**” button is clicked, an empty map space with a central topic is opened. You open map by clicking on the map thumbnail and the clicked map is opened in the map space. Map thumbnails represent the real map(s) structure. If you want to delete a map you click the red delete “x” icon that is found in the right corner below each map.

#### 2.2.1 FOLDERS

By clicking on “**New Folder**” button, a new folder is created in the folder structure found left in the user space. The folder is created with a default name “New Folder” which is selected and you can immediately start writing the desired folder’s name.

## 2.2.2 DASHBOARD, REFRESH AND RECENT MAPS

Recent maps section appears only when you login. Additionally, you can go back to it later by clicking on the “**Dashboard**” button (the default dashboard with recent maps and templates is shown). The user space can be refreshed by clicking on the “**Refresh**” button.

“**Recent Maps**” section shows latest opened collaborated or created maps. “**My maps**”, “**Public Maps**” and “**Collaborated Maps**” show maps starting from the latest created or modified ending with the first created or modified map.

## 2.2.3 SEARCH MAPS BY MAP NAME AND KEY TOPICS

There is a “**Search**” box within the user space. You can search maps by map name and key topics by writing the desired (key) words in the search box. Every map which key topics contain the searched word(s) and the maps with the searched word(s) in their name will be listed when searching.

Public maps are not included in the search results.

## 2.2.4 MY MAPS AND COLLABORATED MAPS

All maps where you are the map creator are found in “**My Maps**” folder and have orange border, regardless they are published or not.

All maps where you are collaborator or viewer are found in “**Collaborated Maps**” folder and have blue border, regardless they published or not. All public maps where you are not owner, collaborator or viewer have green borders.

You can have in unlimited number of maps. Also, you can use 100Mb of space for importing images and for presentations.

## 2.2.5 TEMPLATES

In “**Templates**” folder several predefined templates exist which by click on them can be opened and modified to your needs.

## 2.2.6 PUBLIC MAPS

In “**Public maps**” all published maps can be found. By clicking on a public map, a map space is opened and you can see the published map with limited privileges. You are allowed to export public maps as image or .rtf file.

When user who is not map creator or collaborator/viewer on the public map clicks on the “**Delete**” button, error message appears: “You do not have privileges for this operation!”.

## 2.2.7 ALERTS

In “**Alerts**” section, different alerts are shown referring to a map modification that collaborators have made, informing you when a map is deleted, published or edited. In addition to each alert, “x” sign exist allowing you to delete the alert anytime you want.

## 2.2.8 TAGS

You can sort maps by tags. All maps' tags are available from the user space appearing as a **tag list**. Tags are sorted in alphabetical order starting from A-Z. The biggest tag shows that it is used the most frequently. By clicking on a tag, all maps with that tag are shown in the center of the user space. A tag is removed from the "Tags" list automatically when it is deleted from all maps where it was included.

## 2.2.9 MY MAP COMMUNITY

Seavus DropMind™ provides the opportunity to create a map community. You can add and delete friends in your "**My Map Community**" from user space. Whenever user is added as collaborator or viewer on a map, she/he is automatically added in you "My Map Community".

## 2.3 SETTINGS

In order to be able to change your personal information, the user space and map space contain the "My Settings" button. By clicking on it a pop-up window is shown where you can change your password. Username and e-mail fields are automatically filled; the other fields are filled in by you. You write your old password and your new password.

The settings section allows you to delete your account permanently and enter the reason for deleting your account as well as your password.

This section has been added another great functionality to set up the integration of your DropMind account with your Twitter account. Namely, in the "My Settings" you can enter your Twitter username and pass and start posting tweets from the text in the selected topics.

## 2.4 SIGN OUT

You are able to sign out from user space, as well as from map space directly, by clicking on the "Sign Out" button.

## 2.5 MAP SPACE IN GENERAL

### 2.5.1 MULTIPLE MAPS IN ONE MAP SPACE

Seavus DropMind™ supports multiple maps in one map space, and allows connections and reorganizations in-between. You are able to create unlimited number of multiple non-related maps on one map space.

You are able to relate any part of one map with any part of some other map. This is enabled by the drag and drop functionality. When whole map is being related to some topic by dragging the Central Topic, the whole map became subpart of another map. When two maps collide, they are moved in a way that there is a space for each map.

## 2.5.2 TABBED DOCUMENTS

Seavus DropMind™ incorporates tabbed document feature. Seavus DropMind™ provides you with tabs representing each of your open map spaces. One tab represents one map space. You may quickly switch between open maps by clicking on the corresponding tab. Map name is shown on each tab. When there are already open maps, new map is opened in a new tab.

## 2.6 SEAVUS DROPMIND™ FUNCTIONALITIES

### 2.6.1 TOP MENU

The top menu of Seavus DropMind™ is 'flexible'- it can be shown or hidden if you click on the button placed in the bottom menu. It encompasses 13 different options which help you work smoothly with your maps:

#### 2.6.1.1 Full Screen

If you click on the logo in the upper left corner, you will be able to work on your map within full screen mode. If you click again on the logo or on the ESC, you will exit the **full-screen mode**. You can use all the map functionalities in the full-screen mode, except writing and editing text, due to Microsoft security issues.

#### 2.6.1.2 Create new map

If you click on the **"New"** map button, you can create new default map. When you create new map, the "General" section from "Map Info" is shown where you can write some map information. If you enter map name in the "Map Info", the new map is created with central topic with a name same as your map. You can also close the window without writing. In the center of the map the main topic is shown. Inside the topic a default text "Central topic" exists if you do not state map name.

#### 2.6.1.3 Open Map

If you click the **"Open"** map button from map space, a pop-up window appears with the folder structure containing all maps from user space. Here, you can choose which map to open. The selected map is opened in the map space in a new tab.

#### 2.6.1.4 Print Map

With the "Print Map" option, Seavus DropMind™ allows you to perform the print on two sections:

- **All map space**
  - Print all – Prints all created space maps
  - Fit to screen – Automatically resizes the pages to fit on a single page

- **Subtree**
  - Print Subtree – Prints the selected topic and its subtree
  - Fit Subtree to screen – Automatically resizes the Subtree page to fit on a single page.
- **Export Map as \*.XPS file**

#### **2.6.1.5 Paste/Copy/Cut**

This group of options allows you to cut, copy, and paste. These options can be applied to topics and map branches.

#### **2.6.1.6 Format Painter**

If you would like to apply formatting from one topic to another you can use the Format Painter option.

#### **2.6.1.7 Map Spell Check**

To successfully find and correct all your misspelled words use the Spell Check option of Seavus DropMind™. Besides finding and underlining the misspelled word, Seavus DropMind™ will give you an available option to select and correct these words.

#### **2.6.1.8 Save Map in History**

Maps are automatically saved by default. When you log off from the application or close a map, the modifications you've made are auto-saved.

If you use the "**Save**" map button, you will save the current map version in History, so you will be able to get back to this map version whenever you want in the future.

#### **2.6.1.9 Import Map**

The "Import Map" option provides you with the chance to import maps from the following applications:

1. **FreeMind**;
2. **Mindjet MindManager®**;
3. **XMind**
4. **Desktop Seavus DropMind™**
5. **Microsoft Word**; and
6. **WikiMap**

### 2.6.1.10 Export Map

If you click the “**Export**” map button, the current opened map can be exported, in the following formats:

1. As **Image**
2. As **RTF** file
3. **Document outline**
4. As **Seavus DropMind™** (\*.dmm desktop);
5. As **PDF**;
6. As **HTML**;
7. As **FreeMind**
8. As **XML**

Additionally the “Export” option provides you with the chance to export the map from your user space or from your map space.

### 2.6.1.11 Send Map as Email Attachment

With Seavus DropMind you can send your map as email attachment to the recipient of your choosing. You can write the email address of the recipient or you can choose a contact from your Map Community.

The Map can be sent as:

- **Seavus desktop DropMind** map (\*.dmm)
- **RTF** file (test outline of the map for Microsoft Word .rtf);
- **Image** file (\*.jpg);

### 2.6.1.12 Undo/Redo

The “**Undo**” option available in the top menu allows you to undo the changes which you’ve made to your map until the first move. The “**Redo**” option will redo the previously undone changes until the last move.

### 2.6.1.13 Map History

By clicking on “History” button, a pop-up window appears showing you when and by whom a map version was saved. By clicking on each of them, you can ‘get back’ to the particular map version.

To keep you map for later editions, just save your map in history by clicking on “Save in History” button. Several options are available when you view map version: zoom map,

expand/collapse, focus, move background, find on map, navigate, centre map, Print and Export.

When map creator clicks on a map version she/he is asked to choose between one of these 4 options:

1. **“View”** – Map version is opened in a new tab.
2. **“Save as new”** – Save the selected map as new map.
3. **“Restore”** meaning you can get back to the particular map version while deleting the latest map versions.
4. **“Delete”** – Delete the selected map together with the earlier ones.

#### **2.6.1.14 Publish**

You can publish your maps and integrate them into web sites or blogs. By clicking on “Publish” button, the “Map Info” pop-up window appears focused on the “Publish” tab.

Once a map is published, when there are same map modifications, they are automatically updated, and the published map version is always up-to date. Only the registered users in the Seavus DropMind™ application can view the published maps. They are found in the “Public Maps” folder in user space.

Only the map creator has privilege to publish a map.

#### **2.6.1.15 Presentation**

You are able to create presentations from your mind maps. By click on “Presentation” button, the presentation mode appears showing the maps from the map space and menu buttons referring to the presentation mode. Map creators and collaborators can make presentations, viewers cannot. To viewers, when in presentation mode, two buttons are active – “Start Presentation” and “Close”.

You can generate presentation with a single click. By clicking on “Generate Presentation” button you get presentation slides from your map(s).

You can save the presentation on your DropMind space or export it as a .zip archive.

#### **2.6.1.16 Find on map**

The **“Find”** option in the top menu will provide you with ability to find words or phases within your maps. By entering word(s) in the alphanumerical text field in the top menu and clicking **“Find”** button, the topic where the searched word(s) appear will be selected. If you continue to click on **“Find”**, all the topics where the word is found will be shown.

#### **2.6.1.17 Map Info**

By clicking on the **“Map Info”** button you can access the basic information about your map.

The “**Map Info**” section consists of three tabs:

1. General;
2. Share; and
3. Publish.

The “**General**” tab includes the following fields:

1. “**Name**”, where you can enter a map name.
2. “**Description**”, where you add further information to describe your map in details.
3. “**Save in folder**”, allows you to save your map in particular folder, if you have previously created some.
4. “**Tags**”, allow you to add tags to your map, or choose from already existing tags from the drop down list.
5. “**Key topics**” field is automatically filled with names of the key topics, if you have previously made any key topics within your map;
6. “**Created by**” field shows the name of the creator of the map;
7. “**Created on**” field shows the date and time when the map was created;
8. “**Last modified by**” field shows the name of the person who last edited and auto-saved the map.
9. “**Last modified on**” field shows the date and time when the map was last modified.

Only the map creator can edit/change the ‘Name’ and ‘Description’ text fields.

#### **2.6.1.18 Outline Menu**

To outline your map, use the “Outline” button and present your map as a vertically presented plan, with tasks, subtask. The central topic will be your Title; the main topics are heading one, heading two and etc. Now you can have your map presented in one column.

#### **2.6.1.19 Advanced Search Menu**

With the Advanced Search Option you can define your search , by entering all or part of the word, exact phrase or chose from a dropdown list. |The dropdown list provides you with the ability to search through all topics, main topics, subtopics, floating topics and callout topics.

Furthermore, there are options to search through your Topic Text, Notes, Hyperlinks, and Attachments.

### **2.6.2 RIGHT MENU**

Right map menu is 'flexible'- it can be shown or hidden if you click on the button placed in the bottom menu.

Additionally, you can expand or collapse the different sections in the right menu to arrange your map space.

It encompasses 7 different sections which helps you to make the most of your map view:

### 2.6.2.1 Navigator

The map "**Navigator**" presents a 'Bird View' of your map which shows the whole available space where you can move the map.

### 2.6.2.2 Zoom

Seavus DropMind allows you to zoom the whole map space by sliding the zoom level from the **zoom slide bar** that appears right below the navigator.

### 2.6.2.3 Insert topics

The "**Insert Topic**" section is placed right below the "**Navigator**" section and includes 6 options:

1. Insert **New** - By clicking on the "**New**" button, a new sibling topic is added and you can start writing immediately inside.
2. Insert **Child** - By clicking on "**Child**" button, new child is added and you can start writing immediately inside. You can add as much sub-topics as you want.
3. Insert **Central** - By clicking on "**Central**" button, new central topic is added and put in centre of the screen. The other maps are accordingly moved, where there is an empty space.
4. Insert **Floating** - The "**Floating**" button allows you to add a topic in the map that is floating, meaning it has no relationship to any other topic. It has the same properties as any other topic
5. **(Un) Key** - You will be able to label a topic as a key topic if you click on the "**(Un) Key**" button.
6. **Insert Relation** – by clicking this button you can add external relationship between two different topics
7. **Insert Boundary** – the option of adding a boundary is enriched by the possibility to format the boundary by using the Object tab of the Formatting section
8. **Parent Topic** – adding a parent topic will be easily performed by selecting the appropriate topic and clicking the Parent Topic button
9. **Remove** - Every topic can be deleted including the central topic.

### 2.6.2.4 Topic Elements

The “Topic Elements” section is placed right below the “Relationship” section and includes 3 options:

### 1. Notes;

By clicking on the “**Notes**” tab you can add topic notes. The icon for notes will be inserted below the text in the topic in the lower right angle.

Text in notes can be formatted by font style, font size. The chosen formatting will be applied to the whole text in notes. You can add as menu characters as you want in notes.

### 2. Hyperlinks and Interlinks;

You can add link(s) to any web site by clicking on the “**Hyperlink**” tab. Icon for hyperlinks will be inserted below the topic text. You can write or paste the wanted hyperlink in the hyperlink field. You can add as much hyperlinks per topic as you want. You can delete the hyperlinks by clicking on the “x” icon next to each hyperlink in the hyperlink list.

### 3. Attachments;

You can add attachment(s) to any topic by clicking on the “**Attachments**” tab. Icon for attachments will be inserted below the topic text. To add an attachment first you will need to choose the location of the attachment by clicking on the “Browse” button. You can add as much attachments per topic as you want (note: this depends on the storage space you have). You can delete the attachments by clicking on the “x” icon next to each attachment in the attachments list.

### 4. Task Info

Topics can be edited by adding task info to the topic containing the:

- Start Date
- End Date
- Duration
- Resource
- Priority
- Complete

And two options:

- Show Task Information
- Show years in dates

### 5. Date&Time

Adding the date & time to the topic can be performed by clicking on the Date&Time button and selecting the date and time from a calendar.

### 2.6.2.5 Formatting

Seavus DropMind provides 5 options for formatting. With this feature you can format:

1. **Text;**
2. **Topic;**
3. **Objects;**
4. **Map;** and,
5. **Numbering**

### 2.6.2.6 Topic Visuals

**Icons** - Icons help you to organize maps using visual content defined in a dynamically updated legend. You can add icons provided in the Icons gallery. There is no limit in number of icons per topic.

**Images** - There are 4 options for adding images to topic:

1. From Image Library;
2. Upload your Own image;
3. Add image from URL
4. Search Online.

**Placement** - By clicking on the “Placement” tab, you can place image/icon under, above, before or after the text.

### 2.6.2.7 Numbering

You can add numbers or letters in front of the content in each topic. The numbering scheme has predefined options that you can chose from:

- 1,2,3
- A,B,C
- a,b,c
- I, II, III
- i, ii, iii

### 2.6.2.8 Map Layout

The “**Map Layout**” section is placed right below the “**Formatting**” section and includes 4 options:

- **Balance** - the topics will be automatically distributed left, right, up and down symmetrically placed in position to the main topic to visually balance the map.

- **Center** - the main topic (and whole map appropriately) is automatically placed in the center of the screen.
- **Sort** - the first subtopics of the selected topic are re-ordered by the time when they were created.
- **Expand/Collapse** - Expand or collapse button is appropriately changed. If a selected topic is expanded at the moment, when selected, in menu the “**Collapse**” button is shown.
- **Fit to map** - By clicking on this button from menu, the whole map shall be shown on the screen. The map is accordingly zoomed in or out to be fitted on the screen.
- **Branches/Branch Alone** - this option will enable you to see only the selected topic and its sub-topics on the map
- **Layout** - To change a map layout means to change the organization of the topics around. Click on the map and select some of the map layouts given in the “Formatting” section.
- **Details** - By clicking on the Details button you will be able to choose the level of the detail on the map.
- **Filter** - With this feature you eliminate the need to delete topics that are not currently of interest, but remain valid map content.

### 2.6.2.9 Map Alerts

The “**Map Alerts**” section provides you information about the changes which happened on your created and collaborated maps as text notifications.

## 2.6.3 BOTTOM MENU

### 2.6.3.1 Map Status: View Changes/Back to Map

Seavus DropMind presents are two modes in which you can see the map: “view changes” (changes mode) and “back to map” mode.

### 2.6.3.2 Share Map

You can invite others to collaborate on or simply view your map, by clicking on the “Share” button. There are two sections: to invite users to collaborate on your map and invite users to view your map. You invite people by email addresses or usernames from the application in order to invite them, or you can choose people from the “My Map Community” drop -down list.

### 2.6.3.3 Collaborate

If user invited people to share a map that means that they can edit the map. Invited users get a link to the map and if are registered can work on it. If invited user is not registered, she/he shall register in order to work on the map.

#### **2.6.3.4 View**

The users who are invited to view the map can not make any changes to the map, the map is locked for them. Viewer can not lock a map for editing. Users with view only privilege can zoom map, navigate map, expand/collapse, print, move background, focus, export map, view map versions from history and view presentations. Viewers can save maps in their own folders and can write their own map tags.

#### **2.6.3.5 Chat**

Gtalk chat is implemented in the application. You click on the “Chat” button in order to view and use the chat console which is open in a pop-up window outside of the map space.

### **2.6.4 TOP AND RIGHT MENU**

Right map menu and top menu are ‘flexible’- they can be shown or hidden if you click on the buttons placed in the bottom menu.

### **2.6.5 GOOGLE, LIVE SEARCH, DEL.ICIO.US AND WIKIPEDIA SEARCH**

Four buttons, Google, Live search, del.icio.us and Wikipedia exist which by clicking, search the word or phrase written in the selected topic. When “Google” button is clicked, a new pop-up window showing the search results is opened inside the application, the same applies for Live search. Del.icio.us is opened in a new tab/or window regarding your settings, the same applies for Wikipedia search too. When you open Google search pop-up window, a list with limited 32 search results is shown. When you click on a search result, it is opened in new tab or window regarding your settings. If you click “More Results”, link with Google search results page with the searched term is opened in new tab or window, depending on your settings.

## 3 TECHNICAL BACKGROUND INFORMATION

### 3.1.1 SYSTEM REQUIREMENTS

To use the Seavus DropMind™ you will need the following:

#### **Processor**

Intel® 1.4 GHz processor or equivalent

#### **Operating System**

Microsoft Windows Vista

Microsoft Windows XP Professional/Home

#### **Memory**

Minimum of 256MB of RAM (512MB recommended)

#### **Hard Disk**

Minimum of 75 MB of available hard disk space (during installation)

#### **Display**

VGA 800x600, 16 bit (1024x768 recommended)

## 4 LICENSING AND DISTRIBUTION

Seavus DropMind™ is available in several ways. The following editions are available:

1. **Free account** – with the limited functionality and storage up to 30 Mb
2. **Premium account** – with the full functionality available and storage up to 100Mb
3. **Academic account** – with special 30 % discounts and 1 free account available.

## 5 CUSTOMER SUPPORT CENTER

Seavus has a dedicated Customer Support Centre that is available for any kind of help that customers may need related to Seavus DropMind™.

You can contact us through:

- Contact form on the web, available at <http://dropmind.com/CustomerSupportCenter.aspx>
- Over e-mail at [support@dropmind.com](mailto:support@dropmind.com)
- Via telephone on:
  - 888-5SEAVUS (toll free) – for USA
  - +46 40 578 883 or +389 2 3094 061 for Europe

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