



Work the way you think across computer, application and internet boundaries.

## Transitioning From Version 5.5 to Version 6

Companion for transitioning to Version 6 of PersonalBrain.  
Posted August, 2010

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# Introduction

Welcome to PersonalBrain™ 6! This version makes connecting your thinking to your work patterns even easier, providing optimal viewing and fluid brainstorming. Navigating your Brain is now twice as fast! Major additions include:

- ➔ Synchronization of multiple copies of your Brain using PersonalBrain's new ThoughtSync technology
- ➔ One-step Brain sharing with the power and reach of WebBrain.com
- ➔ Online Brain backup for hassle-free data recovery
- ➔ Online Brain editing
- ➔ Transparent mode for seamless mind-work connectivity
- ➔ Synchronization between your Brain Calendar and your Google Calendar
- ➔ New functionality for Notes, visible Thought Types, and integration with Windows Explorer
- ➔ Thought URLs allowing you to link directly to Thoughts in other Brains
- ➔ And more than 100 other enhancements ...

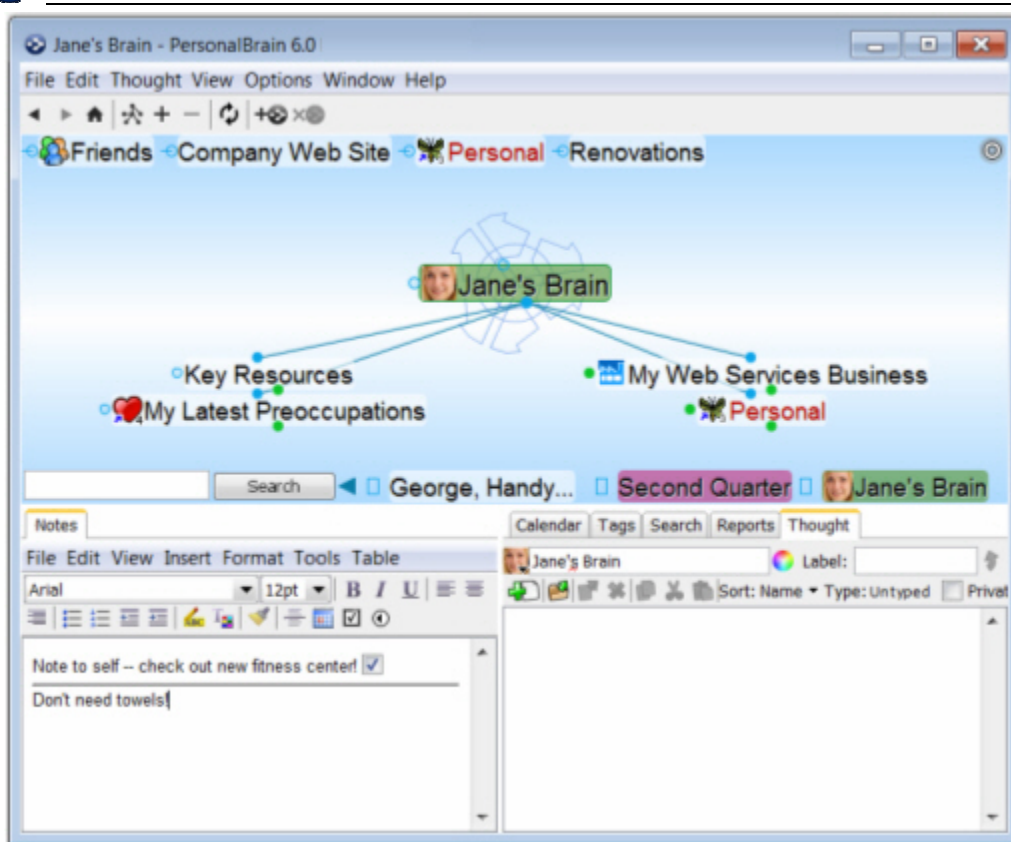


Figure 1. PersonalBrain Interface



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**Once you open a Brain in version 6, it will be incompatible with earlier versions.** Be sure to make a backup copy of your Brain prior to opening it with version 6 if there's a chance you'll want to open it in an earlier version at some point.

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## About this Guide

This guide covers the new features and changes in PersonalBrain 6 that have been made since version 5.5. It is intended for people who are already familiar with version 5.5.

## Starting PersonalBrain Version 6 with an Older Brain

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If you are using your Brain from an earlier version of the software, make a backup copy of your previous Brain, in case you need to revert to version 5 or a previous version. PersonalBrain 6 files are not backwards compatible.

You can make a backup copy of your Brain by creating a BrainZip. For more information on how to create a BrainZip, watch our video tutorial at <http://www.thebrain.com/brainzip> or see “Creating a BrainZip” on page 37.

## Use WebBrain.com to Share, Synchronize, and Back Up Your Brains

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You can use WebBrain.com to publish and share your Brain. People can view your published Brains whether or not PersonalBrain is installed on their machines.

### Publishing Your Brain

You can publish your Brain on WebBrain.com by creating an account and uploading your BrainZip to WebBrain. In addition to publishing your Brain, you can now synchronize your Brain with WebBrain.com. For more information on how to set up an account on WebBrain.com, see “Publishing Your Brain on WebBrain.com” on page 38.

### Synchronizing Your Brain

With PersonalBrain 6 and WebBrain.com hosting services you can use your Brain on multiple computers and synchronize changes. Any changes you make to your Brain on one machine will be reflected on every other machine through synchronization!

---

WebBrain synchronization is protected using 128-bit AES Encryption. (The same encryption used by the US government to protect classified information.)



Port 443 is used for encrypted syncs. If your firewall does not enable an SSL connection, you can disable encryption by going to Preferences > Advanced and typing <http://webbrain.com> as the WebBrain address (If no protocol is specified, https is the default).

---



Make sure you have created an account on WebBrain.com before you begin synchronizing. Some WebBrain.com services require a monthly subscription fee.

### To synchronize your Brain:

1. With the Brain to be synchronized open, click the **File** menu, then click the **Synchronize with WebBrain ...** command.

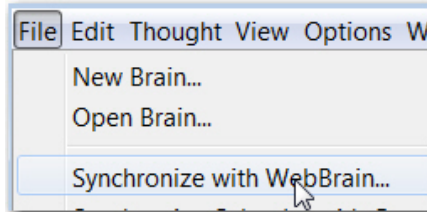


Figure 2. Synchronize with WebBrain Command

2. Enter your WebBrain login email address and password, then click the **OK** button. A progress bar will display the status of the transfer.

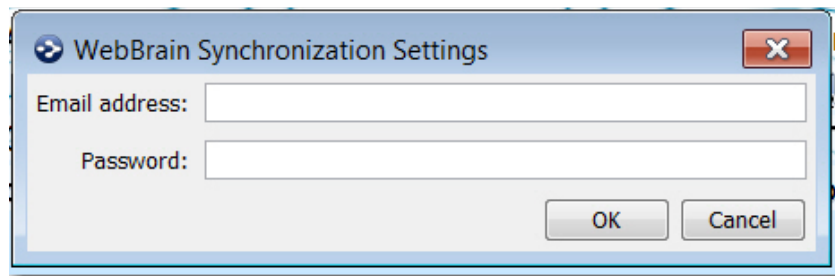


Figure 3. Log In to WebBrain



You can keep working while the synchronization process is continuing in the background. If there is an interruption during an initial upload of your Brain, PersonalBrain will offer to resume from where it was stopped the next time you synchronize.

3. When the process is complete, just go to the other computer on which you want to access your Brain, log in to WebBrain.com, and download your BrainZip. (The “BrainZip” link appears next to the Brain on the “My Account” page.)
4. To synchronize at any time, run the **Synchronize with WebBrain** command on the **File** menu again. The active copy of your Brain will include the latest changes.

## Creating Online Backup Copies of Your Brain

Now you can save copies of your Brains online at WebBrain.com so that if something happens to your working file, you can always retrieve a backup copy.

Follow the same steps for publishing your Brain (as described beginning on page 3). Select “Private” for the Visibility option unless you want others to be able to view your backup copy.

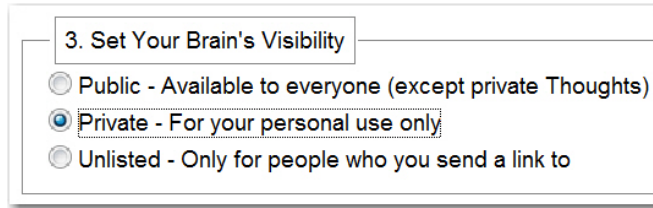


Figure 4. Make Your Backup Copy Private

## Editing Your Online Brain

You can edit your online Brains by performing any of the following activities:

- Create and Forget Thoughts
- Change Thought locations (child to jump)
- Unlink Thoughts
- Set Pins
- Edit Notes



You can only edit Brains that YOU own.

### To edit Notes in your online Brain:

1. Click the **Edit Notes** link in the bottom-right area just below the Plex.

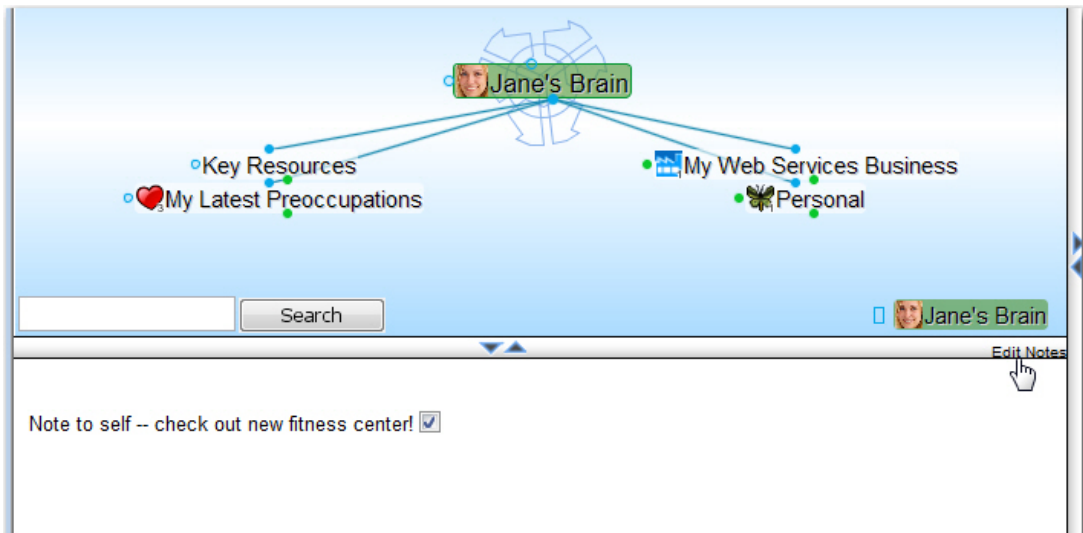


Figure 5. Editing Your Online Brain's Notes

2. Use any of the text formatting buttons on the toolbar that appears.

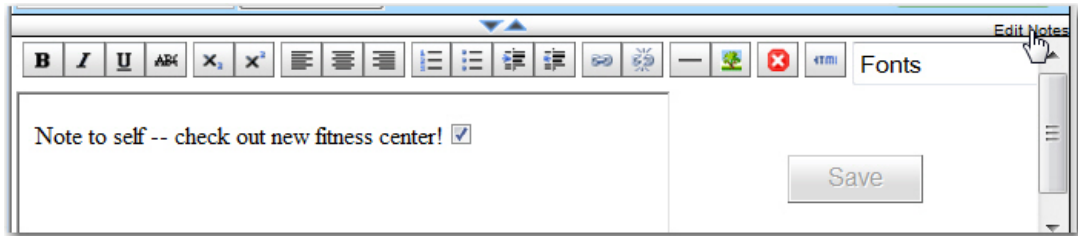


Figure 6. Buttons for Editing Notes

## Automatic WebBrain Synchronization

The “Search Web” button in the PersonalBrain toolbar has been replaced with a new **Synchronize with WebBrain** button.

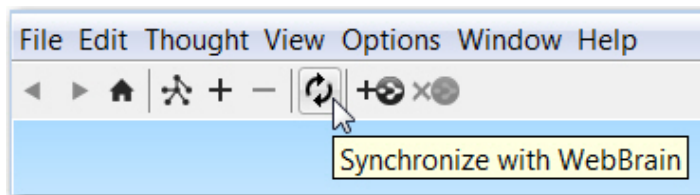


Figure 7. Synchronize with WebBrain Button

**To select or deselect automatic Brain synchronization:**

1. Click the **Synchronize with WebBrain** button.
2. Click the **Sync this Brain Automatically** check box to perform an automatic synchronization every five minutes. Otherwise, leave the check box unselected. Synchronization only occurs when there is an Internet connection.



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After synchronization, any changes made locally can no longer be undone. To prevent accidental loss of undo functionality, automatic synchronizations are not performed within 30 seconds of any undoable activity. This provides a 30-second window in which to undo actions, if needed.

---

**To perform a synchronization as of a specific date:**

1. Click the **Synchronize with WebBrain** button.
2. Click the **Force re-sync** check box to select it.

## Use WebBrain.com to Share, Synchronize, and Back Up Your Brains

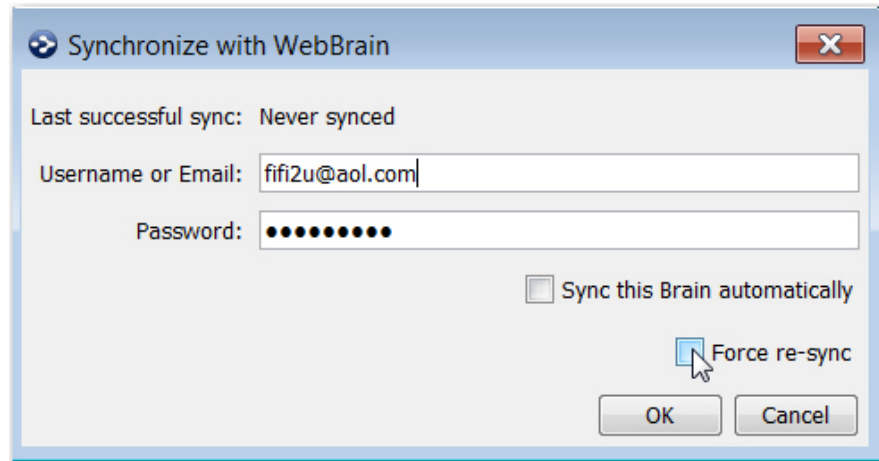


Figure 8. Force Re-Sync Check Box

3. Click the down-arrow button for the date field, click the date of your choice, then click the **OK** button.

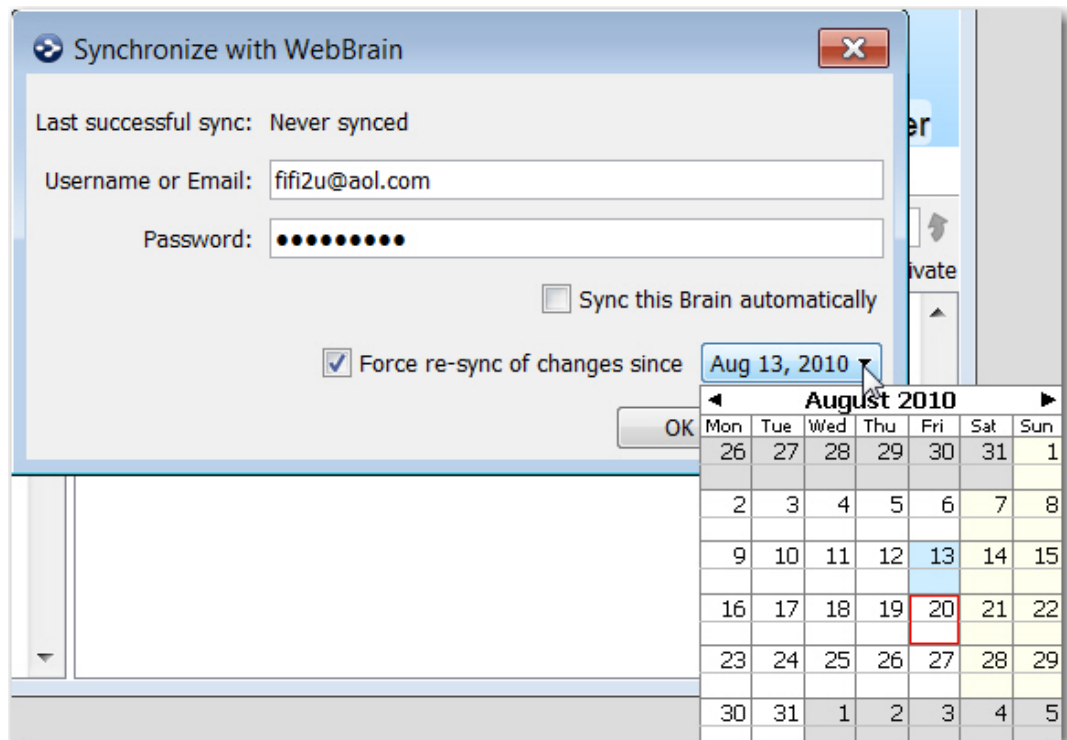


Figure 9. Selecting a Date

The synchronization process will begin.

# Make Your Brain Transparent

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PersonalBrain's new Transparent Mode lets you view your Brain on top of whatever else is on the screen—the desktop, or any application.

## Switching to Transparent Mode

Use any of the following three methods to switch to Transparent Mode:

- Click the **Window** menu, then click the **Transparent Mode** command
- Right-click in an empty area of the Plex, then click the **Transparent Mode** command
- Click the small circular button in the top-right corner of the Plex



A minimum of Java 6, update 14 is needed to use Transparent Mode on a Mac.

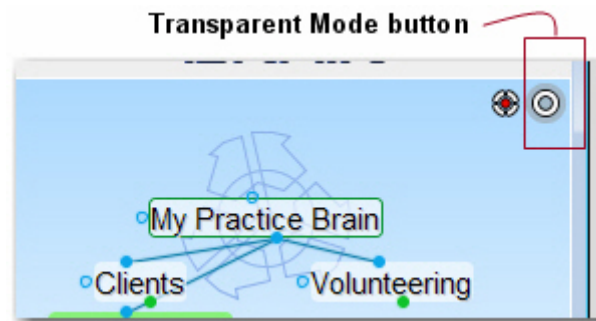


Figure 10. Toggle Transparent Mode Button

## Returning to the Previous Mode

Use either of the following methods to return to the mode your Brain was in before you switched to Transparent Mode:

- Right-click the rotating active Thought indicator, then click the **Transparent Mode** command

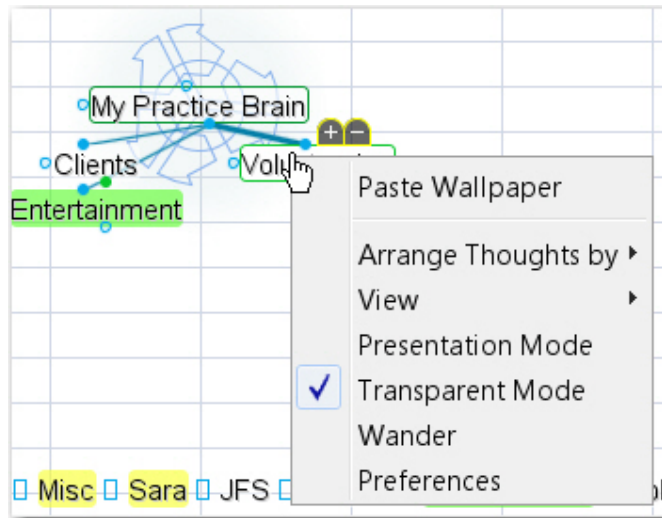


Figure 11. Transparent Brain Context Menu

- Click the small circular button in the top-right corner of the transparent Brain

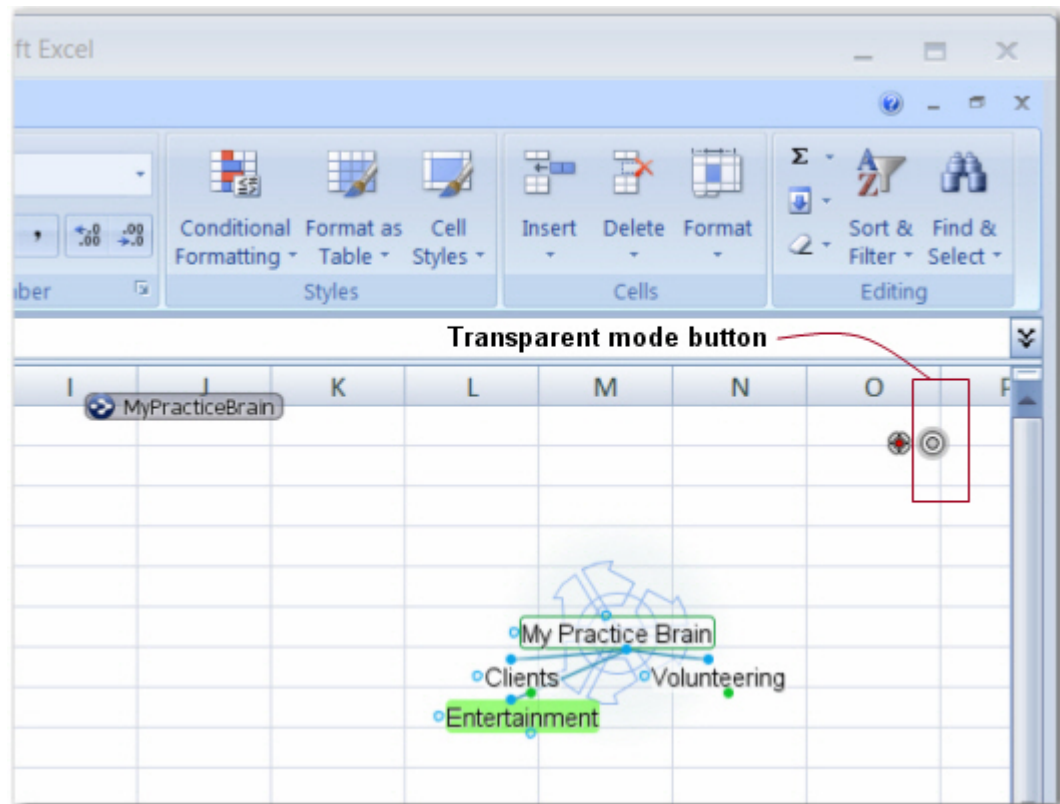


Figure 12. Toggling Off Transparent Mode



If you have defined an accelerator to switch to Transparent Mode, pressing the accelerator again will toggle back to the previous mode.

## Using Your Brain in Transparent Mode

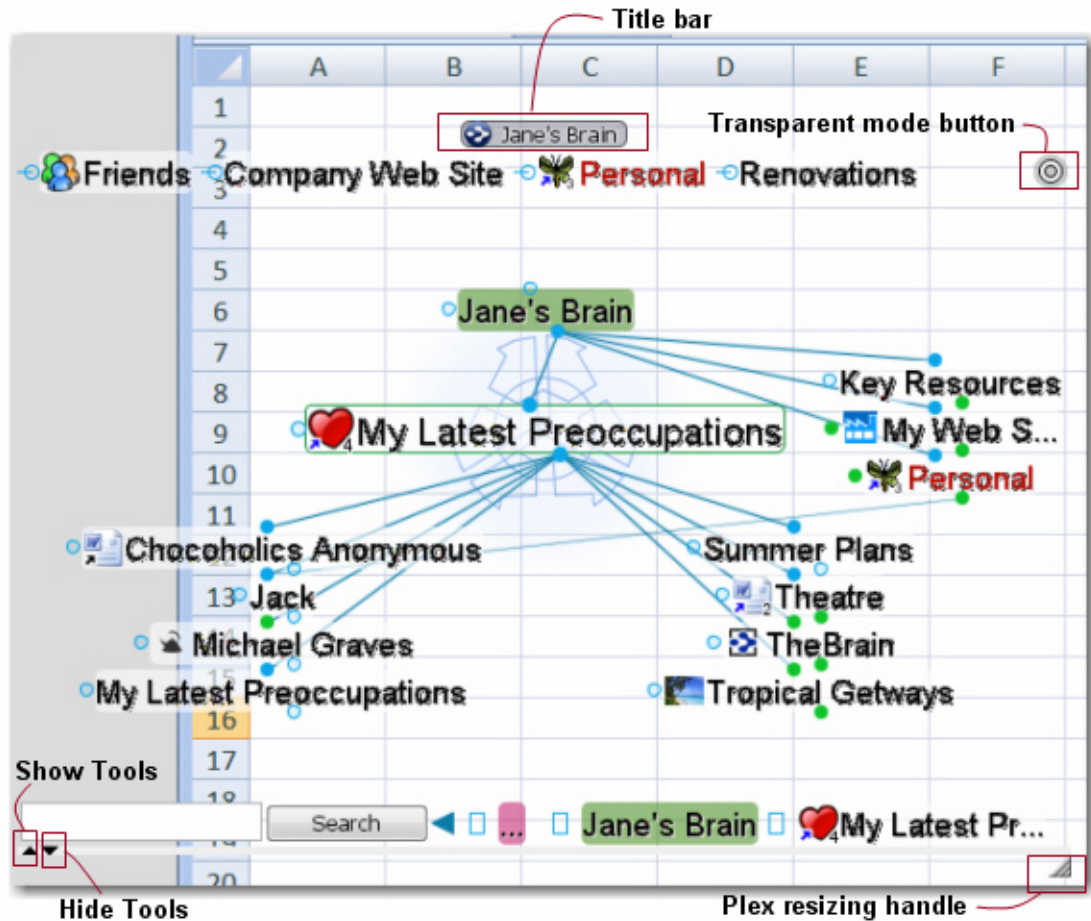


Figure 13. A Transparent Brain



Your Brain will remain in whatever view was active before you activated Transparent Mode.

| To do this ...                                                  | Do this ...                                                                                         |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Move your Brain                                                 | Drag the title bar                                                                                  |
| Resize your Brain                                               | Drag the resizing handle in the bottom-right corner when the mouse appears as a double-headed arrow |
| View current information or reminders based on current activity | Point to the red button in the top-right area of the Plex                                           |
| Switch to Mini-Mode                                             | Click the title bar (see the next section for information about Mini-Mode)                          |
| Hide the Notes tool and Thought tool                            | Click the down-arrow above the Notes tool                                                           |
| Restore the Notes tool and Thought tool                         | Click the up-arrow when the tools are hidden                                                        |

| To do this ...                                                 | Do this ...                                                               |
|----------------------------------------------------------------|---------------------------------------------------------------------------|
| Fill the transparent Plex with the Notes tool and Thought tool | Click the up-arrow above the Notes tool, when the tools are showing       |
| Restore the default Transparent Mode view                      | Click the down-arrow when the Plex is hidden                              |
| Hide the Notes tool, extend the Thought tool                   | Click the left-arrow between the tools, just below the past Thought list  |
| Hide the Thought tool, extend the Notes tool                   | Click the right-arrow between the tools, just below the past Thought list |
| Restore the Notes tool when it is hidden                       | Click the right-arrow at the left edge of the Thought tool                |
| Restore the Thought tool when it is hidden                     | Click the left-arrow at the right edge of the Notes tool                  |

## Switching to Mini-Mode

Once your Brain is transparent, you can switch to “Mini-Mode.” In Mini-Mode, your Brain displays just the active Thought and the Instant Activation text box.

### To switch to Mini-Mode:

- Click the title bar

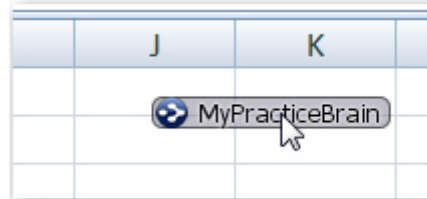


Figure 14. Switching to Mini-Mode

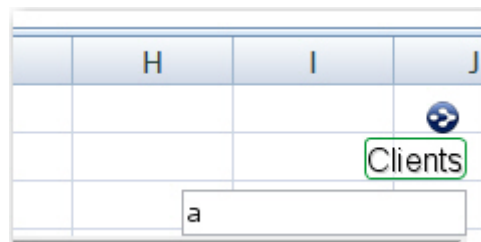




Figure 15. PersonalBrain in Mini-Mode

| To do this in Mini-Mode ...     | Do this ...                                                                                                        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Move your Brain                 |  Drag the <b>Brain</b> button.  |
| Activate a different Thought    | Type in the Instant Activation text box, then select the Thought of your choice.                                   |
| Switch back to Transparent Mode |  Click the <b>Brain</b> button. |

## Synchronize with Google Calendar

---

Now you can import your Google Calendar events into your Brain's Calendar.

1. Click the **File** menu, then click the **Synchronize Calendar with Google Calendar** command.

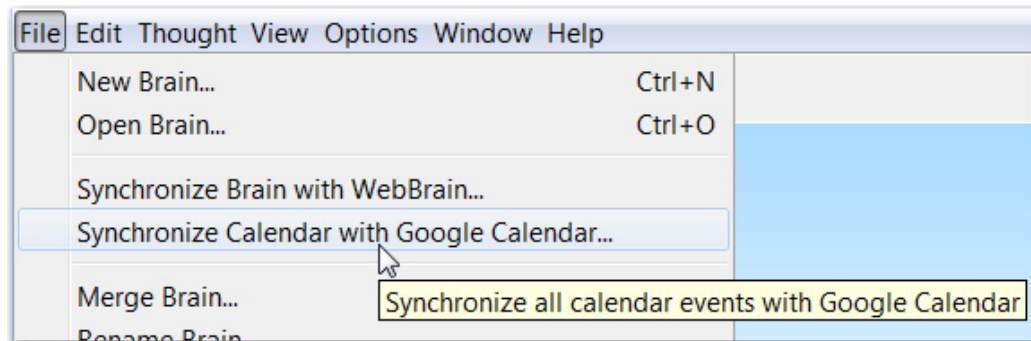


Figure 16. Synchronize Calendar Command

2. In the **Google Calendar Settings** dialog box, enter the email address and password associated with your Google Calendar account, then click the **OK** button.

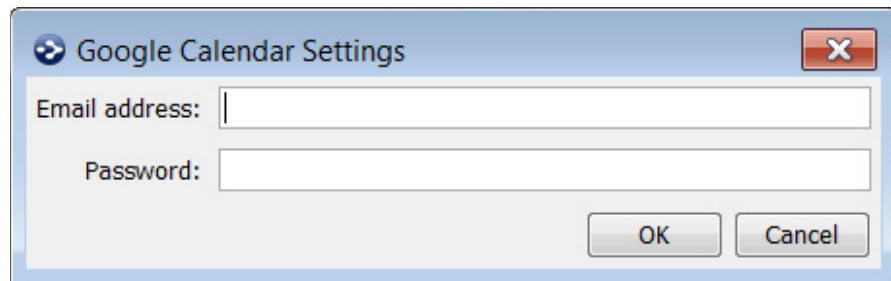


Figure 17. Logging into Google Calendar Settings

3. A progress bar will indicate the status of the process. When it is complete, your events will be added to your Brain's Calendar and PersonalBrain events will be added to your Google Calendar.



Imported events are not associated with Thoughts. If you want to link an event to a Thought, activate the Thought, right-click the event in the Calendar, then click the **Link to [active Thought name]** command.

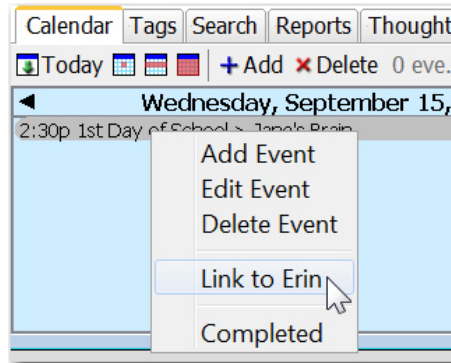


Figure 18. Linking an Event to the Active Thought

# Tool Enhancements

There are now a total of six tools: Notes, Calendar, Tags, Search, Reports, and Thought.



- The Properties & Attachments tool in previous versions of PersonalBrain has been enhanced and renamed the Thought tool.
- The Details tool in previous versions has been removed. To access the active Thought's details, either click the **Details** command on the **Thought** menu or right-click the Thought, then click the **Details** command.

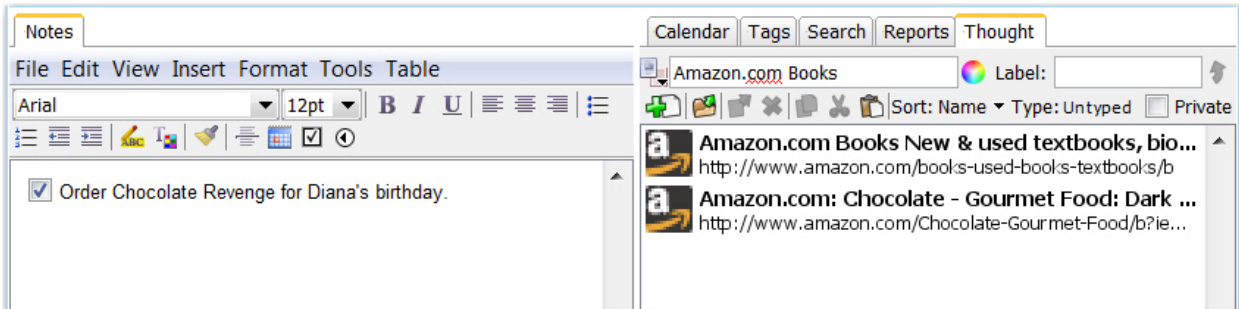


Figure 19. The Six PersonalBrain Tools

## Thought Tool

Enhancements include the following:

- The enhanced **Thought** tab layout provides more space for attachments.
- The **Select Thought Color** button takes less space and appears as a small color wheel.

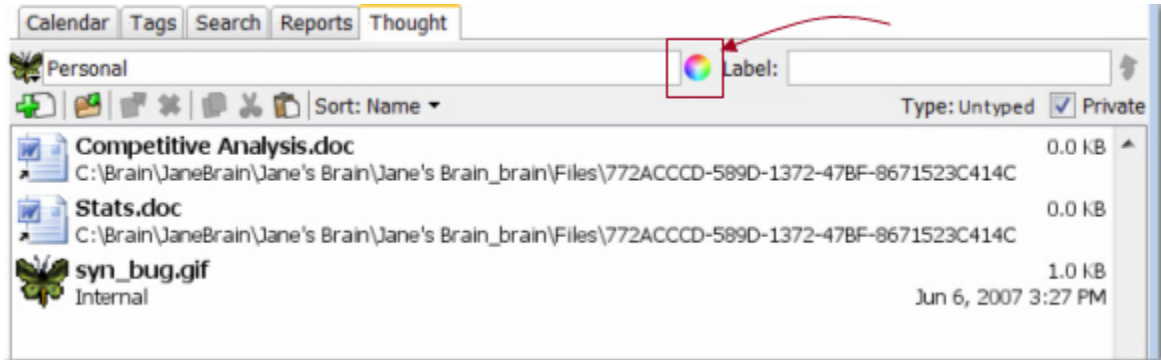


Figure 20. The Thought Tool

- The header row has been removed, attachment icons are larger, and longer Thought names aren't truncated; the Thought tab uses two rows when there is a long Thought name.

- A message is shown when the active Thought is a Type or a tag (see “Tag Enhancements” on page 24).

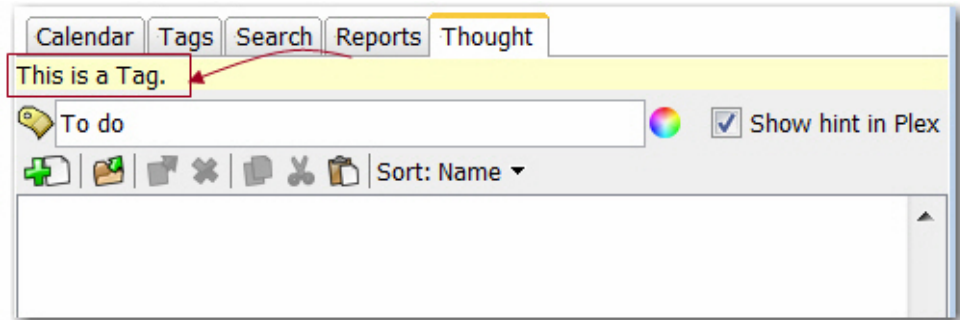


Figure 21. Thought Tool for a Tag

- When “Spell Check Thoughts” is selected on the **Options** menu (as it is by default), spelling is now also automatically checked in the **Label** field.

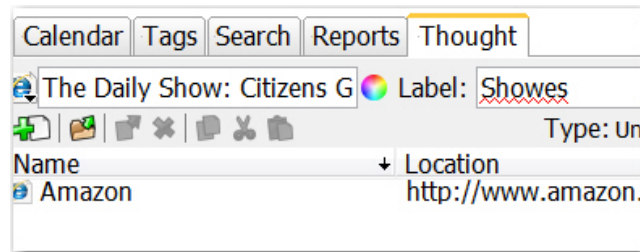


Figure 22. Spell-Checking for Labels

## Notes Tool

### Create Task Lists

To create a quick task list with selectable check boxes:

1. Click in the Note where you want the check box to appear.
2. Either click the **Insert Checkbox** button in the **Notes** tab toolbar or click the **Insert Checkbox** button on the **Insert** menu.

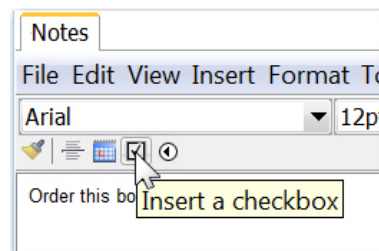
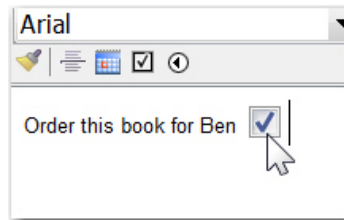


Figure 23. Inserting a Check Box

- When a task is complete, you can click in the check box to display a check mark.



## Insert URL Addresses

### To insert a dynamic URL in a Note:

- Type the URL (such as “www.yahoo.com”) following it with a space or a comma.

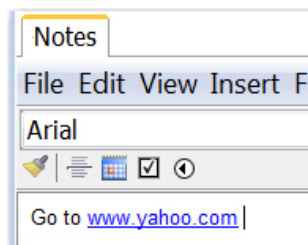


Figure 24. Inserting a Dynamic URL

### To go to a URL embedded in a Note:

- Hold down the **Ctrl** key while clicking the URL. As soon as you press the **Ctrl** key, the mouse will appear as a pointing hand (assuming it is positioned on a Web address).



## Insert Horizontal Rules

### To insert a horizontal rule (line) for organizing Notes into sections visually:

- Click in the Note where you want the horizontal rule to appear.
- Either click the **Insert Horizontal Rule** button in the **Notes** tab toolbar or click the **Insert Horizontal Rule** button on the **Insert** menu.

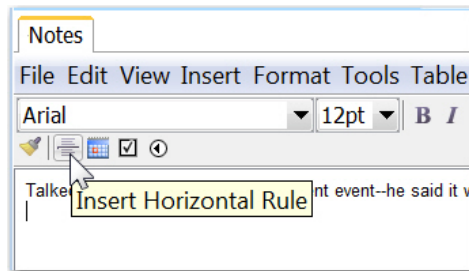


Figure 25. Inserting a Horizontal Rule

**To remove a horizontal rule:**

- Click within the rule to select it, then press the **Delete** key (or press the **Ctrl-X** combination key).

**Link to Thoughts in Notes**

**To insert a link to another Thought:**

- Select the name of the Thought within the Note text.
- Click the **Insert Link to a Thought** button in the **Notes** tab toolbar or click the **Insert Link to a Thought** button on the **Insert** menu.

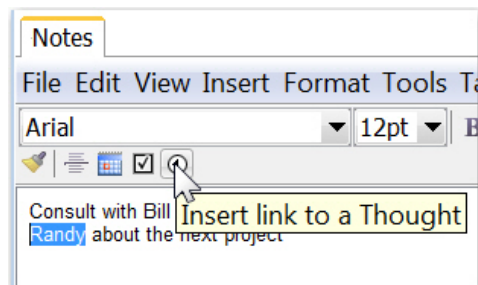
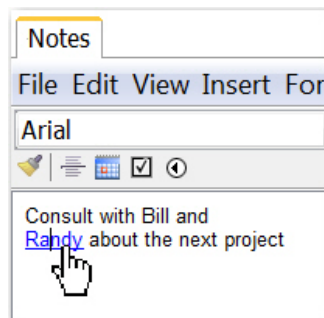


Figure 26. Inserting a Link to a Thought

**To follow the link to the designated Thought:**

- Hold down the **Ctrl** key while clicking the link. As soon as you press the **Ctrl** key, the mouse will appear as a pointing hand (assuming it is positioned on the link).





After the link has been created, you can change the text of the link and rename the Thought without breaking the link.

### Multiple Notes Windows

You can open Notes in floating windows that remain open when another Thought is active.

- Activate the Thought whose Note should remain open in a separate window, click the **Thought** menu, then click the **Open Notes Window** command.

### Customize the Date and Time Format

Now you can choose the exact style you want to use for dates and times inserted into your Notes.

#### To customize the date format:

1. In the **Notes** tab, click the **File** menu, then click the **Set Date Format** command.

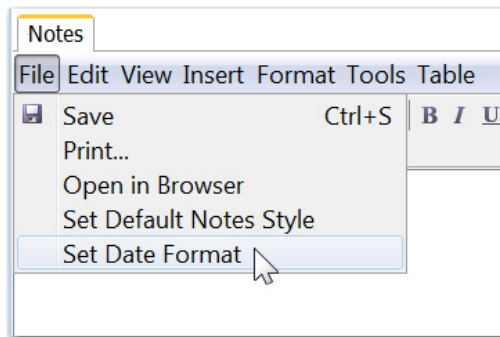
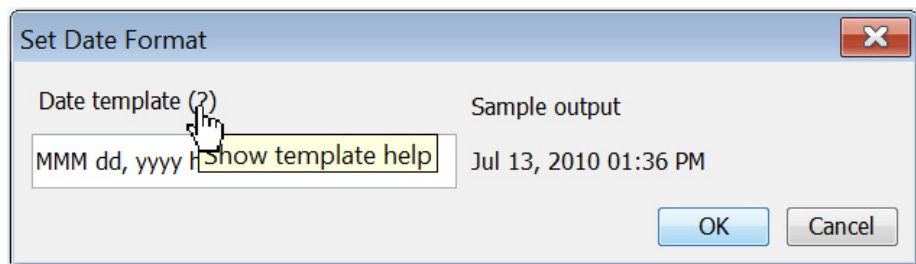


Figure 27. Setting the Date Format

2. In the **Set Date Format** dialog box, type or edit the template in the text field. Click the **Show Template Help** button for explanations of what each template character means.



#### Some example templates:

| To see this ...              | Enter this template ...     |
|------------------------------|-----------------------------|
| Tue Jul 13, 2010 01:36 PM    | EE MMM 33, yyyy hh:mm a     |
| July 13, 2010 01:36 PM "PDT" | MMMM 33, yyyy hh:mm a "zzz" |
| 07/13/10 01:36 PM            | MM/dd/yy hh:mm a            |

## Calendar Tool

The Calendar is larger and easier to use. Events display on a single line so that twice as many events can be seen in the same space. In the previous version of PersonalBrain, you could right-click a Calendar entry and then choose to add, edit, or delete the event from the context menu. Now you can also unlink the event from its Thought and mark the event as completed.



Events for the active Thought are shown in bold type.

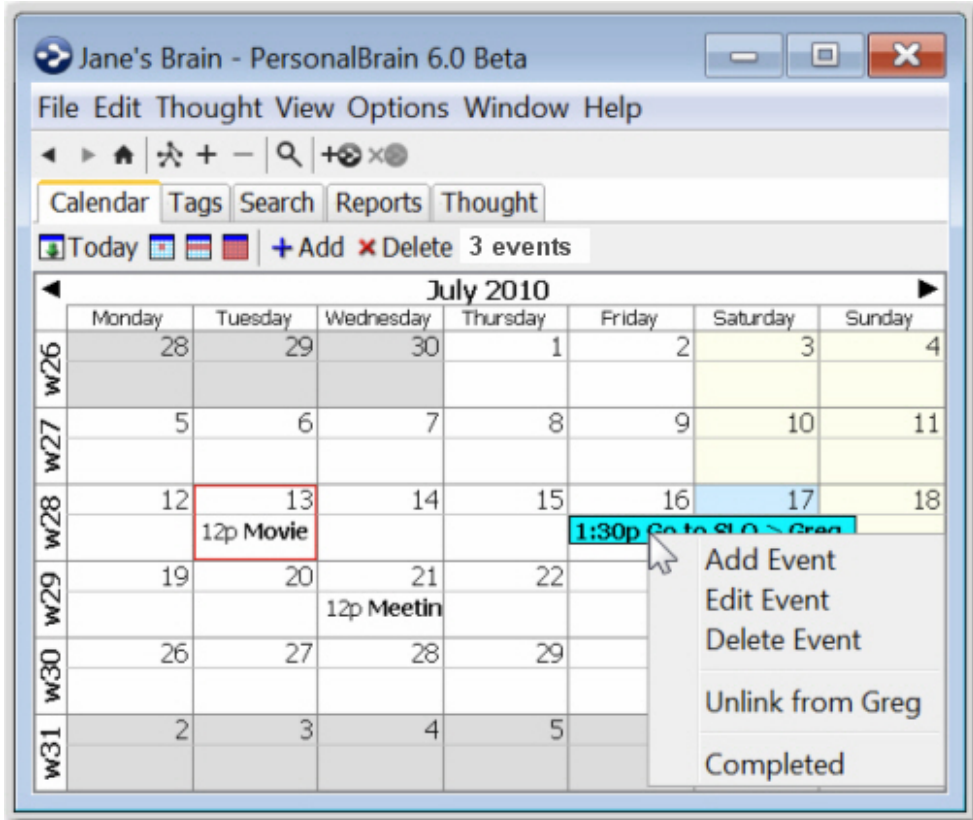
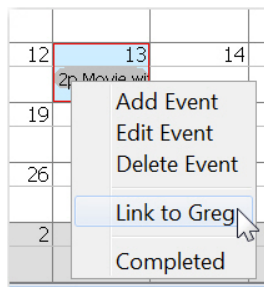


Figure 28. New Calendar Functionality

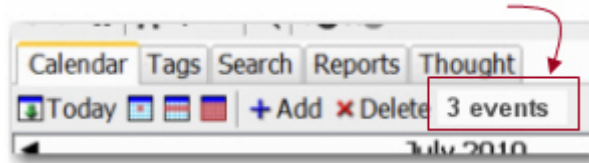


To restore the connection between an event and the Thought to which it was originally linked, right-click the event, then click the **Link to [Thought name]** command on the context menu.



**To display all events for the active Thought:**

- Click the number of events indicator in the Calendar toolbar.



**To create an event by double-clicking:**

- Double-click the day in the Calendar to open the **Edit Event** window.



You can also still click the **Add** button to create an event as in previous versions.

**To “Snooze” all reminders:**

- Click the new **Snooze All** button in the **Past Due Events and Reminders** dialog box. (This dialog box appears automatically when a reminder is due.)

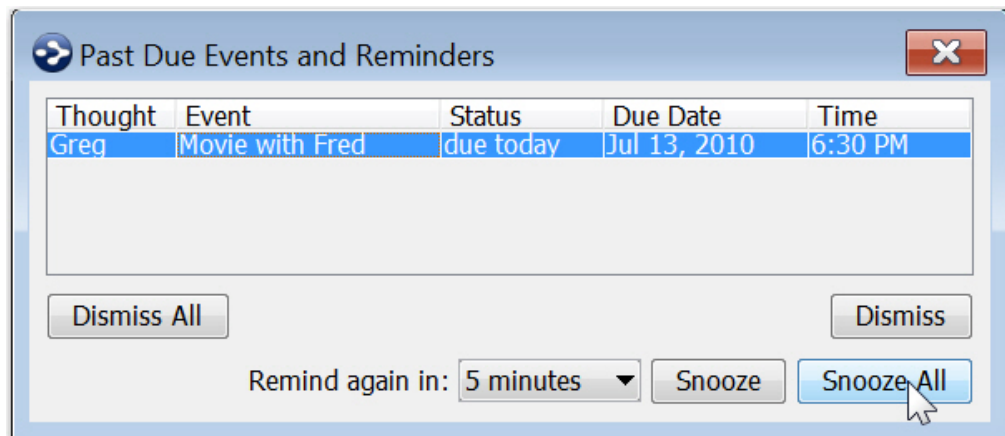


Figure 29. Snoozing all Reminders



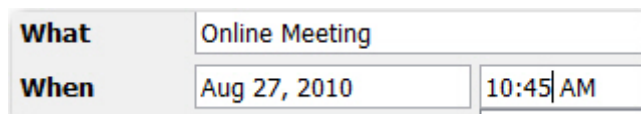
You can apply commands to multiple events at the same time by first selecting the events. Hold down the **Ctrl** key as you click each event (in a Windows environment) or hold down the **Command** key (for Mac).

**To activate a Calendar event from a search:**

- Click on a search result for an event to activate the event in the Calendar.

**To enter precise event times:**

- Click in the time field and time the exact time of your choice.



# Other Enhancements

## New Thought Creation Options

### Assigning a Type and Tag During Thought Creation

Now you can assign a Type and a tag to a child Thought when you create the Thought:

1. Activate the parent Thought, drag down from the child gate, then release the mouse button. The **Create Child** dialog will open. Type names for one or more new Thoughts as usual.

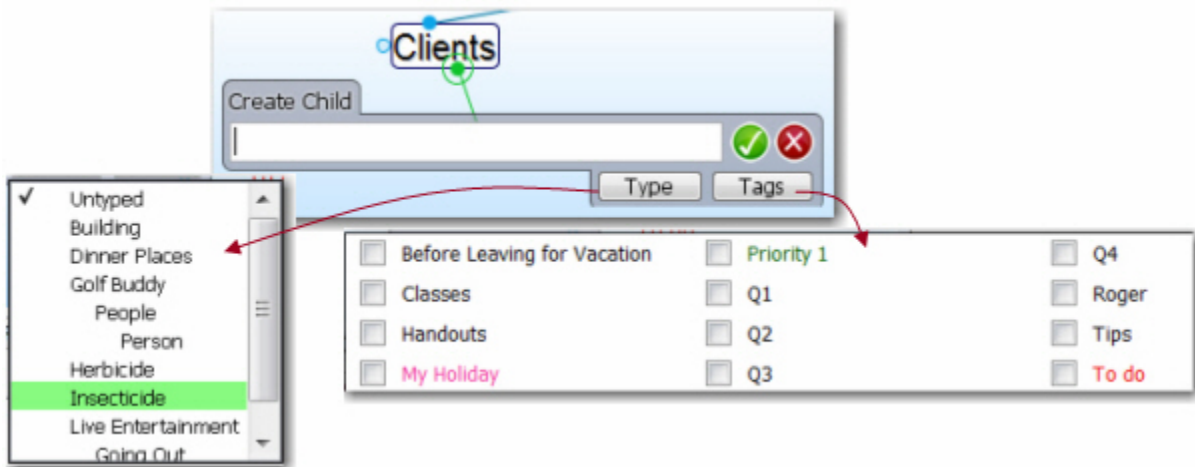


Figure 30. Create Child Dialog Box

2. To assign a Thought type to the new Thought(s), click the **Type** button, then click the Type of your choice.
3. To assign a Thought tag to the new Thought(s), click the **Tags** button, then click one or more tags of your choice.
4. Click the green button showing a check mark to save the new Thought(s) and close the dialog box as usual.

### Creating an Exclusive Parent

An “exclusive parent” is a Thought that is the only parent of another Thought.

#### To create an exclusive parent:

1. Activate the child Thought that will receive an exclusive parent, click the **Thought** menu, then click the **Create Parent** command.
2. Type the name of the new Thought as usual.

3. Hold down the **Shift** key as you click the green button showing a check mark. Any previous parents for the active Thought will be unlinked.



Another method is to drag from the Thought's parent gate to the new parent-to-be as you hold down the **Shift** key.

## Thought Types

The new **Thought Types** window provides a centralized place to see and manage Thought Types. Now you can create Types without assigning them to a Thought.

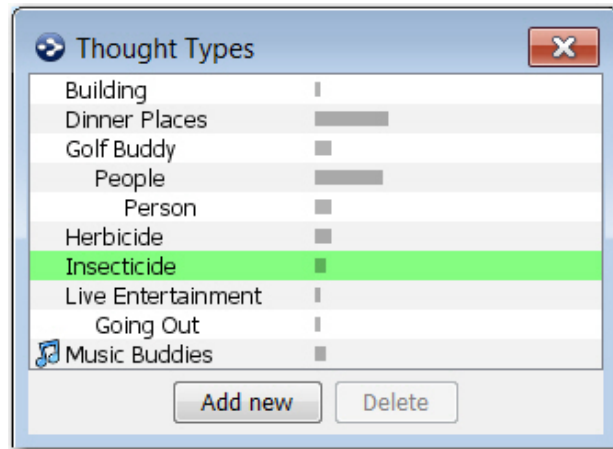


Figure 31. Thought Types Window

### To manage Types using the Thought Types window:

1. Click the **Options** menu, then click the **Thought Types Window** command.
  - To add a new Type, click the **Add New** button, type the name of the new Thought Type, then click the **OK** button
  - To delete a Thought Type, click the Type to select it, click the **Delete** button, then click the **OK** button to confirm the deletion
2. Click any Type to display all Thoughts associated to that Type in the Plex. These Thoughts will remain visible in the Plex after you close the **Thought Types** window.

### Visible Thought Types

Thought Types are now visible as special Thoughts, similar to tag Thoughts. Type Thoughts are displayed in the Plex with all Thoughts that are associated to them as their children. Type Thoughts have a dotted outline to distinguish them from other Thoughts. In addition, "This is a Thought Type" is displayed just below the Thought tab when a Thought Type is active.

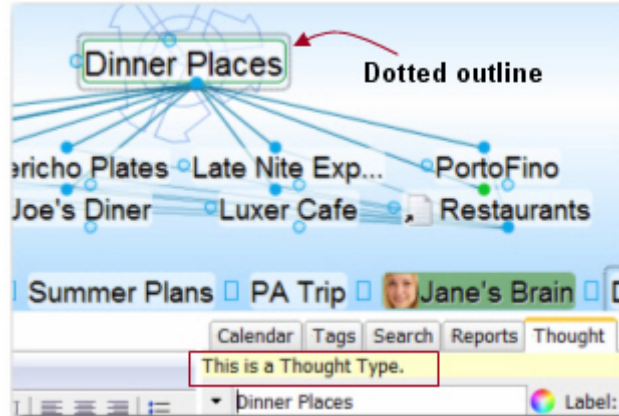


Figure 32. An Active Type Thought (“Dinner Places”)



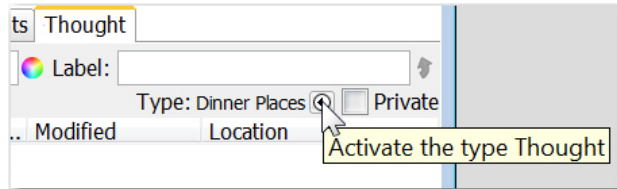
Type Thoughts can be edited by activating them and using the Thought tool, just as you would for any other Thought.

**To do this ...**

**Do this ...**

Activate a Type

Type the Type’s name in the instant activation field or click the **Activate** button in the Thought tool when the active Thought is associated with the Type you want to activate.



Delete a Type

Activate the Type Thought in the Plex, click the **Thought** menu or right-click the Thought, then click the **Delete** command.

Set a Thought’s Type

Set the Type by using the **Thought** menu or context menu as in prior versions of PersonalBrain, or drag from the Thought’s parent gate to the Type Thought, making the Type Thought a parent of the Thought to receive the new Type.

Remove a Type from a Thought

Right-click the link from the Thought to the Type Thought, then click the **Unlink** command. Or, right-click the Thought, click the **Thought Type** command, then click the **Untyped** command.

Create new Thoughts linked to the active Type Thought

Drag down from the Type Thought’s child gate and continue creating the Thought as usual.

Create a Super Type

Drag up from the parent gate of a Type Thought, then continue creating the Super Type as usual.

| To do this ...                | Do this ...                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------------------|
| Reuse a Type in another Brain | Copy and paste Type Thoughts from one Brain to another the same way you copy and paste other Thoughts. |

## Tag Enhancements

Now you can add Notes and attachments to tags.

1. Click the **Tags** tab to open the Tags tool, then click the tag of your choice.
2. Click the **Thought** tab to display the tag's properties. Type Notes and add attachments as you would with other kinds of Thoughts.



A label indicating that this Thought is a tag appears automatically at the top of the Thought tool (when the active Thought is a tag).

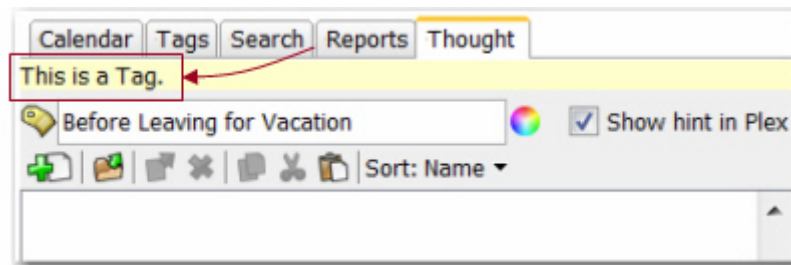


Figure 33. Thought Tool for a Tag

### Multiple Tag Deletion

- Select multiple tags at a time to delete them. Hold down control/command or shift to select multiple tags then click the delete button.

## Thought URLs

Each Thought in PersonalBrain has been assigned a unique URL. A URL can be used to create links to Thoughts in the same Brain or in other Brains. Thought URLs can also be added as attachments to Thoughts and can also be used in Notes.



**For Windows only:** Thought URLs can be added as hyperlinks so that when the link is activated PersonalBrain will go to the referenced Thought. For this feature to work, allow PersonalBrain to communicate over the network if your firewall currently blocks this communication. For the Windows Firewall, click the “Allow” command when you are prompted to do so after first running PersonalBrain.

### To copy a Thought URL:

- Right-click the Thought (or click the **Edit** menu), then click the **Copy Thought URL** command.

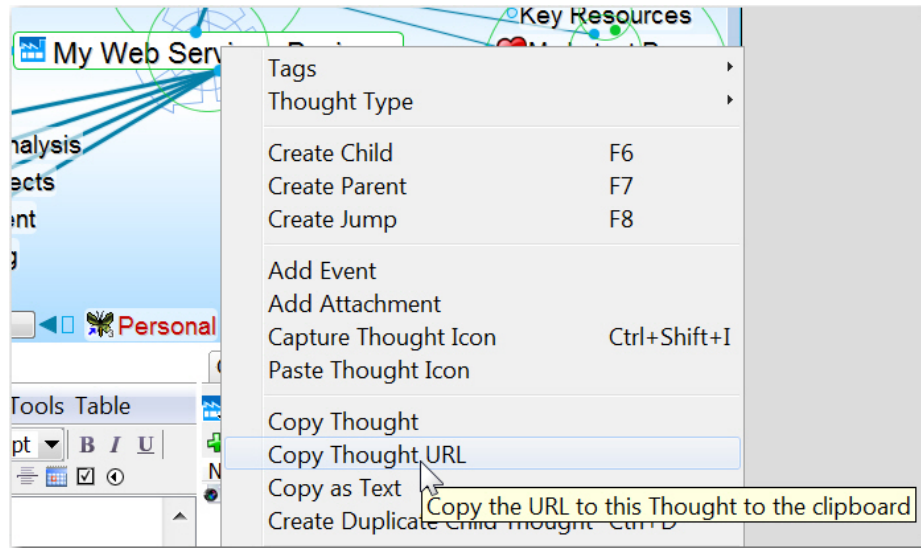


Figure 34. Copying a Thought URL

To paste a copied Thought URL so it will be another Thought's attachment:

1. Activate the Thought to which it should be copied (which may be in the original Brain or any active Brain), then right-click the Thought (or click the **Edit** menu).
2. Click the **Paste Web Link** command. The URL will be added to the Thought as an attachment.

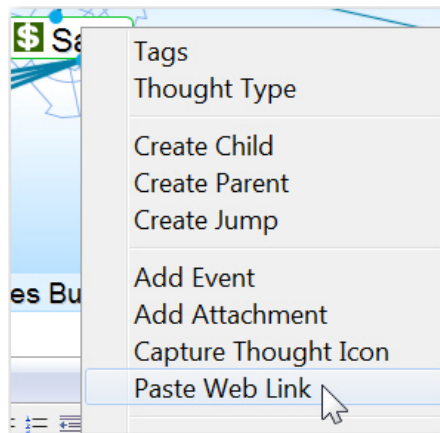


Figure 35. Pasting a Thought URL

To paste a Thought URL after it has been copied so that it becomes a hyperlink in a Note:

1. Select the text that will be the link, then click the **Insert** menu.
2. Click the **Insert Hyperlink** command.

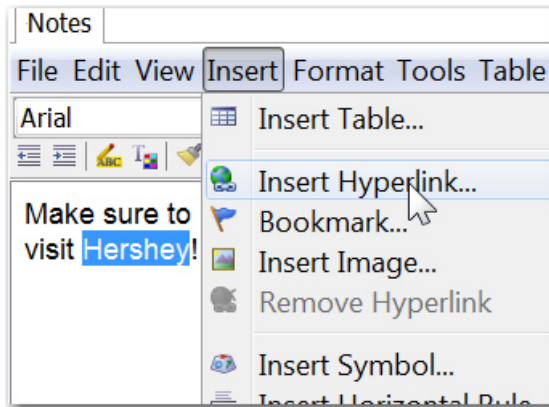


Figure 36. Inserting a Hyperlink in a Note

3. Press the **Ctrl-V** combination key to paste the copied URL into the **Address** field where the cursor is blinking, then click the **OK** button.

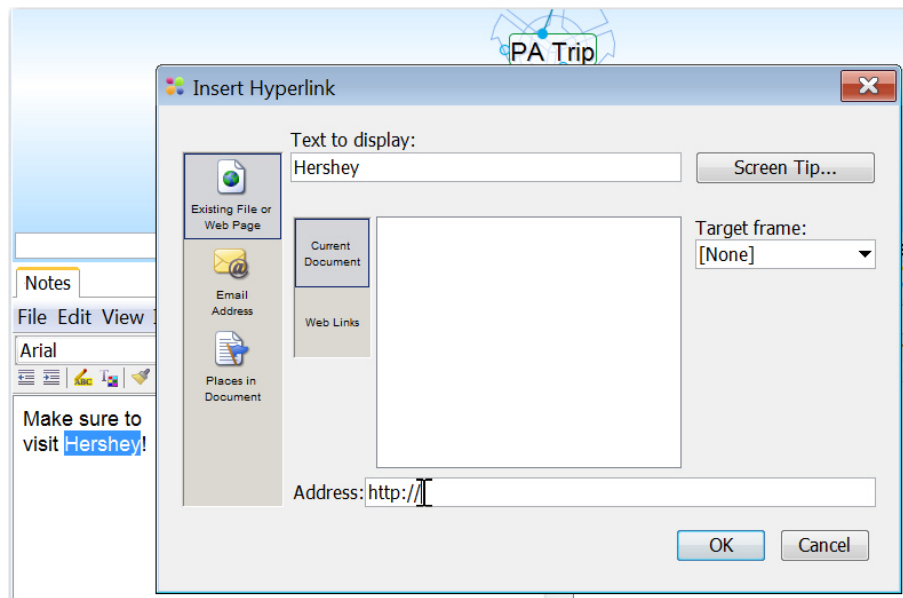


Figure 37. Pasting the Thought URL as a Hyperlink



To use the link in the Note, hold down the **Ctrl** key while clicking the text that has been associated with the URL.

## Enhanced Attachments Functionality

- The list of attachments may now be sorted. Click the down-arrow to the right of the current sort option, then click the option of your choice.

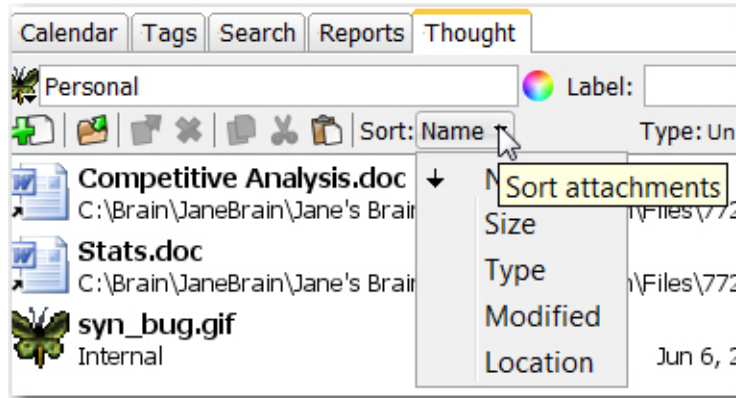


Figure 38. Sorting Attachments

- When you right-click on a Thought's linked file attachment, you can now either move or copy the file into the active Thought as well as add this attachment to your file templates.

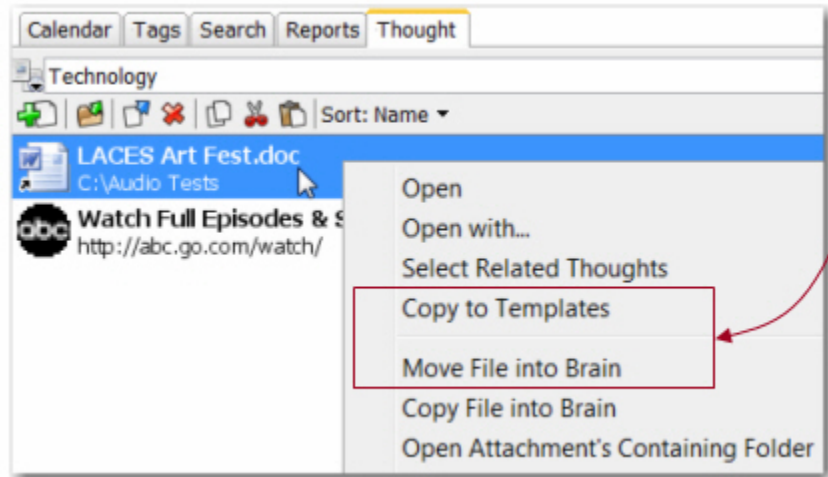


Figure 39. Moving or Copying Files into Your Brain



When you drag and drop an item into the active Thought, PersonalBrain still creates a link to the item, leaving the original where it is.

- You can select Thoughts that are related based on their attachments by right-clicking the attachment in the **Thoughts** tab, then clicking the **Select Related Thoughts** command. All Thoughts that have content mentioned in the attachment will appear in the **Selection** box.

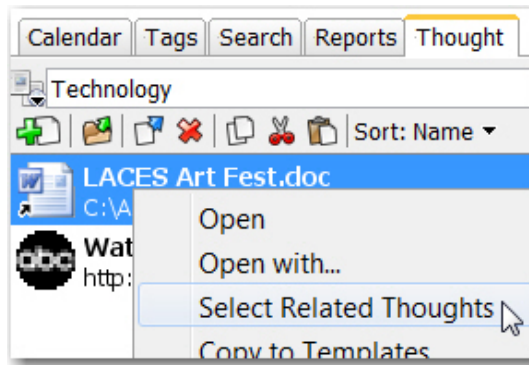


Figure 40. Select Related Thoughts Command



To create a template from an attachment, right-click the attachment in the Thought tool, then click the **Copy to Templates** command. The template will be available when you want to create a new attachment. (This feature was also available in previous releases of PersonalBrain.)

## Enhanced Menu Functionality

- Now menus only show commands that are currently enabled, based on your selections in the Plex. For example, several commands on the **Edit** menu are only available when the **Selection** box has content:

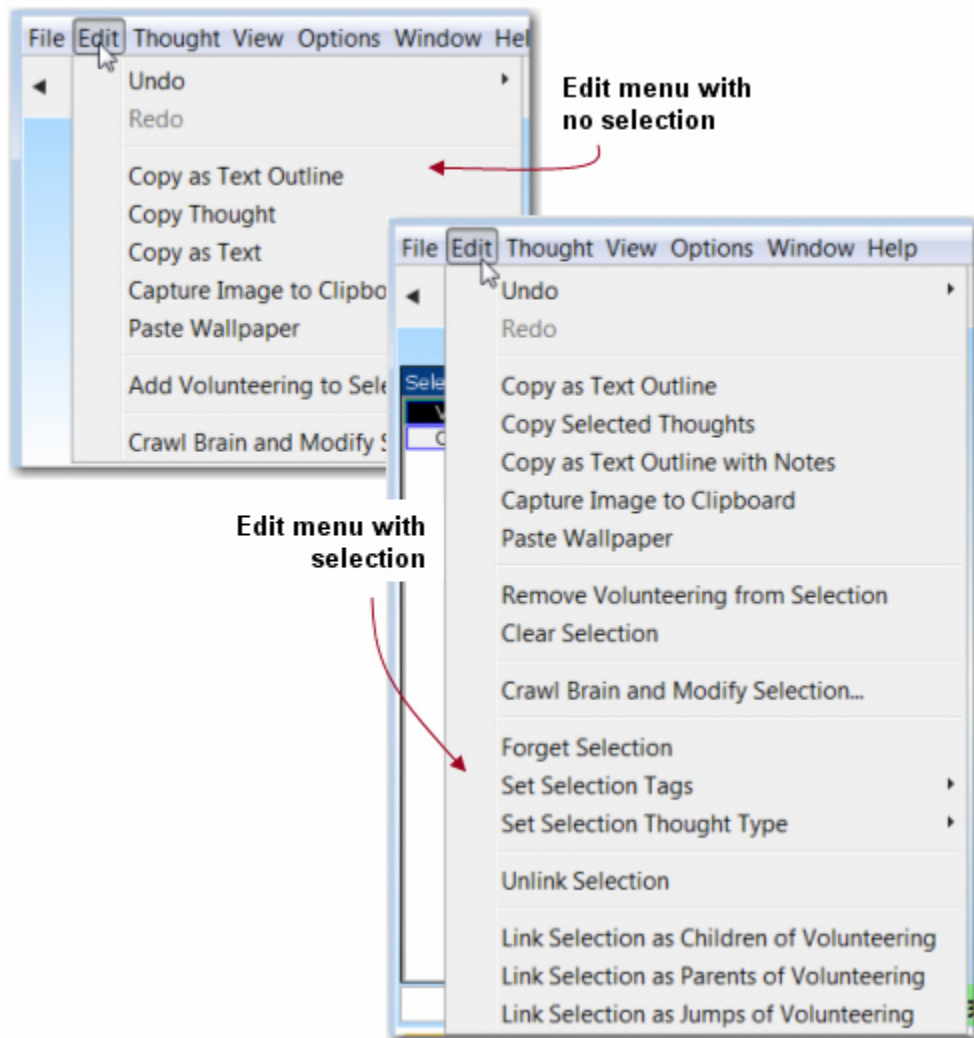


Figure 41. New Menu Icons

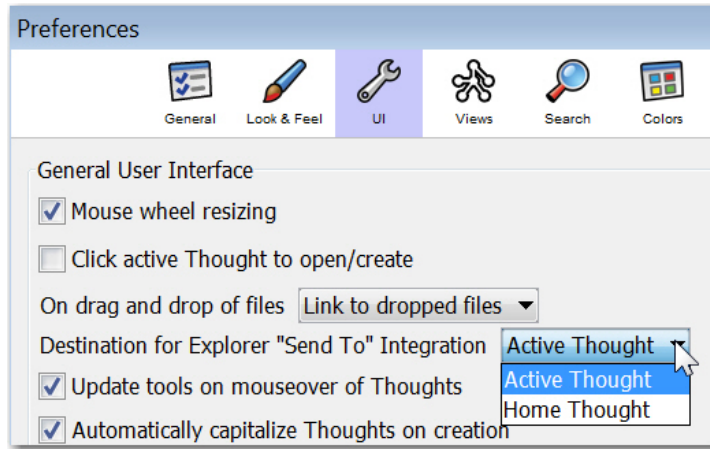
## Windows Explorer Integration

Now you can send a file or a folder directly from Windows Explorer to your Brain. The item will be sent either to the active Thought or your Brain's Home Thought, based on the **Preferences** setting, so it's a good idea to check that setting first.

**To see or change where the file or folder will be sent:**

1. Right-click a blank area of the Plex (or click the **Options** menu), then click the **Preferences** command.
2. Click the **UI** button.

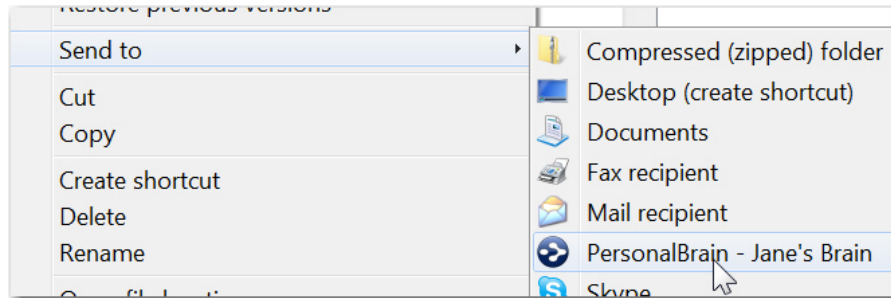
3. You can select either “Active Thought” or “Home Thought” for the **Destination for Explorer “Send To” Integration** setting.



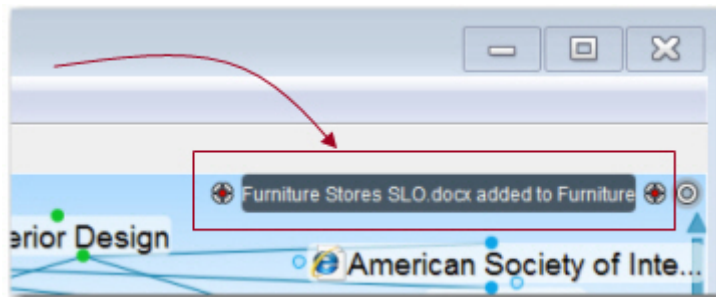
4. Click the **OK** button if you change the setting (or close the window without saving if you didn't make any changes).

**To send a file or folder to your Brain:**

1. Open Windows Explorer and navigate to the file or folder of your choice.
2. Right-click the file or folder, click or point to the **Send to** command, then click the **Personal Brain – [Brain name]** command.



The file or folder will be copied into the active Thought or the Home Thought, based on the **Preferences** setting.



**Figure 42. Confirmation of “Send To” Item Delivery**



When the item has been added to your Brain, PersonalBrain displays a message in the upper-right corner of the Plex indicating where the item was added.

## Presentation Mode

The **Presentation Mode** command has moved from the **View** menu to the **Window** menu.

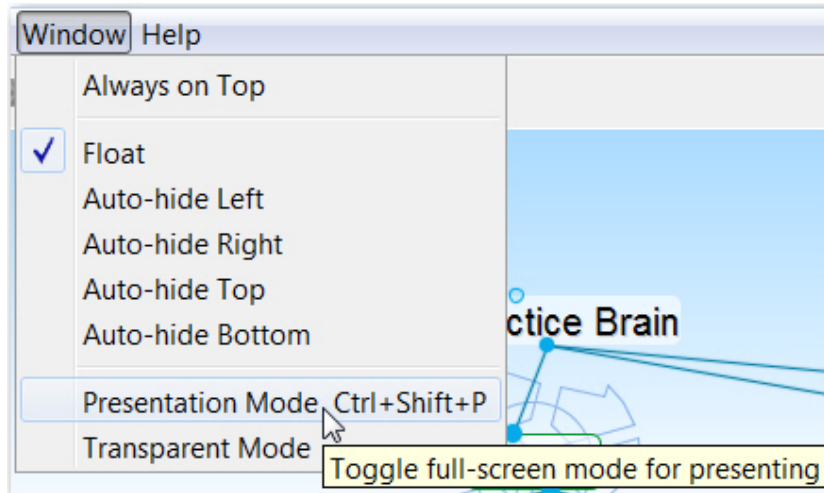


Figure 43. Presentation Mode Command in Window Menu

## Resizing the Instant Activation and Selection Boxes

Now you can make the **Instant Activation** field wider or narrower by dragging its right-most border.

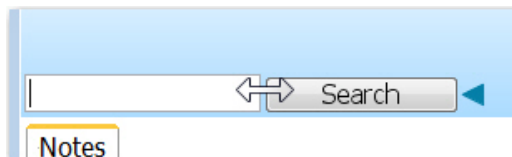


Figure 44. Resizing the Instant Activation Field

You can also resize the list box that appears as you begin typing in the **Instant Activation** field.

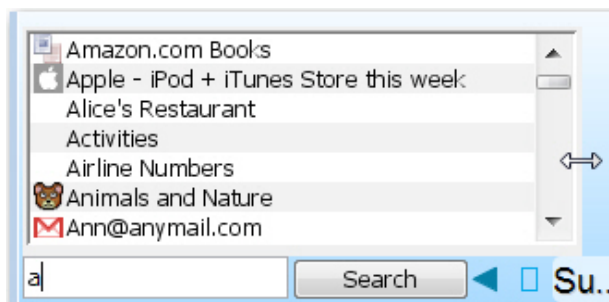


Figure 45. Resizing the Instant Activation Results List

You can also resize the **Selection** box.

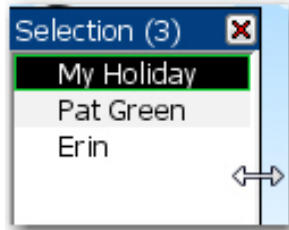


Figure 46. Resizing the Selection Box

## Pasting Outlines

Pasted outlines may now include labels, attachments, and Notes. If a URL is included, it is added as an attachment to the Thought in the outline entry above the entry containing the URL.

### To do this ...

Create a label when the outline is imported

Create a Note when the outline is imported

### Do this ...

Type the pipe symbol (|) before the text that should appear as a label.

Type a hyphen (-) before the text that should appear in the Note. It is not necessary to place the Note text within parentheses.

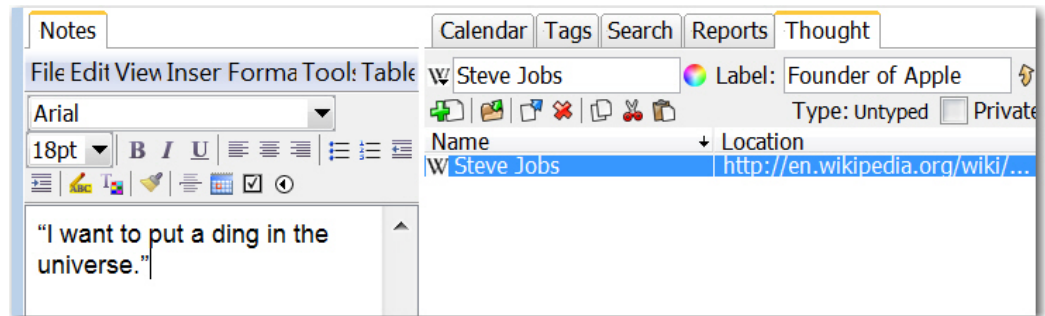
### Example:

The following text adds a Thought named “Steve Jobs” with the label “Founder of Apple,” a link to Wikipedia, and a Note containing a quotation.

Steve Jobs | Founder of Apple

[http://en.wikipedia.org/wiki/Steve\\_Jobs](http://en.wikipedia.org/wiki/Steve_Jobs)

-" I want to put a ding in the universe."





There is also a new **Text Outline** command on the **File** → **Import** menu. This command imports a file with a .txt extension and supports importing a text outline using the same formatting as is used when pasting a text outline.

## Capturing Images

Now you can capture any area of your screen to the clipboard or to a Thought icon.

### To capture an area of the screen as a Thought icon:

1. Make sure the screen item you want to capture is visible, then activate the Thought that will receive the new icon.
2. Right-click the Thought (or click the **Thought** menu), then click the **Capture Thought Icon** command (or press **Ctrl+Shift+I**). Your Brain will be hidden temporarily and red cross hairs will appear on the screen.
3. Drag a rectangle around the area to be captured by dragging the mouse in a diagonal line from one corner of the rectangle to the opposite corner, then releasing the mouse button.



Figure 47. Capturing an Image as a Thought Icon

When the mouse button is released, the area that was selected will appear as the Thought's icon.

### To capture an area of the screen and copy it to the clipboard:

1. Click the **Edit** menu, then click the **Capture Image to Clipboard** command.

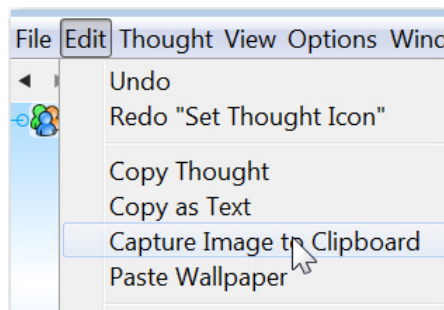


Figure 48. Capturing an Image to the Clipboard

2. Drag a rectangle around the area to be captured by dragging the mouse in a diagonal line from one corner of the rectangle to the opposite corner, then releasing the mouse button.



Images in the clipboard can be pasted as attachments, pasted into Notes or the Plex, or used as icons.

## Setting the Default Language

Now you can change the default language at any time.

1. Click the **Options** menu, then click the **Preferences** command.
2. Open the drop-down **Interface Language** list on the **General** tab, then select the language of your choice.

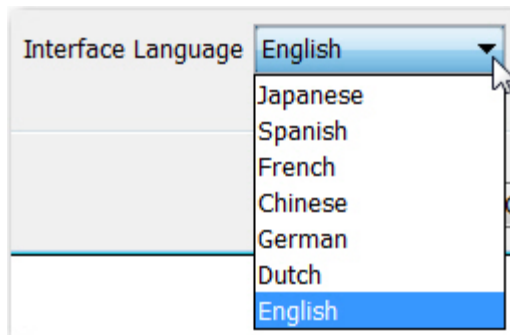


Figure 49. Choosing a Default Language

3. Click the **OK** button to save your settings.
4. Click the **OK** button in the message box to acknowledge that you must restart PersonalBrain for the new language to be applied. Exit PersonalBrain and then open it again to work in the selected language.

## Analyze Main Thoughts

The new **Analyze Main Thoughts** command places a ring around your Brain's most important Thoughts and lists these Thoughts in the **Selection** box. Most important Thoughts are listed first in the **Selection** box, as calculated based on a network analysis of the links and content of your Brain.

- Click the **File** menu, click the **Utilities** command, then click the **Analyze Main Thoughts** command.

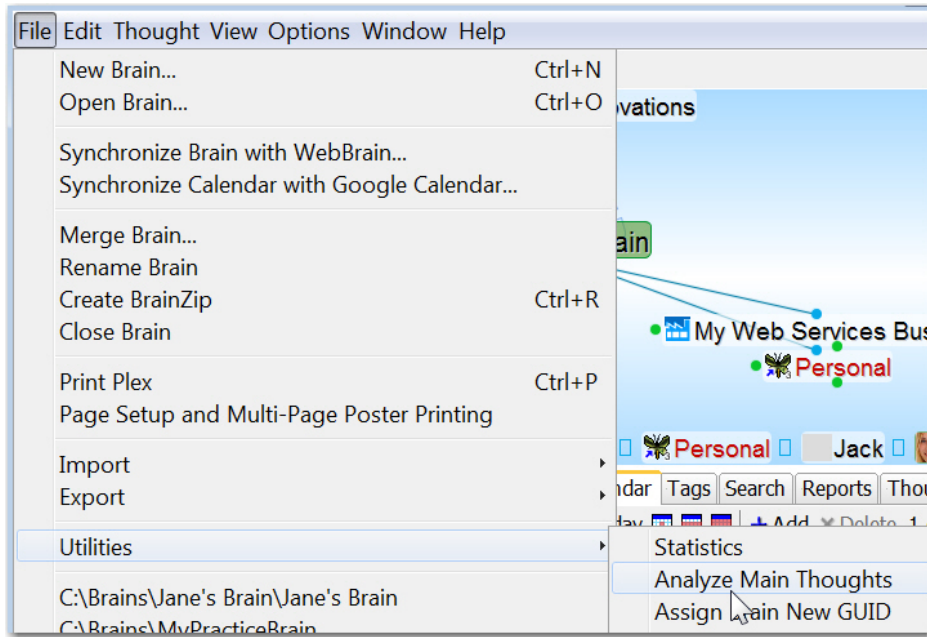


Figure 50. Analyze Main Thoughts Command

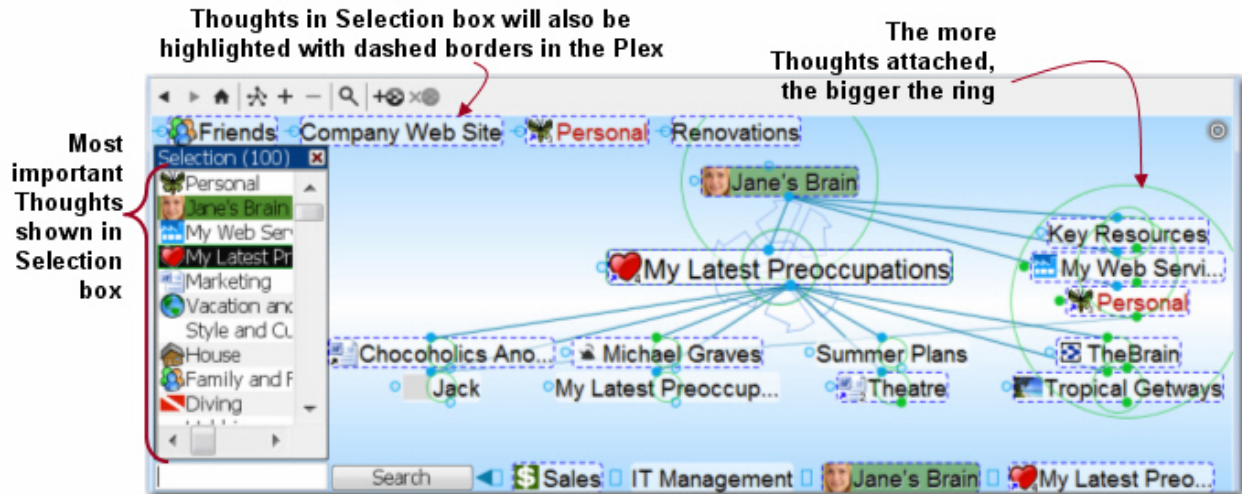


Figure 51. The Plex with Main Thoughts Analyzed

- To remove the rings around main Thoughts, click the **File** menu, click the **Utilities** command, then click the **Hide Main Thoughts Analysis** command.



Closing the **Selection** box removes the dashed borders around Thoughts in the Plex as usual, but does not remove the rings.

## Keyboard Enhancements

### New Accelerators

You may now define key combinations for the following activities:

- Activate the last created Thought

- Copy/cut/paste Notes as text always
- Draw links
- Hide tag hints
- Show siblings
- Update Tools based on the highlighted Thoughts



---

As in the previous version, to define a key combination, right-click in the Plex, click the **Preferences** command, click the **Accelerators** button, click the command for which you want to add or change the accelerator, then press the key combination of your choice. Click the **OK** button to save your settings.

---

### Navigation Using the Keyboard

By default, the highlight indicator in the Plex updates the associated Tool when the keyboard is used to highlight the Thought. (To change the default, deselect **Update tools on highlight of Thoughts** in the **UI** section of the **Preferences** dialog box.)

### Cancel Creation of a Link

Now you can press the **Esc** key while dragging a link to abort the process. (The mouse button should still be held down while you press **Esc**.)

## Integration with Outlook

When a message is added via dragging and dropping from Outlook while holding down the **Ctrl** key, and the message is made internal, Notes are still added, just like when linking. This lets you preview the message in the Notes tool.

## Printing Notes



The ability to print notes has been added on a Mac.

- Notes > File > Print

# Appendix

## Creating a BrainZip

To create a BrainZip:

1. Click the **File** menu, then click the **Create BrainZip** command.
2. In the **Create BrainZip Options** dialog box, select or deselect the check boxes for including file attachments and/or the search index.

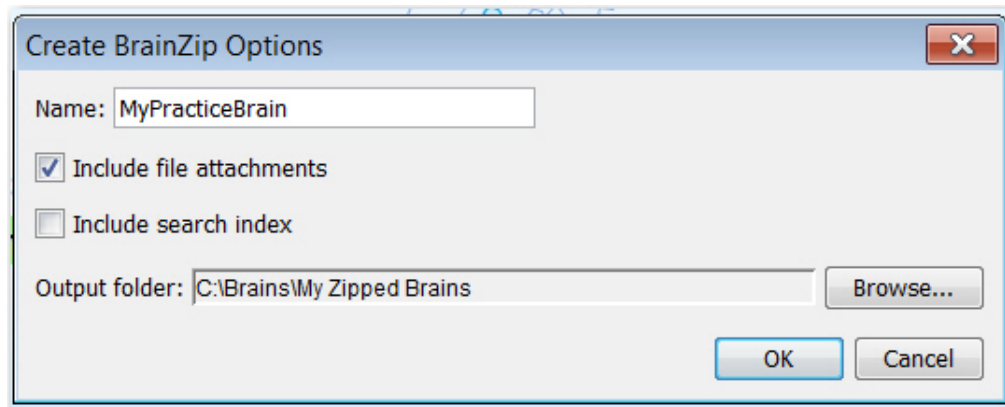


Figure 52. Create BrainZip Options

3. Click the **Browse** button, if necessary, to change the Output folder where the BrainZip will be saved. Then, click the **OK** button.



Make a note of where you are saving your BrainZip file so that you can locate it easily when you upload it to WebBrain.com.

You will see a progress bar as the files are compressed and the new file will be saved with a “brainzip” extension. This message box will be displayed when the process is complete:

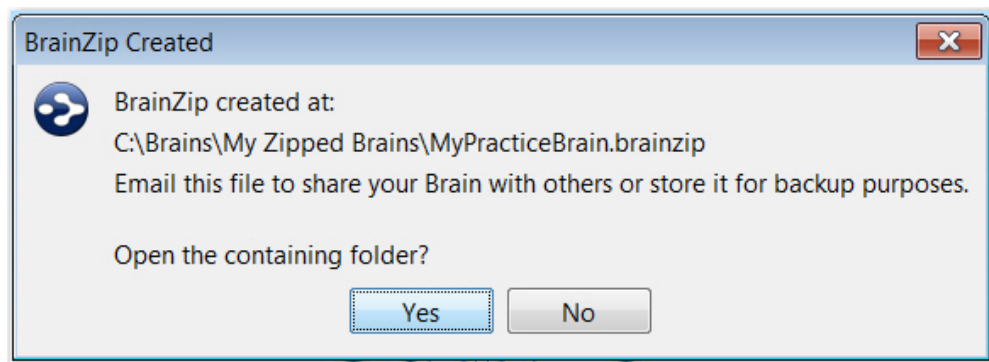


Figure 53. BrainZip Created Message Box

- Click the **Yes** button if you want to open the folder where the BrainZip resides, or click the **No** button to continue where you were before beginning the process.

Now that your BrainZip is created, you can create a WebBrain account and upload your file, as described below.

## Publishing Your Brain on WebBrain.com

### To prepare your Brain to be shared:

- Activate the Thought that you want to be the Home Thought when your Brain is viewed. It will be the first Thought your viewers see.
  - Right-click the Thought, then click the **Set as Home Thought** command



The current wallpaper and color theme will be included in your published Brain.

- Create a BrainZip as described above. The BrainZip is the file you will upload to WebBrain.com.

### To create a WebBrain account:

- Go to <http://webbrain.com>, then click the **Sign Up** button in the top-right area of the page.

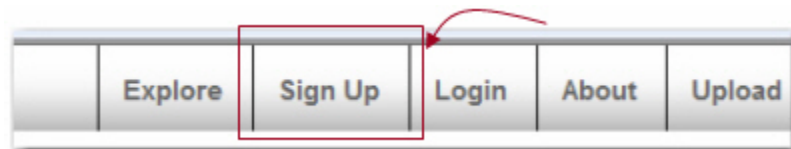


Figure 54. Sign Up Button

- Click the **Sign up now** link.

Figure 55. Login Button

- Complete all fields in the Sign Up form, then click the **SignUp** button. You will see a message explaining that a confirmation notice has been sent to the email address you provided. When you receive the message, follow its instructions to click the link and activate your account.



Allow a few minutes for the email to be delivered. Check your SPAM folder if the message doesn't arrive within a reasonable amount of time.

- Click the **Verify** button. Now you can return to the webbrain.com page and click the **Login** button to log in using the information you provided when you signed up.

#### To upload your Brainzip:

- Click the **Upload** button.
- Click the **Browse** button, then navigate to the folder in which you saved the .brainzip file, then click the **Open** button when the BrainZip of your choice is selected.

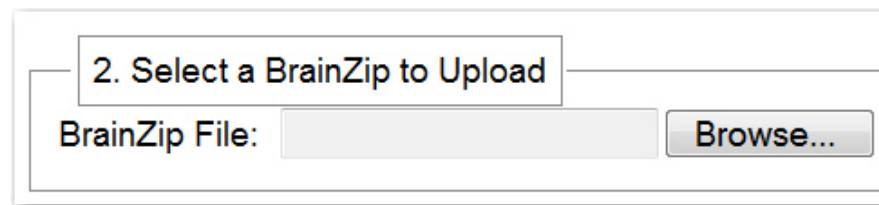


Figure 56. Selecting a BrainZip File



If you make changes to your Brain, you can always use the **Synchronize with WebBrain** feature or replace a published BrainZip with a new version of your BrainZip.

- Select your Brain's visibility.

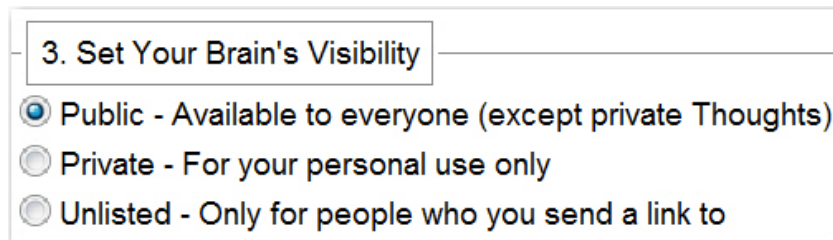


Figure 57. Selecting Visibility

| Select this ... | For this result ...                                                      |
|-----------------|--------------------------------------------------------------------------|
| Public          | Anyone can view your Brain, with the exception of your Private Thoughts. |
| Private         | Only you can view your Brain (based on your login information).          |

| Select this ... | For this result ...                                                                                                                                                            |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unlisted        | Only people to whom you send a link to your Brain can view your Brain; naturally, these people can forward this link to others. Unlisted Brains will not be found in searches. |

- Optionally, type a description of your Brain in the “Describe this Brain” text box. Leave this field blank if you are overwriting an existing BrainZip for which you’ve already provided a description.
- Select a category for your Brain. Doing so will make it easier for people to find your public brains.

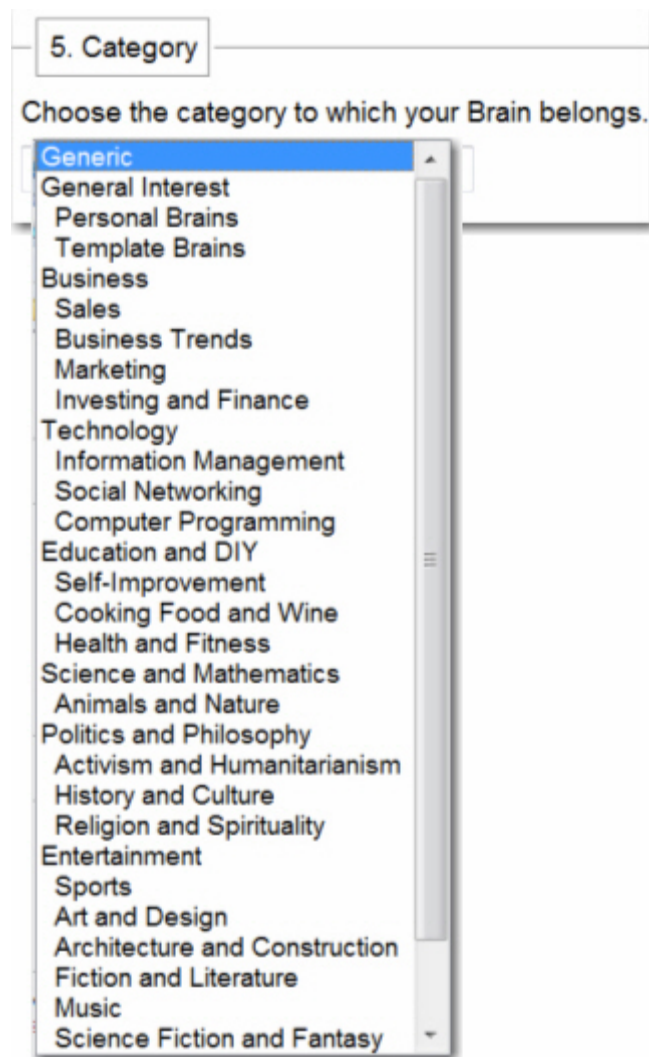


Figure 58. Selecting a Category

- Scroll to the end of the page and click the **Submit** button.

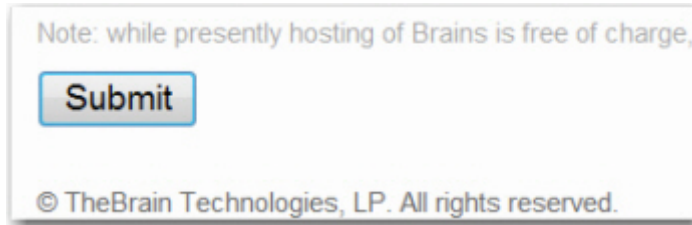


Figure 59. Submit Button

You will see a “File Received” message confirming that your BrainZip has been uploaded to your WebBrain account. You may refresh the page to check the status of your upload. When your BrainZip is ready to be accessed, the “Messages” box at the top of the page will show a “ready” status:

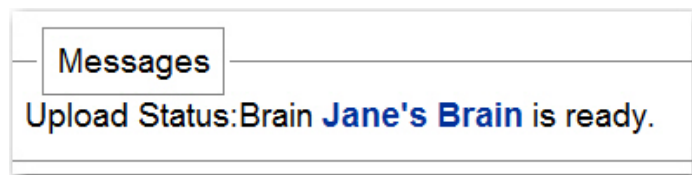


Figure 60. Ready Status



You can see how many times your Brain has been viewed by logging into your account and looking in the “My Brains” section.



Figure 61. Number of Time Viewed

## Downloading a BrainZip

1. Log in to your WebBrain account, then click the **BrainZip** link next to the Brain of your choice.

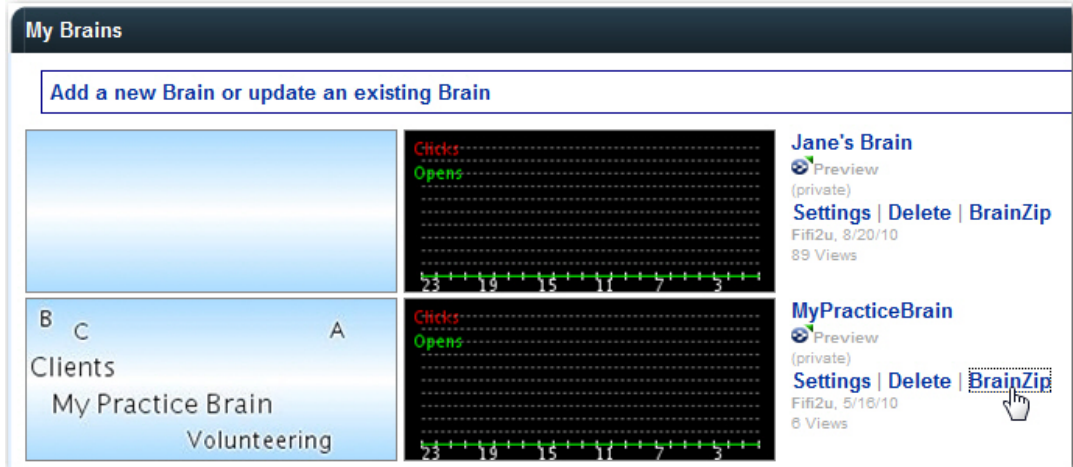


Figure 62. Selecting a BrainZip File

2. Click the **Download** button.

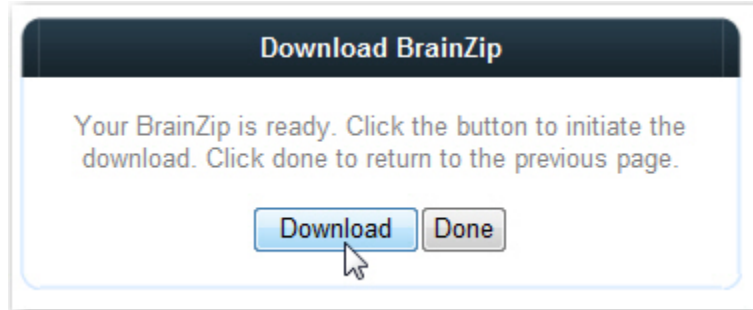


Figure 63. Downloading a BrainZip File

3. Click the **Save** button, navigate to the location of your choice, then click the **Save** button in the **Save As** window. When the process is complete, click the **Close** button. You may log out of WebBrain at this point.
4. In PersonalBrain, open the BrainZip by clicking the **Open** command on the **File** menu, navigating to the BrainZip of your choice, then clicking the **Open** button.

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