

Transitioning to TheBrain Version 12

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New Dynamic To-Do Lists	
Merging Thoughts	
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Introduction

Welcome to TheBrain 12! Just when you thought your brain couldn't get better, TheBrain 12 makes connecting information virtually effortless. With seamless discovery of related content, automatic display of backlinks, and a redesigned Content Area, your ideas and knowledge will come to life like never before.

TheBrain 12 new features include:

•>	Sleek New Redesign of the Content Area
•>	Viewing Related Thoughts in the Content Area
•>	Faster Ways to Create Thoughts and Links
•>	Viewing Attachments in Slideshow Mode
•>	Dragging and Dropping Images, Links, and Text within Notes
•>	Merging Thoughts
•>	Encrypting Individual Attachments
•>	And many other Enhancements

A video overview of these features is available at

https://www.thebrain.com/TheBrain12

About this Guide

This guide covers the new features and changes in TheBrain 12 that have been made since version 11. It is intended for people who are already familiar with version 11.

Redesigned Content Area

You'll find that the Content Area is now simpler, with a more space-efficient design.

AA I	Headi	ng (H3)		В	I	U	$\overline{\Omega}$	S	А	AB	F		Ξ	Ξ			
≣ ∃	≣ 8	₩ [IΩ	Ш ()		Atta	ch	Q, R→B	ABC	RBC	\$	÷	Ţ	₹	0	11	word
	R ote to				ls is	"silv	er"	con	nple	eting) goa	als is	s "go	old."			
	Goal	s															
	6 Марр	ed Lir	nks														
	 ↑ My Brain → I'm Most Interested In → My Latest Preoccupations → My Work → Personal Life → What I'm Thinking About Now 																
(0 Back	links															
(0 Unlin	ked M	lentio	ns													

Figure 1. The Content Area

Specific enhancements include:

- Increased speed—all types of attachments are added more quickly.
- **Improved drag and drop for attachments**—the thought name is highlighted as you drag and drop, and once dropped, the attachment shows below the thought name, instead of on a separate tab.



Figure 2. Dragging and Dropping an Attachment

• You can insert images and URLs directly into notes—just drag and drop the item within the body of the text area.



Figure 3. Dragging and Dropping an Attachment

• Events are shown directly in the Content Area—previously, they were listed on a separate Events tab within the Content Area.



Figure 4. Events Appear at the Top of the Note

• The thought name appears as a title at the top of the Content Area and, of course, if you edit the title here, the thought is renamed globally, and vice versa. You can hide the title using the **Include title** option on the **Notes Editor** tab in **Preferences**.



Figure 11. Show or Hide the Thought Title in the Content Area

• Enhanced web content display—web pages from URLs in notes are displayed in TheBrain's embedded browser.



BrainBox also utilizes this redesigned Content Area. You can also give BrainBox its own tab by clicking its icon, clicking the drop-down Show Commands menu, then selecting Open BrainBox in New Tab.

New Note Features

Capture and Insert Image in Notes

The Notes toolbar now has an option to capture and insert an image.

- Click the Capture and Insert Image button in the Notes toolbar.
- Your brain will be hidden temporarily and red crosshairs will appear on the screen in place of your cursor.
- Click and drag a rectangle around the area to be captured as an image in your note.



Figure 5. Capture Image from the Notes Toolbar

Details on Images in Notes

Select an image in a note to see its size as a percentage.



Figure 6. Image Size Displayed as a Percentage When Selected

Collapsing and Expanding Notes Sections

Now you can collapse sections of your notes based on headings, tables, and list items. This helps you navigate through large documents more easily. Collapsing lets you focus on a particular area while writing or reviewing content. When you're ready, you can expand any or all sections.

Two ways to expand or collapse Notes sections:

• Hover over the area to the left of the notes, then click the down-arrow to the left of the section to collapse the entire list. This symbol will become a right-arrow which you can click to expand the section.

Or

• Right-click in the Notes area, then click an option of your choice. Optionally, before you right-click, click in a specific section if you want to collapse or expand just that section.

Choices on the context menu include: Collapse All Except Here, Expand All, Collapse All, Expand Here, and Collapse Here.

A H Heading B I A			
⁽⁴⁾ Organizations	A Volunteer	Opportunitio	es
³ Organizations to research:			
 VolunteerMatch - Where Volunteering 	² Organizations	Insert Thought or Web Link	Ctrl+K
Red Cross Local Kids Clubs	gamzatorio	Expand/Collapse Toggle	Ctrl+\
^a Neighborhood Council Activi	# Organizations to res	Collapse All Except Here	Ctrl+Shift+[
Make sure to sign up for the park cleanup	 WolupteerMatch - Where 	Expand All	Ctrl+]
about what's the best way to get everyone	Red Cross Local Kids Clubs	Collapse All	Ctrl+[
getting more equipment for the kids at the		Expand Here	
First Last Item	^{#3} Neighborhood Cour	Collapse Here	
John Smith Bike Jill Adams See-saw	Make sure to sign up for the p about what's the best way to	Cut	Ctrl+X
	getting more equipment for ti	Сору	Ctrl+C
	First Last Iter	Copy as Text	Ctrl+Shift+C
	John Smith Bik	Copy as HTML	
	Jill Adams See	Copy as HTML Source	
		Paste	Ctrl+V

Figure 7. Options for Expanding or Collapsing Note Sections

Table of Contents

Easily add a Table of Contents into any existing note. The Table of Contents will provide quick links to all Titles, Subtitles, Headings and Subheadings.

To insert a Table of Contents:

- Place your cursor in the desired location.
- Click the Table of Contents icon in the Notes toolbar or type [/toc/].
- The Table of Contents that is created will only be for content that is below its location.



Figure 8. Table of Contents

Pop Up Table of Contents

For a quick pop up window that contains the note's Table of Contents, right-click in the note or press **Ctrl+T**.



Figure 9. Pop Up Table of Contents

View Related Thoughts in the Content Area

Have you ever wondered whether content in one thought's note is referencing another thought in the same brain or even if the thought you are on is being referenced in another note—but you figured it might be too complicated to go searching? You'll love these new features. In TheBrain 12, without doing a thing, you'll instantly be presented with all related thoughts in the Content Area.



Related thoughts do not have to be visible in the Plex in order to display in the Content Area.

Thought Mentions

When a thought name appears within notes, your brain recognizes it automatically as a "mention." Both plural and singular forms of the text are recognized, so exact matches are not required.



Figure 10. A Thought Mention Underlined in a Note



Right-click on a Mention in a note to either link to or activate this thought.

Figure 11. Context Menu When Right-Clicking on a Mention

Below the note, users have the option of displaying more related content within the same brain by opening Mapped Links, Backlinks, or Unlinked Mentions in a footer that can appear below the note:

Mapped Links:	Thoughts that are connected in the Plex as parents, children, jumps, or siblings (but do not necessarily have text in common)				
Backlinks:	Thoughts whose notes link to the active thought				
Unlinked Mentions:	Thoughts whose notes contain the name of the active thought—even if not explicitly linked				

While mapped links refer to thought names, backlinks and mentions display both the names of the related thoughts and the context of the notes in which they appear.



Figure 12. Content Area with Related Thoughts in the Footer

Using Related Thought Links

You can open any related thought by clicking its link in the Content Area footer. This enables you to add content to one note from another via links or mentions.



Figure 13. Two Kinds of Links for Related Thoughts

- Click a solid **blue link** to activate that thought.
- In the footer, click a <u>dashed underline</u> link to display the Link this Mention command. Once it's linked to the existing mentioned thought, it will move from the Unlinked Mention section to the Backlinks section in the Content Area.

2 Backlinks

- Plans for Q1
 - Start a walking group at work
- Weekend Projects
 - Note to self: Ask the walking group if anyone wants to come help!

1 Unlinked Mentions

- Staying Healthy
 - Start a neighborhood walking group newsletter

Figure 14. After an Unlinked Mention is Linked



Note that while links appear in **blue** by default, you can easily change their color. To do so, select **Brain Theme** in the **Options** menu, then click the color of your choice on the **Colors** tab for the **Links** entry. Click **Save Theme** to save your change.

File Edit Thought View	Option	ns Online	Window	Help			
Goals		Arrange Tho Web Search Command S Show Forgo	 Search	hts	F4	•	
	1	Hide Private Wander Check Spelli	-	Гуре			
		Brain Theme Preferences	13				
📀 Brain Theme				<u>, , , , , , , , , , , , , , , , , , , </u>		>	
Themes		Colors		Options			ID
Custom Settings - Classic Dark Blue - Light Blue Default # 20 Years # 20 Years-Light # Brain Animals # Brain Animals-Light # Brain Waves 1		Thoughts, tex Thoughts, tex Thoughts, ba Highlighted I Links Highlighted L Gates Highlighted C Active Thoug	top and botto tt tt shadow ckground 'houghts inks Gates ht, outline	m			JP every we the grou
# Brain Waves 1 # Brain Waves 2 # Brain Waves 3	~	Focused Thou Scrollbars, fill Scrollbars, ou Highlighted S	tline				

Figure 15. Changing Link Color for the Current Theme

Hiding or Showing Related Thoughts

To hide mapped links, backlinks, or unlinked mentions in the Content Area:

• Right-click below the notes, then click **Show Mapped Links**, **Show Backlinks**, and/or **Show Unlinked Mentions** in the context menu.

To restore the thought names and/or links and mentions:

• Right-click within the Notes area and click **Show Mapped Links**, **Show Backlinks**, and/or **Show Unlinked Mentions** in the context menu.

Note that hiding or showing related thoughts is global and applies to your entire brain.

🕆 Walkiı	ng	Group	
		or walking every week. Same out walking instead of driving	
	~	Show Title	
		Attachments as a List	
Walking Group	~	Show Mapped Links	١
5 Mapped Links	~	Show Backlinks	L
↑ Staying Healthy → Articles → Biking	~	Show Unlinked Mentions	

Figure 16. Context Menu Below Notes

You can also use the **Notes Editor** tab in **Preferences** to hide or display links and mentions in the Content Area.

General	
Line Spacing:	1.2 ~
Thought Icon:	Inline Y
Emoji Size:	Large ~
Animation Animate curso Blink cursor Highlight line	
Links and Mentions Mapped links Backlinks Unlinked men	

Figure 17. Links and Mentions Section in Notes Editor Preferences

Collapsing and Expanding Related Thoughts Sections

When you hover over the area to the left of the related thoughts, you'll see downand right-arrows.

- Click the down-arrow to the left of the current thought name to collapse the entire list. This symbol will become a right-arrow which you can click to expand the entire list.
- Click any other down- or right-arrow to expand or collapse that section or item.



Figure 18. Collapsing or Expanding Sections

You can also collapse and expand sections within note text in a similar way when Heading styles are used

Aggregating Content

The data in your brain can be aggregated automatically with just a few simple mechanics. When data is aggregated you can see content from notes about the same subject throughout the thoughts in your brain all at the same time. This ability is powerful and magical!

In the example below, the four backlinks comprise every note that begins with a "George" heading throughout the brain, organized by the name of the thought that contains one or more "George" headings.



Figure 19. Aggregated Data for "George"

To prepare data to be aggregated:

- 1. Create a thought whose name represents the information you want to see aggregated. In the Figure 19 example, that thought name is "George."
- 2. In any thought that has information about "George" (following this example), precede the information with a standalone paragraph. This paragraph should simply have the text that matches the name of the thought for which you want aggregated data—"George" in our example. The text should be attached to a Heading stye.



Figure 20. "George" is Formatted as a Heading 3

3. Link the Heading by right-clicking it, then selecting Link (thought name).



Figure 21. Linking the Heading to the Thought of the Same Name

4. In this scenario, the backlink content on the George thought will display all text until it comes to the next #3 (Heading) formatted text.

Any time you activate the "George" thought, you'll see the information aggregated, as in Figure 19.

View Attachments as a Slideshow

The new Next and Previous navigational arrows in the top-right corner of the Content Area toolbar make it easy to browse through attachments or pictures within your notes.



Figure 22. Next and Previous Arrows

To view attachments as a slide show:

- Click the first attachment, then click the Next button to display the next attachment.
- For multi-page attachments, click a thumbnail to jump to a specific page.
- To return to the notes, just click the Close button (X) at the start of the Notes toolbar (or keep clicking the Previous button until the notes appear).

To view pictures in notes as a slide show:

• Double-click the image you want to see first to maximize it, then click the Next button to display the next picture.



Figure 23. A Picture from Notes in Slideshow Mode

Quick Thought Creation

Create Thoughts from Search, Notes or Events

Now you can create a new thought instantly from the Search box or within Notes or Events.

Say you'd like a "Monthly Meetings" thought to be a child of "My Work," but you're not sure whether you already have a thought with that name. You can begin by searching, and if it doesn't already exist, no need to retype the name.

To create a new thought using search:

- 1. Activate the thought that should be the parent, child, or jump thought of the new thought.
- 2. Click in the Search box at the top-right corner of the window, then type the name of the thought you're looking for, or want to create if it's not found.
- 3. If the thought doesn't already exist and you want to create it:
 - Press the Enter key to create it as a child of the active thought, or
 - Hold down the Shift key as you press the Enter key to create it as a parent of the active thought, or

- Hold down the Ctrl key as you press the Enter key to create it as a jump thought of the active thought, or
- Hold down the **Ctrl** key as you press the **Shift** key, then click on **Create Orphan** to create it as an orphan thought

Your new thought will be the active thought.

	monthly meetings
 0 matches	🗌 Childward only 📃
+ Create Child (Shift and or Ctrl to change)	
My Work	



To create a new thought when searching finds an existing thought:

 Press the up-arrow key. This highlights the default option—Create Child. Note that pressing the Enter key before pressing the up-arrow key activates the existing thought.

				monthly meeting	
AA .	N	2 matches		Childward only	≡
Ξ		+ Create Child (Shift and or Ctrl to change	ge)		
Ξ	=	Thoughts, Links and Events			
		Monthly Meetings			
	R /	Notes and Internal Attachments			
'	IV	🗏 My Work			
-					
	Мо	onthly Meetings			

Figure 25. Creating a Thought from the Search Box when the Thought is Found

2. Use any of the same key combinations for creating a new thought from the Search box when a thought isn't found.

To create a new thought from within a note:

- 1. Select the text within the note for which you want to create a child, parent, or jump thought.
- 2. Right-click the selected text, then click the **Insert Thought or Web Link** command. Optionally, you can revise the text in the new box that appears, if you want a different name for the new thought.

- 3. Select a relationship for the new thought:
 - Press the Enter key to create it as a child of the active thought, or
 - Hold down the **Shift** key as you press the **Enter** key to create it as a parent of the active thought, or
 - Hold down the **Ctrl** key as you press the **Enter** key to create it as a jump thought of the active thought



Figure 26. Creating a Thought from a Note

To create a new thought from within an Event:

- 1. Open an existing Event or click and drag from the start to finish times in the timeline to create a new Event.
- 2. Type a name for the new thought where you see "No thought or link" at the top of the Event box. A new orphan thought will be created with that name.



Figure 27. Creating a Thought from an Event

Keyboard Shortcut to Create an Orphan Thought

Create an orphan thought using **F9** on Windows or **Opt+Cmd+Right** on macOS.

1	соруно то сприоага	
	Create Child	F6
	Create Jump	F8
	Create Orphan	F9
	Create Parent	F7
	Create Thought	Ctrl+O

Figure 28. Default Keyboard Shortcut for Create Orphan

Fast Linking and Creating from Notes

Pressing Ctrl/Cmd+K is a shortcut to:

- Insert a link to an existing thought
- Create a new thought
- Link to a URL
- Edit or remove a link

After you press Ctrl/Cmd+K:

- 1. An edit box opens so you can begin typing a URL or the name of the thought you want to perform any of these activities on. Or, if you select text or a URL first, that text will appear in the edit box.
- 2. Double-click the entry that appears to insert a link to that item in the note. For example, double-clicking "Volunteer Opportunities" in the example below creates a link to that thought in the notes for "Goals."



Figure 29. The Ctrl/Cmd+K Shortcut

- 2. If an existing link is selected, you're ready to begin editing it. To remove the link, just delete its name in the edit box.
- 3. If you type a URL, it will be inserted.

The link command includes all the features of **Quick Thought Creation** so you can insert all types of relationships easily.



Alternatively, you can type [[to link or create thoughts.

Using Drag and Drop within Notes

Now you can move images, links, and text in a note via drag and drop. You can also drag note content to external applications.

To move text:

• First select the text, then drag the selection

To move an image or link

• Start dragging it, then drop it when the cursor is where you want the image or link to be

Want to stop dragging? Just press the **Escape** key.

Other New Notes Features

You'll find the following when you begin using Notes in TheBrain 12:

- Thought and URL links have a cleaner look—the trailing icon is gone.
- Your notes text now has improved *kerning*—the spacing between letters and better text shaping.
- There is rudimentary support for right-to-left script (for example, text in Hebrew or Arabic).
- When note text is selected and you paste in a URL, the selected text is automatically linked to the URL.
- By default, "smart quotes" (differentiated quotation marks) are inserted automatically. This means that the opening quotation mark looks different from the closing quotation mark you insert before and after words or phrases.
- When you rename a thought, any references to it from other notes are automatically updated with the new name.
- You can create your own keyboard shortcuts to switch text justification in notes between left, center, and right. Go to the Keyboard tab in Preferences and expand the Notes section.

Preferences					>
ok & Feel	Behavior	Notes Editor	System	Keyboard	
	Type keybo	oard shortcut. Esc to can	cel. Delete to remov	re.	
		Center Justify Te	ext		
Applicatio	n				^
Attachmer	nts				
Brain					
Edit					
Link					
Media					
Navigation	n				
Votes					
† Link a	s Parent				
↓ Link a	s Child				
← Link	as Jump				
Apply C	Code Paragraph Style				
Apply H	leading (H3) Style				
Apply N	Normal Paragraph Sty	le			
Apply S	ubheading (H4) Style				
Apply S	Subtitle (H2) Style				
Apply T	itle (H1) Style				
Bold				Ctrl+B	
	Justify Text				
Chackh	ov List				-
Search comn	nande	Expand All Colla	apse All		=

Figure 30. Creating Keyboard Shortcuts for Text Alignment in Notes

• You can toggle to a "compact" Notes toolbar from the toolbar itself.



Figure 31. Expanding the Compact Toolbar from the Toolbar More Command

• Under Windows you'll notice improved scrolling when you're using the mouse wheel or touchpad.

Additional Notes enhancements are described in the sections below.

Content Only Mode

You can access most features and functionality right from within the Content Area. This means that the Plex can be hidden while you concentrate on writing and other tasks that are easier in a larger work space.

Previewing Notes in the Plex

With the optional **Show notes indicators** preference enabled in the Plex, small icons appear on thoughts containing notes. Now, you can hover over these icons to get an instant view of the corresponding note.

Look & Feel	ehavior	Notes
User Interface		
Compact windo	w title bar	
Theme:	Light	~
Animation		
Speed:	Fast	_
Wander Delay: (0s)	Fast	
Thoughts		
Spacing:	Narro	w
Tags text:	Show	on hove
Tags icons:	Show	v always

Figure 32. "Show notes indicators" is Enabled

Content previews also appear, by default, based on Search box results. This setting is on the **Behaviors** tab in **Preferences**.

On click attachment:	Preview when possible	~
Show content previews when searching		
Automatically start playback of media attac	chments	
Show page thumbnails in PDF preview		
Embedded browser for web links		
	N	

Figure 33. "Show content previews when searching" is Enabled



Figure 34. Content is Shown on Hover Over Notes Icon

More Stylish Notes Styles

Your headings can be more expressive—you have access to ALL CAPS, variable letter spacing, and alternative colors. You also have more control over sizing.

- New commands to copy, paste, import, and export styles make it easier to create new styles.
- A variety of new built-in styles are also included. Prebuilt styles are grouped into Light, Dark, and Fun sections.

Click a paragraph of neading to change ont, justification a ine settings for the paragraph type.	Title Example Text	
Colors Text Link Page	Click here to change settings for normal paragraphs. Clicking a title or heading to change their settings. Colors can be modified using the contr to the left.	ols
Cursor Edge Background	• • • Heading Example Text	
Heading Sizes Small Medium	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dolor sed viverra ips nunc aliquet bibendum enim. Link example text.	
Large	 Subheading Example Text 	_
Prebuilt Styles Custom Light	Egestas egestas fringilla phasellus faucibus scelerisque eleifend. Sagitti orci a scelerisque purus semper eget duis. Nulla pharetra diam sit amet construction for a definition diam donec adipiscing tristique risus nec feugia Copy Notes Style t orci nulla. Pharetra vel turpis nunc eget lorem dolor. Paste Notes Style et netus et malesuada.	nisl t
Modern Magazine Del Rey	Export Notes Style Import Notes Style Import Notes Style pdio pellentesque diam.	
Brochure	 Pharetra vel turpis nunc eget lorem dolor sed viverra. Porta nibh venenatis cras sed felis eget. 	
Del Mar	Etiam tempor orci eu lobortis elementum nibh tellus molestie. Negue	

Figure 35. TheBrain 12 Edit Notes Style Window

To modify styles:

1. Click the **More** button, then click the **Notes Style** command (or if the Notes toolbar is expanded, just click the **Notes Style** icon).



Figure 36. Opening the Edit Notes Style Window

2. Right-click within the sample text of the item you want to change, for example, "Heading Example Text."



Figure 37. Choice for Formatting Styles

3. Click the **Apply** button or press the **Enter** key to save your change and close the window. Your change will be made in all notes that have those headings.

Homeown	ers Association
winutes at-	a-Glance
Meeting called to order Last month's Minutes a Carly introduced guest	Homeowners Association
	MINUTES AT-A-GLANCE
	Meeting called to order at 7PM Last month's Minutes approved Carly introduced guest from paving company



Keyboard Shortcut for Links, Attachments, and Check Boxes in Notes

When your fingers are already on the keyboard, there's a new keyboard shortcut in town that can save you a mouse click: Ctrl/Cmd+L

- 1. Make sure the text cursor is already blinking someplace within the note, then use the standard navigating keys to move the insertion point to any of these items:
 - An item in a check box list
 - A link

- An attachment
- Press Ctrl/Cmd+L to toggle a check box on or off, follow a link, or open an attachment.

#³ Organizations to research:

 iccal Volunteer Opportunities Near Me | Red Cross
 untyWide Volunteers for Yout
 Local Kids Clubs

 To do:

 Join *We Do It*
 Find the best newsletter program for mass mailing
 Contact the center

 #³ Neighborhood Council Activities
 Make sure to sign up for the park cleanup project before the personal transmitter of a previous involved. See if a previous involved.

Figure 39. Pressing Ctrl/Cmd+L Will Open the Link

Tab Key Functionality in the Notes Editor

When you're typing in the Notes editor, the **Tab** key performs different functions based on:

- Where the cursor is
- Whether text is selected



As in most text processing software, holding the **Shift** key while pressing the **Tab** key reverses the direction of the action. For example, wherever pressing **Tab** shifts text to the right, pressing **Shift+Tab** shifts text to the left.

If no text is selected and the cursor is within or at the start of a paragraph:

 The first line of the paragraph (whether it is one line or many) is indented approximately five spaces each time the Tab key is pressed.

When the cursor is in a list item (bullets/check boxes/numbered lines):

 The entire list entry is indented approximately five spaces each time the Tab key is pressed.

When the cursor is in a title, subtitle, heading, or subheading:

The level of the heading is decreased each time the Tab key is pressed. The heading level is increased each time Shift+Tab is pressed. For example, to change a Heading 4 to a Heading 3, you would click in the text and press
 Shift+Tab. (Heading 3 is a "higher level" than Heading 4.)

When the cursor is in a table:

Pressing the Tab key moves the cursor to the next cell.



Tab characters can't be inserted into the middle of a line of text. If you want to align text into columns, it's most efficient to format using a table.

Enhanced Image Handling

Create Icons from Images in Thoughts

Now you can use an image from notes or attachments in the active thought as the thought's icon.

To create a thought icon from an image in Notes:

 Click the image to select it, right-click it, then click the Copy to Icon command in the context menu.



Figure 40. Copy to Icon Command in the Image's Context Menu

To create a thought icon from one of its attachments:

Right-click the attachment, then click the Copy to Icon command in the context menu.





The new icon will appear to the left of the thought name at the top of the Content Area and on the active thought in the Plex.



Figure 42. Thought with its New Icon

Copy Wallpaper Button

Easily copy your brain's wallpaper to your clipboard from the **Brain Theme** dialog.

Themes		Colors Options	ļ
Custom Settings	^	Plex	
- Classic Dark Blue		✓ Wallpaper Select	
- Light Blue Default		Copy Wallpaper	
# 20 Years		Horizontal Align	
# 20 Years-Light			
# Brain Animals		Vertical Align Center Y	
# Brain Animals-Light		Font Helvetica ~	1
# Brain Waves 1			
# Brain Waves 2		Notes	
# Brain Waves 3	\sim	Edit Notes Style	

Figure 43. Copy Wallpaper Button

Enhanced Search Capabilities

Say you're searching for something and come up with no hits. For example, you're on a neighborhood committee and you've volunteered to look into an issue with squirrels. You type "squirrels" in the Search box. No results? Press the **F4** key to search the web.

	Sq Sq	uirrels
	0 matches + Cr 📀 Web Search	Childward only
l nbers ving	Search Engine: Google Edit Search Close	Google Google Bing Images - Google Images - Bing Twitter YouTube Vimeo Amazon eBay Yahoo Wikipedia

Figure 44. Search Engine Choices

- Click the drop-down arrow if you want to select a different search engine, then click the Search button to begin searching the web based on what you've typed.
- When you find a site you like, you can add it to any thought in the usual way. The Web Search box will close automatically after you click the Search button.

To modify, add, or reset search engines:

Click the Edit button in the Web Search box

squirrels			
Search Engine: Go	ogle v	Edit	
	😒 Web Search		
	Name	URL String	
	Google	http://www.google.com/search?q=TARGETSTRING	×
	Bing	http://www.bing.com/search?q=TARGETSTRING	×
	Images - Google	https://www.google.com/search?q=TARGETSTRING&safe=off&source=Inm	×
	Images - Bing	http://www.bing.com/images/search?q=TARGETSTRING	×
	Twitter	https://twitter.com/search?q=TARGETSTRING	×
	YouTube	https://www.youtube.com/results?search_query=TARGETSTRING	×
	Vimeo	http://vimeo.com/search?q=TARGETSTRING	×
	Amazon	http://www.amazon.com/s?field-keywords=TARGETSTRING	×
	еВау	http://search.ebay.com/search/search.dll?satitle=TARGETSTRING	×
	Yahoo	http://search.yahoo.com/search?p=TARGETSTRING	×

Figure 45. Editing Search Engine URLs

To customize the search engine choices:

- Click and edit any URL string to customize it, or
- Click the Add New button to enter a name that isn't already in the list, or
- Click the **Reset** button to return to TheBrain's default choices

Click the **OK** button to save your customizations or click the **Cancel** button to close the box without making changes. The original **Web Search** box will still be open, still showing the text you were searching for.

New Dynamic To-Do Lists

Now your To-Do lists can practically complete themselves! Just as in previous versions of TheBrain, you can create To-Do lists within notes by attaching text to the **Checkbox List** style.



Figure 46. A Check List in a Note

As before, when you complete an item, you can click the check box and it's virtually checked off your list.

To do:

☑ Join *We Do It*

□ Find the best newsletter program for mass mailing

Contact the center

Figure 47. A Completed To-Do Item

Now you can see ALL of your To-Do items in one place. To do so:

 Click the Right Panel button in the upper-right area next to the Search box or click the To Do List command on the View menu.

Merging Thoughts

	File Edit Thought	View	Options Online	Window Help
	Hy Brain Volunt	~	Normal	Ctrl+Shift+1
	<>≜ iĝ %		Outline Mind Map	Ctrl+Shift+2 Ctrl+Shift+3
	Goals		Expand All	Ctrl+0
			Collapse All	Ctrl+9
Search/Create	0		Zoom In	Ctrl+=
Do List Right Panel Report			Zoom Out	Ctrl+-
			Open BrainBox	
			To Do List	
			and the second se	le the display of the to



The To Do List panel is displayed:





When you click a check box in one location, such as the To Do List panel, it is automatically checked off in the other location (the thought) and vice versa.

Merging Thoughts

Now you can automatically merge multiple thoughts that refer to the same thing. You can combine the links, attachments, and notes so that the resulting thought has all of the information from those multiple thoughts.

To merge thoughts:

 Ctrl+click on two or more thoughts that you want to merge into a single thought. The thought names will automatically appear in the Selection box.



2. Right-click in the selection box, then click Merge (n) Thoughts.

Figure 50. Merging Three Selected Thoughts into One

When you activate the new thought, you'll see all content that was in each of the standalone thoughts. The name of the new thought becomes a combination of the formerly separate thoughts, in alphabetical order.



Figure 51. Original Content Area of Three Thoughts before Merging

(Goals	
Grover Park, Library, Venice	Best park ever – great place for the next picnic. Also has tennis courts and a carousell See if the HOA wants to have a meeting there.
	Fabulour for relaxing – best library in the county.
▲ ► ☐ Homeowners As Personal Life My Work ★ Volunteer Oppor.	Perfect for a relaxing afternoon have to remember to bring plenty of sunscreen though and snacksl

Figure 52. After Merging

Generate a Report Based on Attachment Size

Now you can sort your thoughts by total attachments size.

To run a report based on total attachments size:

- 1. Click the **Report** command on the **View** menu to open the Reports panel.
- 2. Click Attachments Size in the Sort drop-down list.

To Do List	Report	
Thoughts:	By Types/Tags Y Reset	
Types:	Any	
Tags:	Any	
Time:	Any	
Search:	Thought name/label	
Access:	All	~
Sort:	Name v 🖒 🔳	
	Name	
	Date Modified	
	Attachments Size	

Figure 53. Attachments Size Sort Option

The thoughts with the largest total attachment sizes will display highest in the list.

Encrypting Individual File Attachments

Now you can encrypt Individual file attachments within your brain using the **Encrypt** command on an attachment's context menu.

AES 256 bit encryption ensures that without the password, it is impossible to recover the file contents from the encrypted file—even with administrator access to the machine where the file is stored on a local computer or remote cloud server.

Encrypted files cannot be searched and can only be decrypted via Windows and macOS versions of TheBrain. These files are completely inaccessible even to your hosting provider whether that be a private TeamBrain Enterprise Server or TheBrain Technologies Cloud Server.

To encrypt a file:

1. Right-click the attachment, then click **Encrypt** in the context menu.



Figure 54. After Clicking on the Attachment's Context Menu

Type in the prompt you want the user to see when they attempt to open the file, type a password, click the check box confirming that the file cannot be opened if the password is lost, then click the Encrypt button.

赺 Encrypt HOA Fi	nancial Report.docx	×
	This file is extremely sensitive. Only Board members and the Property Manager will be given the password.	
Prompt:		
Password:	abcxyz!@#\$	
_	 The contents will be irretrievable if the password is lost. Edits made to encrypted files will be automatically discarded. Encrypt Cance 	I

Figure 55. Example Encryption Details

3. Whenever someone attempts to open the file, they'll see the prompt you entered. They will have to enter the correct password, then click the **Decrypt** button. After that the file can be opened by clicking on it.

This file is extremely sensit the password.	ive. Only Board members and the Property Manager will be given
•••••	Decrypt
	K Im Homeowners Association > HOA Financial Report.docx.brenc
	HOA Financial Report.docx.brenc Internal 12.17 KiB Modified: Today, 10:25:57 PM Created: Today, 10:25:57 PM

Figure 56. Decrypting and Opening the File

More Improvements Throughout

You'll find many other enhancements throughout TheBrain 12. Here are some of the highlights:

• You can find and execute commands from the Search box. To begin, type a forward slash (/) in the Search box. An alphabetical list will appear. The list will be fine-tuned to match what you type.

808 Coi	nmands	
App	ication > About	
Арр	ication > Offline License Activation	
Арр	ication > Check for Update	
Арр	ication > Exit	
Арр	ication > Export Shortcuts	
App	ication > Import Shortcuts	
App	ication > Manage Endpoints	
Арр	ication > Open Log Directory	
Арр	ication > Preferences • Ctrl+,	
App	ication > Show Account Info	
Арр	ication > Show Tips	
App	ication > Tutorials	
	insting . Henryda ar Thanair Dar	

Figure 57. Executing a Command from the Search Box

- The Wander algorithm has been improved so that you'll be less likely to revisit the same thoughts.
- The initial startup time has been improved along with other performance optimizations.
- There's better rendering of forgotten thoughts in the Plex.
- Event colors now inherit from associated thoughts.
- Events now support spellcheck and markdown formatting in the descriptions.
- You can create a thought and attach a URL in one step by entering a URL in either the thought creation or Search box.
- There are many additional **Preference** settings available to suit your personal workflow.
- Ability to multi-select attachments in BrainBox when it's in a new tab.



Figure 58. Executing a Command from the Search Box

- Intelligence has been enhanced to recognize plural and singular forms of the same word. This helps find context-sensitive matches in irregular cases such as *phenomenon* and *phenomena*.
- Now you'll see clear Search feedback when searches are fully completed.
- Dark Mode has been enhanced so that check boxes and window pop-ups have more contrast.
- Contact TheBrain Support Team right from within TheBrain app.



Figure 59. Contact Support

• When you download new updates of TheBrain and the process is complete, you'll see a more informative prompt now. You'll also be able to choose whether you'd like to restart TheBrain immediately or wait until another time.

- When it's necessary to sync or to open a recently synced brain, you'll see a more informative prompt.
- Sibling thoughts are not shown when there are more than 50 parents.
- Ctrl/Cmd + click opens a brain in a new tab from the brains list page.
- The **Brain Access and Sharing** panel is now accessible from the brain list, even if there is no local copy of this brain.



Figure 60. Brain Access Options on Remote Brains