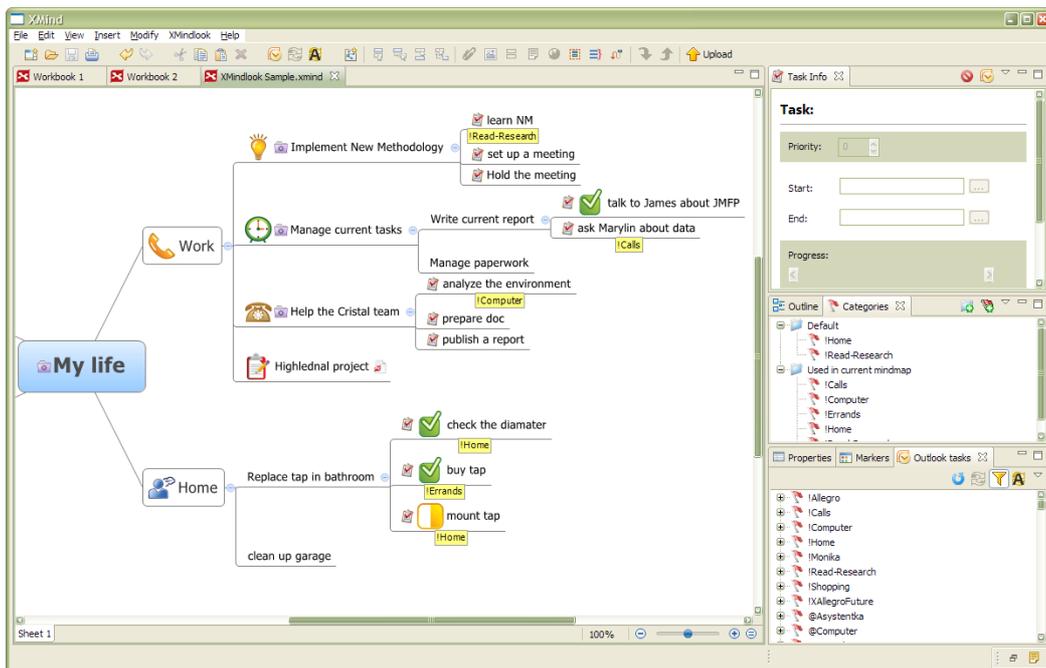


# XMindlook

Empower your mind maps



## XMindlook Sync 1.0 User manual

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XMindlook increases your productivity by integrating mind-mapping approach with task management. It employs open source XMind application and MS Outlook to deliver best usability and inter-operatibility.

Store important information about your personal and business life in mind maps and get current, upcoming and structured views of your daily tasks in Outlook for easy reviewing and processing.

## Installation and registration

The product can be installed on top of the existing XMind or XMind Pro installation using XMindlookSetup.exe file, or you may install XMindlook and XMind at once using XMindlookSetupBundle.exe. To install, please run the setup application and follow the instructions on the screen.

On the first use of the product the Registration Window will pop up:



You may obtain free, 30 days license by clicking the Request key button or visting <http://xmindlook.net/store>. The product will be fully functional during this period. After it expires, the on-the-fly topic-task state synchronization and project categories features will be unavailable.

After the 30 day trial period you may purchase a license key on our website or by clicking the Request key button. Having obtained a registration key, please paste it into the text box in the bottom of the window and click Apply. The key will be checked and its validity displayed.

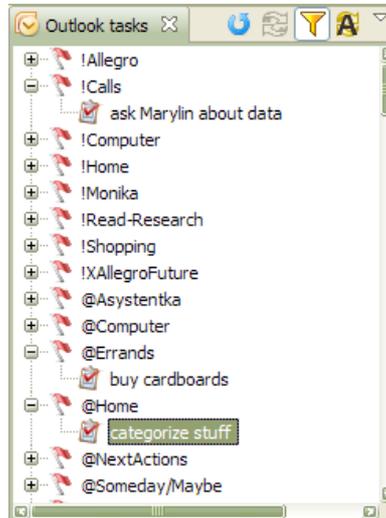
XMindlook Sync may also be installed onto a existing Eclipse installation with XMind integrated. In order to perform installation, please create "dropins/xmindlook/eclipse/plugins" folder inside your Eclipse installation root and then install XMindlook to dropins/xmindlook/eclipse.

If you find Outlook dialog asking permission to access its database annoying, you may use free third-party tools to get rid of it, like [ClickYes](#) (the free version will work with all versions of Outlook, including Outlook 2007).

## Using XMindlook Sync

### Importing Outlook tasks into mindmap

All of your Outlook tasks are now available in XMind environment. Open the Outlook tasks view (by clicking  button on the main toolbar or from XMindlook menu) to see the hierarchical list of tasks, grouped by category. Please note that if you have lots of tasks it may take a while to display them.



Now you can drag any of the tasks and put them into your currently opened mind map. A new topic will be created with labels reflecting the category the task was in. This topic is now linked to the task – any change of its properties will be immediately transferred to MS Outlook. Also, the topic is marked as synchronized with Outlook icon  and has task information associated with it.

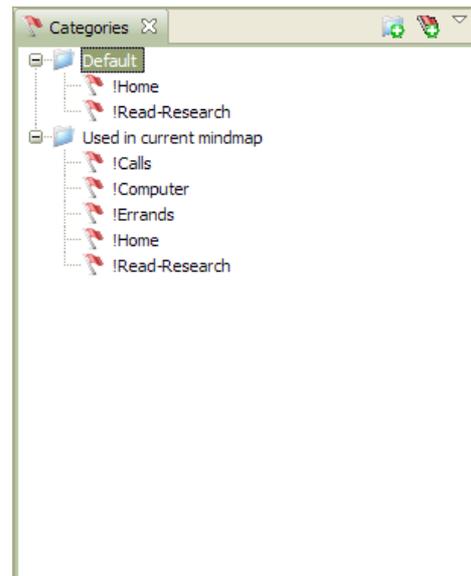
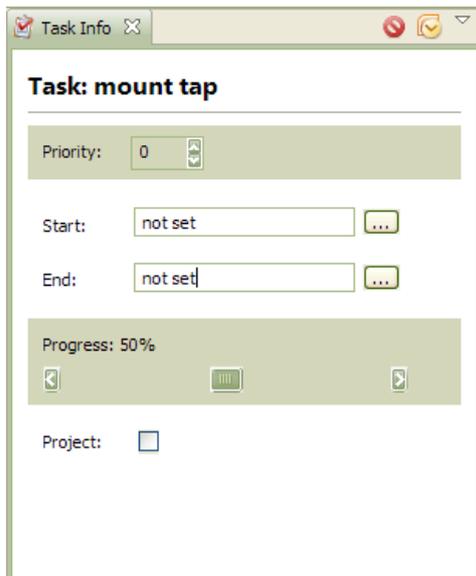
On the Outlook Tasks view toolbar there are also buttons to refresh the list  and to hide the completed tasks from the list . One task can be placed on many mind maps and it will be properly synchronized.

### Exporting mind map topic to Outlook task

You can send any topic to Outlook as a task by right-clicking it and selecting Synchronization -> (De)Synchronize or using toolbar button . If the topic had labels, they will be converted to Outlook categories. Also notes, priorities and dates are exported.

### Editing topic properties

XMindlook Sync provides two additional views to make it easy to manipulate topics with task information: Task Info and Categories. The Task Info view enables to edit the most important task properties from the XMind, like priority, start and end date, completion percentage. Any topic can have task information associated with it – just edit the properties in the view and they will be saved. If the topic is already synchronized with an outlook task, the changes will be propagated there.



Also, this view is fully compatible with XMind Pro task information and its Gantt Chart so feel free to use it for editing not synchronized tasks.

The Category view enables to quickly edit a set of categories in the label of topic. Select a topic and click a category in the category view to add and remove this category from label. The view assumes that the categories are separated by the comma character.

The categories can be grouped into several category groups. The list of categories and groups is stored in your XMind installation and is common to all mind maps. In addition, one node presents a list of categories used on current mind map. You may drag and drop categories between the groups, in particular you can copy category from the used on current mind map node to one of the other groups.

You may also bring up standard Outlook task edit form by right clicking the topic, and choosing Synchronization -> More menu option or using  button on Task Edit view. From the context menu you are also able to remove the linked task from Outlook.

## Advanced uses

### Projects

A topic with task information can be marked as a project . This function is designed to simplify working with larger number of synchronized tasks in Outlook. It has an effect of adding each child topic of the project topic the category consisting of the project name prefixed with predefined char (default is ~). So, if you make the Cleaning topic a project, all of the child topics (e.g. Buy a trash can) will receive a category ~Cleaning. Please note that those categories will be visible only in Outlook (not in the mind map itself).

The project feature has two main advantages:

- If you are working in Outlook or PocketPC, you can look at the category to identify the task context or disambiguate the tasks with similar name but completely different places in the topic hierarchy
- In your Outlook or PocketPC device you may group or filter by specific project category to get a list of all of the tasks in the project

So marking your projects will allow you to transfer some of the topic hierarchy to the flat Outlook task list.

Currently the project categories are synchronized one way only – from the XMind to Outlook. Changing the project categories in Outlook will not move the topic in the mind map, moreover, the changes will be overwritten. Choose your prefix carefully so that no other category has a matching name. In case of prefix change, or your project categories become corrupted, you may use Recreate project categories option from XMindlook menu. Please note that this will clear all categories starting with designated prefix on synchronized tasks.

### Mass synchronization

This option allows to synchronize topics on the current mind map with pre-existing tasks with the same name. It may be helpful if you keep the XMind-Outlook synchronization manually, used other mind map – Outlook synchronization solution, or had to recreate your mind maps or tasks.

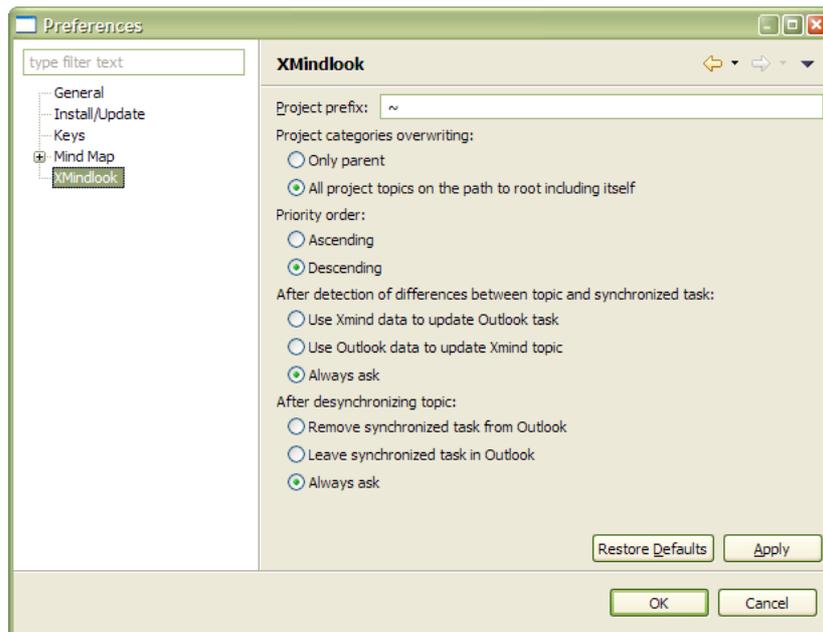
You can invoke this function by clicking on the toolbar button  on the Outlook Tasks view. All of the topics on currently opened mind map will be processed. If exactly one task with matching name will be found in Outlook, those ones will now become synchronized with each other. If there was more than one task found for the topic, it will be marked with red marker .

### Hiding completed tasks

XMindlook has an option to hide the topics that are completed, that their progress is 100%. To toggle it, use “Show unfinished tasks only” menu option from XMindlook menu.

### Setting preferences

The preferences can be accessed by navigating to Edit->Preferences->XMindlook:



You can set several options here, including the prefix for the project categories (default is ~), and the priority order. The latter controls how XMind task priority (1..5) is mapped to Outlook task priority (High, Normal, Low). The default descending order means that 5 is the lowest priority and 1 is the highest. You may adjust this setting to match your maps.

## Getting Things Done (GTD)

XMindlook Sync is very well suited for implementing GTD with mind maps and Outlook. Mind maps will be used to visually organize all of your projects, tasks and concepts, while Outlook will be used to manage lists of tasks grouped by contexts. Below you will find description how to implement main GTD concepts with XMindlook.

### Contexts

We will use Outlook categories for contexts. Please add categories like @Computer, @Home, @Calls to your Outlook.

### Inbox

All tasks and email messages (flagged) without any category assigned will be considered an Inbox item. This simplifies the entry of new tasks. To process the Inbox, open XMind, update the task list and expand the No category node. Now you may place each of new tasks into mind map(s) of choice. If the task is not connected to any of your maps or projects, you may switch over to Outlook and assign it the context category.

Alternatively, you may want to process your inbox items in Outlook and define a @ToMindmap category for tasks to be placed somewhere in your mind maps. After you are finished with Inbox you may switch to XMind and process the @ToMindmap node.

## **Someday/Maybe**

You may define @Someday/Maybe category in Outlook, but keep in mind that a task assigned to the XMindlook will already have some category and therefore will be removed from the Inbox, so usually there is no need to add it to @Someday/Maybe list as it soon become overcrowded.

## **Projects**

We suggest using XMindlook projects as often as possible. This way you will be able to understand the Outlook tasks (locate in in the project) by looking at its categories.