



## Getting started with GyroQ

GyroQ captures ideas, action items and information quickly, and queues them up for sending to MindManager later. The queue is kept on your disk, so you can close down your system without losing it. MindManager does not need to be running to use GyroQ. You can capture things with GyroQ, then open MindManager when you want to empty the queue.

When GyroQ is ready, the GyroQ icon is displayed in the System Tray in your Windows toolbar. If GyroQ is not running, start it from Programs > Gyronix > GyroQ. By default, GyroQ is configured to automatically start with Windows.

### 1. To add an idea or action to the queue:

1.1. Press Ctrl+Q to open the capture window.

1.2. Press Ctrl+Q again until the required "tag" is selected. GyroQ can capture ideas, actions, information, a commitment for someone else, or a commitment made by someone else. Each "tag" is handled slightly differently when it is put into a MindManager map.

1.3. Type some text into the box, and press the "Add" button or hit the Enter key.

1.4. Press the Esc key to hide the GyroQ window again.

### 2. To capture some text from a different window (e.g. a Web page or another document):

2.1 Highlight the text that you want to grab

2.2 Press Ctrl+Shift+G

2.3 The highlighted text is placed on the Clipboard, and the GyroQ window captures the first few words.

2.4 Press the "Add" button or hit the Enter key.

### 3. When you want to empty your queue into a MindManager map:

3.1. Press Ctrl+Q

3.2. Click the "Send to Queue" button. GyroQ opens MindManager, opens your "capture map", and adds the new items from the queue to your capture map.

### 4. To move things from the capture map to another map:

4.1 Either empty the queue, or just click the Send to Queue button to open the capture map even if the queue is empty

4.2 Right-click on a topic in your capture map, and click "Move to another map"

4.3 Choose a different map, and GyroQ will move the topic there.

### 5. Changing GyroQ settings

GyroQ has many options, including

- Changing the Ctrl+Q hot key, in case this clashes with other software
- Changing the map that you use for initially capturing ideas
- Changing the size and behaviour of the input window, for example so that it always stays on top of other windows
- Modifying and customising the Tags that GyroQ uses

To access the GyroQ options, right-click on the GyroQ icon in the System Tray and click "Options".

## 6. Closing GyroQ

If you want to close GyroQ completely and unload it from memory, right-click on the GyroQ icon in the System Tray and click "Exit". GyroQ will not respond to hot keys once it is unloaded. Normally, you don't need to unload GyroQ as it will stay in the background while not being used.

The full documentation is currently available in English at [www.gyronix.com/doc/gyroq/index.html](http://www.gyronix.com/doc/gyroq/index.html), but will be available in German soon.