



## An overview of the important functions of the NotesLinker 3.9 for Mindjet MindManager 9

Essential Functionalities	Application	Pro 3.9	Basic 3.9
User Interface Microsoft Fluent®	The NotesLinker with its functions integrates completely into the intuitive user surface of the MindManager.	★	★
<b>The NotesLinker toolbar in MindManager</b>			
Create task	Create a new task in MindManager and also transfer this to your task area of Lotus Notes.	★	★
Create appointment / Create meeting	Plan a new appointment or a new meeting in MindManager – load up the participants directly - and also transfer these into your Lotus Notes calendar.	★	★
Create contact	Create a new contact in MindManager and also transfer this to your personal address book in Lotus Notes.	★	★
Mark topic as... (task)	Branches, which already have task information in MindManager can be marked as NotesLinker tasks and can also be transferred into the task area of Lotus Notes.	★	
Import Resources	Add resources or contact data from your Lotus Notes address books into the map markings in MindManager so that your planning work becomes easier.	★	
Import Lotus Notes links	Select documents such as emails in Lotus Notes, for example, and add hyperlinks to the selected branches in MindManager. You can now open your documents directly from MindManager.	★	
Link to current Notes view	Link branches with views from your Lotus Notes data base and these directly via a hyperlink from MindManager.	★	
Show MapParts	Open the MapParts area in MindManager so that you can see the other NotesLinker MapParts on the topics of tasks, contacts, mails, search and appointments.	★	★
<b>Specific MapParts of NotesLinker: Tasks</b>			
Create task	Create a new task in Lotus Notes and also transfer this as a branch into your map after it has been saved.	★	★
Tasks (Links)	Drag the MapPart to a branch and open your Lotus Notes task view. Mark the tasks here that you want to add to your map as branches after closing the dialog.	★	
Open tasks	Add your open tasks to MindManager from Lotus Notes as branches with direct links to the original document.	★	
Create task from parent topic with sub map (graphic)	Drag this MapPart to a higher-ranking branch to open a new task in Lotus Notes. The wording of the branch will be taken over as the task description and a map of the whole branch will be added automatically to the task description.	★	
<b>Specific MapParts of NotesLinker: Contacts</b>			
Create contact	Create a new contact in Lotus Notes and also transfer this to your map as a branch after saving.	★	★
Contacts (Links)	Drag the MapPart to a branch and open your Lotus Notes contact view. Mark the contacts here that you want to add to your map as branches after closing the dialog.	★	
<b>Specific MapParts of NotesLinker: Mail</b>			
Inbox (Links)	Drag the MapPart to a branch and open your Lotus Notes mail data base. Mark the messages here that you want to add to your map after closing the dialog.	★	★

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Map for all (Map as attachment)	After saving the map, activate this MapPart to open your Lotus Notes mail data base. All the email address in the map will be automatically added to the receiver field and you see the present map again as an attachment to the message.	★	
Map for all (Map as graphic)	After saving the map, activate this MapPart to open your Lotus Notes mail data base. All the email addresses in the map will be automatically added to the receiver field and you see the present map again as an attachment to the message.	★	
Mail folder	Import links to all the documents from the mail folder in Lotus Notes whose name is specified in the map by the higher-ranking branch.	★	
Outgoing mails (Links)	Drag the MapPart to a branch and open your Lotus Notes mail data base. Mark the messages here that you want to add to your map after closing the dialog.	★	
<b>Specific MapParts of NotesLinker: Search</b>			
Search	Drag the MapPart to a selected branch and perform a full text search in the presently active view of Lotus Notes. Each document found with the search term will be created as a sub-branch in the map with data and a hyperlink.	★	
<b>Specific MapParts of NotesLinker: Appointment</b>			
Create appointment	Plan a new appointment or a new meeting in Lotus Notes and also transfer this to your map as a branch after saving.	★	★
Calendar (Links)	Drag the MapPart to a branch and open your Lotus Notes diary. Mark the appointment here that you want to add to your map as a branch after closing the dialog.	★	
Appointments today Appointments tomorrow	Drag the MapPart to a branch and all the appointments in your diary for today and tomorrow will be read in from the mail data base and one branch per appointment will be created.	★	
Appointments this week Appointments next week	Drag the MapPart to a branch and all the appointments in your diary for this week and the next week will be displayed in the map and sorted according to days of the week.	★	
<b>New toolbar icons in Lotus Notes for the NotesLinker</b>			
Icon MindManager 	Use this icon to change to Mindjet MindManager.	★	★
Icon NotesLinker 	Mark at least one document in the present Lotus Notes view and add it to the presently opened MindManager map as a new sub-branch by pressing the button.	★	
	Mark at least one document in the present Lotus Notes view and add a document link to the map by pressing a button.		★
	If no document is marked in the present Lotus Notes view, the selected branch will be linked in MindManager to the present Lotus Notes view.	★	
	If a Lotus Notes document is open you can add the marked text as a new branch in the presently open MindManager map. There is no change to the Mindjet MindManager.	★	