

MindManager®

# Mindjet Connect & Project Director File Backup Guide

How to safely backup and store your files and tasks



# Table of Contents

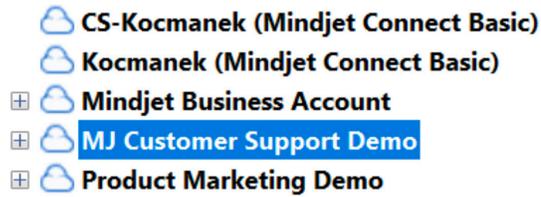
- 1. Backing Up Files Locally..... 3**
  - 1.1. MindManager Windows..... 3
  - 1.2. MindManager Mac ..... 4
  - 1.3. Web Client ..... 6
  - 1.4. Mindjet Tasks..... 7
  
- 2. Frequently Asked Questions ..... 9**
  - 2.1. Is there a batch backup option? ..... 9
  - 2.2. Can I download an entire folder? ..... 9
  - 2.3. Will my files be migrated? ..... 9
  - 2.4. What will happen to my tasks in Mindjet Tasks ..... 9
  - 2.5. How do I co-edit with my team..... 9
  - 2.6. How much time do I have to backup my files? ..... 9



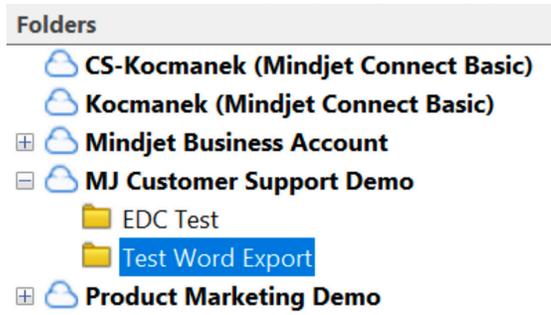
# 1. Backing Up Files Locally

## 1.1 MindManager Windows

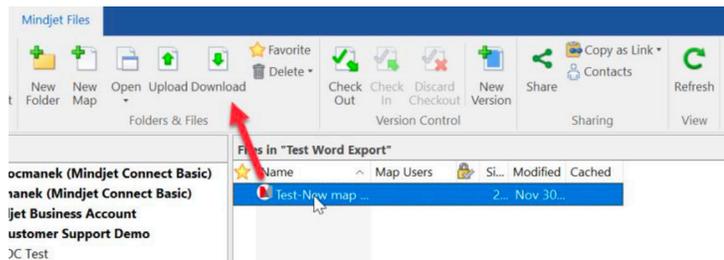
1. Open MindManager Files
2. Select an account



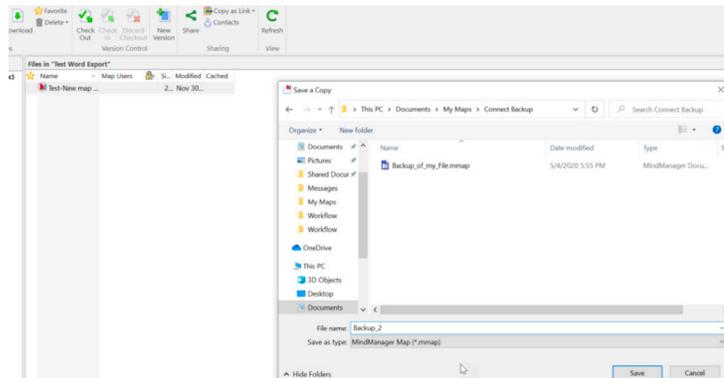
3. Select a folder or project (Not applicable to Free accounts)



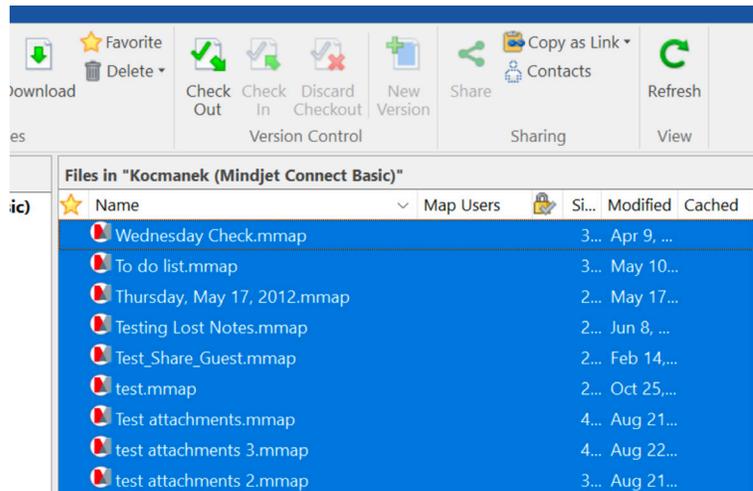
4. Select a file



5. Click Download and choose a local folder to save to



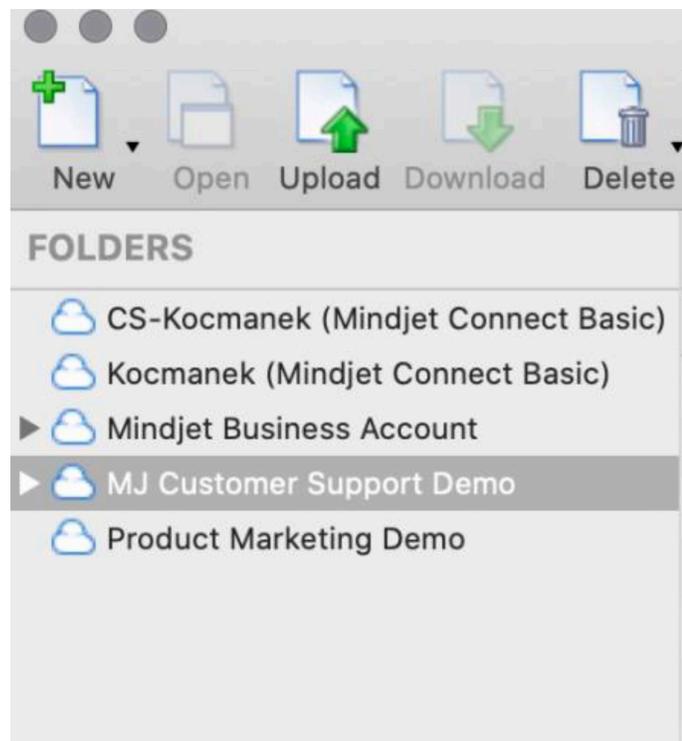
6. Note: With MindManager 20.1 or later, you can select multiple files to download by holding the Control key while selecting files with the mouse, then click download.



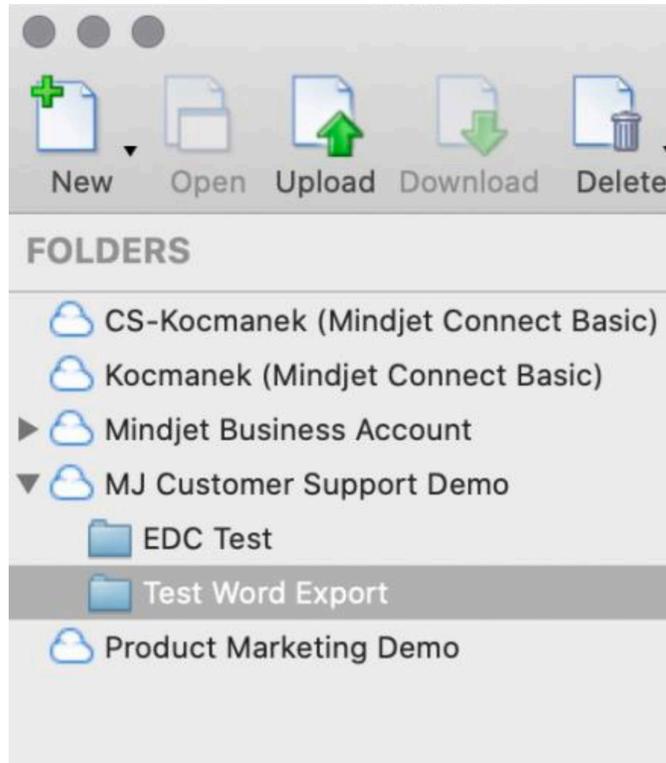
7. Repeat for all files in your account.

## 1.2 MindManager Mac

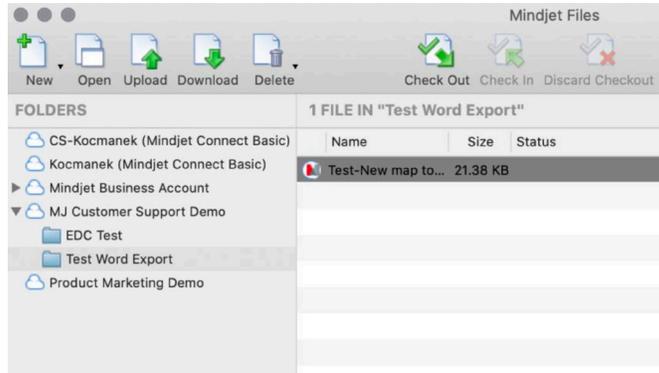
1. Show Mindjet Files
2. Select an account



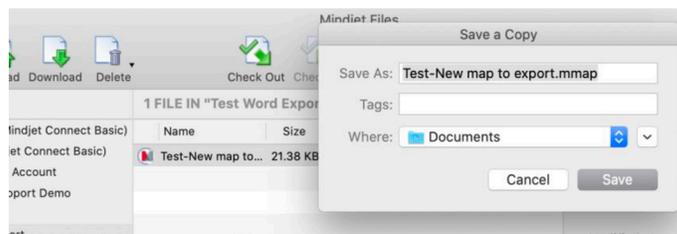
3. Select a folder



4. Select a file

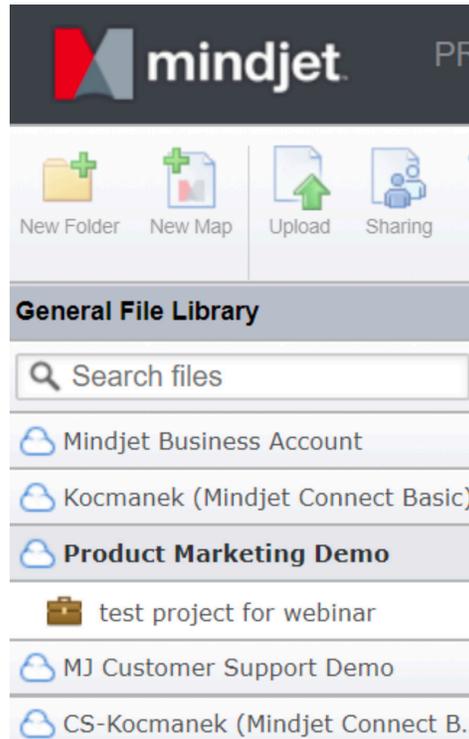


5. Choose Download and a local folder to save to

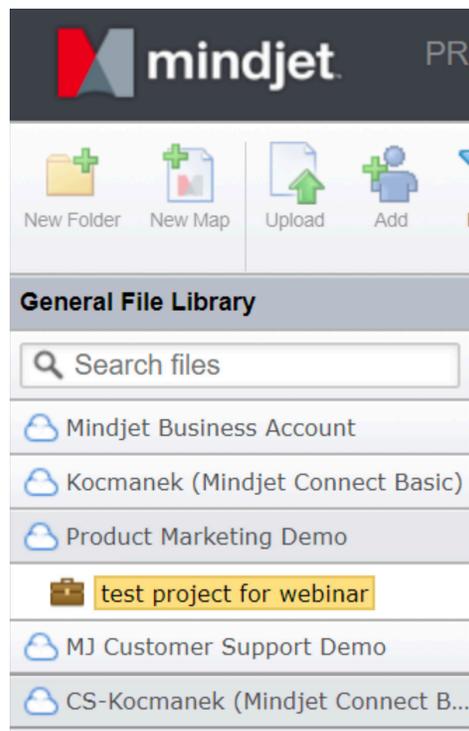


## 1.3 Web Client

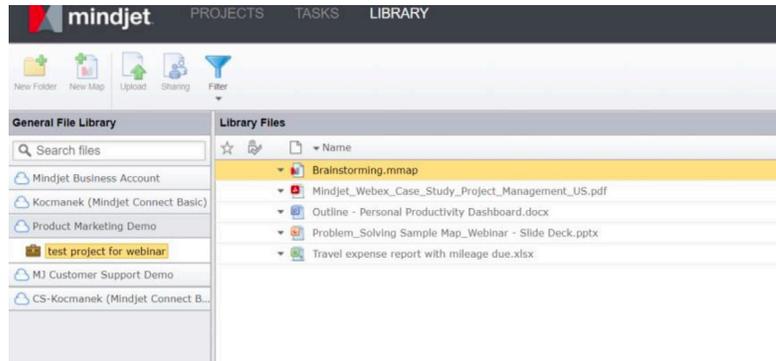
1. Log into the web client
2. Select an account



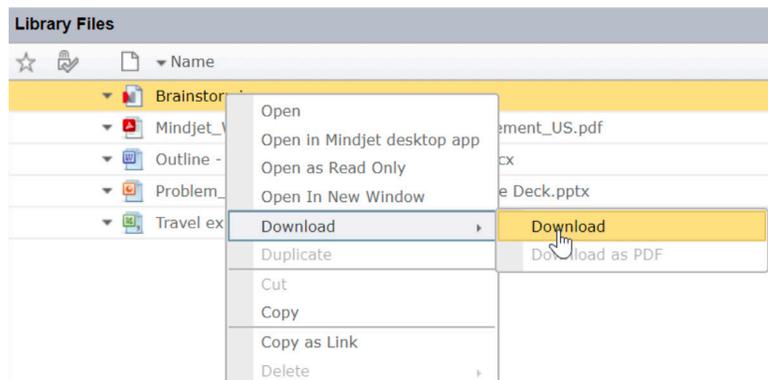
3. Select a folder or project (Not applicable to Free accounts)



4. Select a file

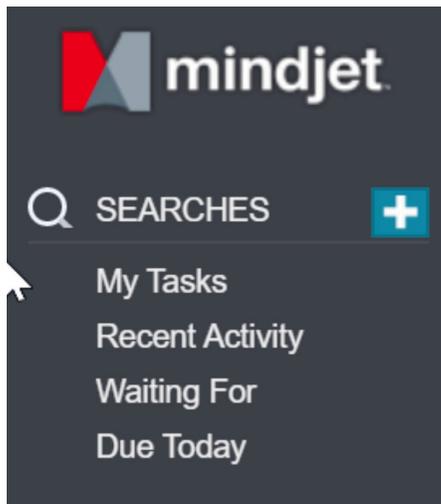


5. Right-click the file and choose download, then select a local folder to save to



## 1.4 Mindjet Tasks

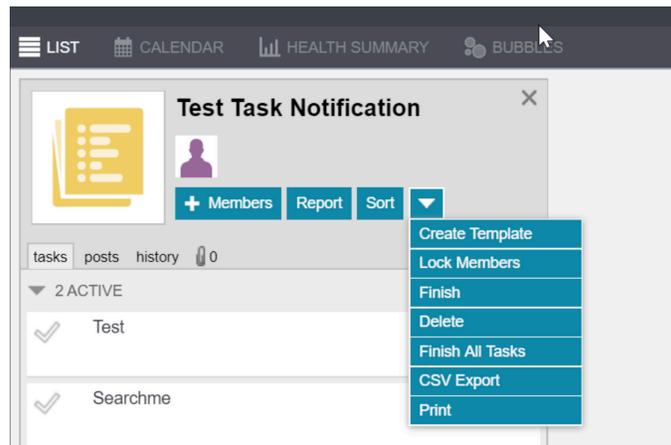
1. Log into Mindjet Tasks
2. Select "My Tasks"



3. Select a task list



4. Click on the small downward facing arrow and choose CSV Export



5. Note: CSV Export is limited to 100 tasks per Task List

## 2. Frequently Asked Questions

2.1 Is there a batch backup option?

No, files must be individually selected. Multiple files may also be selected with Ctrl+Click and Shift+Click.

2.2 Can I download an entire folder?

No, you must select individual files one at a time or multiple files as described above.

2.3 Will my files be migrated?

No. Users are responsible to backup and store their own files.

2.4 What will happen to my tasks in Mindjet Tasks?

You may download them to a CSV file.

2.5 How do I co-edit with my team?

Try our new Co-Editing service. For more information on Co-Editing, please visit <http://www.mindjet.com/en/pages/eol>

2.6 How much time do I have to backup my files?

The service will be retired at the end of December. We encourage all users to backup their files before then to avoid any potential loss of data.