



DeepHub Board

User's Manual



Foreword

This manual introduces the instructions for using the DeepHub Board software. Please read it carefully before using the software. After reading, please save the document properly for future reference.

Safety Instructions

The following signal words might appear in the manual.

Signal Words	Meaning
 DANGER	Indicates a high potential hazard which, if not avoided, will result in death or serious injury.
 WARNING	Indicates a medium or low potential hazard which, if not avoided, could result in slight or moderate injury.
 CAUTION	Indicates a potential risk which, if not avoided, could result in property damage, data loss, reductions in performance, or unpredictable results.
 TIPS	Provides methods to help you solve a problem or save time.
 NOTE	Provides additional information as a supplement to the text.

Revision History

Version	Revision Content	Release Time
V1.0.0	First release.	December 2023

Privacy Protection Notice

As the device user or data controller, you might collect the personal data of others such as their face, audio, fingerprints, and license plate number. You need to be in compliance with your local privacy protection laws and regulations to protect the legitimate rights and interests of other people by implementing measures which include but are not limited: Providing clear and visible identification to inform people of the existence of the surveillance area and provide required contact information.

About the Manual

- The manual is for reference only. Slight differences might be found between the manual and the product.
- We are not liable for losses incurred due to operating the product in ways that are not in compliance with the manual.
- The manual will be updated according to the latest laws and regulations of related jurisdictions.

For detailed information, see the paper user's manual, use our CD-ROM, scan the QR code or visit our official website. The manual is for reference only. Slight differences might be found between the electronic version and the paper version.

- All designs and software are subject to change without prior written notice. Product updates might result in some differences appearing between the actual product and the manual. Please contact customer service for the latest program and supplementary documentation.
- There might be errors in the print or deviations in the description of the functions, operations and technical data. If there is any doubt or dispute, we reserve the right of final explanation.
- Upgrade the reader software or try other mainstream reader software if the manual (in PDF format) cannot be opened.
- All trademarks, registered trademarks and company names in the manual are properties of their respective owners.
- Please visit our website, contact the supplier or customer service if any problems occur while using the device.
- If there is any uncertainty or controversy, we reserve the right of final explanation.

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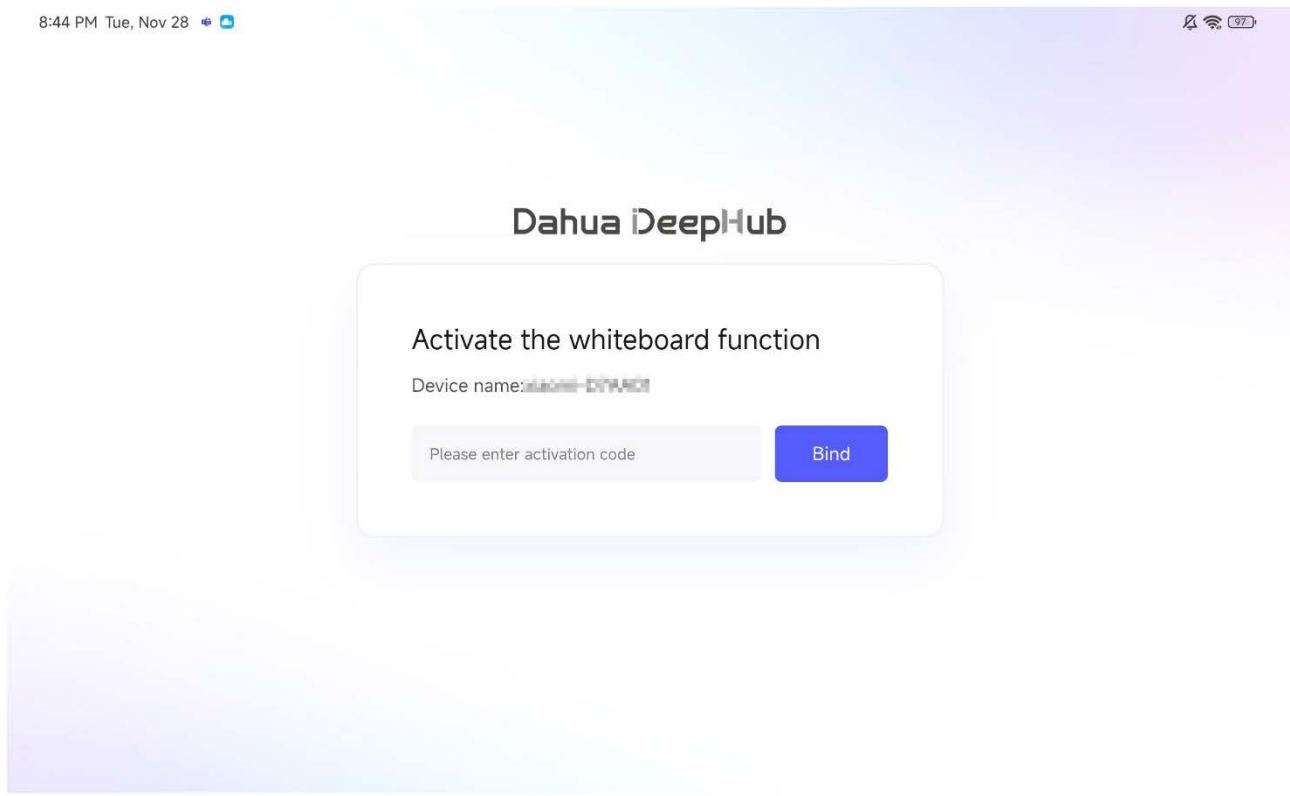
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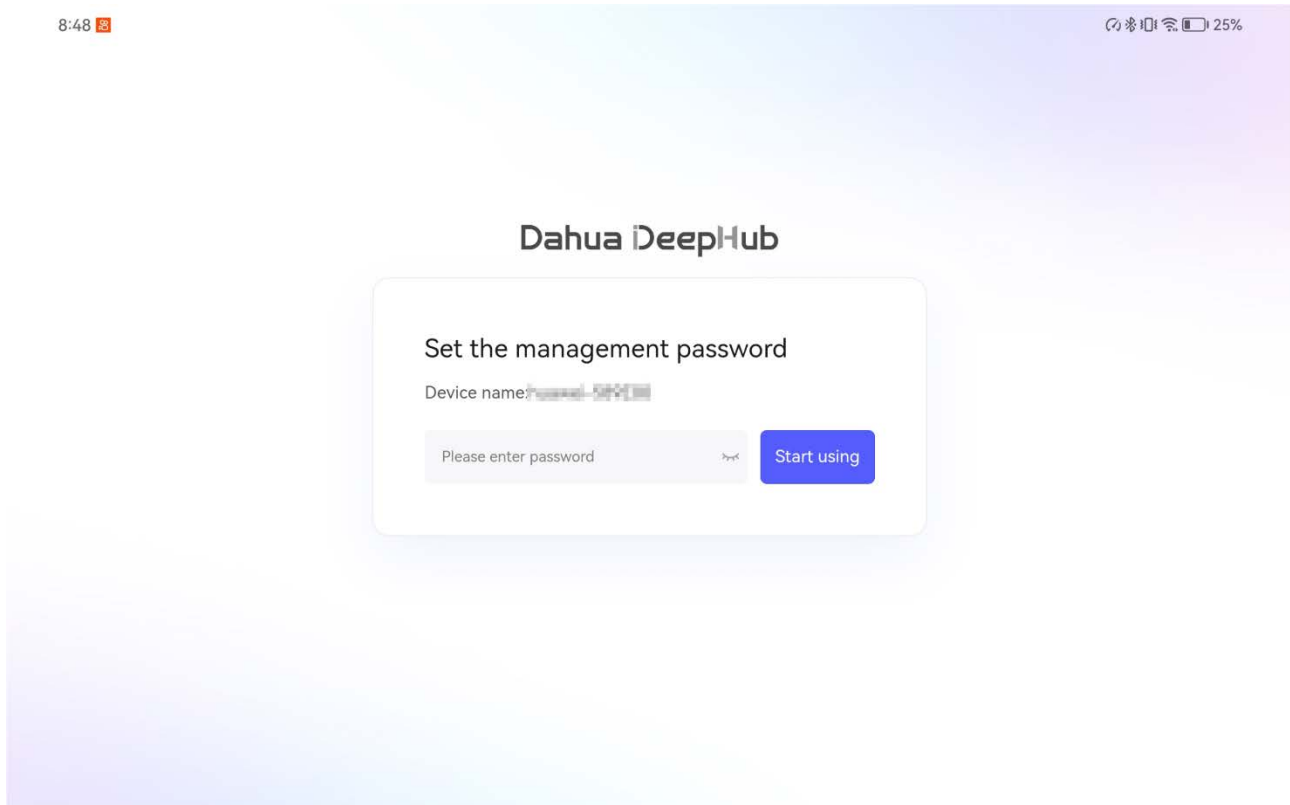
Chapter 1 Activation and Binding

1.1 Activation

Launch your application, enter your activation code, click on **Bind** to activate the whiteboard function, as shown in Figure 1-1.

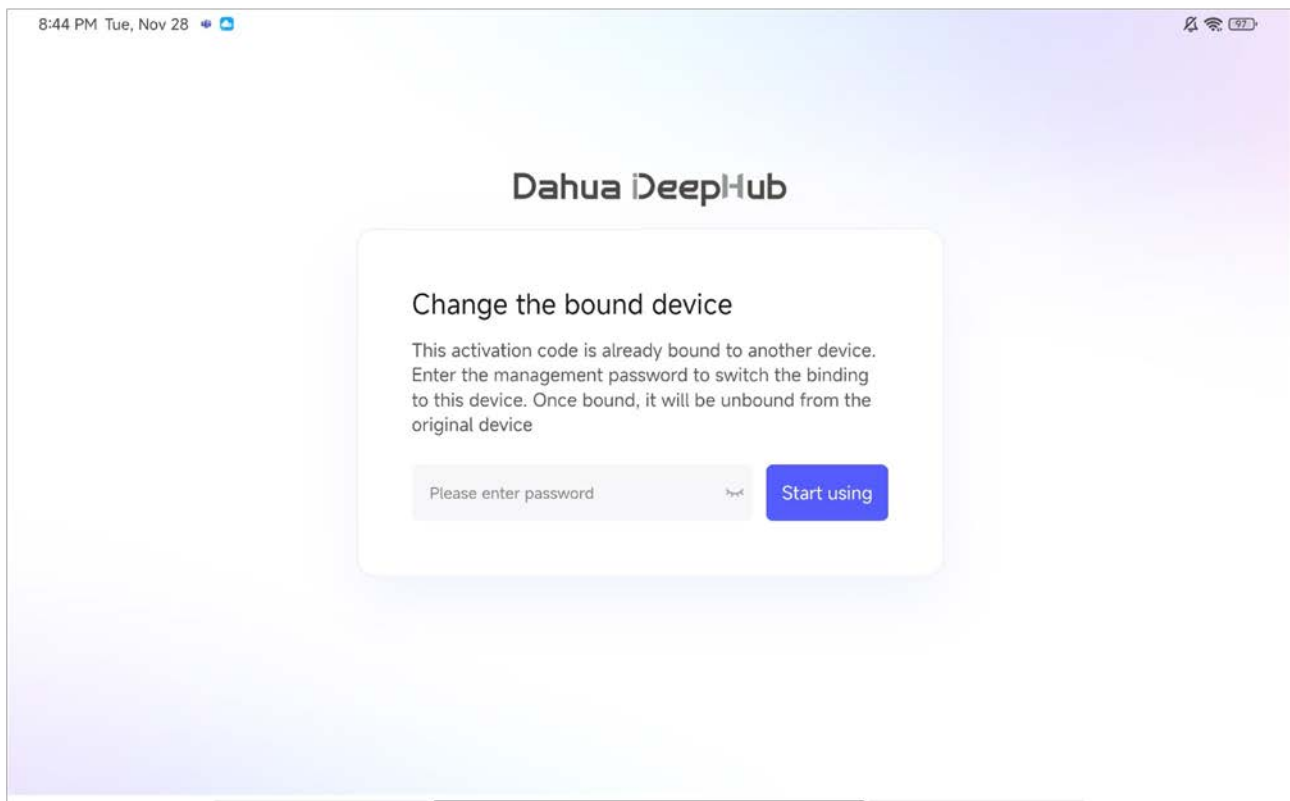


Set the management password after entering activation code.



1.2 Change Binding

Enter your management password to change the bound device.



Chapter 2 Creative Tools

2.1 Mind Map

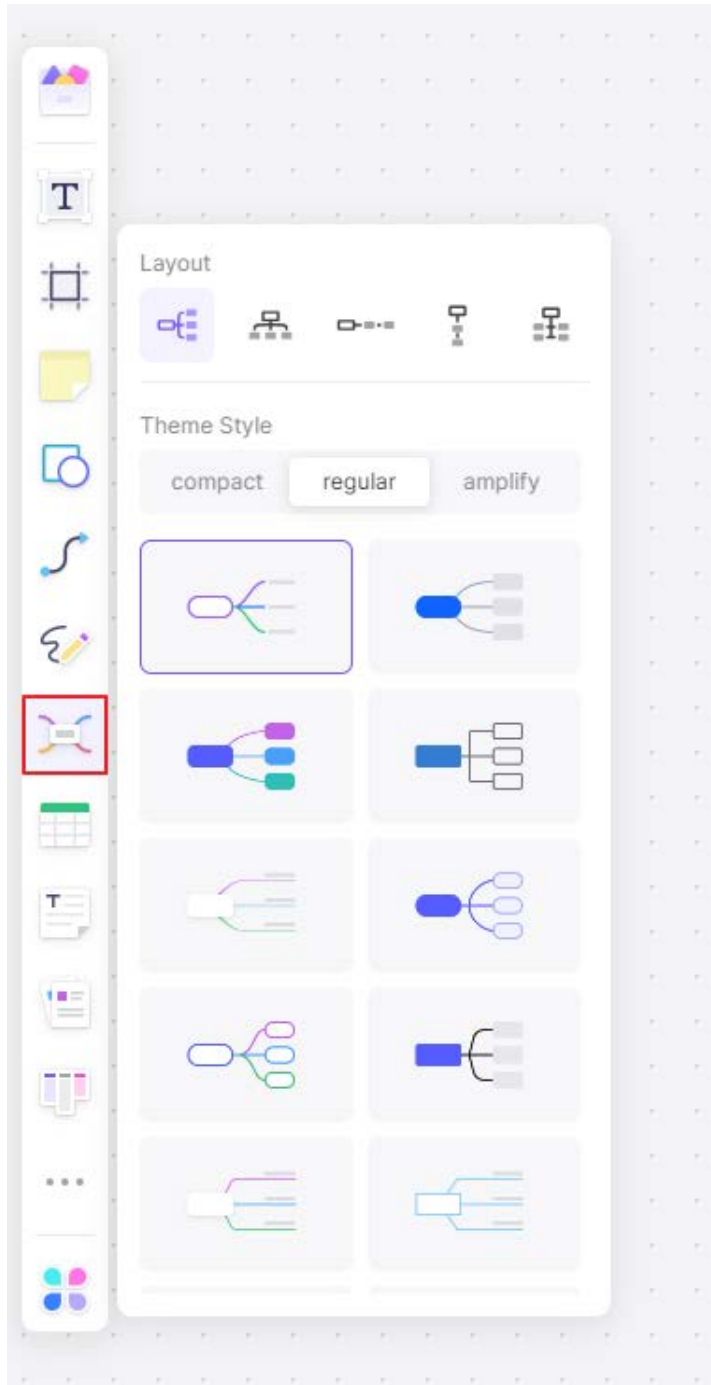
DeepHub's mind maps help you organize your thoughts, quickly capture inspiration, and express your creativity.

- Write a specific plan and milestones with a timeline
- Create an interesting organizational chart
- Collect creative ideas from real-time brainstorming
- Quickly write down important information
- Assign tasks to team members in a timely manner
- Project management
- Course scheduling
- To-do lists

2.1.1 How to Create a Mind Map

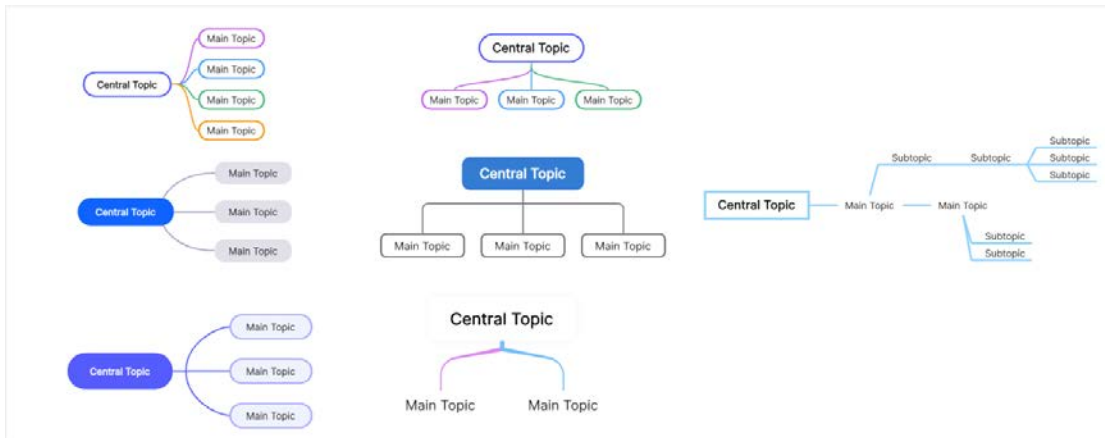
To start using mind maps, find the **mind map** icon on the left toolbar. For convenience, you can drag and drop the icon to any location on the toolbar to add a parent node - the starting point of the mind map. Symbols on either side of it will indicate where you can start creating child nodes (branches). You can create vertical or horizontal mind maps.

Once the mind map is created, you can paste the copied text onto the mind map, and it will automatically generate corresponding subtopics.

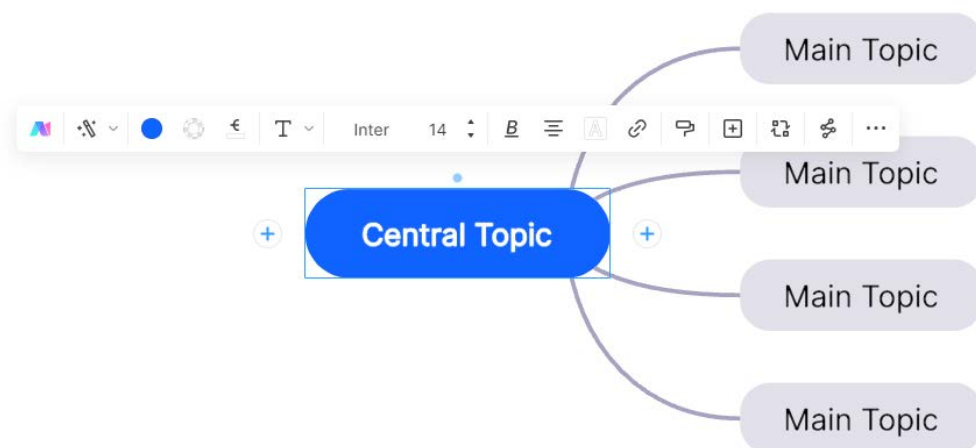


2.1.2 Mind Map Styles

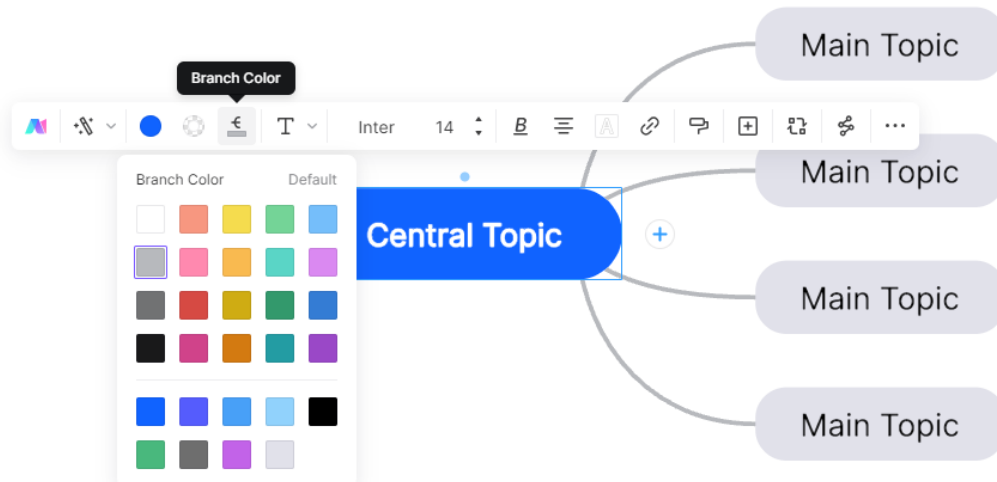
DeepHub Board provides 13 mind maps themes, 5 layouts, and 3 layout spacing modes. You can create various content with the following layouts: top-down, left-right, vertical timeline, horizontal timeline and tree map. All nodes will align automatically, but you can select and drag nodes to change their positions on the canvas. The subtopics will be automatically aligned so as to timely modify your mind map.



Since each main part of a mind map is text-based, you can apply different text style in any node of your mind map. Please note that changing font size in parent node will affect entire mind map. Specific functions include: adjust theme of diagram, adjust fill color, adjust border style, adjust branch style, set text style, add comments, generate tables & presentations, insert images, insert hyperlinks (jump to corresponding link), insert attachments, delete.



Modify the color of the connection lines in the mind map: If you want to do this, you can click the **Branch color** button on the context toolbar after selecting the topic of the mind map.

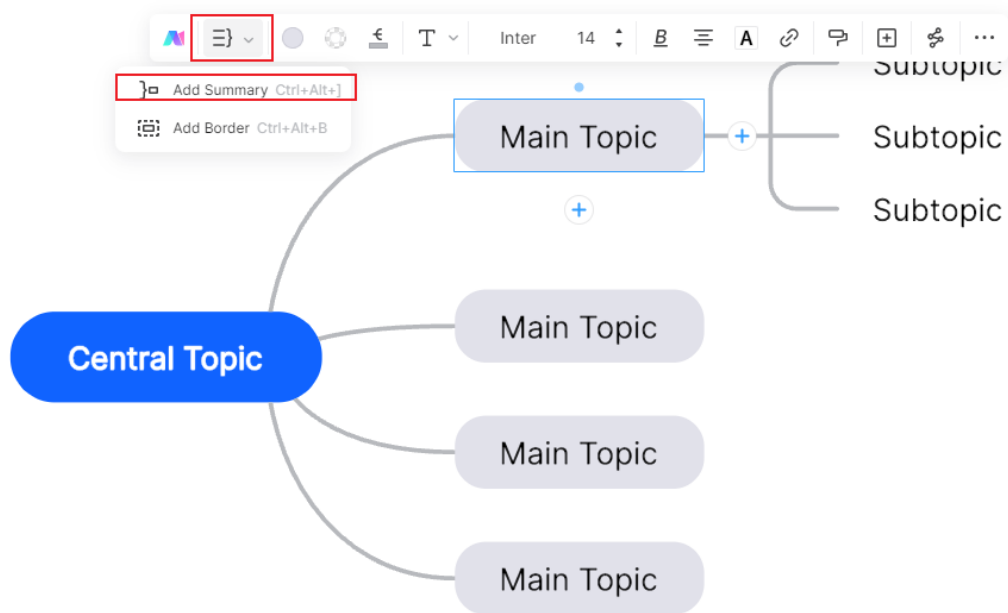


2.1.3 How to Add Summaries and Boundaries

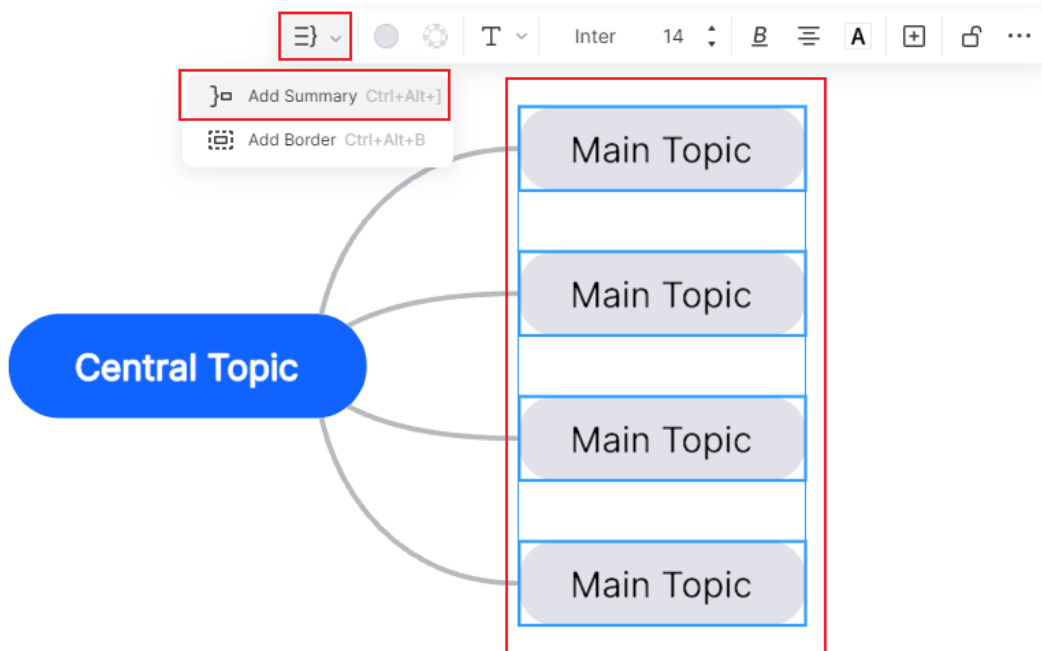
Add Summaries

You can add mind map summaries through following ways:

- Select a mind map node, click **Add Summary** button on the context toolbar, then drag the control point to start.

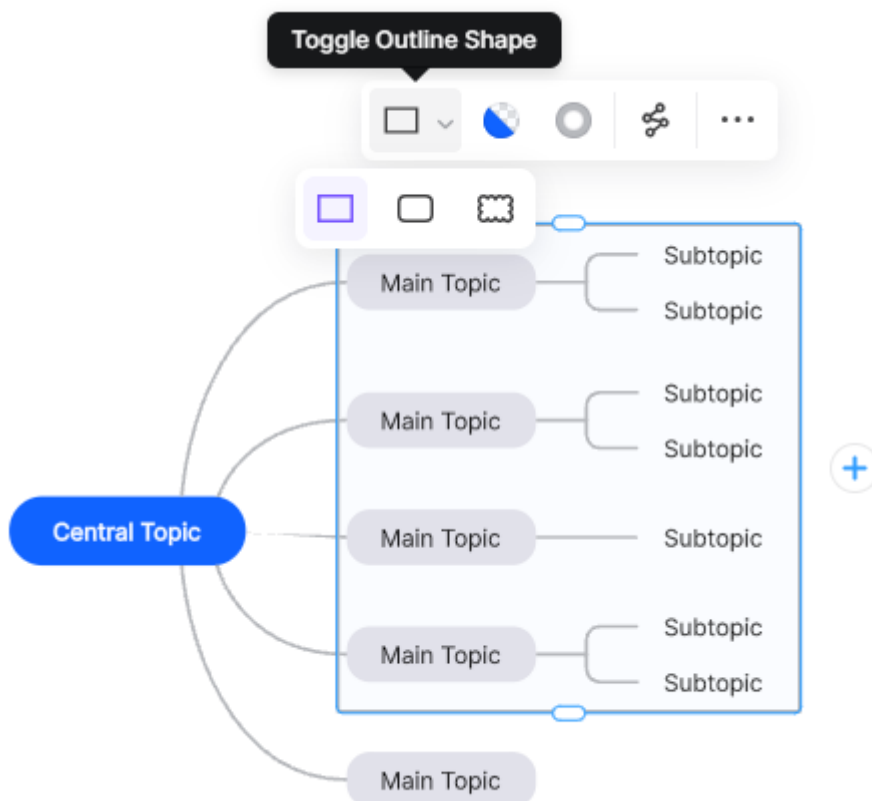


- Select multiple child nodes (under the same parent node), and then click the **Add Summary** button in the toolbar to start.



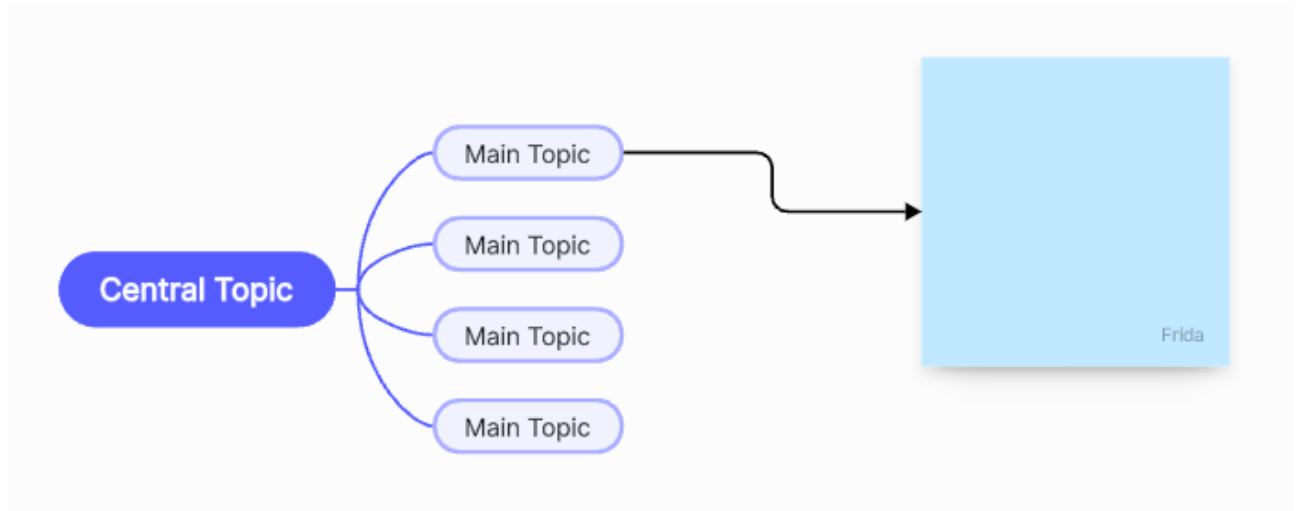
Add Boundaries

The boundary can also be added by selecting a mind map node and then clicking on the **Add Border** button on the toolbar. After adding the boundary, you can change its properties, such as color, fill color and border color.



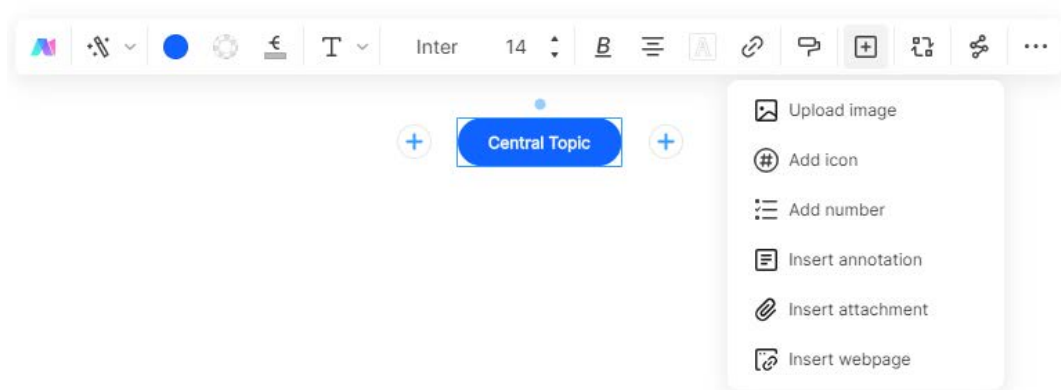
2.1.4 Make objects follow the mind map

If you want to make objects follow the mind map, you can use connection lines to link them together. After that, if a new branch is added to the mind map or the map is moved, the connected objects will also move along with it.

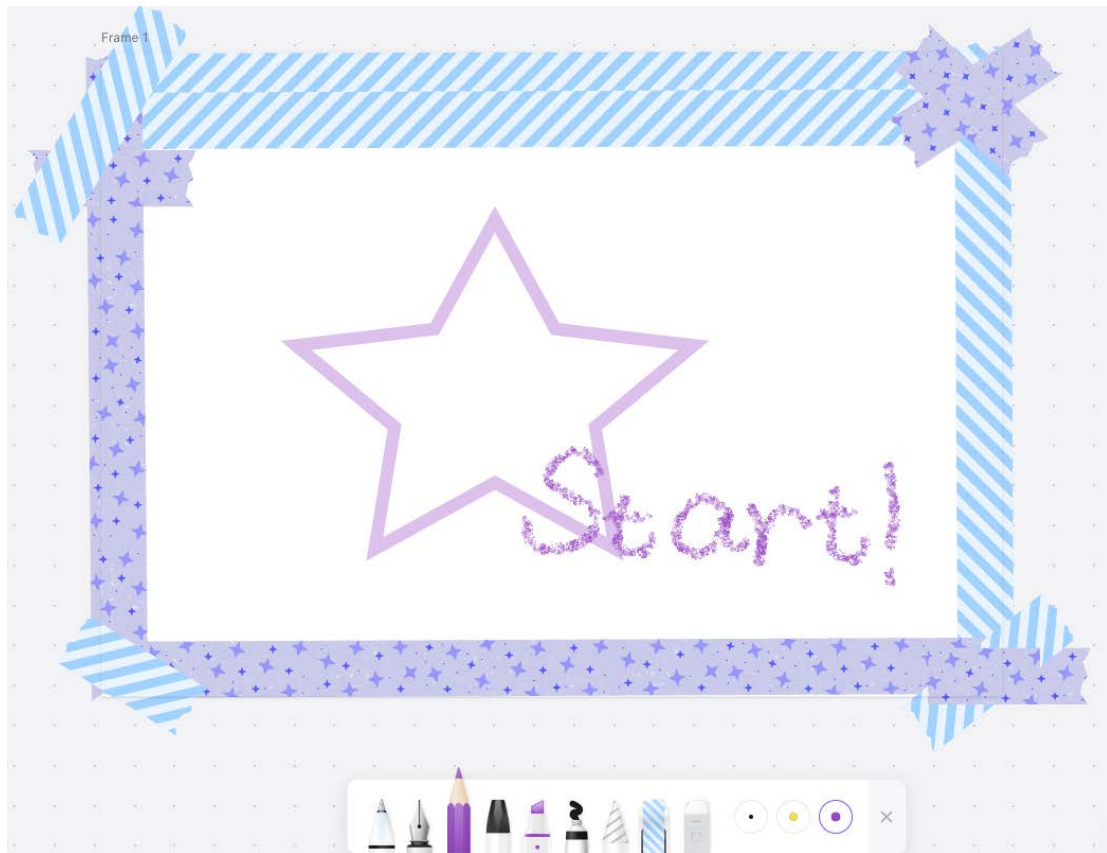


2.1.5 Add content to the mind map

The new feature enables you to add icons and numbers, insert annotations, attachments and webpages to the mind map.



2.2 Paintbrush/Eraser



2.2.1 Create doodles with the paintbrush

To draw something using the paintbrush:

1. Click the **Pen box** tool in the left toolbar.
2. Choose a color, as well as a thin or thick stroke. You can change these settings at any time after creating your own doodle.
3. Click and drag with a pen on the canvas to draw doodles.
4. To exit the pen state: select another tool.

2.2.2 Change paintbrush color and width

You can change the color and width (or stroke thickness) of the doodle created with the paintbrush at any time.

1. Open the **Pen box** tool, then select the doodle on the canvas.
2. Click the **Colorpicker** icon to change the color or click the **Brush size** icon to change the brush width.

2.2.3 Adjust doodle size

Adjust the doodle size by dragging the edges or corners of the bounding box of the doodle. Straight line doodles can only be resized vertically, while other doodles can be resized proportionally.

2.2.4 Delete doodle

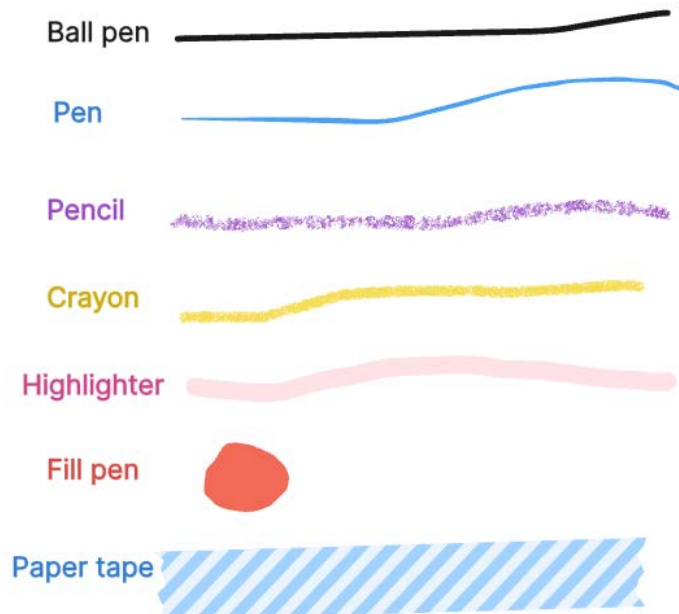
To delete the doodle:

1. Select the doodle that you want to delete.
2. Press **Delete** button.

You can also use the eraser to remove the brush strokes from the canvas, without deleting other objects.

2.2.5 Paintbrush types

DeepHub Board offers a variety of paintbrushes, such as pen, ball pen, pencil, crayon, highlighter, paper tape, lasso, etc. Therefore, you can choose different kinds of pens based on needs.



2.3 Basic shapes

DeepHub Board offers a wide selection of shapes that help you build various diagrams, such as flowcharts, BPMN diagrams, UML diagrams, and more. Capture your ideas by combining shapes and quickly establish connections

with connection lines.

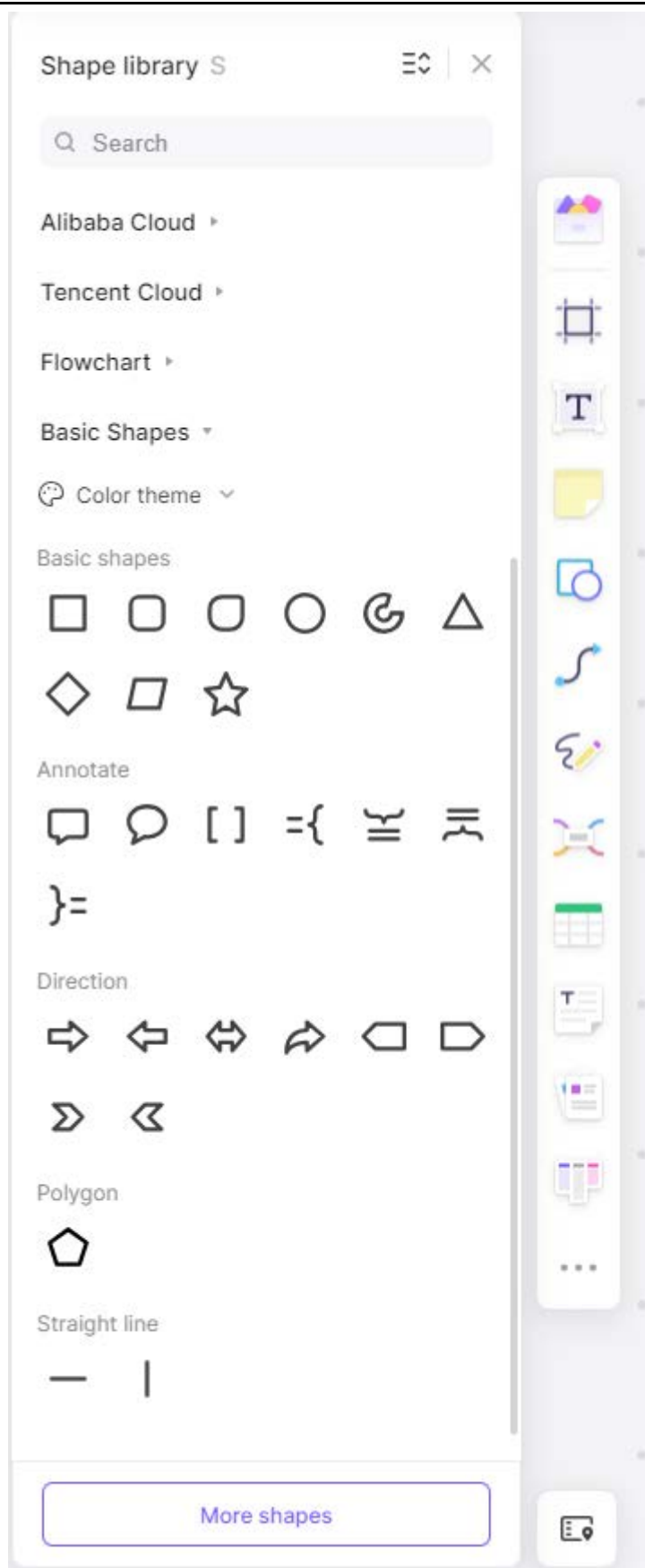
Shapes you can find in DeepHub Board include:

- A variety of basic shapes (rectangle, rounded rectangle, square, triangle, parallelogram, etc.)
- Annotation shapes (annotation, speech bubble, etc.)
- Flowchart shapes
- BPMN diagram shapes
- UML diagram shapes
- Entity relationship diagram shapes
- Data flow diagram shapes
- Network topology shapes
- ORG chart shapes
- Cisco shapes
- Microsoft Azure shapes
- Alibaba Cloud shapes
- Tencent Cloud shapes
- AWS shapes

2.3.1 Create shape

To create a shape in DeepHub Board:

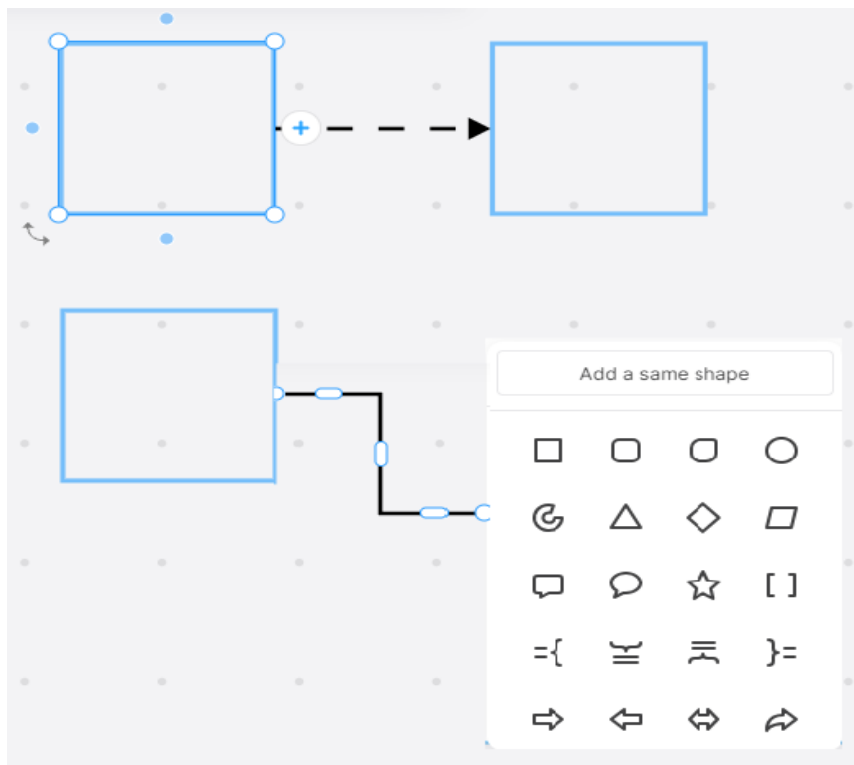
1. Click **Shape** from the left-side toolbar.
2. Choose any shape you like in the **Shape library**.
3. Move to the canvas and click on any space to create a shape.
4. You can also drag the shape from the toolbar onto the canvas.



2.3.2 Add connection lines between shapes

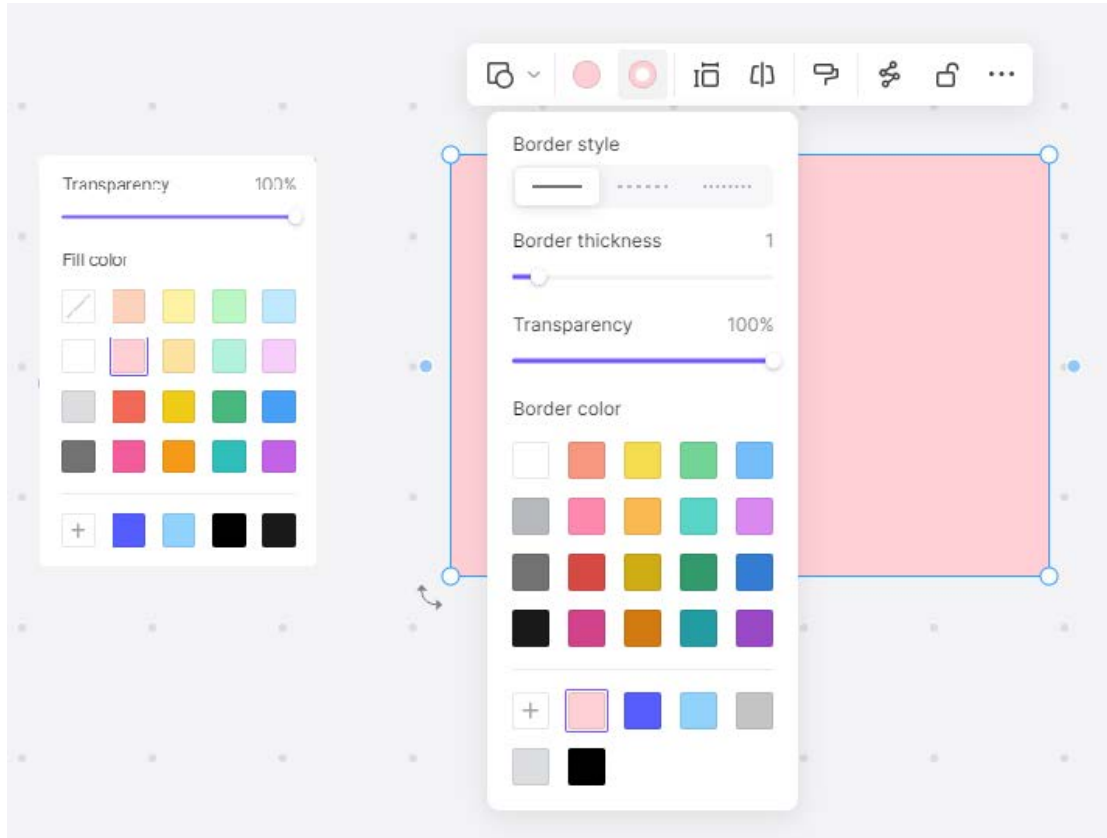
Add connection lines between shapes to quickly make connections.

- **+ control point:** When the mouse hovers over it, preset shapes, positions, and relations of the connection lines will appear. If using a flowchart, clicking the + control point will automatically add a flowchart rectangle.
- **Circle control point:** Long-press and drag the mouse to create a shape at any position on the canvas. The shape will be chosen based on its type, including basic shapes, flowcharts, UML diagrams, and BPMN diagrams. It also supports creating the same shape and establishing relations with connection lines.



2.3.3 Edit color

You can change the color, thickness, opacity, rounded corners, line style, fill, or hide fill of a shape using the colorpicker in the toolbar. Simply click the corresponding floating menu button to do it.



Tips: You can change the color, text and other properties in batches by selecting multiple shapes.

2.3.4 Resize shape

There are two ways to resize shapes:

To change the dimensions of a shape by dragging

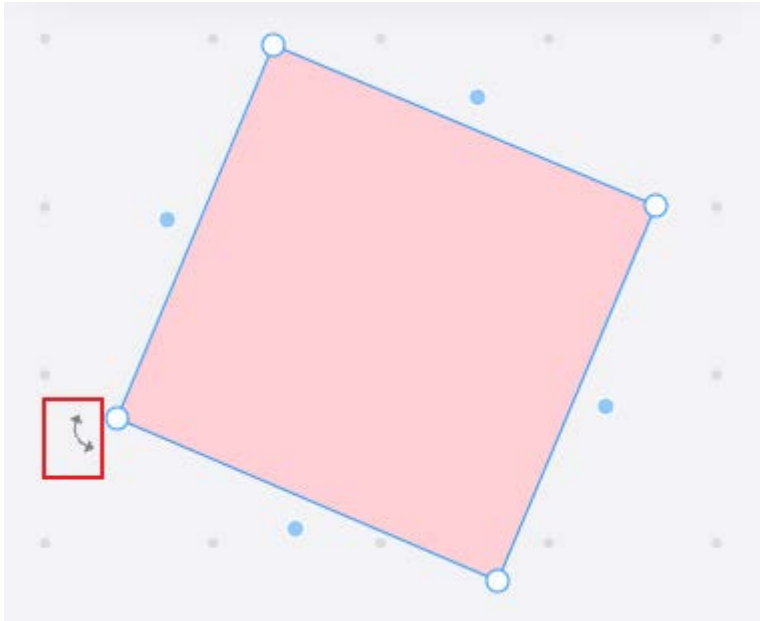
1. Select the shape that you want to resize.
2. Click and drag one of the selection handles that appear on the sides and corners.

To change the dimensions of a shape by entering measurements

1. Select the shape you want to resize.
2. Click the **Size** icon on the context toolbar.
3. Enter the width and height values for the shape.

2.3.5 Rotate shape

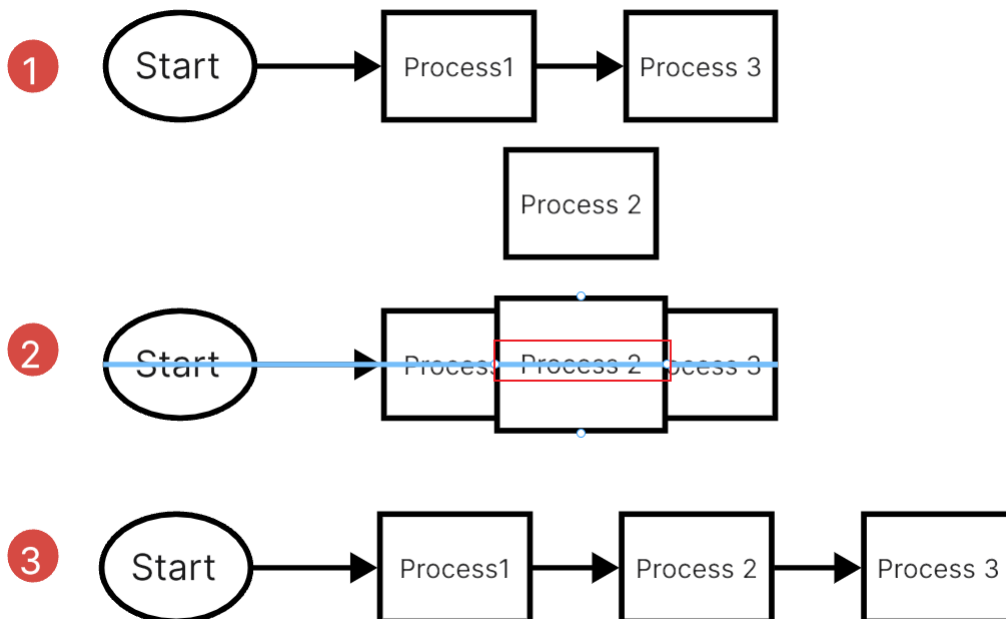
To rotate a shape:



1. Select a shape you want to rotate.
 2. Hover the cursor near the diagonal.
 3. Click and drag the cursor in the direction you want the shape to rotate.
- When you rotate a shape, its contents also rotate along with it.

2.3.6 Insert flowchart

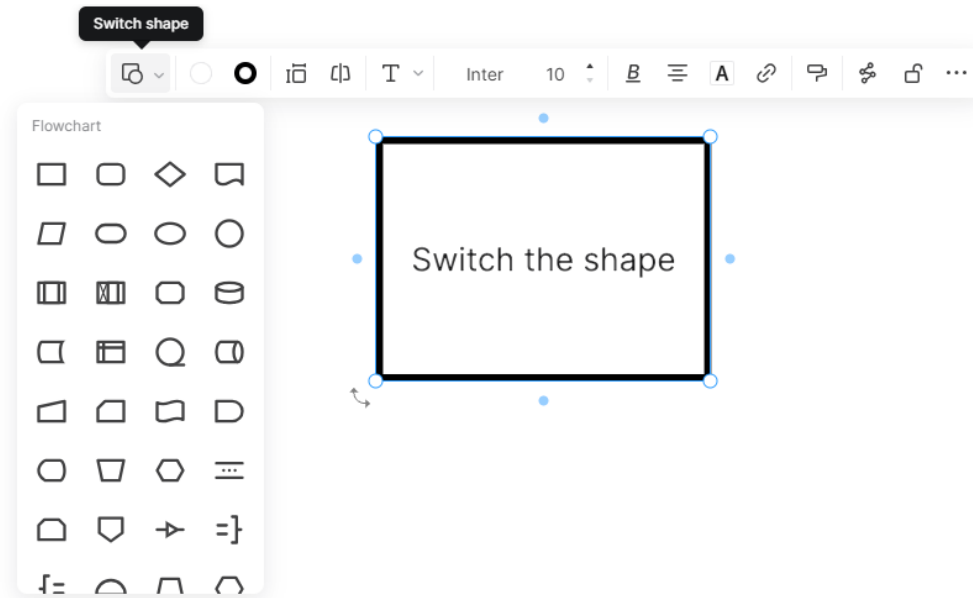
When using a flowchart, if you forget to add a process in the middle, you can simply place the process shape between two existing shapes, and the shape will be inserted automatically.



2.3.7 Change shape

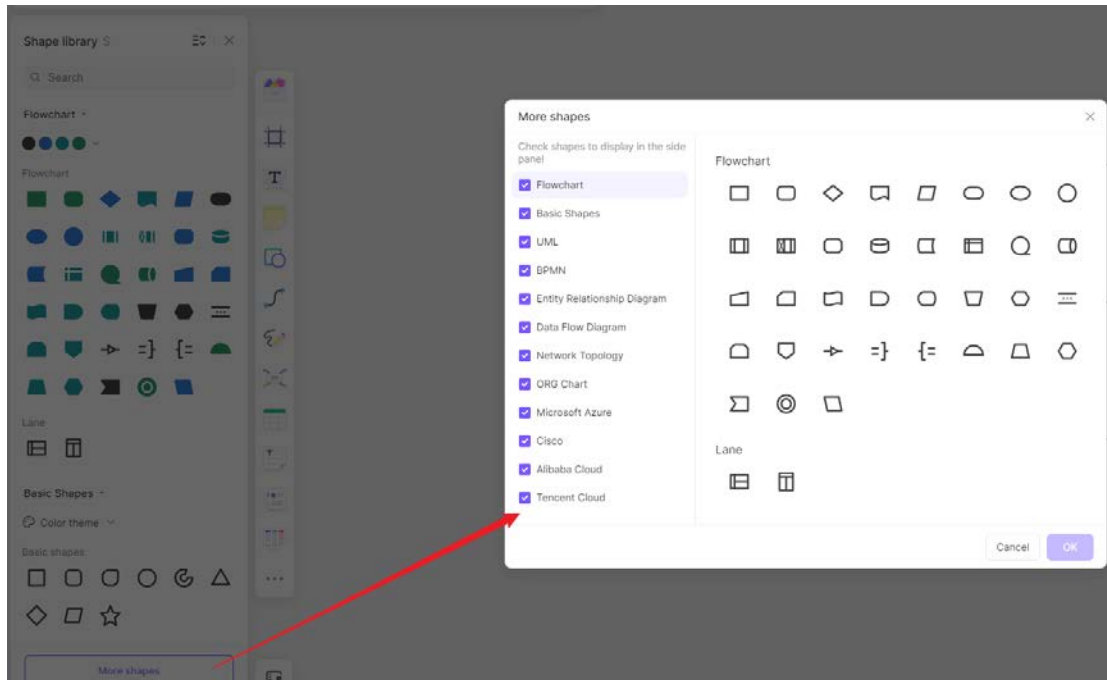
To change an existing shape on the canvas to another shape in the same shape library:

1. Select a shape on the canvas.
2. Click the **Switch shape** icon on the context toolbar.
3. Select a new shape option.



2.3.8 Display shape library

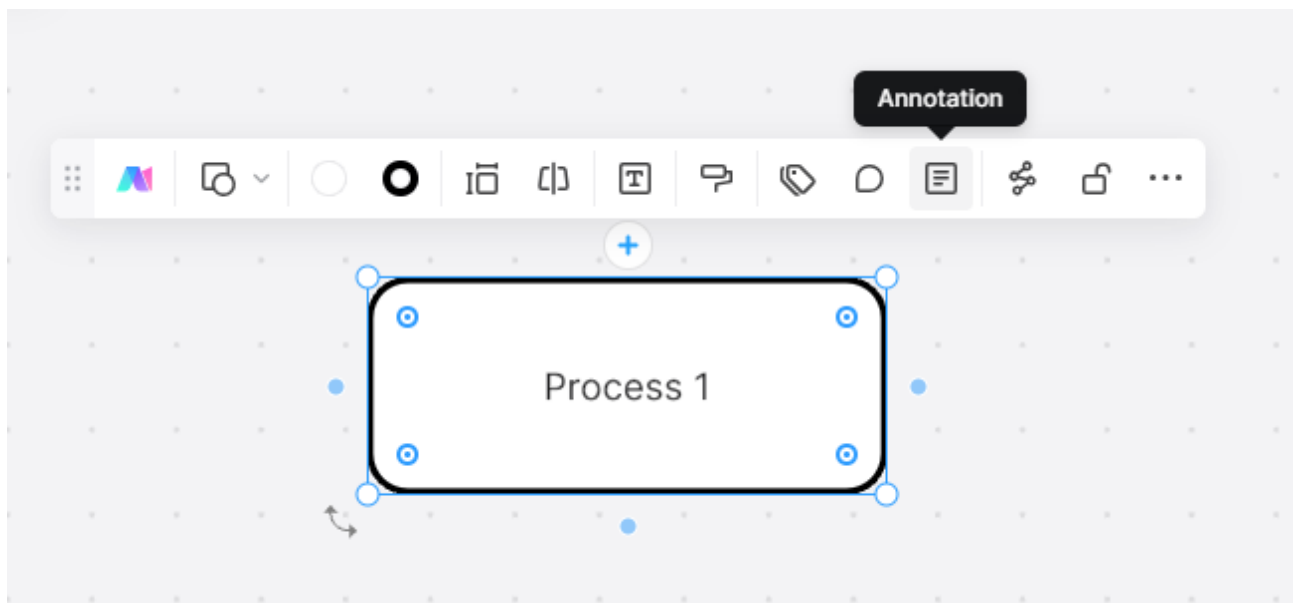
Click **More shapes** at the bottom of the shape library to determine which types of shapes are displayed in the menu.

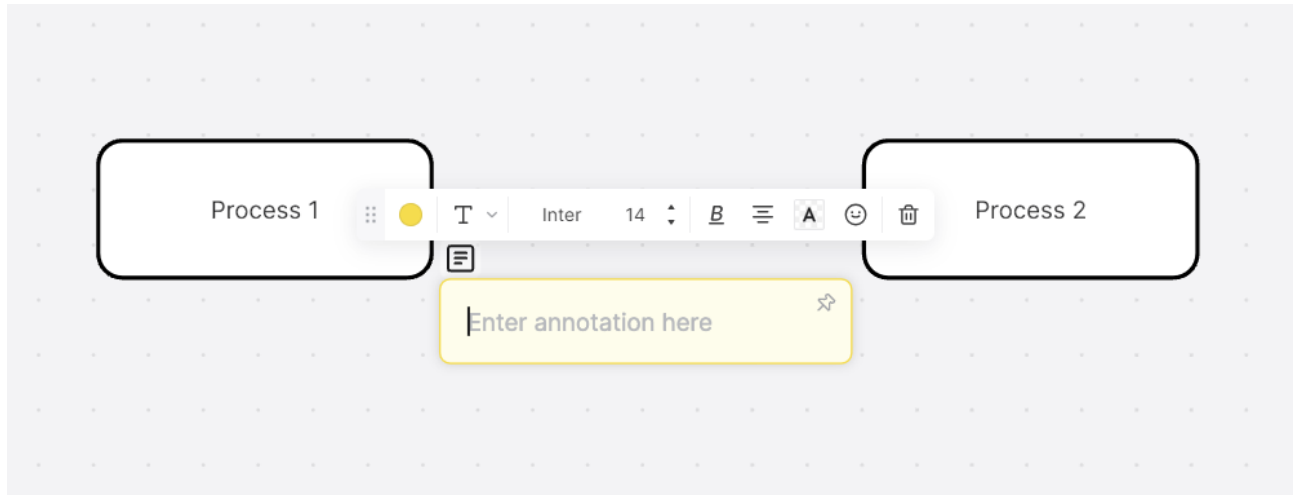


2.3.9 Add annotations

To add an annotation to a shape:

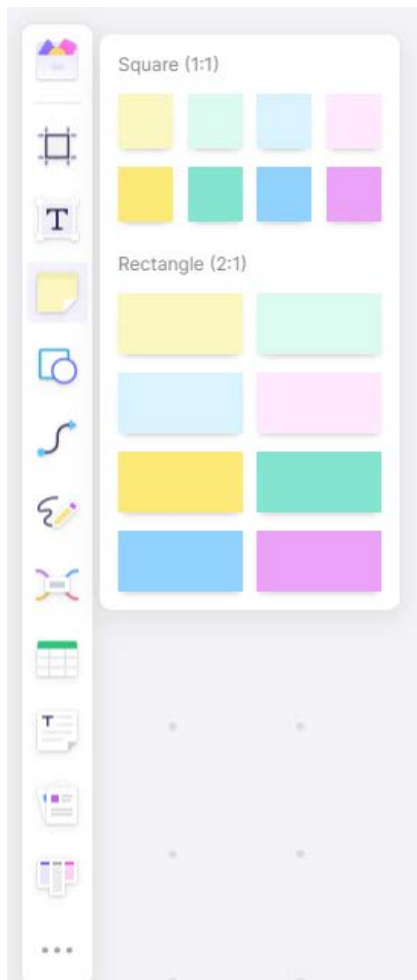
Select a shape on the canvas. Click the **Annotation** icon on the context toolbar. Then enter your annotation.





2.4 Sticky note

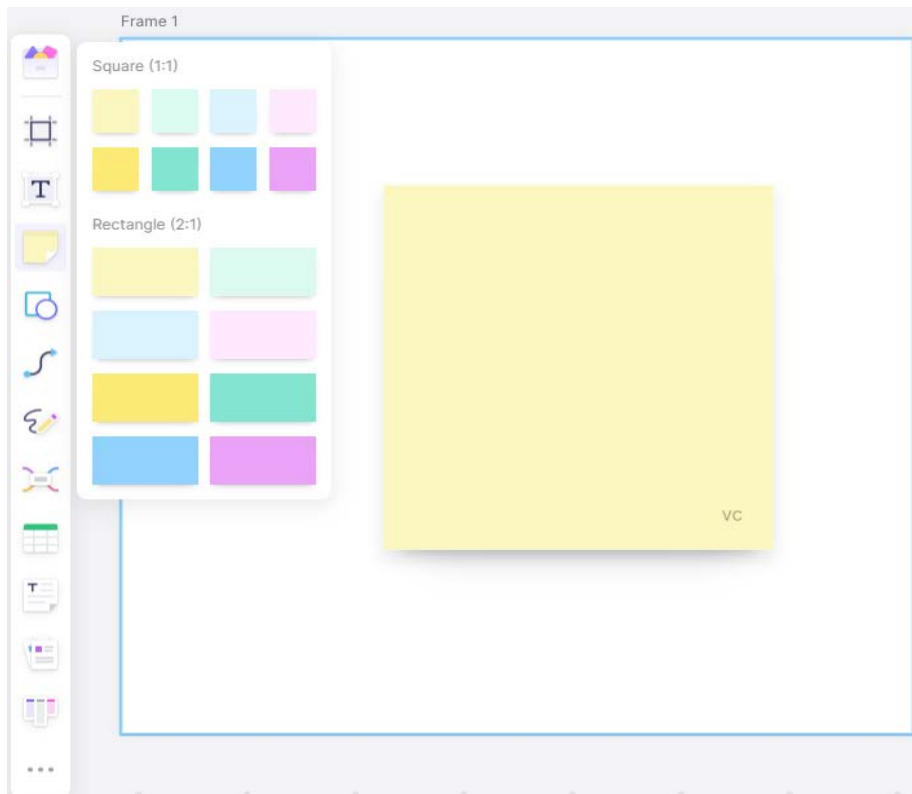
The sticky note is a virtual presentation on a whiteboard canvas. You can record your ideas in notes and then move, combine, and organize your thoughts on the canvas. Unlike paper versions, sticky notes in DeepHub Board are scalable and provide more space for exploring ideas.



2.4.1 Create sticky note

1. Click **Sticky note** from the left toolbar.
2. Drag your cursor to the proper place of the canvas.

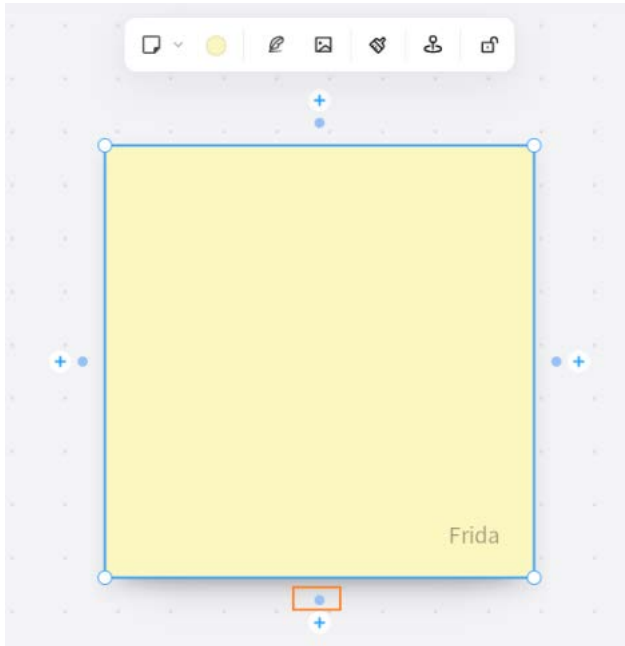
Once successfully, you can enter text in the notes.



2.4.2 Add connection line

Connect sticky notes to turn them into a chart or build a display path based on other rules.

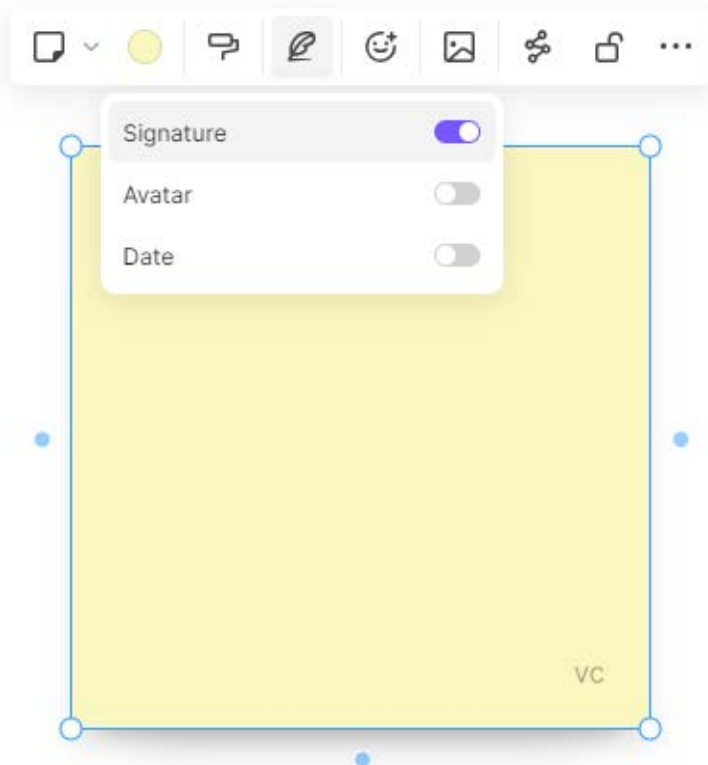
1. Select a sticky note.
2. Click any of the control points displayed around the sticky note as shown in the red box.
3. Click the drag the cursor.



2.4.3 Note signature

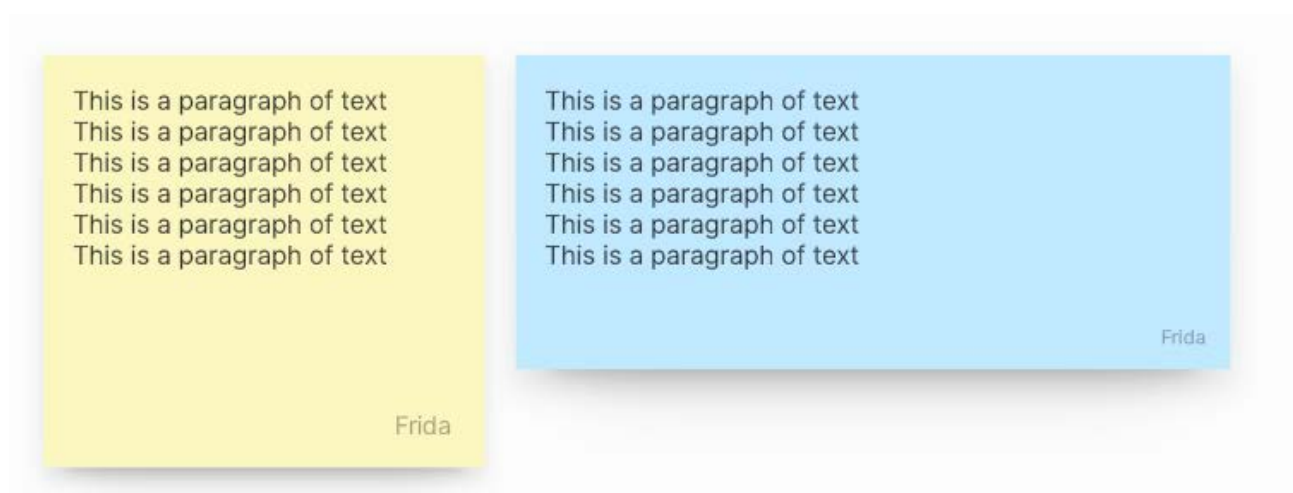
Your user ID will be displayed in the bottom right corner of the note, which is helpful in team collaboration. By default, your signature depends on the account settings. To add or delete the signature or show avatar or date:

1. Add a note on the canvas.
2. Click the **Signature** tab of the floating menu to enable the **Signature/Avatar/Date** option.
3. Click again to disable the **Signature/Avatar/Date** option.



2.4.4 Size

The note size will vary vertically depending on the text content, and it can be widened by dragging the side. You can also drag a corner to scale their size equally. Shapes with text can be resized to different sizes regardless of their content. Currently, notes support square and rectangular shapes, and you can also switch notes through the toolbar.

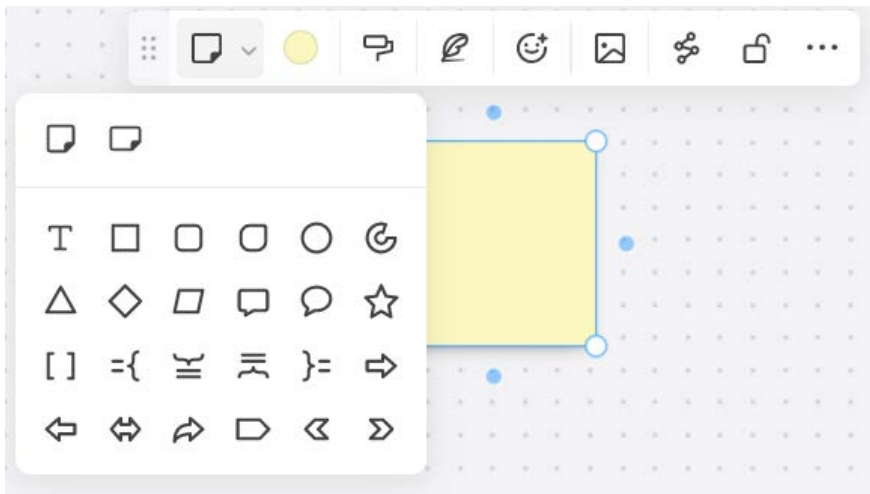


2.4.5 Sticky note styles

To change your sticky note style or transform a sicky note into text or shape:

1. Select a sticky note on the canvas.
2. Click the **Switch shape** icon on the context toolbar.

3. Select a new sticky note or shape option.

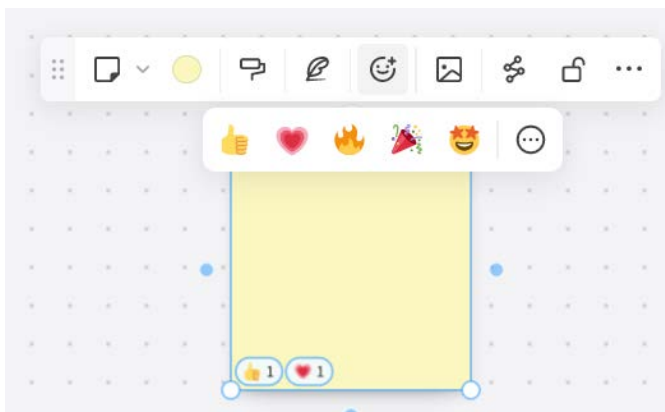


2.4.6 Add emoji reactions

DeepHub Board supports hundreds of emoji reactions that you can add to sticky notes.

To add an emoji reaction:

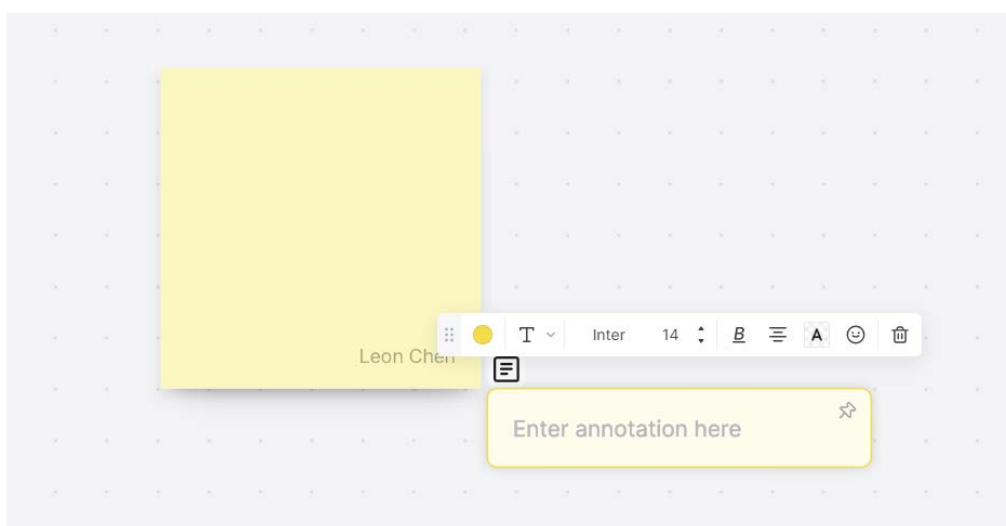
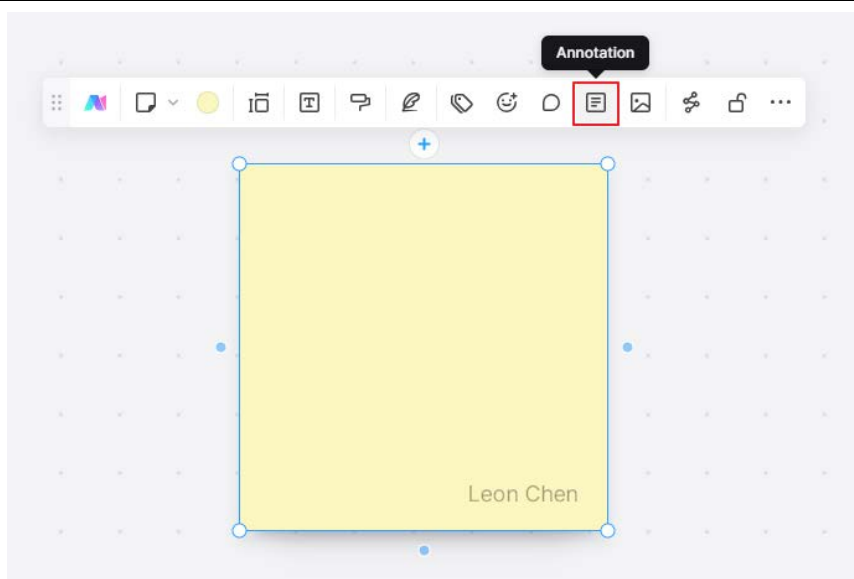
1. Select a sticky note.
2. Click the **Add reaction** icon from the context toolbar.
3. Browse emojis by category or search using a keyword.
4. Choose your emoji from the pop-out menu.



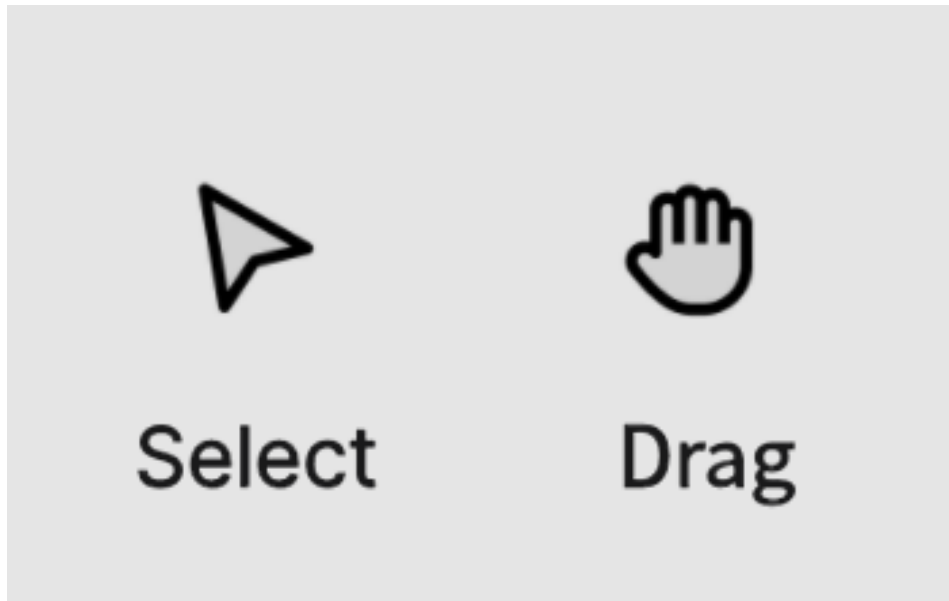
2.4.7 Add annotations

To add an annotation to a sticky note:

Select a sticky note on the canvas. Click the **Annotation** icon on the context toolbar. Then enter your annotation.



2.5 Mouse/Hand tool



When you are working on objects on the canvas, the mouse is made the default tool (shortcut key: V) and the left toolbar displays the corresponding icon, which you can click or press the shortcut key V to switch to the hand tool.

The hand tool allows you to select any objects on the canvas or drag the canvas to take a look at objects in different positions.

2.5.1 Modify the hierarchical order of objects

Sometimes, an object on your canvas may be overlapping with other objects, making it difficult to see the objects underneath, or an object may be hidden behind other objects. Changing the hierarchical order of the object can move it forward or backward on the canvas. Currently, in DeepHub, there are only 2 options to adjust the front-to-back order, which are to move an object to the top or bottom layer.

Right-click on an object and select an option from the menu:

1. Move Up One Layer: Move the object up one level.
2. Move Down One Layer: Move the object down one level.
3. Bring to front: move the object to the top.
4. Send to back: move the object to the bottom.

2.5.2 Hand tool: move and scale

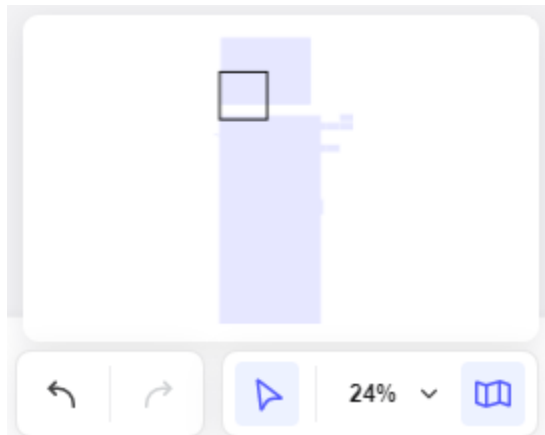
Move canvas coordinates arbitrarily

The hand tool allows you to move the canvas coordinates freely in a DeepHub file and display the objects at the corresponding coordinates without accidentally triggering selection or moving object objects, etc.

1. Click on the object element and drag to move.
2. Slide with two fingers.

Scale canvas

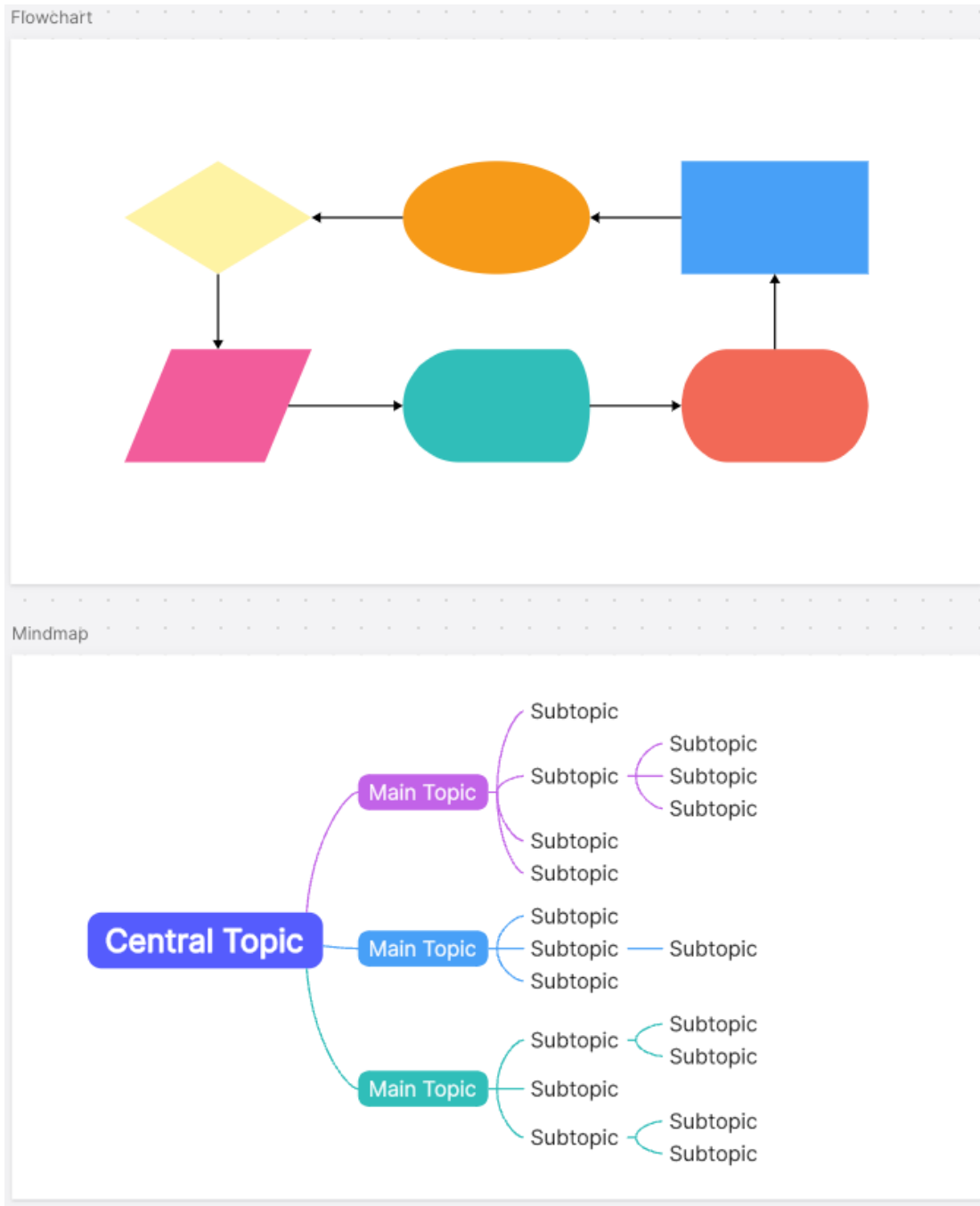
1. When you create a new DeepHub file, the default zoom scale is set to 100%, which is a suitable size for you to start creating content quickly.
2. You may hope to set a specific ratio. To do it, you can use the Navigation feature in DeepHub to scale the canvas.



2.6 Frame

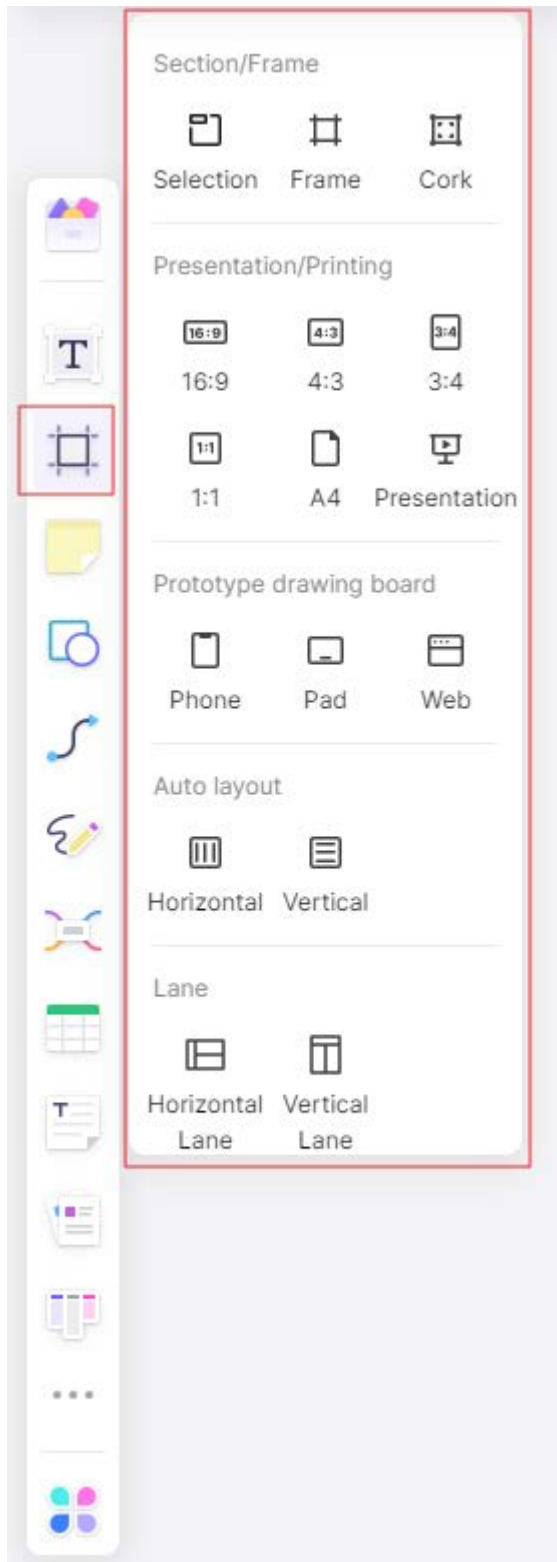
Organizing your objects on the canvas via frames can be very useful. By using frames, you can categorize the information on your canvas, organize it together to group related objects. You can achieve various use cases by using frames, including but not limited to:

- Organizing objects.
- Grouping objects for viewing or presentation.
- Moving objects together as a whole.
- Hiding content you don't want other collaborators to discover.
- Organizing your content into blocks and using demo mode to view it when there are too many objects on the canvas.



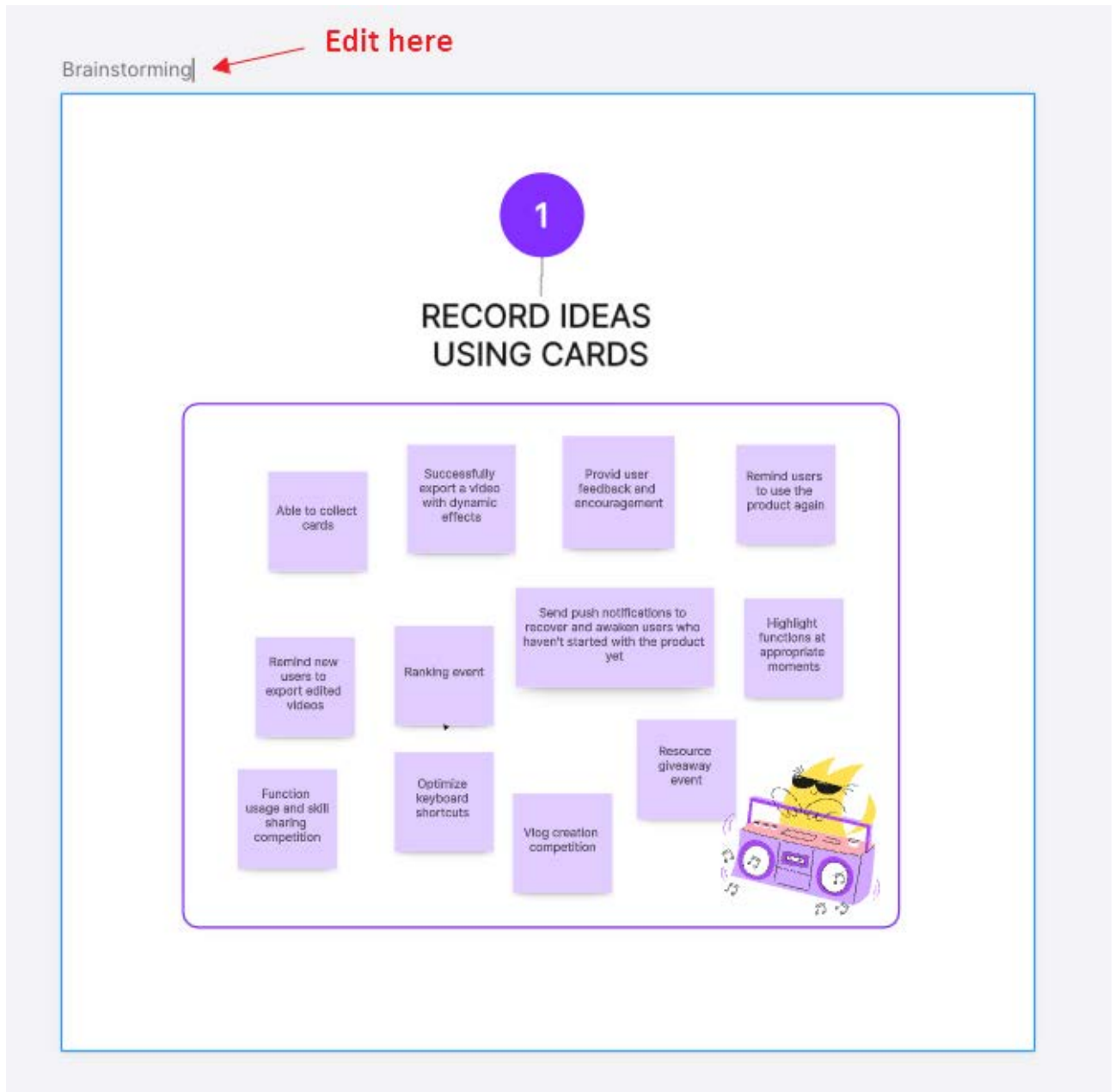
2.6.1 How to create a frame

On the left toolbar of the editor, select Frame. At this time, the sub-menu will be expanded. DeepHub has set multiple types of fixed-size frames. You can choose one that suits your layout style quickly or click and drag to create a custom-sized frame.



2.6.2 Edit title

1. Create or select a frame on the canvas
2. Click the top left corner of the frame and double-click on the name to edit it.
3. Enter the new name and press **Return/Enter**.



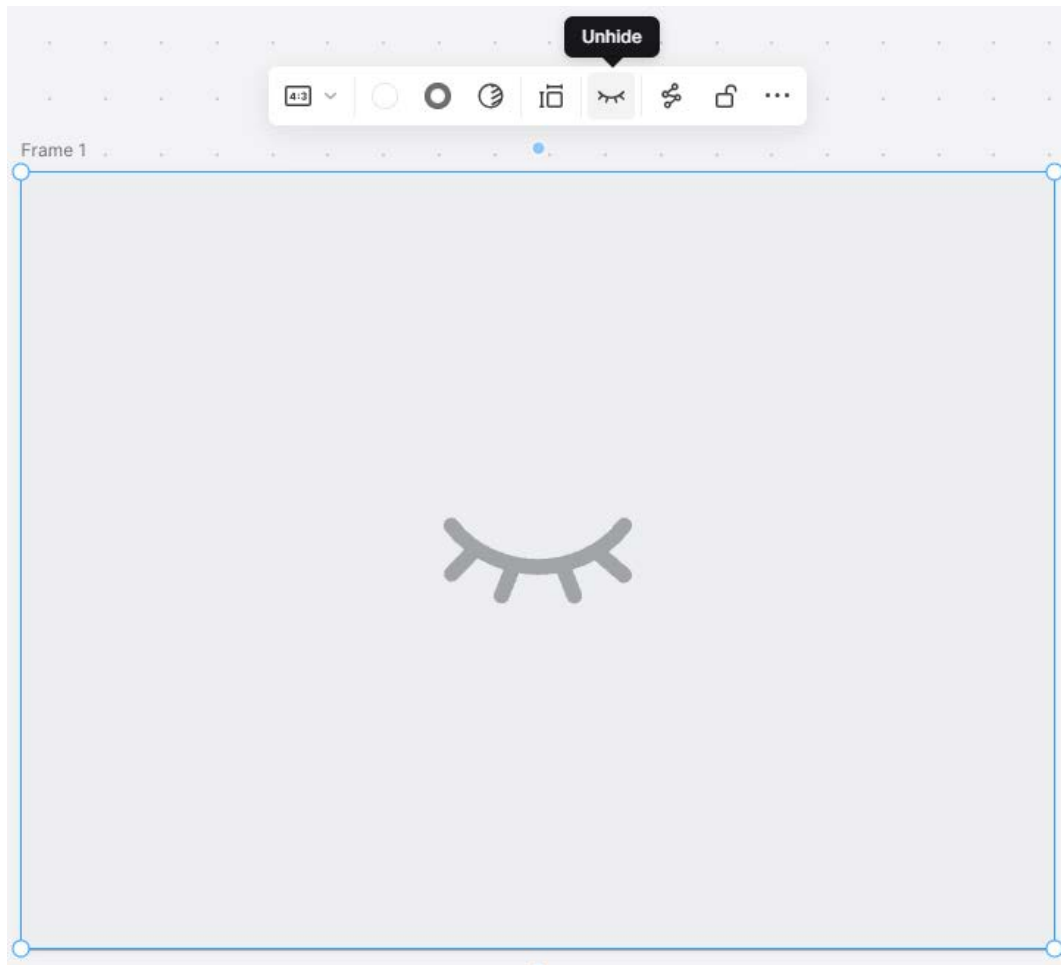
2.6.3 Delete title

1. Double-click on the title to enter edit mode and then press the Delete/Backspace key
2. Remove the text
3. Press **Return/ Enter**

2.6.4 Hide frame content

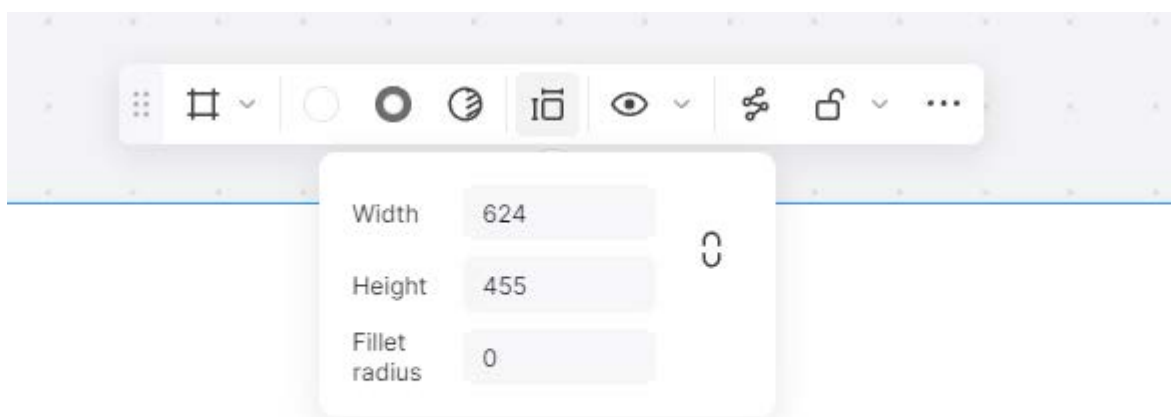
If you want to hide the content without deleting it or need to reveal it during a presentation or group exercise, hiding frame content comes in handy.

You can use the **Hide/Unhide** icon to control it.



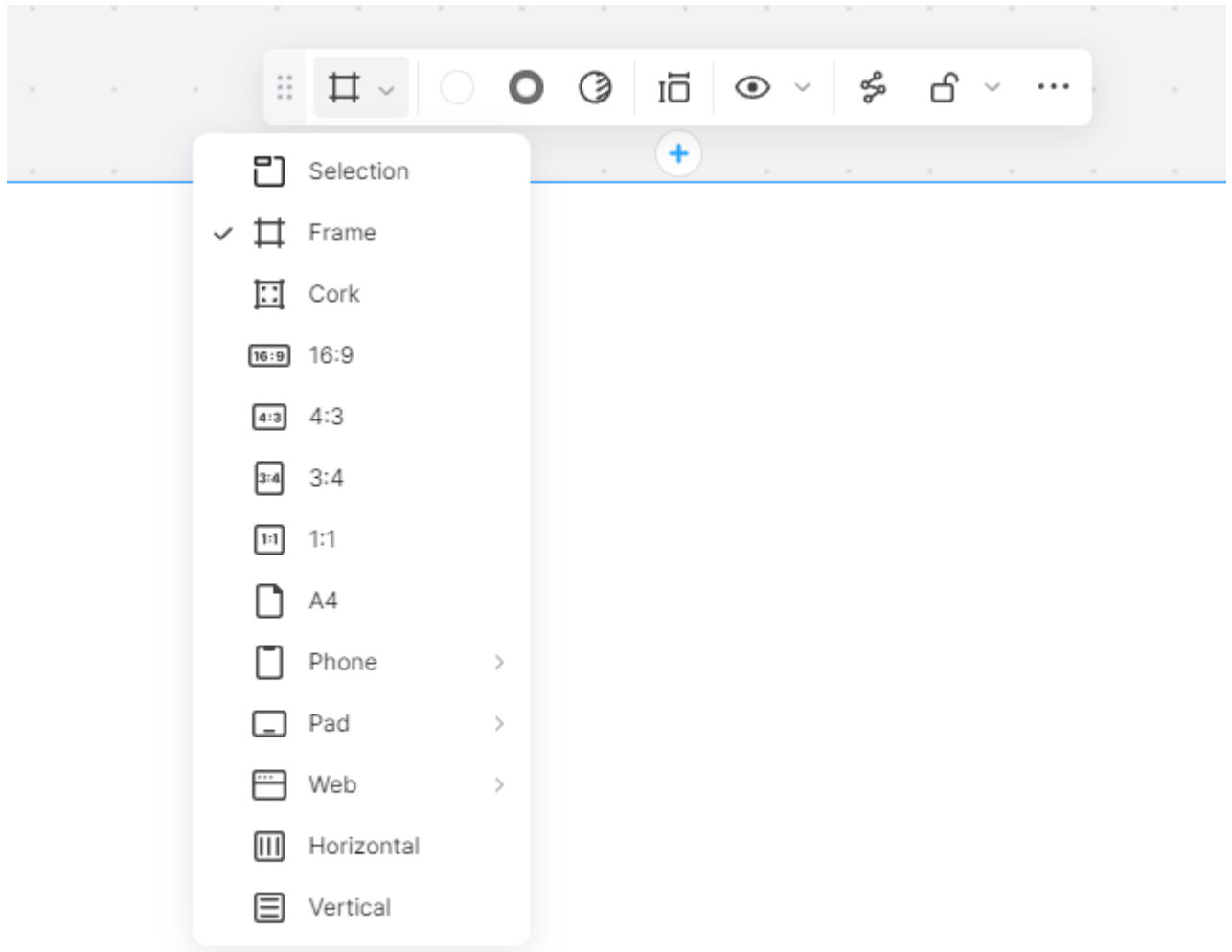
2.6.5 Set Frame Size

You can manually set the container's height, width, and corner radius.



2.6.6 Transform Frame Style

You can change the style of the created container through the menu bar.



2.7 Text

Text is the key element for brainstorming and writing down ideas when exchanging information with others. You can use the text tool to create titles or subtitles, add blocks of text and quickly jot down ideas. DeepHub offers multiple useful text functions for you to generate ideas to your heart's content on the canvas, such as adding text hyperlinks to reference other DeepHub files, directing collaborators to other documents in the product, or linking to other websites.

2.7.1 Double click to enter the edit mode

When you are to modify the content in the text box, you need to enter the text editing mode by double clicking on the text box. What's more, you can directly edit the content when creating a text box.

2.7.2 Resize text box

Each text box is surrounded by a blue border which controls the positioning and alignment of the text box on the canvas.

You are suggested to resize the text by changing the font size. But you can also resize the text by using the zoom tool. The operation steps are as follows:

1. Exit the edit mode (click the blank space of the canvas/press the Space key and drag the mouse/press the ESC key/click other graphics);
2. Select the text box you need to edit;
3. Move the mouse to the diagonal position of the border. Then the cursor will change to the Stretch icon.
4. Click and drag the border so as to change the font size.

2.7.3 Create text

Click the Text button in the toolbar to add text to the canvas.



2.7.4 Click

When clicking, you will create a text box, also known as point text where you can add text directly and change its size. Drag the side of the text box to adjust its width. Select the text tool or press T and then click anywhere on the canvas to create a text box.

2.7.5 Click and drag

By clicking and dragging, you will create a text box according to the size of the area that you drag. It is also known as area text which has a fixed width and grows vertically as you add more text.

- Click and hold anywhere on the canvas.
- Drag the cursor to create a text box with a specific size.

2.7.6 Text properties

Text can be seen in a large number of objects in DeepHub, including text objects, shapes, sticky notes, connection lines, frames, files, mindmaps and so on. In DeepHub, you can perform advanced editing operations on text by using the text properties function. Common text properties include: bullet points, fonts, font color, background color, width, font size, underline, strikethrough, and pre-formatted text. When performing advanced editing operations on text, you need to first select the text box or the text to be edited. When you select text or enter the text editing mode, a toolbar appears with various functions that you can use to modify text properties.

Bold

Applied the bold property to any text you want to emphasize.

Click the Bold button in the text toolbar.

Strikethrough

You can apply the strikethrough property to any text you want to delete. This is useful for crossing off tasks on a to-do list or recording ideas that you decide not to pursue. Click the Strikethrough button in the toolbar

Italic

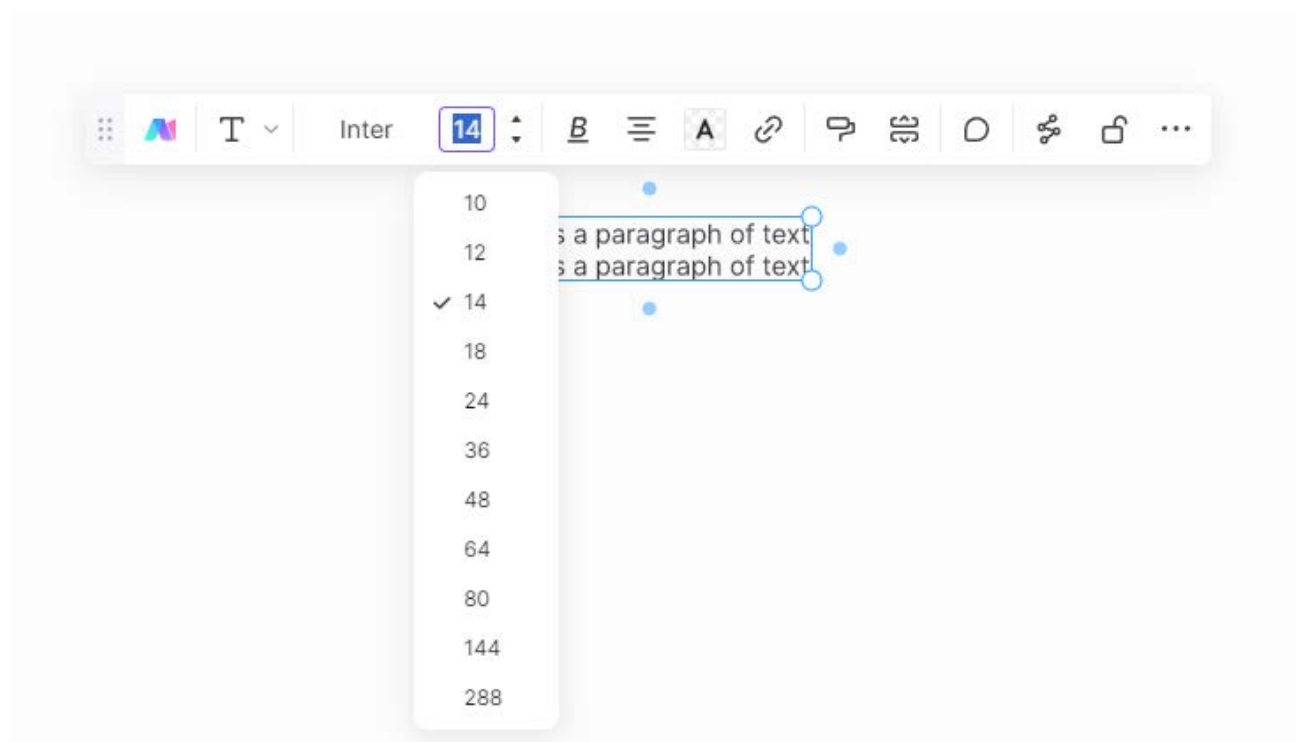
Apply italic property to any text you want to emphasize by clicking the Italic button in the toolbar.

Underline

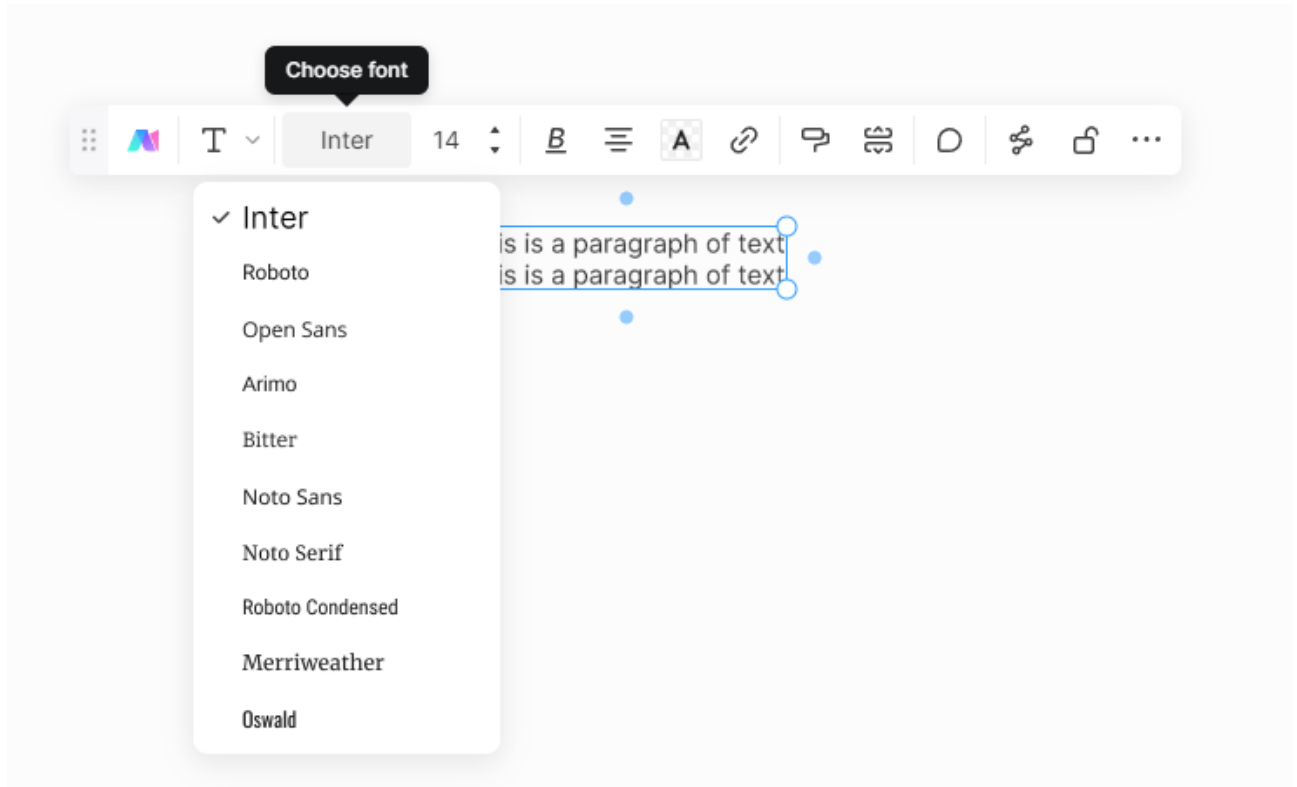
Apply underline property to any text you want to emphasize by clicking the Underline button in the toolbar.

Resize font

Click on the font size in the toolbar, and select the desired size from the dropdown menu or directly enter the value and apply it.

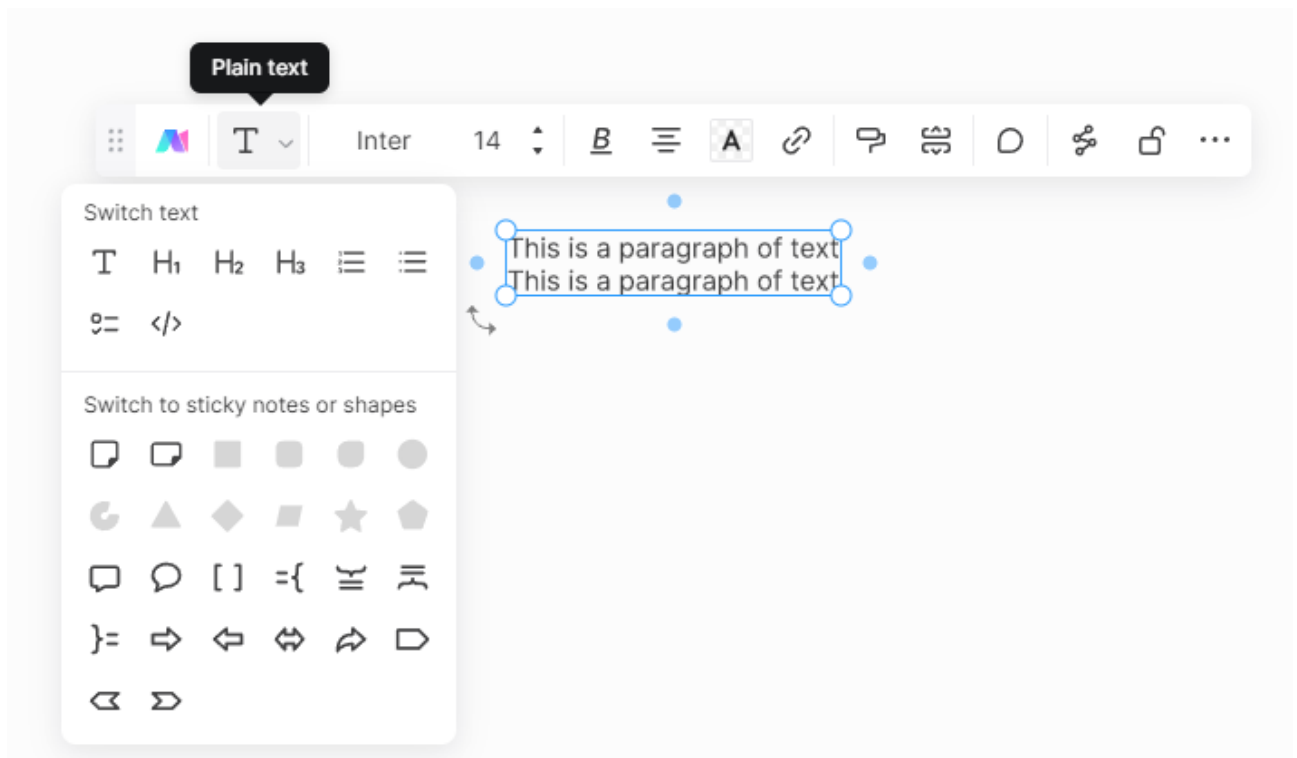
**Select font**

In the toolbar, click on the font name and select a font from the drop-down menu to apply it. The default font is Inter.



Font style

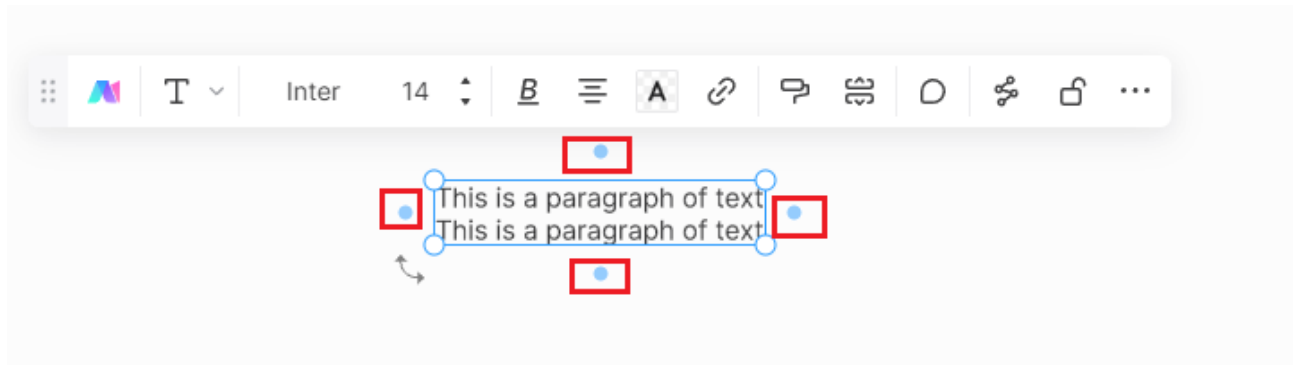
In the text toolbar, you can switch between text styles, including normal text, level 1 heading, level 2 heading, level 3 heading, ordered list, unordered list, task list and code block.



After a text is set with a background and font color, there are several ways to inherit the current text style properties:

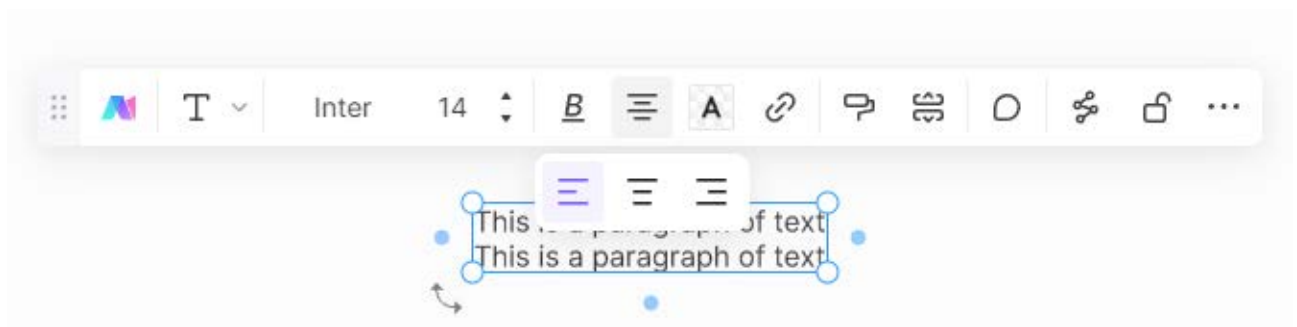
1. Use shortcut keys: Ctrl+C/Ctrl+V

2. Use the connection line: click on any dot around the text box to add the same shape and then you can directly pull out the same text box with the same text format.



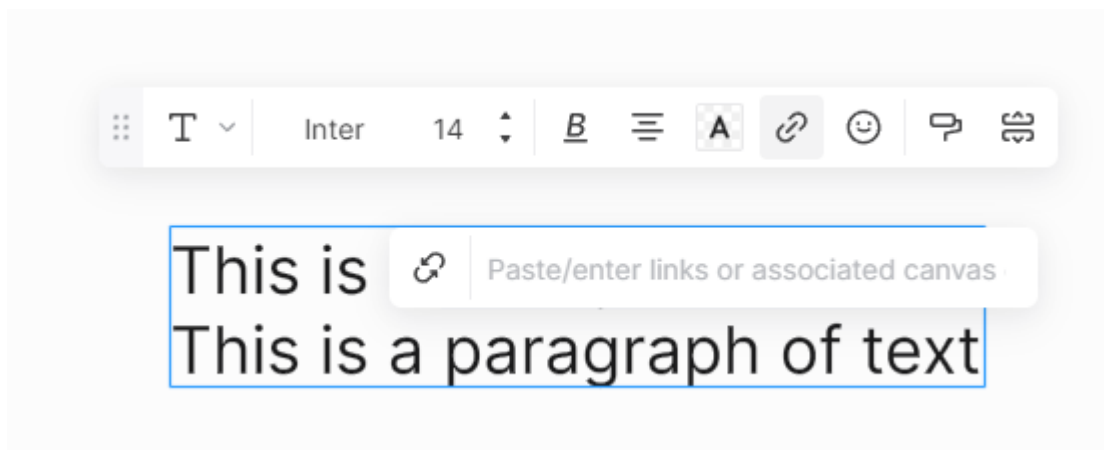
Alignment

In the text toolbar, there are 3 different horizontal alignment options for text: left, center, right. Click one of the options to use this function.



Text hyperlink

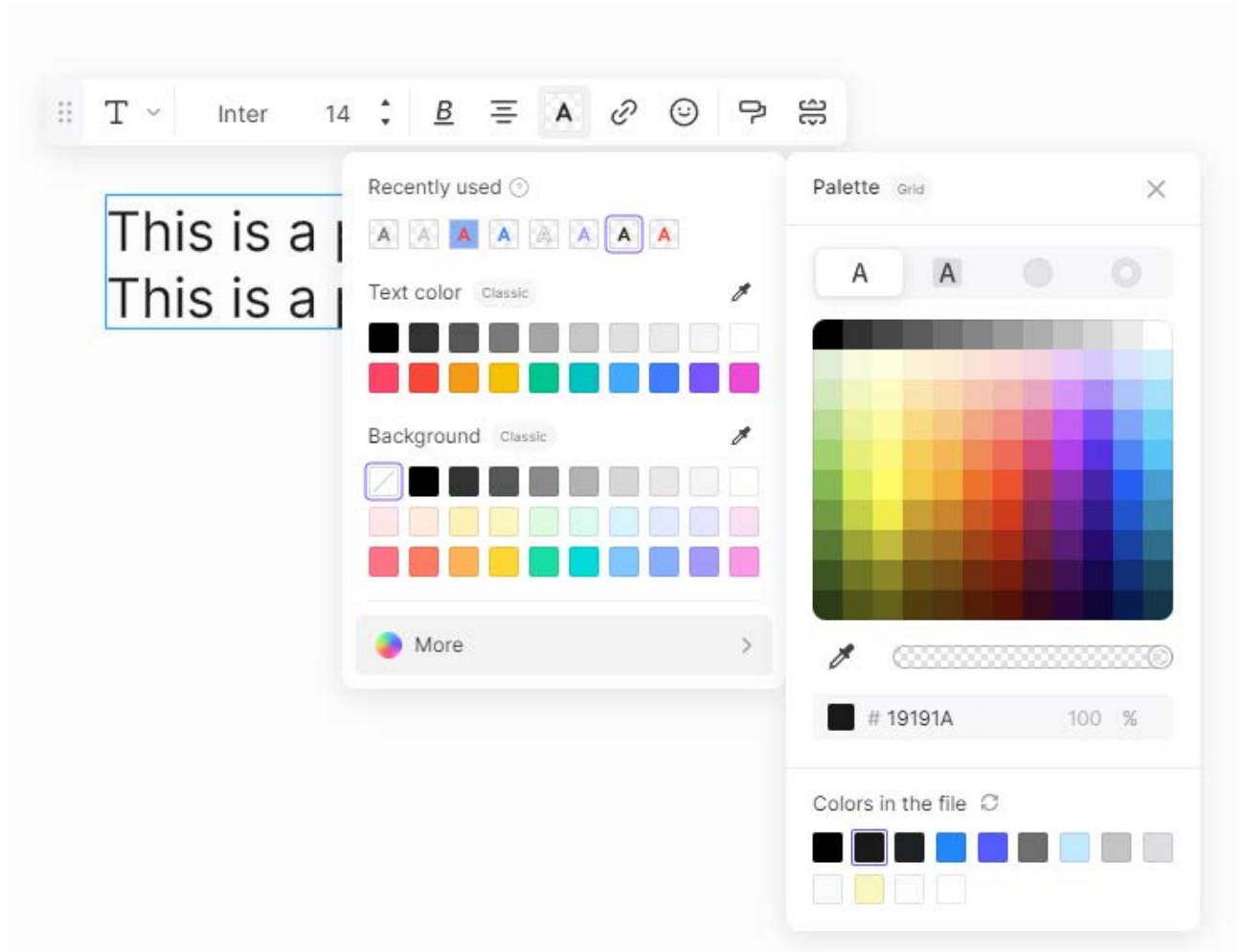
In the text toolbar, click on Hyperlink icon, then you can enter or copy a URL. After that, clicking on it will take you to the corresponding webpage.



Font color and background color

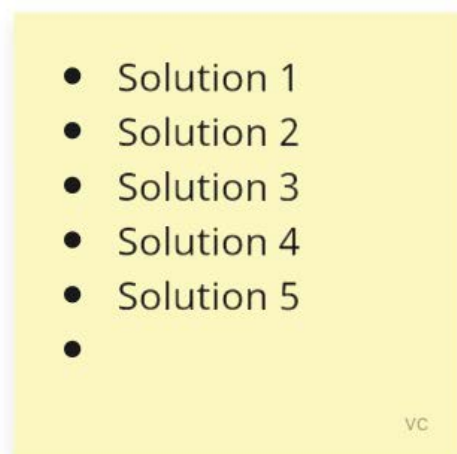
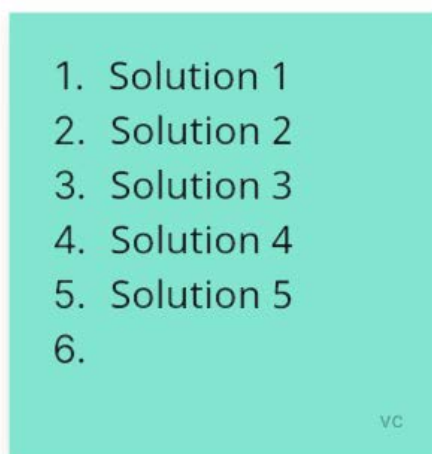
Changing the font color allows you to make the text more conspicuous or group similar ideas together. In the text toolbar, click the color panel to select font color and background color.

In the text toolbar, click the color panel to select and add color to the text. You can also click the Custom color matching button to customize any color value.



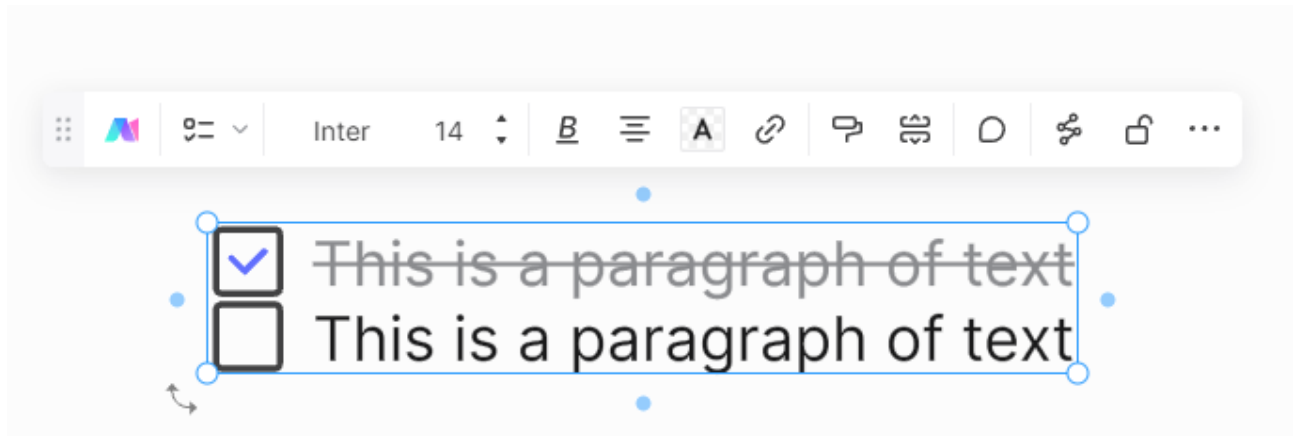
Bullet point

The bullet points are great for taking notes and task lists, brainstorming, or writing step-by-step instructions while keeping the content neat and organized. DeepHub provides 2 types of bullet points: numbered list and bullet list.



Task list

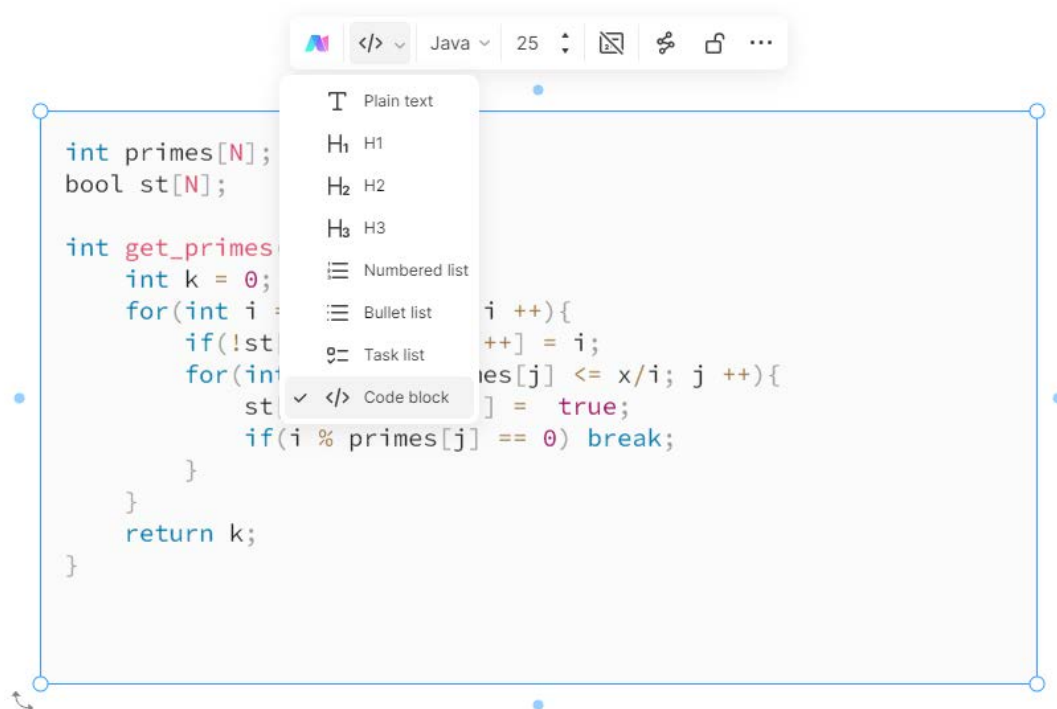
Task lists can help you list and manage to-do items in the file. You can select the Task list button in the text toolbar.



Code block

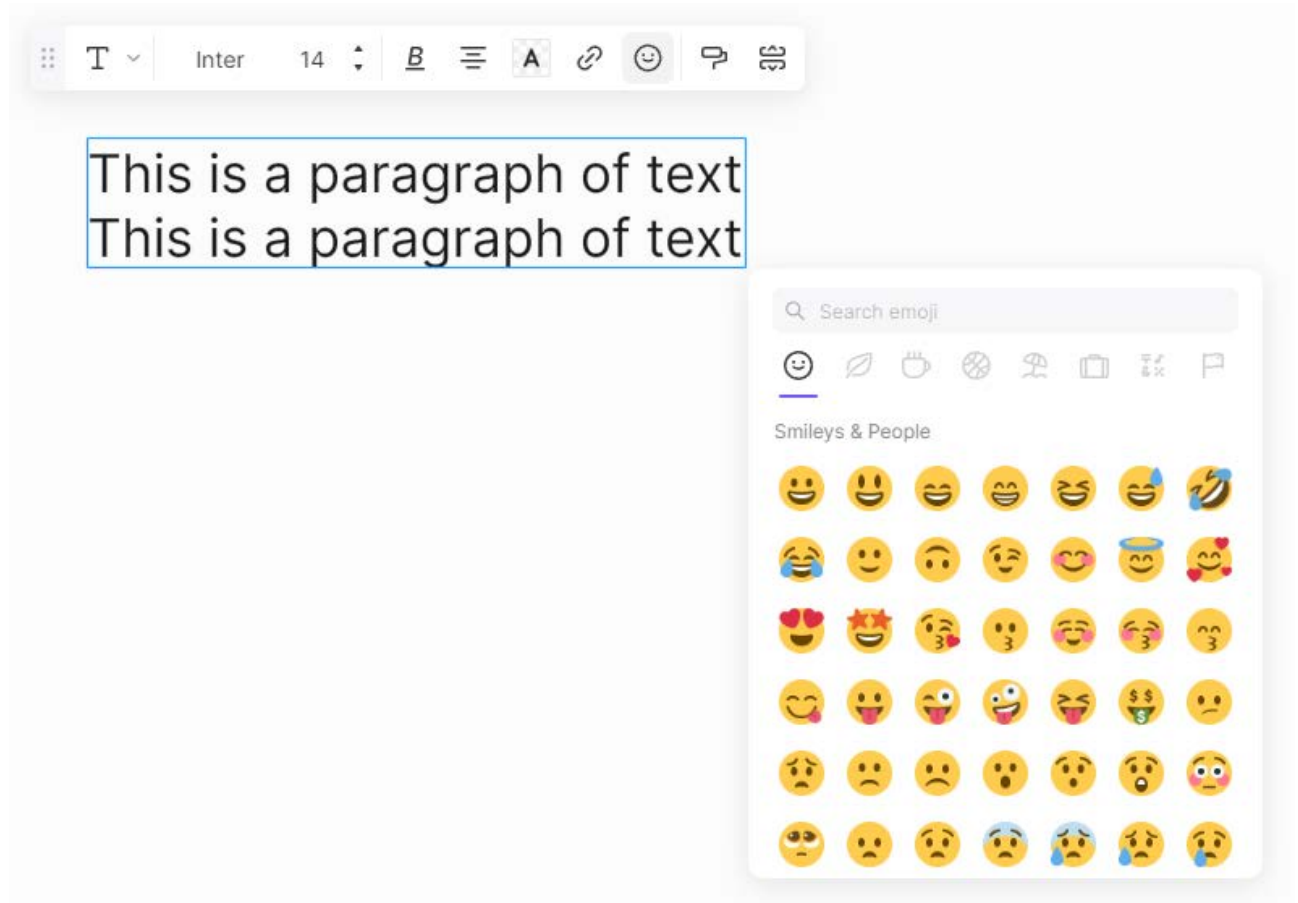
Code block is a special text style. Click on the Code block in the text toolbar, then you will be able to paste the external codes on the canvas.

After creating the code block, you can choose the code language, resize the font and hide/unhide the line number.



Insert emojis

DeepHub allows you to insert emojis into the text. Click on the Emoji icon and choose the one you like.



Shortcut keys and Markdown grammar

Text	Windows	Mac OS
Bold	Ctrl + B	⌘ + B
Italic	Ctrl + I	⌘ + I
Underline	Ctrl + U	⌘ + U
Wrap line	Enter	↵
Move text	↑ ↓ ← →	↑ ↓ ← →
Text indent	Tab	→
Beginning/End of line	Home / End	⌘ + ← / ⌘ + →
Highlight the text at the beginning of the line	Shift + Home	⌘ + ⌘ + ←
Highlight the text at the end of the line	Shift + End	⌘ + ⌘ + →
Text	/T	/T
Heading 1	/H1	/H1
Heading 2	/H2	/H2
Heading 3	/H3	/H3
Numbered list	/yxlB	/yxlB
Bullet list	/wxlB	/wxlB
Task list	/rwlb or /todo	/rwlb or /todo
Code blocks	/dmk or /code	/dmk or /code
New text	Enter	↵
New heading 1 in the beginning of line	# + Space	# + Space
New heading 2 in the beginning of line	# # + Space	# # + Space
New heading 3 in the beginning of line	# # # + Space	# # # + Space
New to-do list in the beginning of line	[] + Space	[] + Space
New numbered list in the beginning of line	1. + Space	1. + Space
New bullet list in the beginning of line	* + Space or - + Space	* + Space or - + Space
New divider in the beginning of line	--- + Space or /fgx	--- + Space or /fgx

Increase or decrease indentation

To increase and decrease the indentation, use the shortcut keys below:

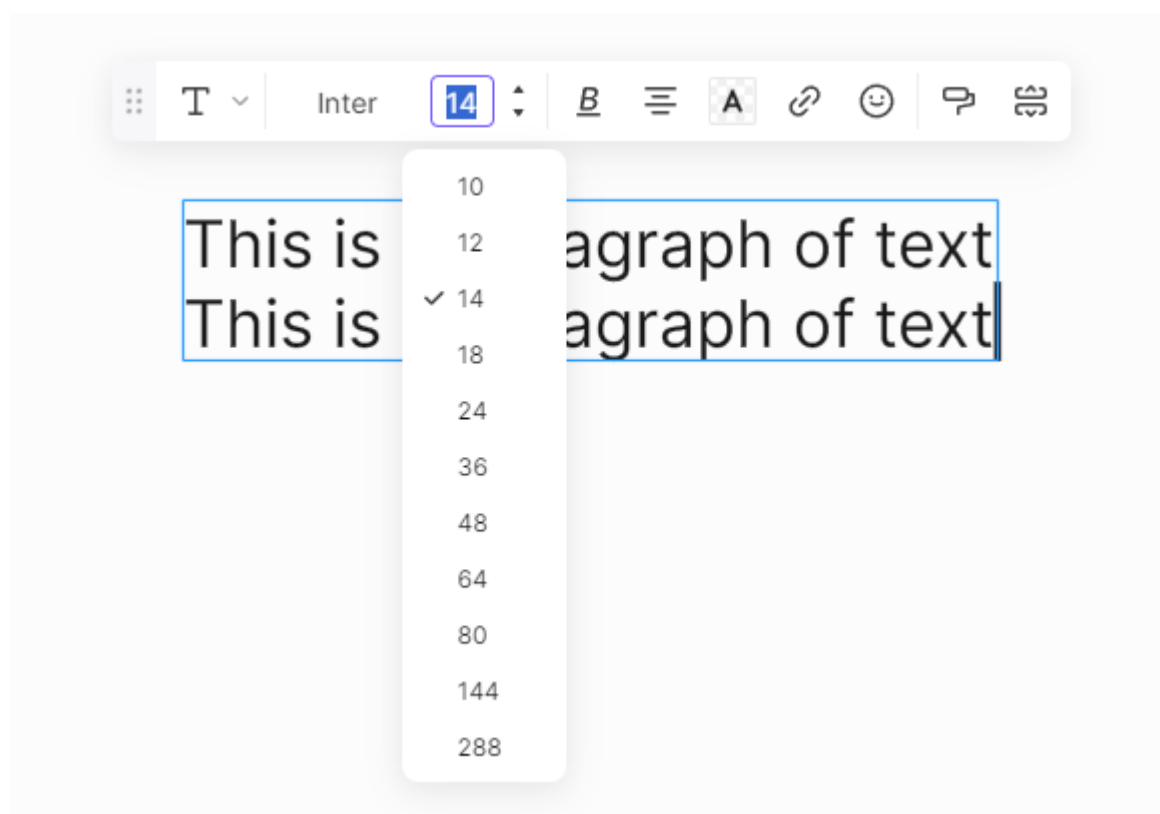
- Increase indentation: Tab
- Decrease indentation: Shift+ tab

Text Preset Sizes

There are five preset sizes:

- Default Size (14 pixels)
- Medium (18 pixels)
- Large (22 pixels)
- Extra Large (26 pixels)
- Huge (30 pixels)
- Custom Size

By default, the text in all text objects is set to 14px. You can change the font size for all text or selected ones.



To choose a preset text size:

- Select the text you want to adjust.
- Click the drop-down menu of text size in the toolbar.
- Select a preset size to apply.

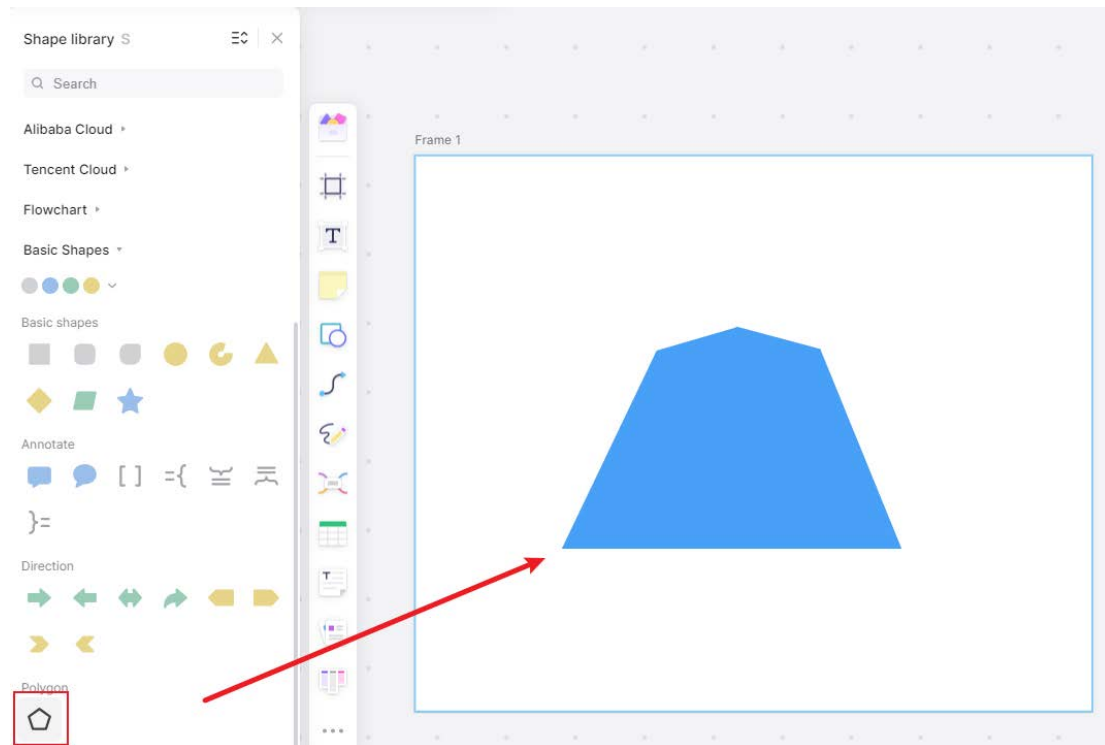
To customize the text size:

- Select the text object to be adjusted.
- Click and drag the diagonal area of the text.

The text object can be resized by dragging, with adjustments made in increments of 1 pixel, and the specific size is displayed in the font size section of the toolbar.

2.8 Polygon tool

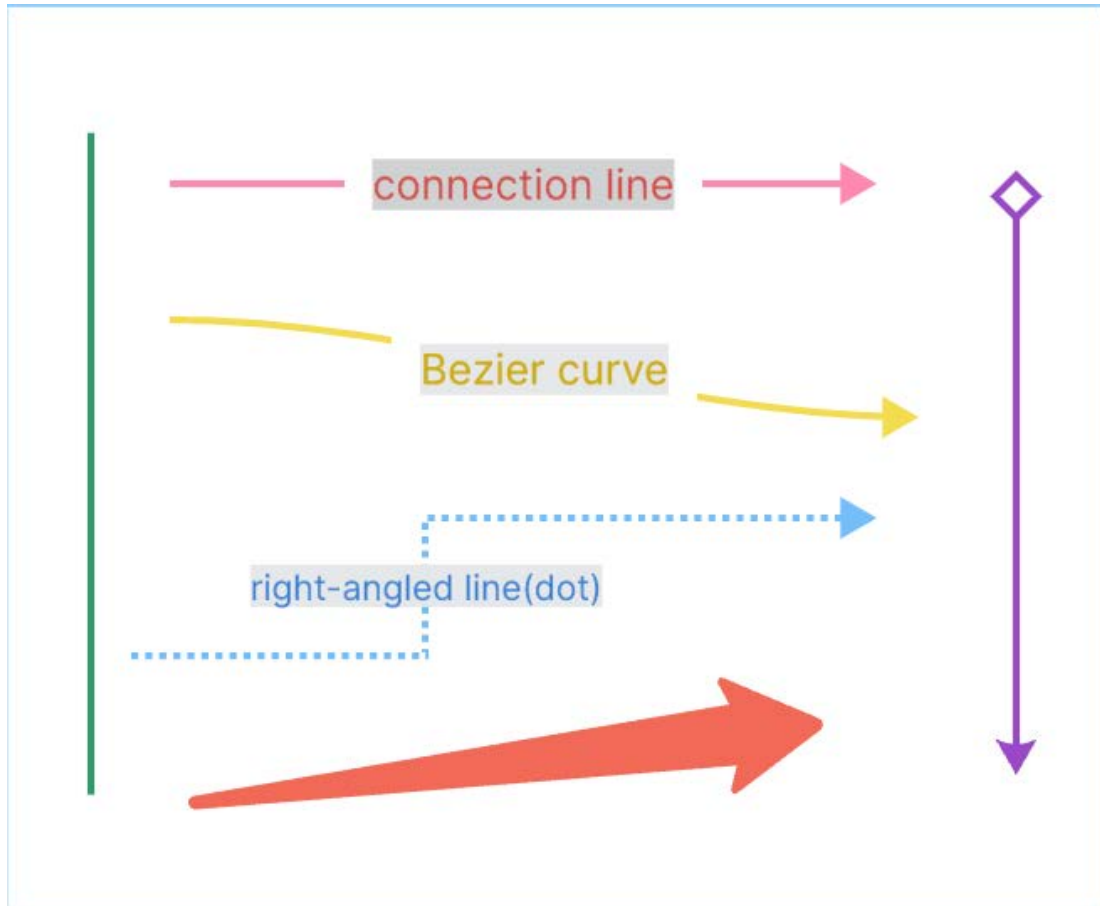
The polygon tool is provided by DeepHub to help you draw more complex shapes to meet your personalized needs. You can create polygons on the canvas by clicking on it or by using the shortcut key Z. To end the drawing, you can double-click on the canvas.



2.9 Connection lines

The connection lines in DeepHub allows you to create connections between basic objects such as shapes, texts, images, sticky notes, mind maps, flowcharts, etc. to indicate sequence and relation or annotate content on the canvas.

- Using the connection line tool, you can draw lines between objects in different styles, such as straight lines, rounded corner lines, right-angled lines, and Bezier curves.
- Each line can be customized with its own color, text, endpoints, thickness, solid or dashed style, and more.



DeepHub provides 6 basic line styles:

- Right-angled line
- Rounded corner line
- Bezier curve
- Straight line (without arrow)
- Straight line (with default arrow)
- Highlighted arrow

2.9.1 Create a connection line

When using the connection line tool to snap to the graphics on the canvas, the snap point will appear. By moving the other control point of the connection line, you can quickly establish a connection between two objects. If the two connected objects are moved on the canvas, the related connection line will move with them.

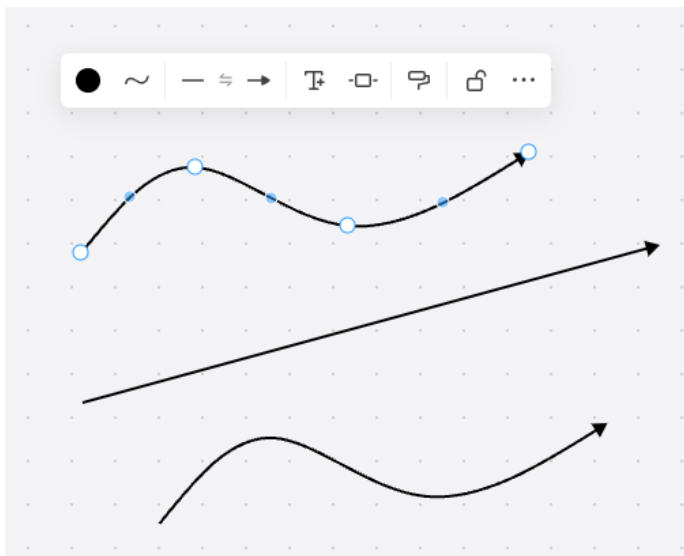
1. Click the toolbar on the left side.
2. Select the type of connection line you want to use in the sub-menu.
3. Click and drag the cursor between the objects you want to connect.
4. After creating the line, you can click on it and drag either the end of the line to another object or to the other side of the same object.

2.9.2 Move connection line

Connection lines can be moved on the canvas or connected to other objects. You can move their connection paths to better display the process or make room for other objects on the canvas, ensuring a neat layout of the objects.

Move the start or end point

When one end of a line snaps to one side of an object, you can move one of the points to the other side of the object. To exit the connection line editing and selection mode, press ESC. You can also click on the connection line and drag it with your mouse to move its position. If you only need to fine-tune the position of the connection line, you can use the arrow keys on your keyboard.



1. Click on any position along the connection line path.
2. Click and drag the blue control point that you want to move.
3. Snap it to the side of another object.

You can also temporarily disconnect either end of the connection line from the objects, so that you can complete the connection later or keep it there while you perform other operations.

2.9.3 Customize connection line properties

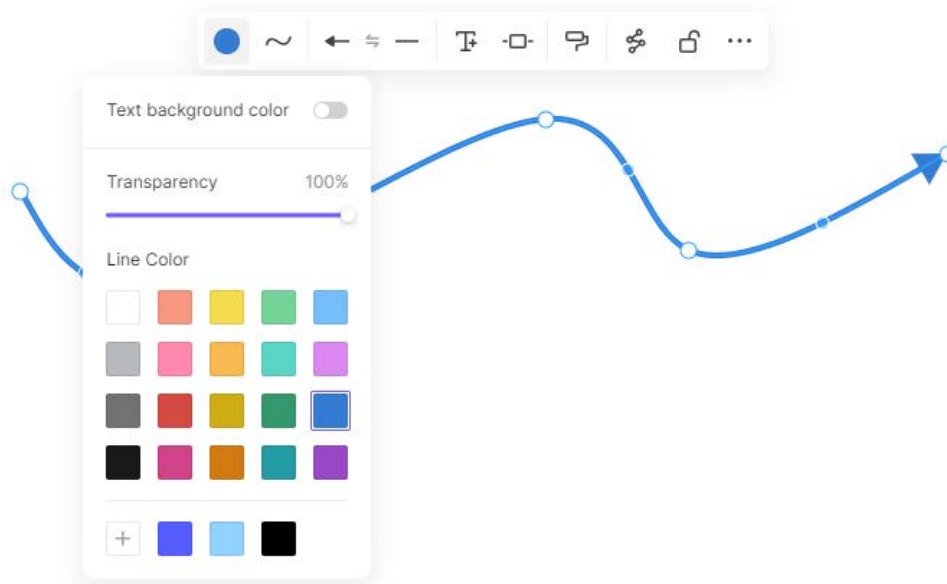
When you first create or open a file, the line style will be set to its default properties. For example, they will be black, have a width of 2 pixels, have no text, and be a solid path. Once you add a line to the canvas, you can use the floating menu bar to change the text, color, line style, and endpoints.

DeepHub will remember your latest use of the line style in the file.

Color

Assign different colors to your line paths to indicate separate processes, paths, or workflows.

1. Create or select a line.
2. Click on the Colorpicker icon.
3. Choose a new color.



Line style and stroke

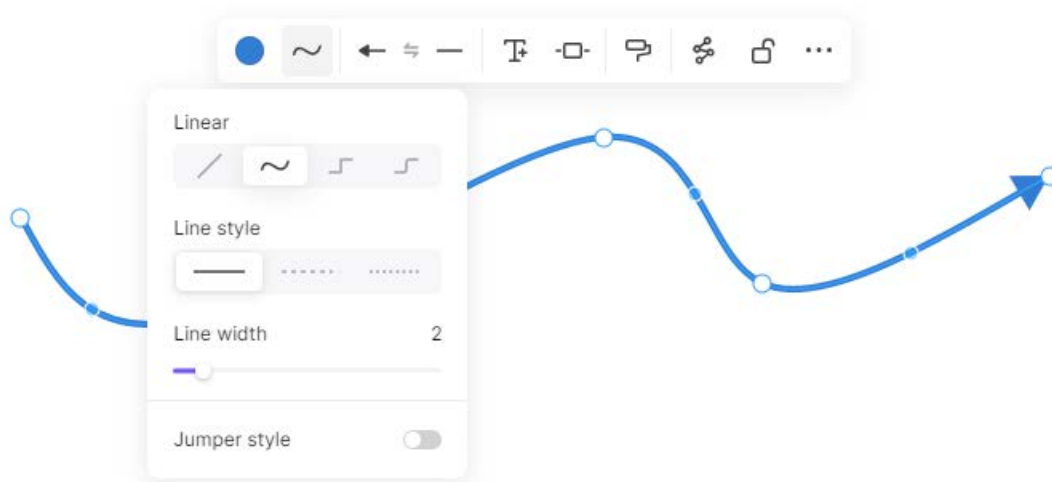
You can choose between different line styles and outlines, such as solid lines, dashed lines, and dotted lines. To do this:

1. Create or select a line.
2. Click on the floating menu bar.
3. Choose between solid lines, dashed lines, and dotted lines.

Line width

Lines can be assigned width values of 1-10 pixels. To change the width of a line:

1. Create or select a line.
2. Click on the floating menu bar.
3. Adjust the width value in the Line width section.



Text on the connection line

Text can be added to the path of a connection line by following these steps:

1. Create or select a line.
2. Double-click the area of the connection line where you want to add text or click the Text icon in the toolbar.
3. Enter the text and adjust the relevant properties of the text.

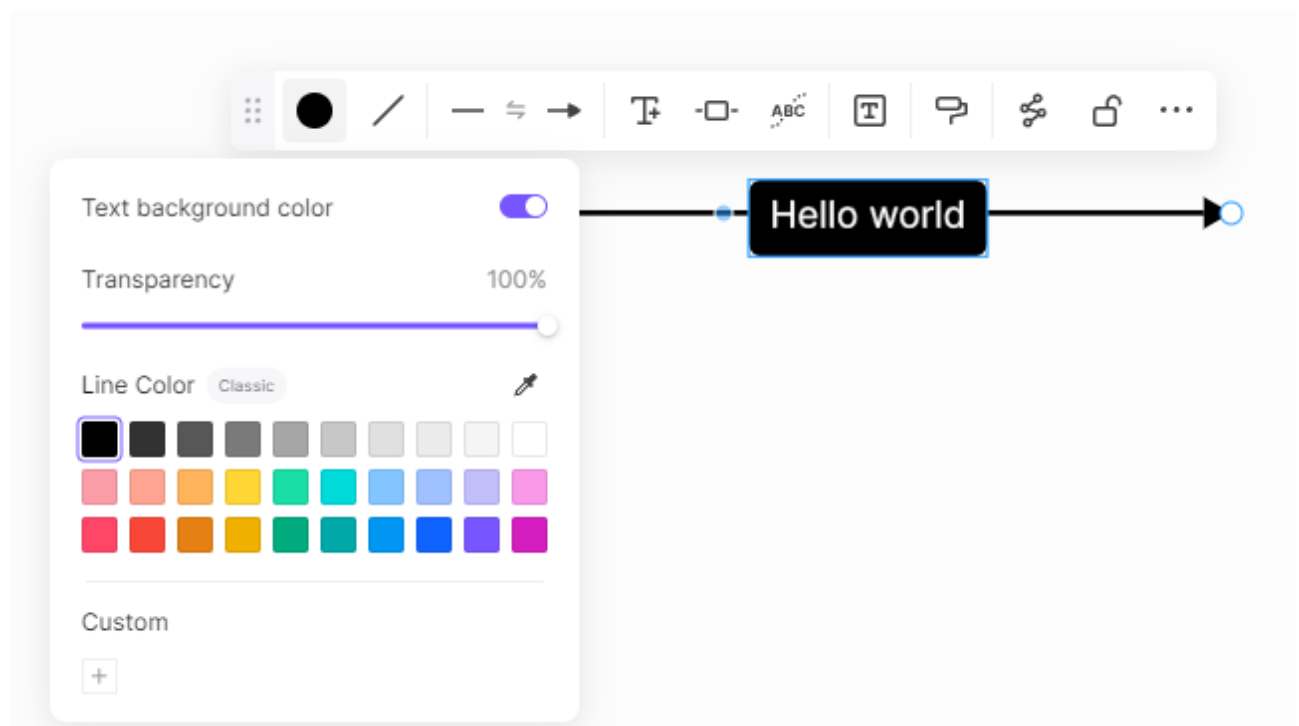
Move text on the connection line

You can drag the text to any position along the path of the line, as well as up or down on the line, to make it easier for your team to see. This only works if the length of the connection line is sufficient to move the text.



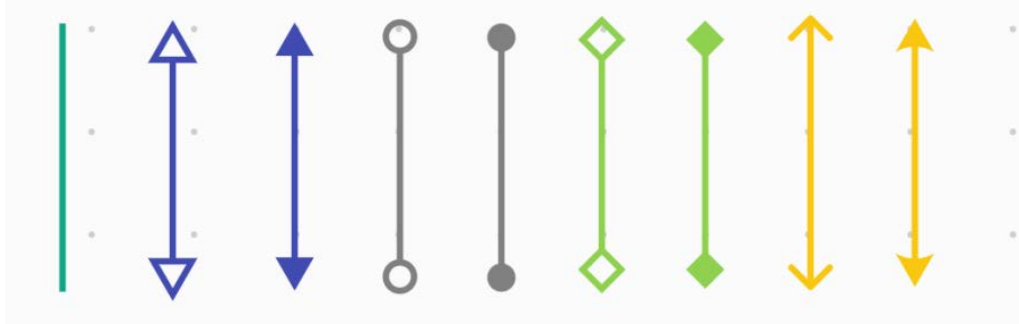
Set the background color of text on the connection line

When adding texts on the connection line, you can enable the Text background color option to determine the shape and the background color of the text on the connection line.



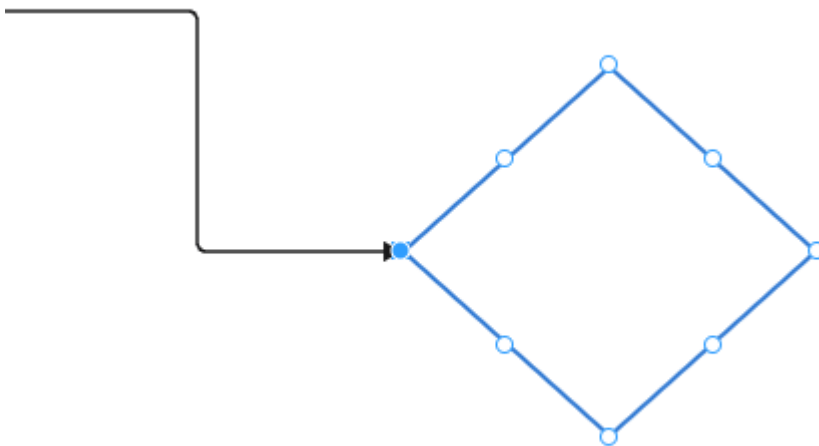
Start and end point styles

Connection lines have 10 types of start/end point styles that can help you define the direction of the path, and you can also batch edit the style of connection lines after selecting multiple lines.



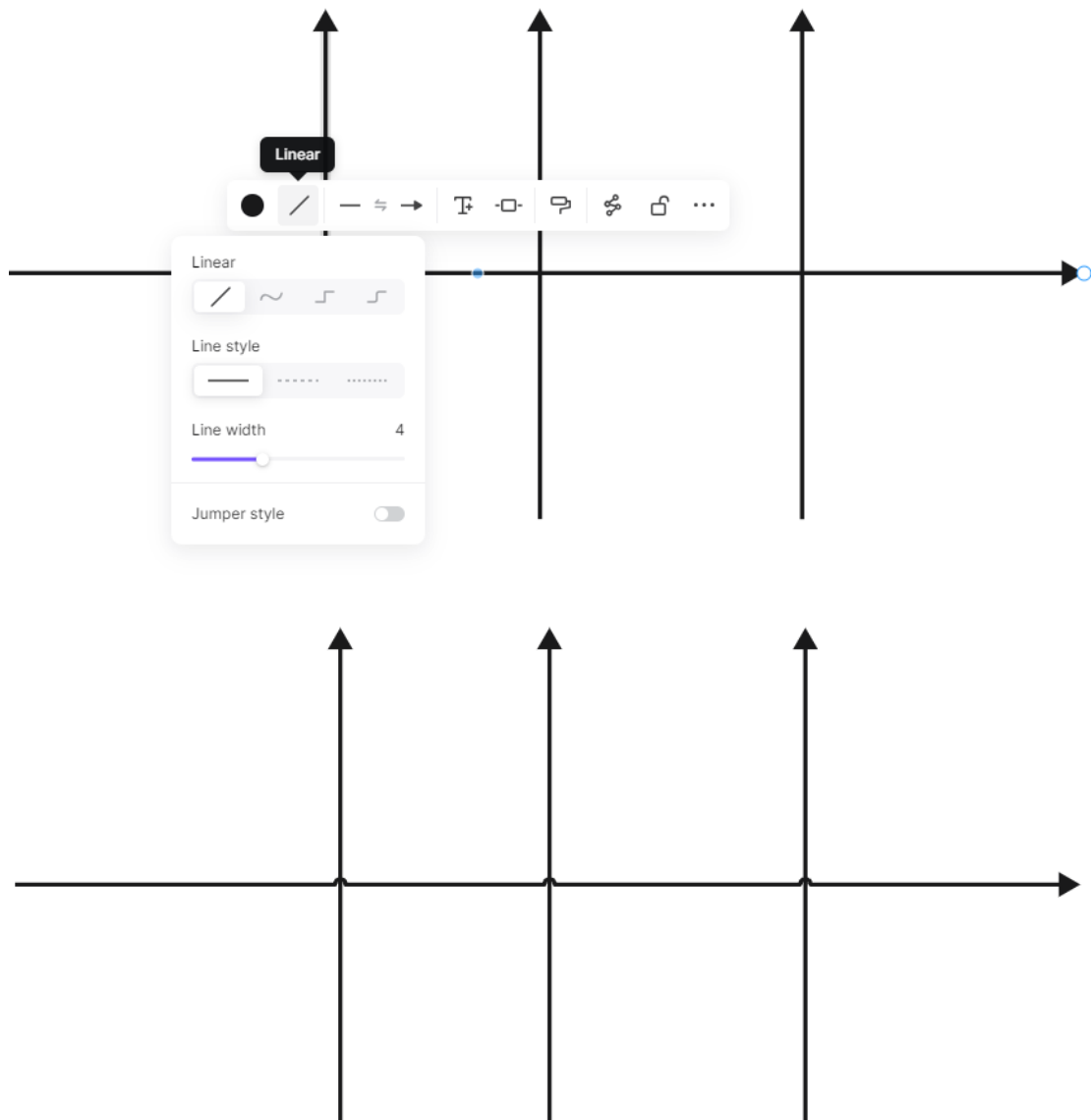
2.9.4 Snap shape

When connecting shapes with connection lines, you can pull the connection line inside the shape to its border. At this time, if you move the shape, the connection line will automatically find the nearest point to snap.



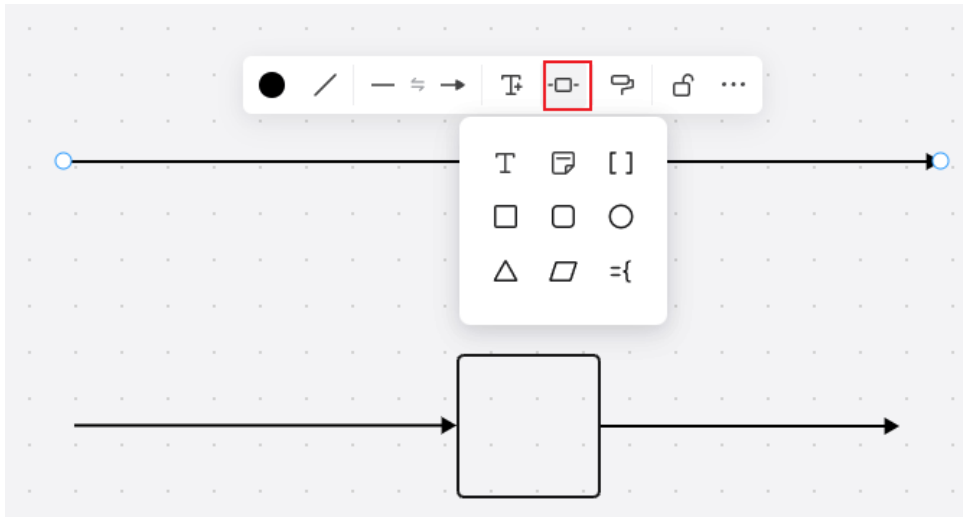
2.9.5 Set jumper style

Is there always the case that you don't know the direction of the lines that cross together when you are making a flowchart? DeepHub enables you to set the jumper style of the connection lines. You can do it by clicking the property menu of the connection line and enable the Jumper style option.



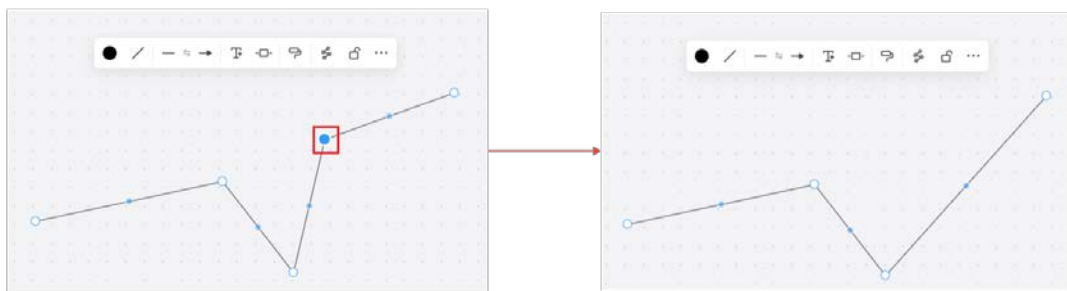
2.9.6 Insert object into the connection line

You are allowed to click on the Insert objects icon to directly insert texts, sticky notes or basic shapes into the connection line. It is worth noting that the connection line is supposed to be 1.5 times longer than the inserted object, or the shape cannot be inserted.



2.9.7 Delete excess nodes of the connection line

When using straight lines or Bezier curves, if there are too many nodes on the line, you can click on one of the nodes and press the **Backspace** key to delete it.



2.10 Table

Table can be used:

- To organize content on the canvas in a structured manner.
- For project management, task scheduling, and other work-related purposes.

Add Tables to the Canvas:

To add a table to the canvas, select the table tool in the toolbar, then click on the canvas or drag it to the desired position. You can choose the desired table size from the toolbar, with a maximum size of 10x10. In the canvas, you can add numerous rows and columns (however, excessive rows and columns might affect your normal experience due to performance rendering issues). Tables can be edited, including:

- Text-related styles: Font, font size, bold, italic, underline, strikethrough, alignment, text color, text background color.
- Table background color.
- Table border color, line type, thickness.
- Adjusting width by dragging a table edge.

- Inserting/deleting rows or columns.
- Selecting multiple cells and performing merge operations.

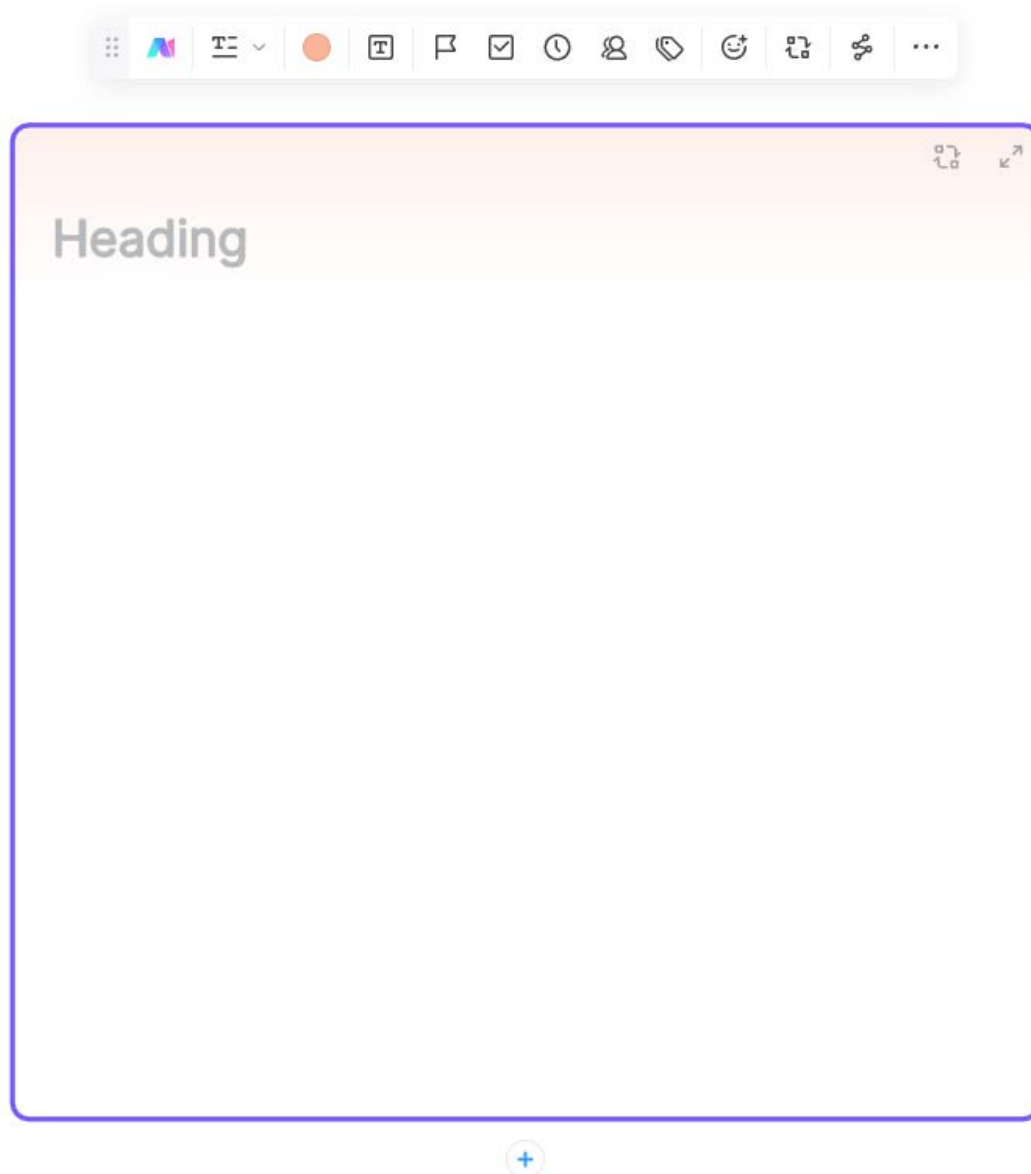
2.11 Block & Card

In DeepHub, a document is composed of various blocks. The block can help you organize structured content with text on the canvas. This will assist you in enriching content and visualizing key information.

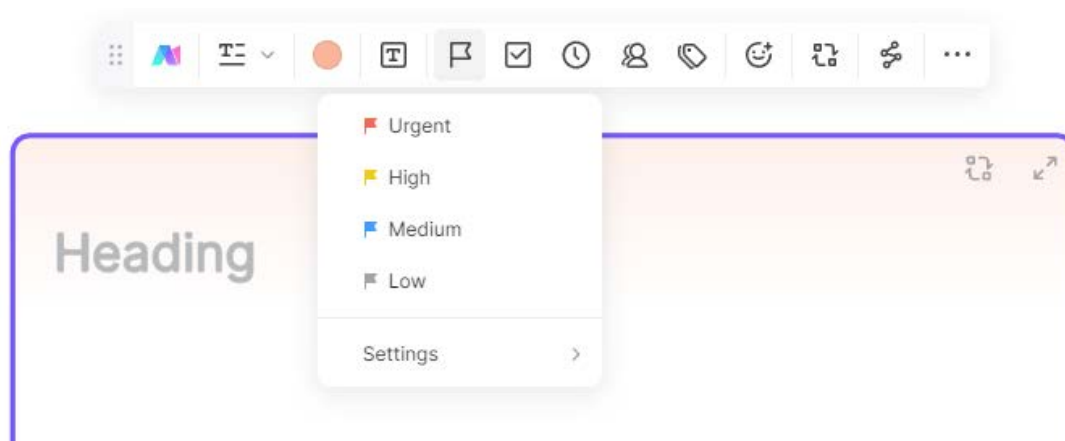
Card is the other form of documents in DeepHub, which makes the content on the canvas more concise to facilitate project management. In short, it can be an assistant for you to visualize complicated information and create content in a better way.

2.11.1 Create document

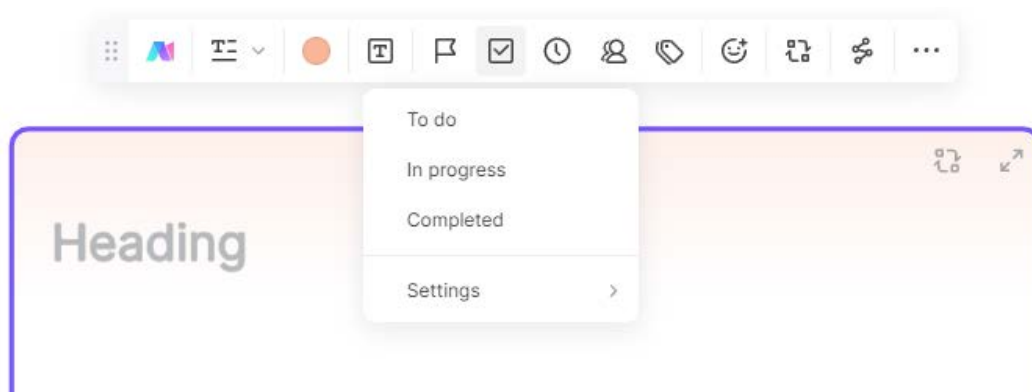
1. Choose Blocks in the left toolbar.
2. Click any place on the canvas or drag the block to the canvas, then a default document is created.
3. You can also perform the following operations on a document:



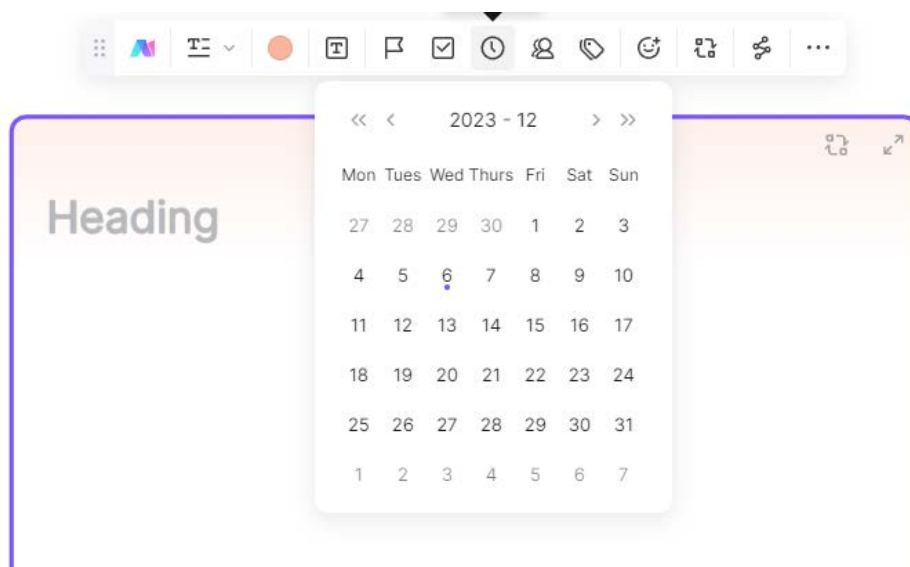
- Adjust paragraph spacing
- Set border color, width and linestyle
- Set background color
- Set priority



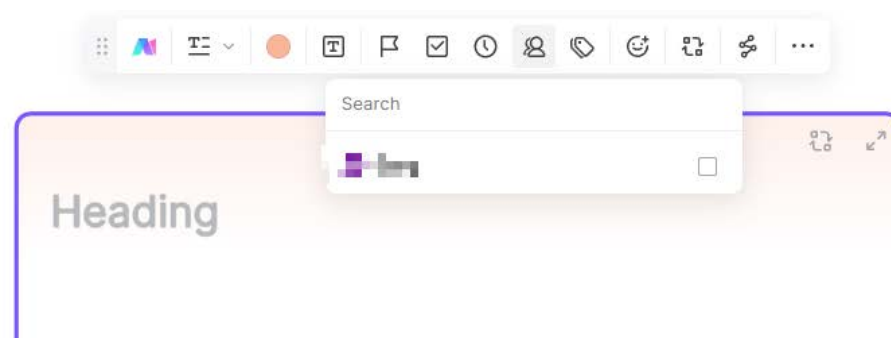
- Set to-do list



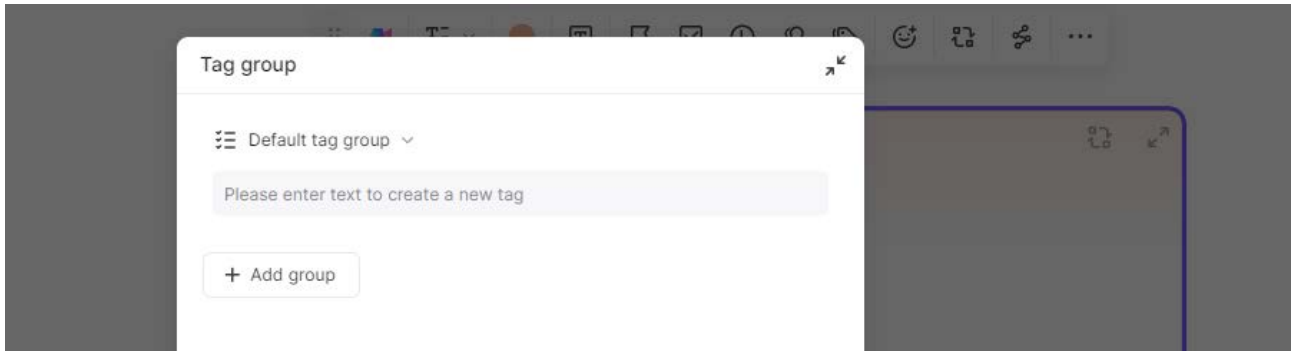
- Set deadline



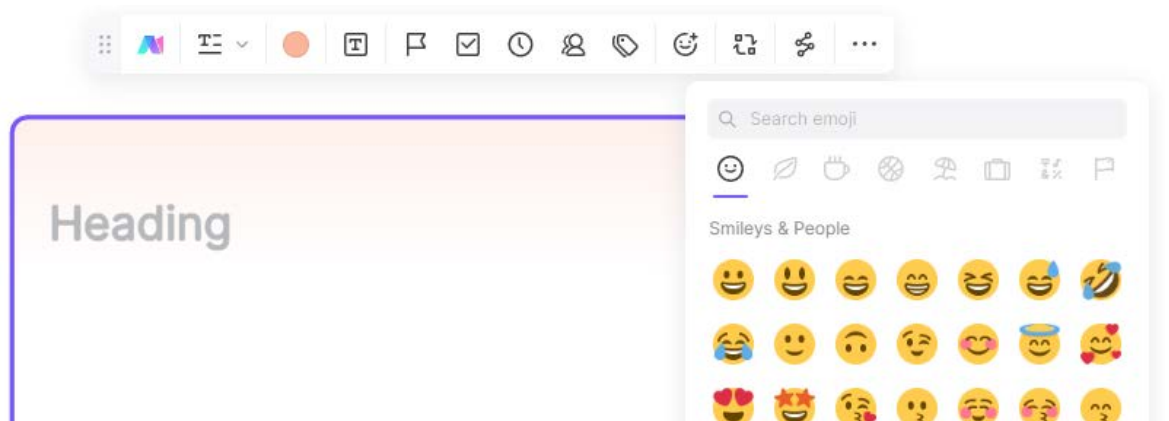
- Set assigner



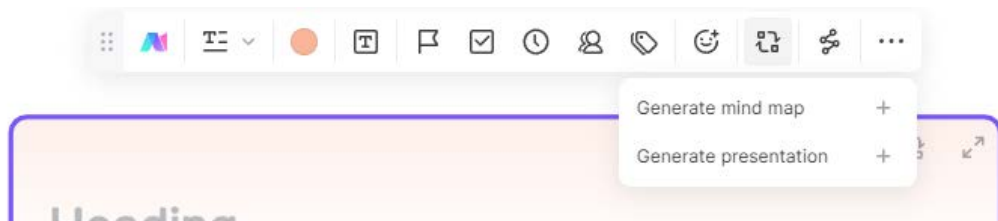
- Set tag



- Add emojis



- Generate mind map or PPT



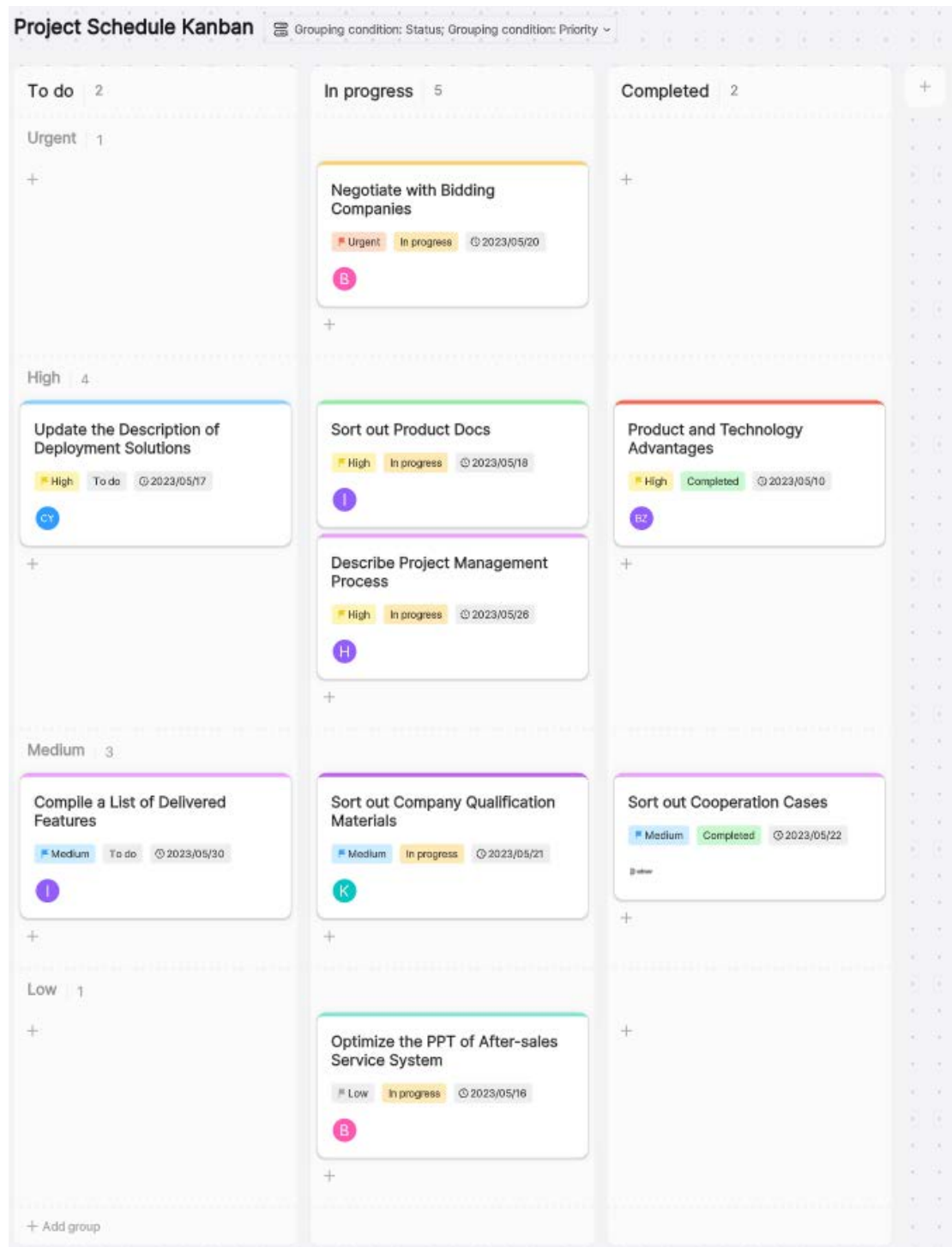
2.11.2 Supported block types

- A document can be viewed as composed of individual content blocks, each taking various forms. There are currently 14 types of blocks supported for insertion, including 12 basic blocks and 2 media blocks.
- Text Blocks: Basic text, H1 title, H2 title, H3 title, ordered list, unordered list, task list, code block, table, note, diagram, and divider.
- Non-text Blocks: Image and webpage.

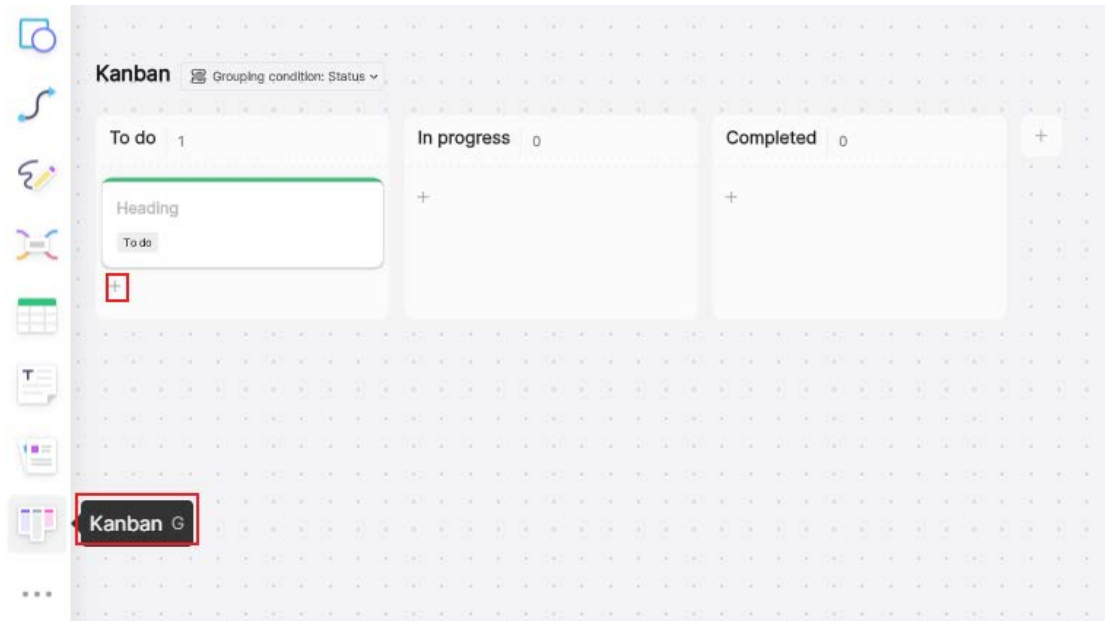
2.12 Kanban

2.12.1 Create Kanban

In DeepHub, Kanban is a tool useful for project planning, project management and idea collection. It can help you organize structural knowledge and group cards on the canvas. You can change the layout of Kanban or display content to visualize important information.



Click the **Kanban** icon on the toolbar or press shortcut key G to create a Kanban on the canvas. Then you can click on + icon to add more cards to the Kanban. You can also drag the existing cards to the Kanban.

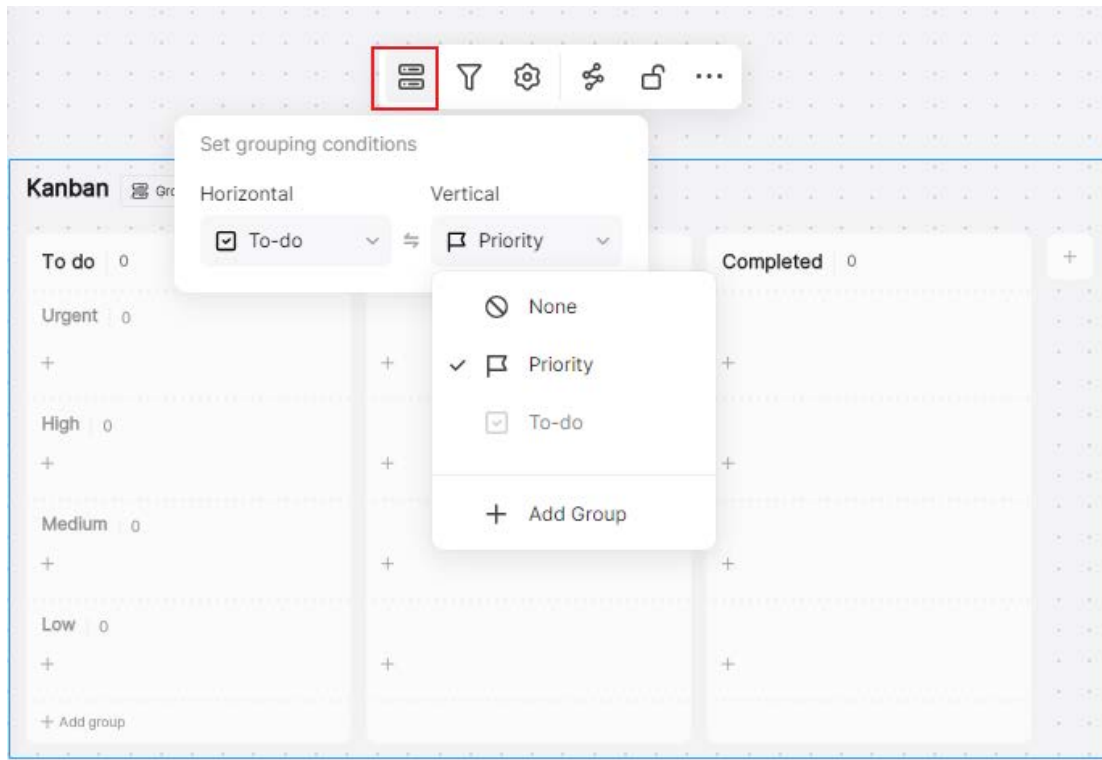


2.12.2 Kanban operation

In Kanban, you can set grouping conditions and filter conditions, adjust the Kanban settings, etc.

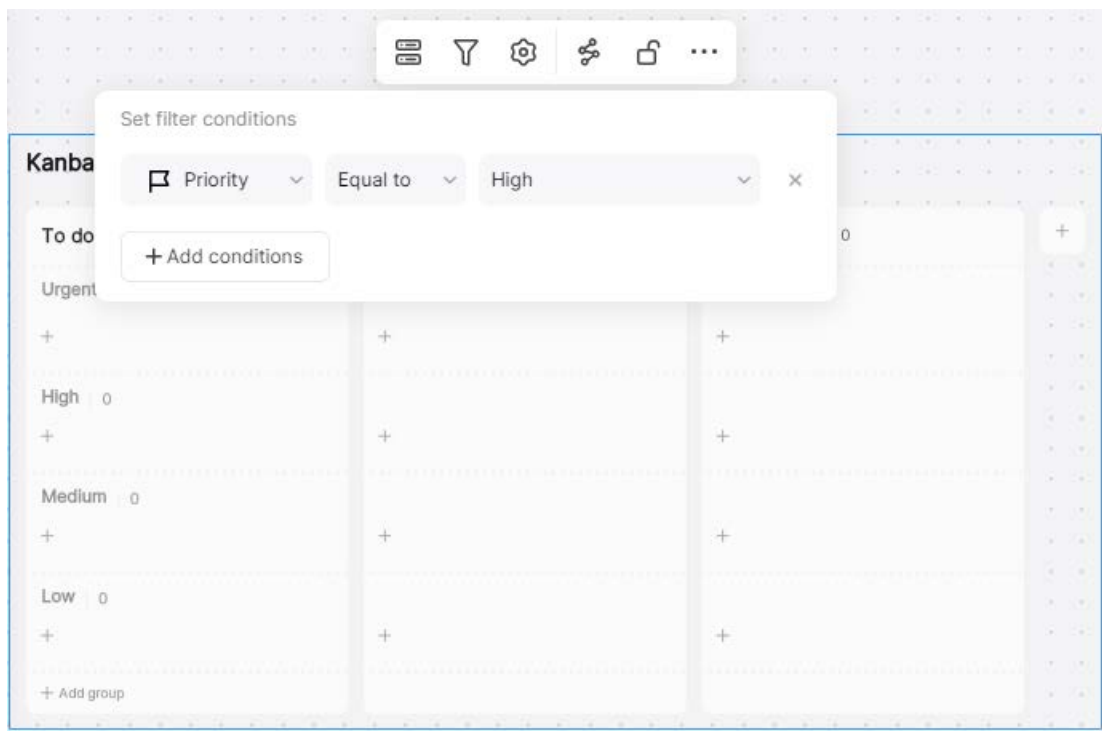
Grouping

Click on the Group icon, and you can display the Kanban according to different tags. Select the horizontal grouping conditions or vertical grouping conditions, then the cards on the Kanban will automatically change.



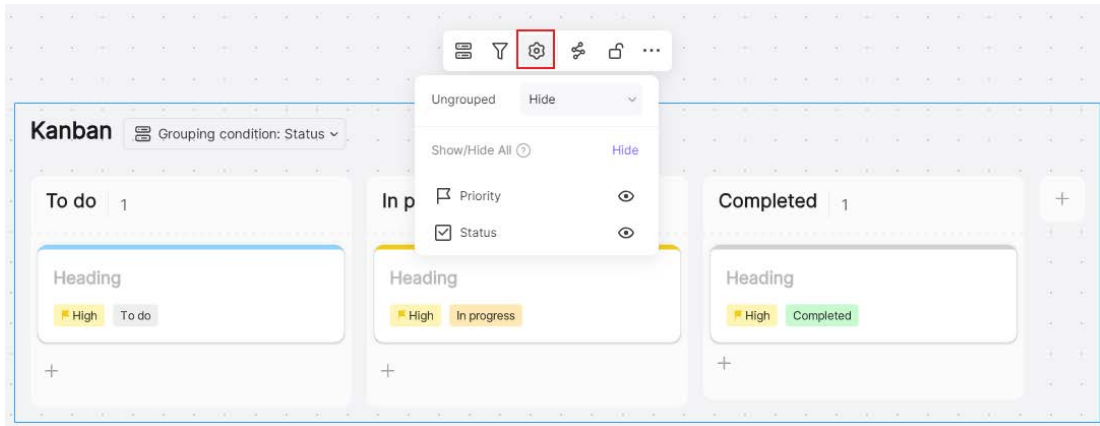
Filter

Click on the **Filter** icon, and then you can set filter conditions. Afterwards, Kanban will automatically hide cards that cannot meet the filter conditions.



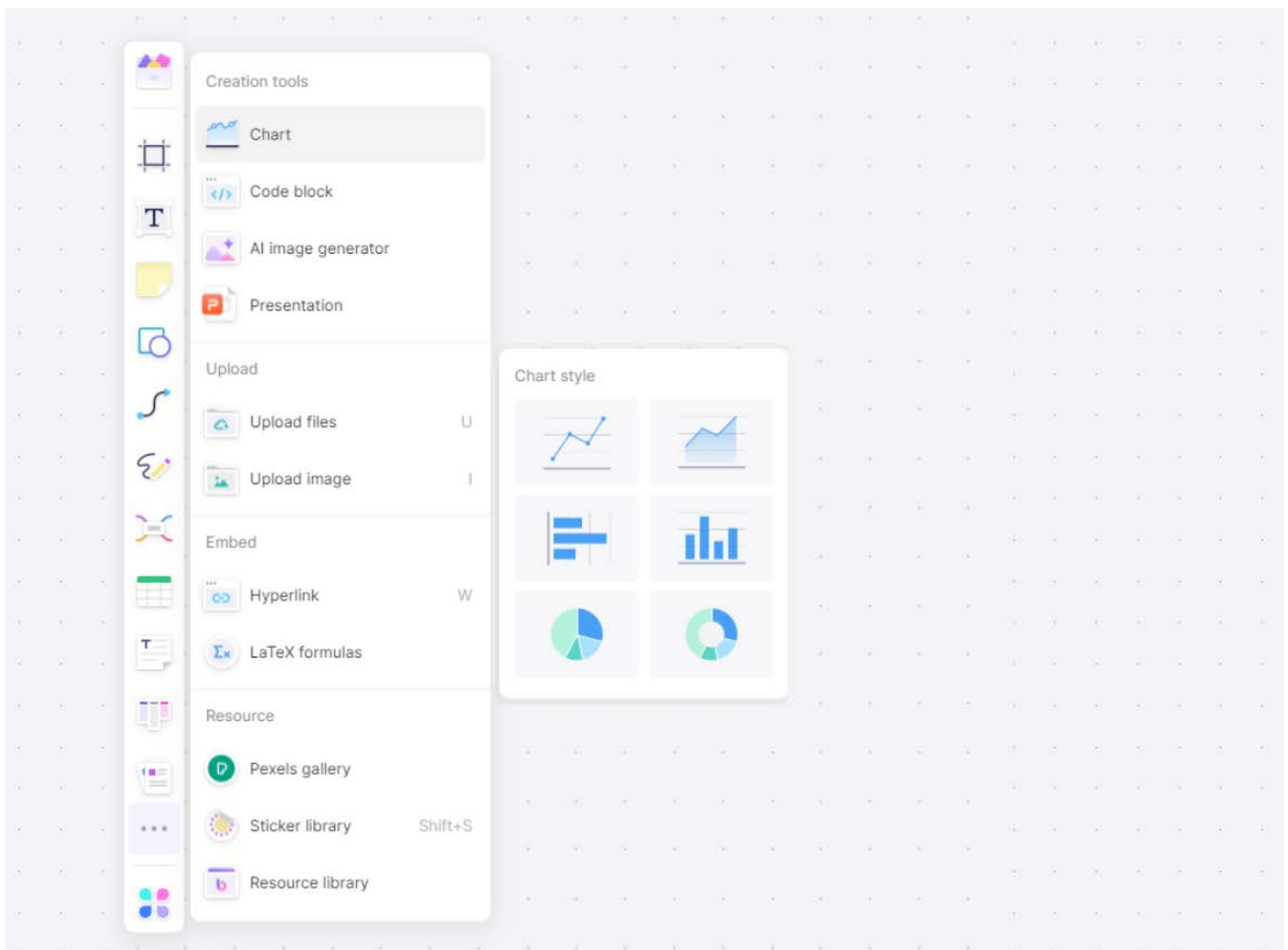
Kanban settings

If there is too much sub-important information on Kanban, you can display or hide corresponding tag groups to bring your Kanban with conciseness and emphasis. Click on the Kanban settings icon, and you can show or hide contents on cards.

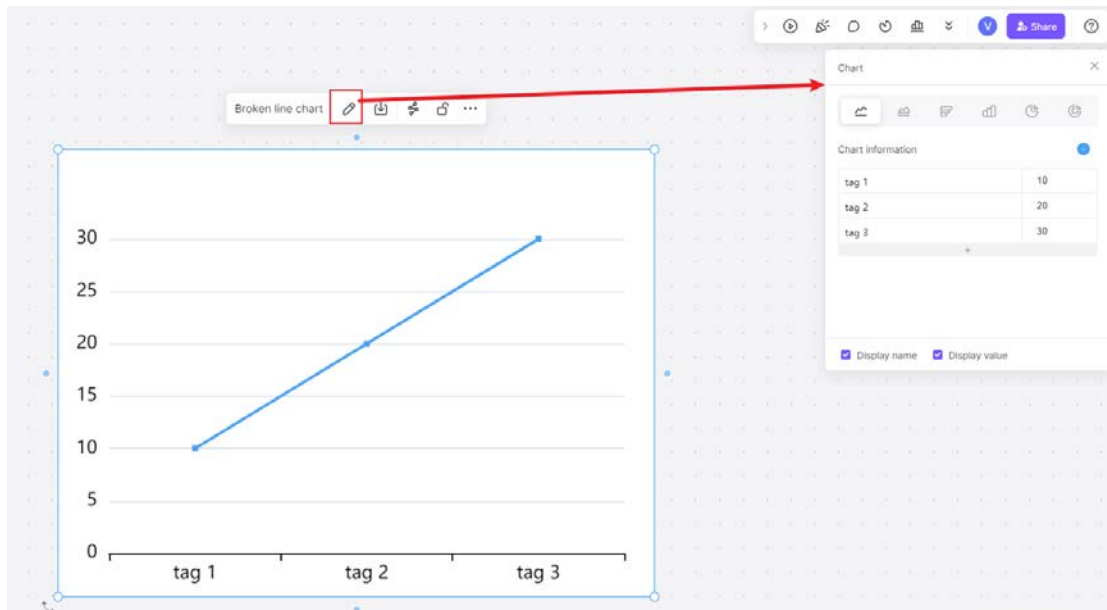


2.13 Chart

To add a chart to the canvas, select one of the 6 types of charts in the left toolbar and click or drag to the desired position on the canvas.



Click the floating toolbar above the chart to edit.



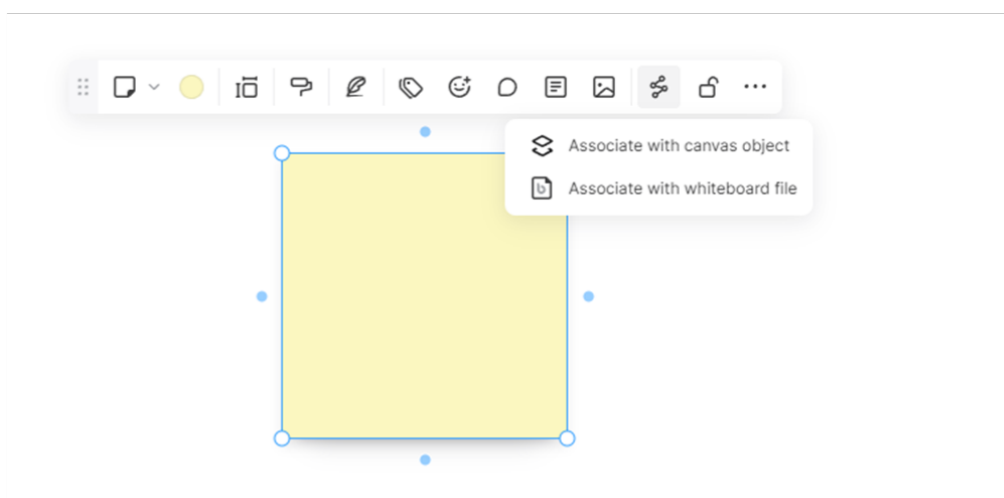
You are allowed to add more data sources and switch chart styles. Meanwhile, you can decide whether to display the name/value or not.

2.14 Bidirectional link

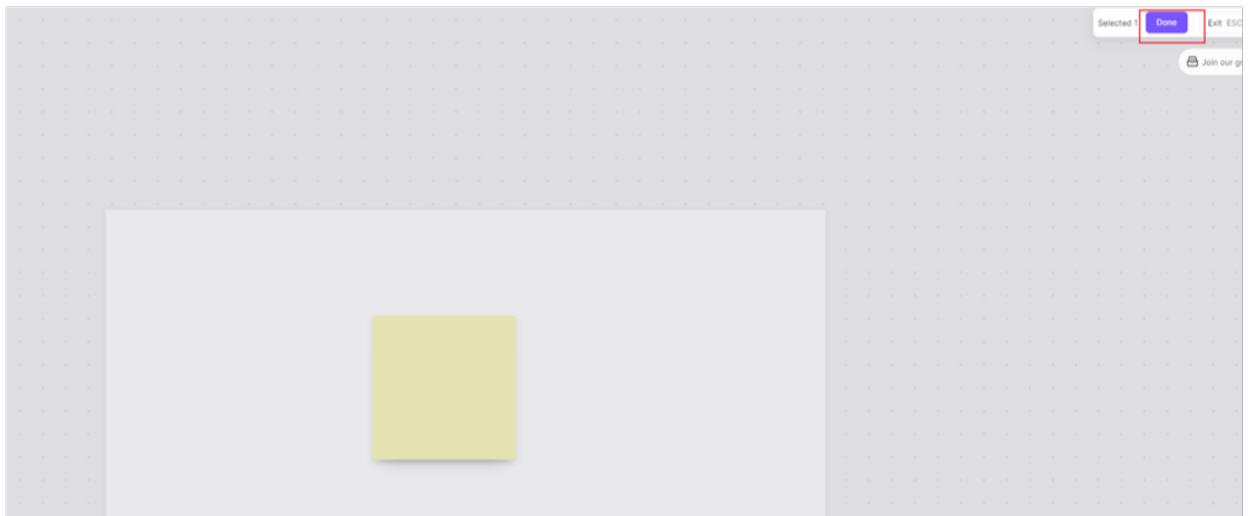
When establishing a knowledge structure, we can use the bidirectional link to clear the relationship between different knowledge points. The bidirectional link in DeepHub allow us to associate canvas objects with whiteboard files.

2.14.1 Associate with canvas object

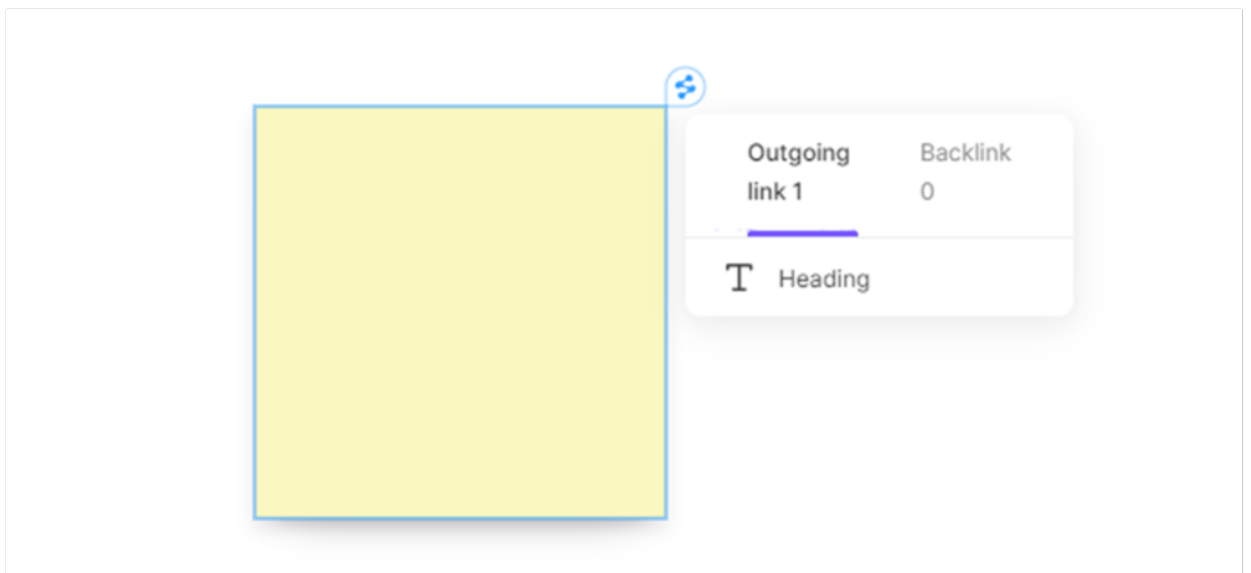
Select a canvas object, click on the **Associate** icon and select the **Associate with canvas object** button.



Select objects you want to associate with and then click on the **Done** button.

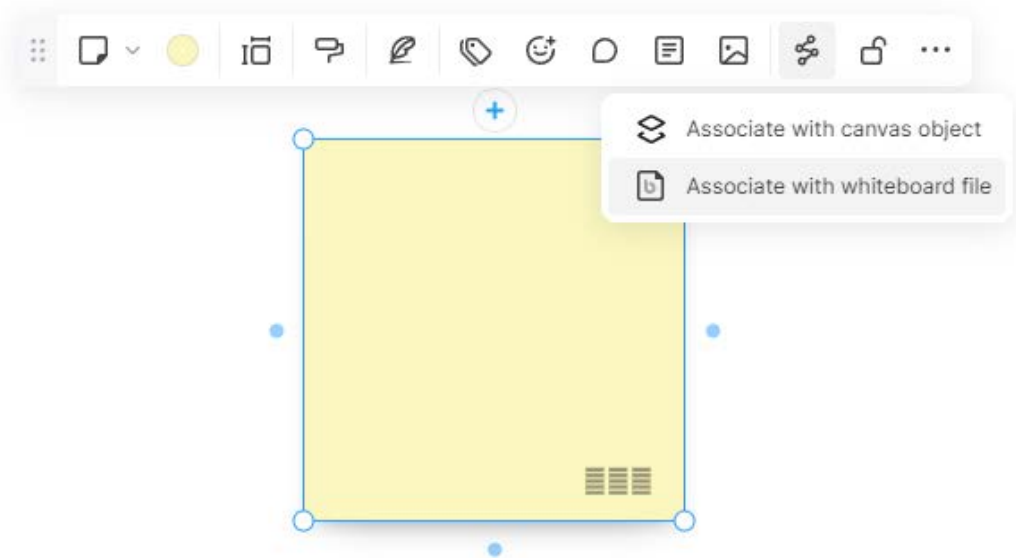


After the association is made, the associated objects will be displayed. Click on any of them to locate the associated object.

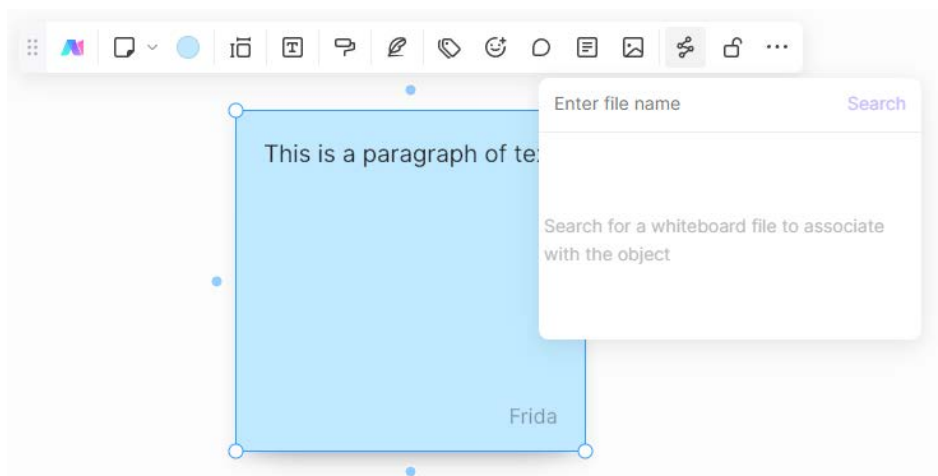


2.14.2 Associate with whiteboard file

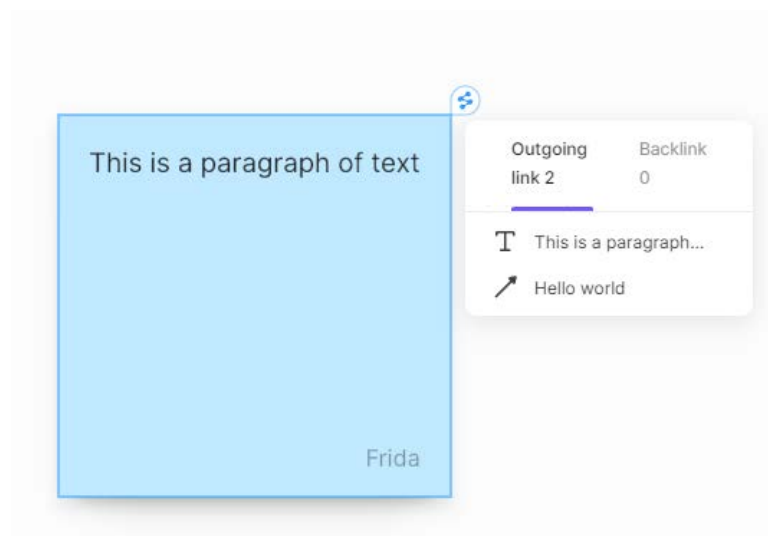
Select any canvas object, click on the Associate icon and then choose the **Associate with whiteboard file** option.



Click on the whiteboard file and search for the name of the file to associate with.



After the association is made, the associated file will be displayed. Click on it to open the corresponding file.



Tips: The canvas object will display both its outgoing links and backlinks. Click on the icon next to it and you can delete the association.

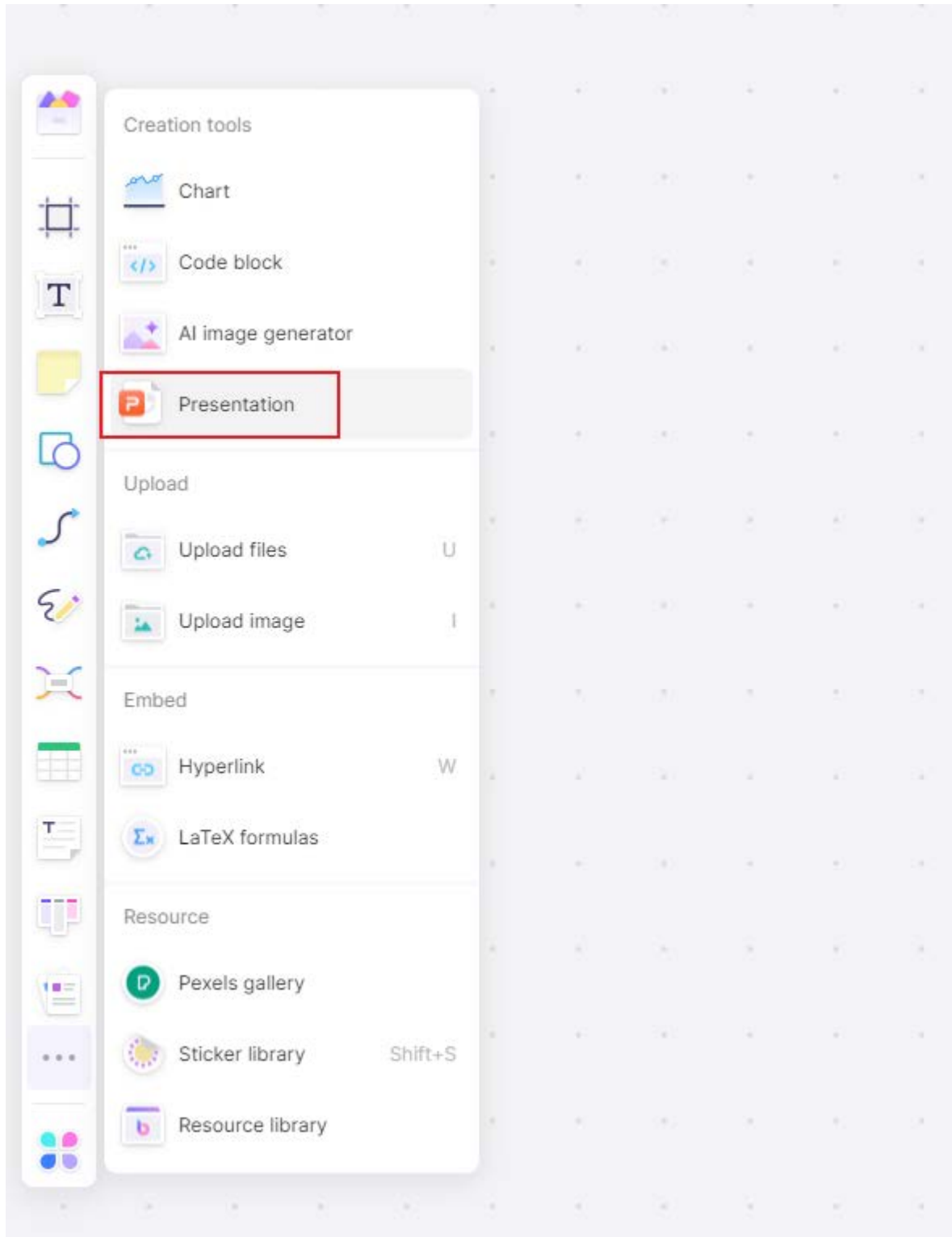


2.15 Presentation

A presentation is a playable document that consists of text, images, or a combination of text and images with dynamic display effects. DeepHub Board enables users to create presentations on the canvas, offering a wide variety of exquisite template themes to bid farewell to layout difficulties.

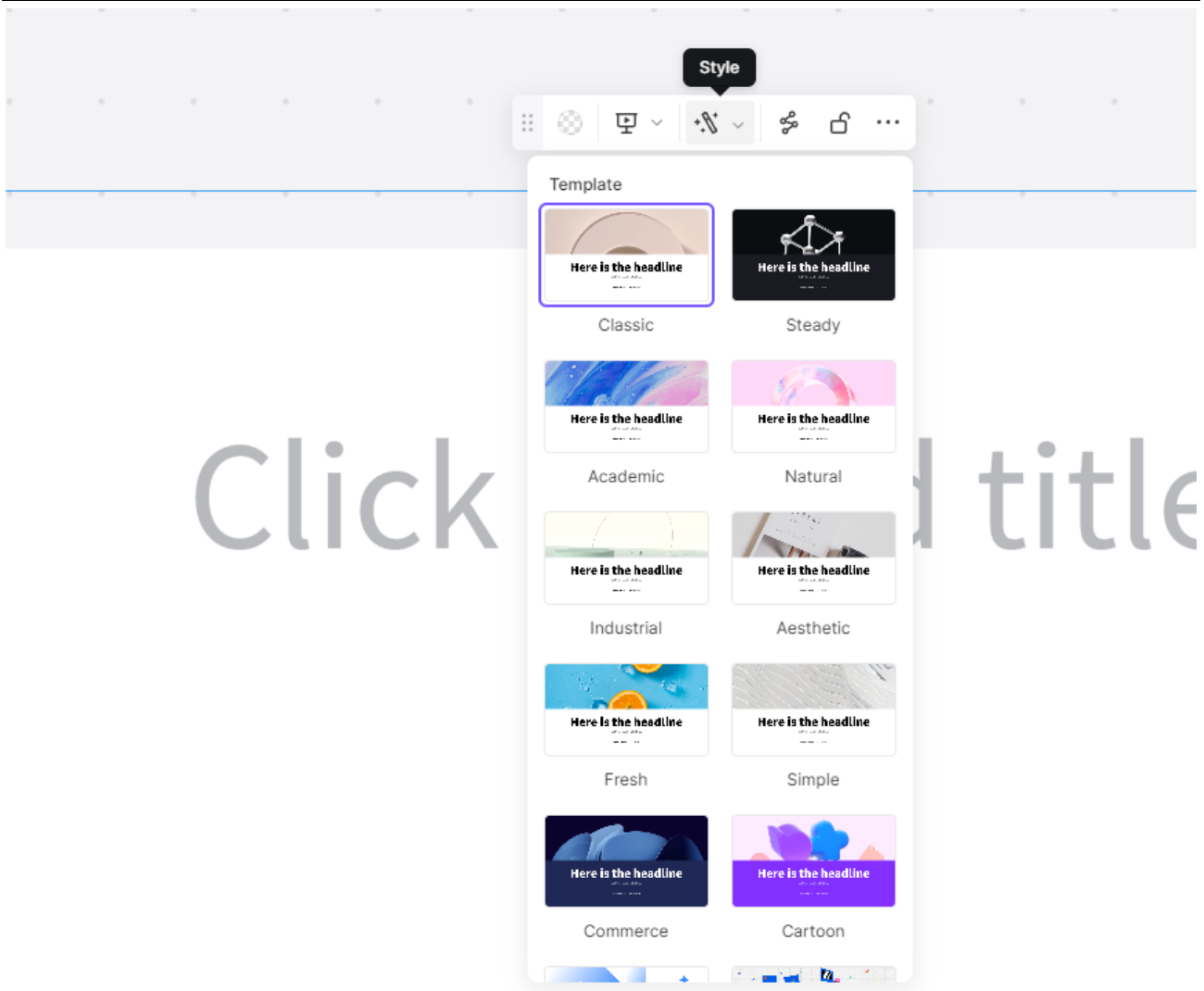
2.15.1 Creating a Presentation

Locate the presentation option in the left toolbar, click to expand the presentation theme library on the left side. Choose your desired theme, click "Use," then return to the canvas and click to create a presentation instantly.

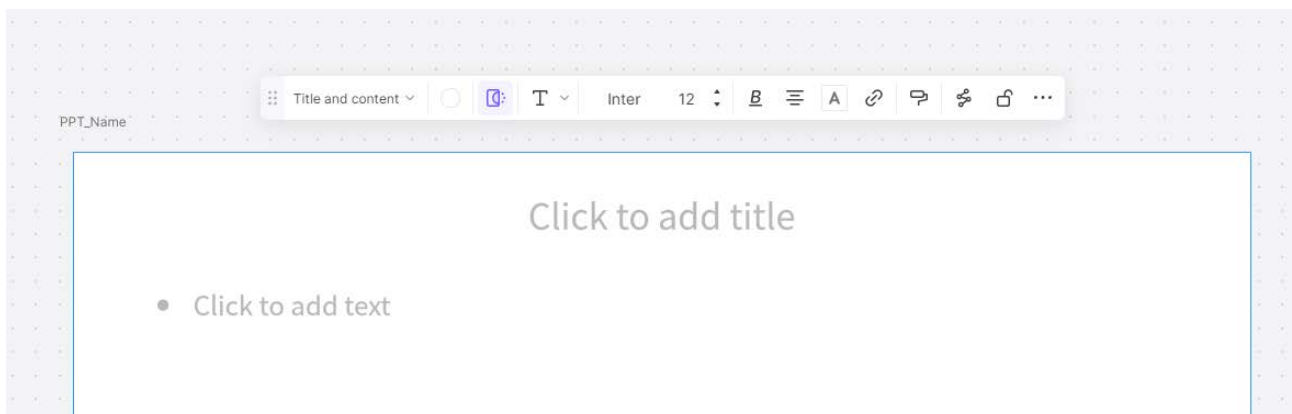


2.15.2 Presentation Editing

Select the entire presentation, and in the displayed toolbar, you can choose to switch presentation layouts, change presentation templates, and perform other operations.

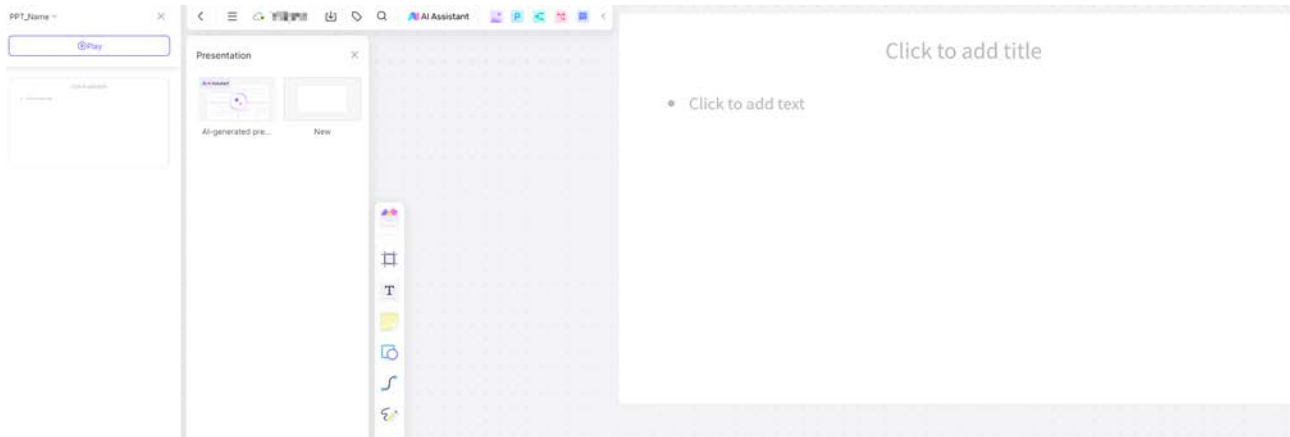


Selecting a single page of the presentation, then you can modify page types, switch page layout styles, adjust fonts, and perform other operations in the displayed toolbar. Clicking the + below the page enables you to insert additional pages into the presentation..



2.15.3 Presentation Playing

Click on the **Roadmap List** icon in the bottom left corner of the editor, switch the bottom tab to PPT, and click **Play** in the top left corner to individually play the current presentation. Long-press and drag the PPT pages from the left list to quickly rearrange the page order.

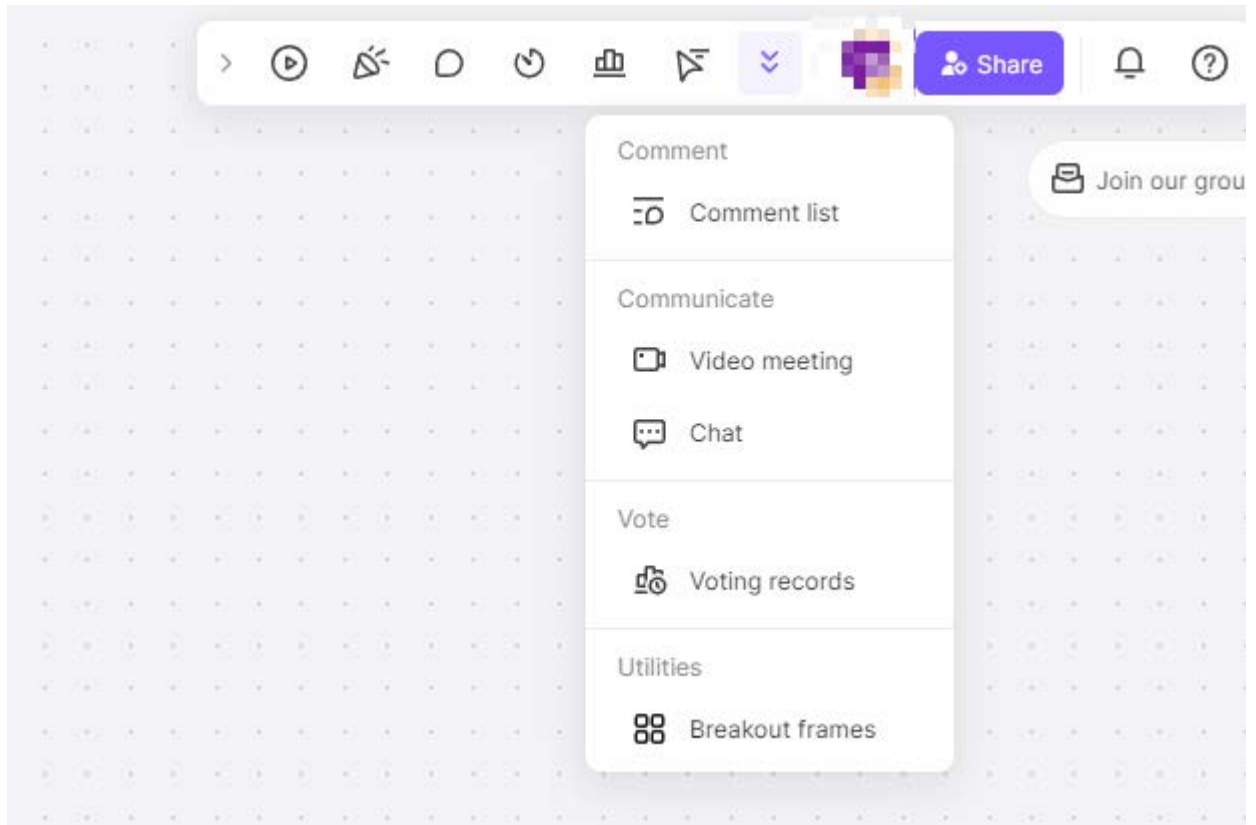


Chapter 3 Collaboration and Communication

3.1 Group Discussion

With DeepHub Board, you can facilitate collaborative discussions within your group. You can pre-set groups and restrict each group's members to specific locations for discussion. The steps are as follows:

- 1、Click breakout frames



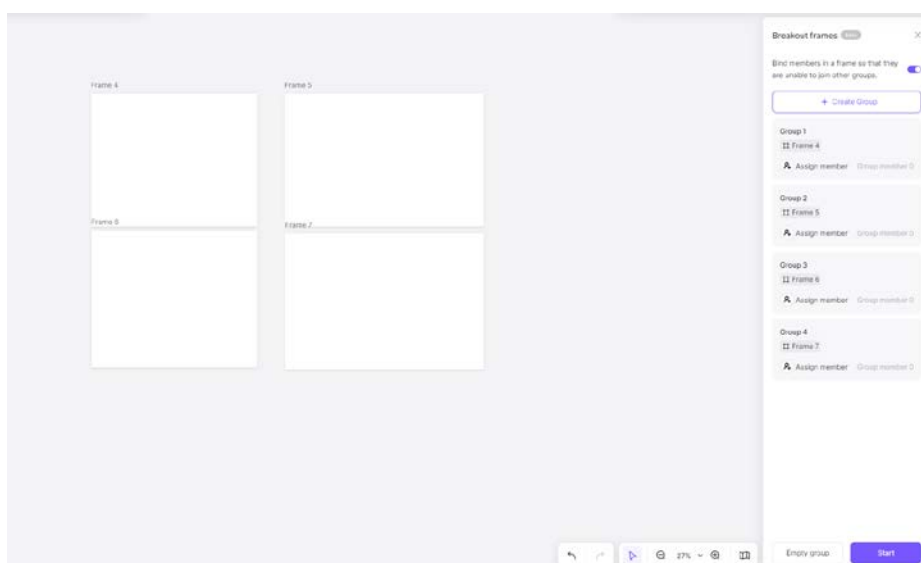
2、Creating a frame for group discussions, setting up groups, linking each group to the frame, and selecting different members to join various groups.

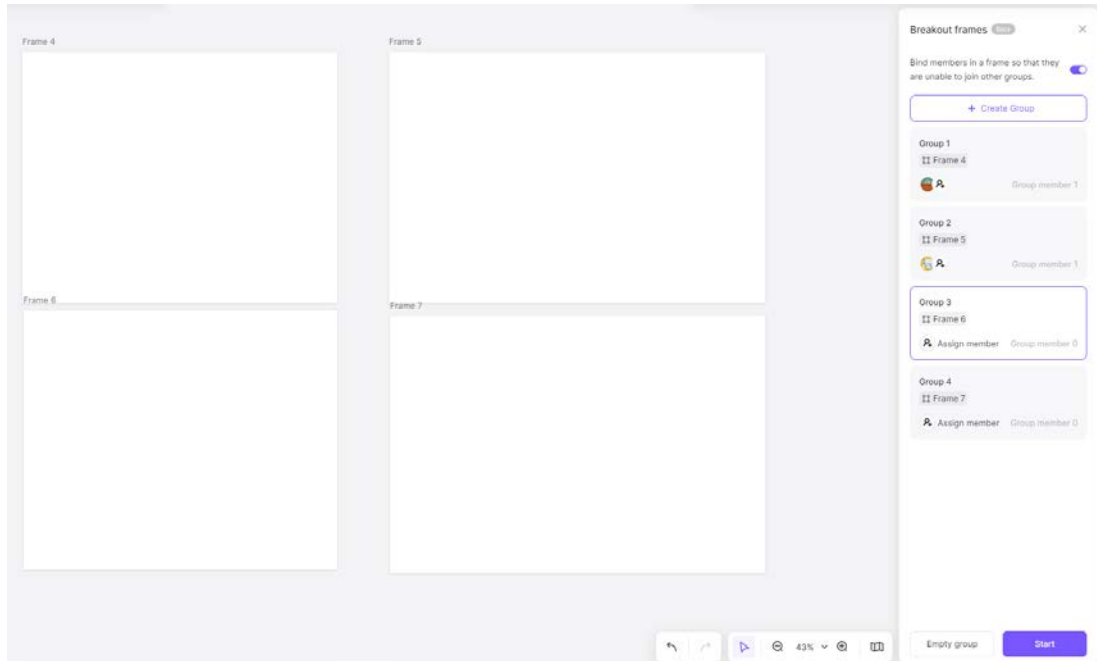
3、After completing the setup, click on **Start** to initiate group discussions.

4、Moderator and Participants

Host's Perspective

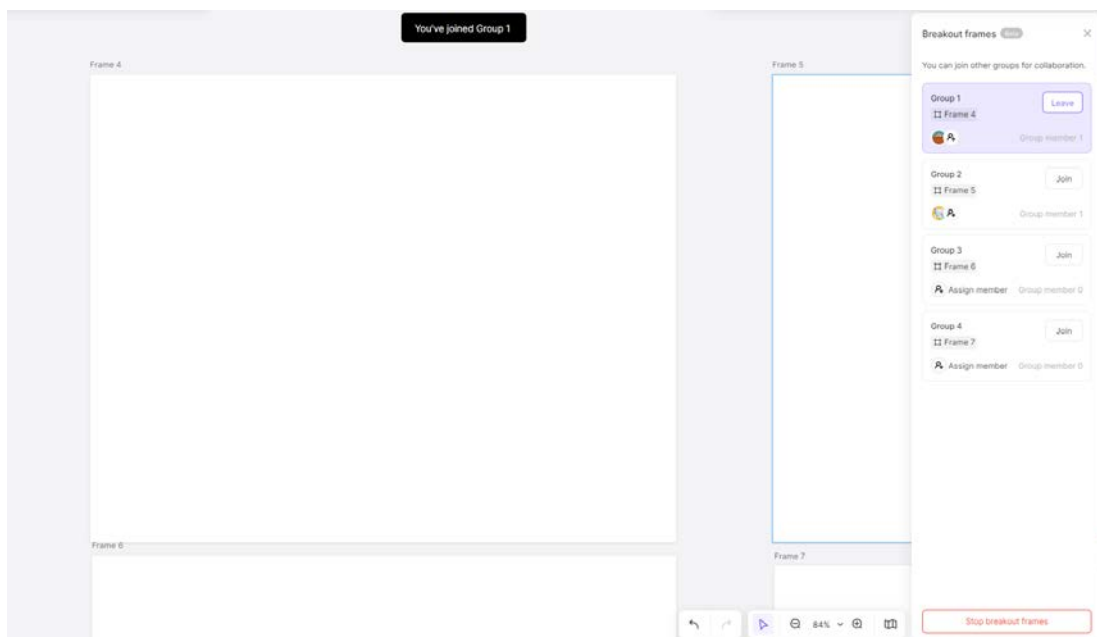
The host has a comprehensive view of all the groups, with the ability to freely navigate, join specific groups, and conclude group discussions.



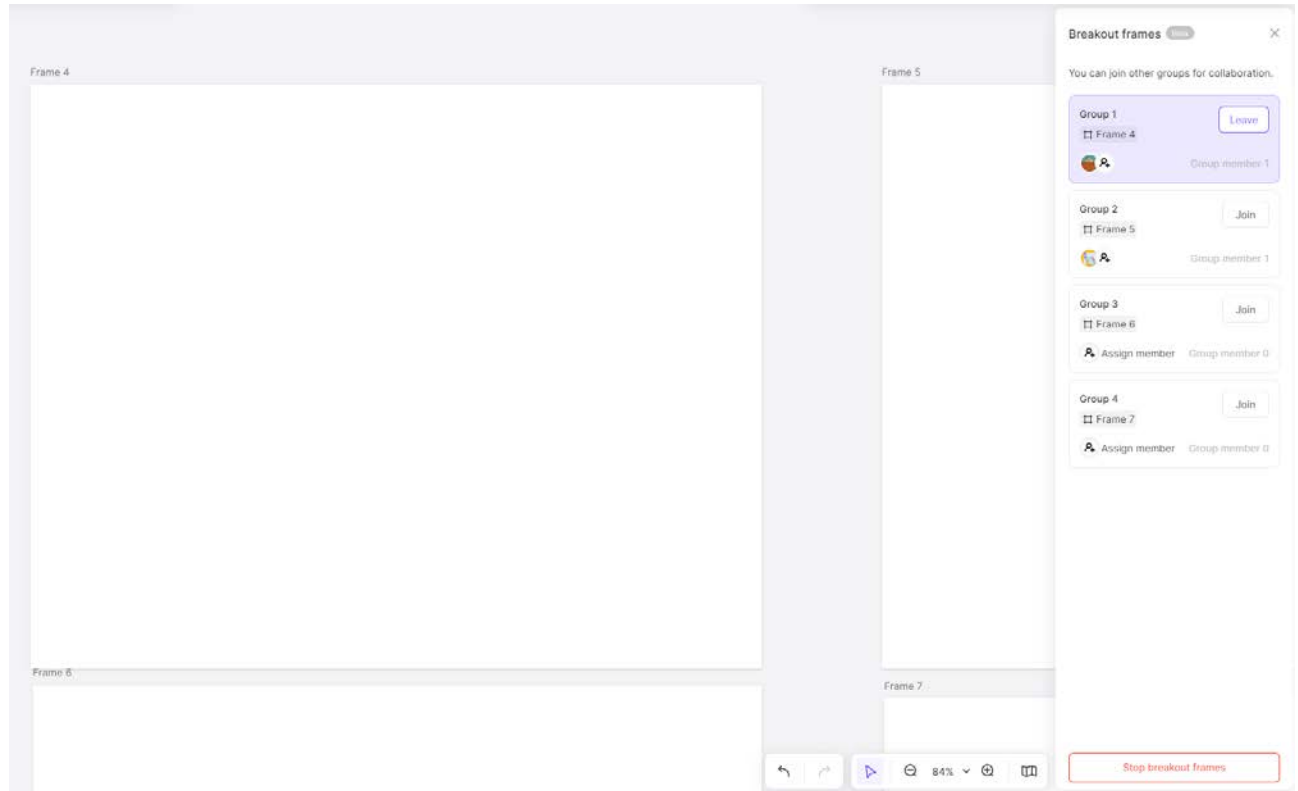


Participant's Perspective

When the option "Lock members in the frame, preventing them from joining other groups" is selected, participants can only edit within the container associated with their respective group and are unable to switch to other groups.



When the option "Lock members in the container, preventing them from joining other groups" is not selected, participants can exit and join groups freely. They can also view and edit the content within containers of other groups.

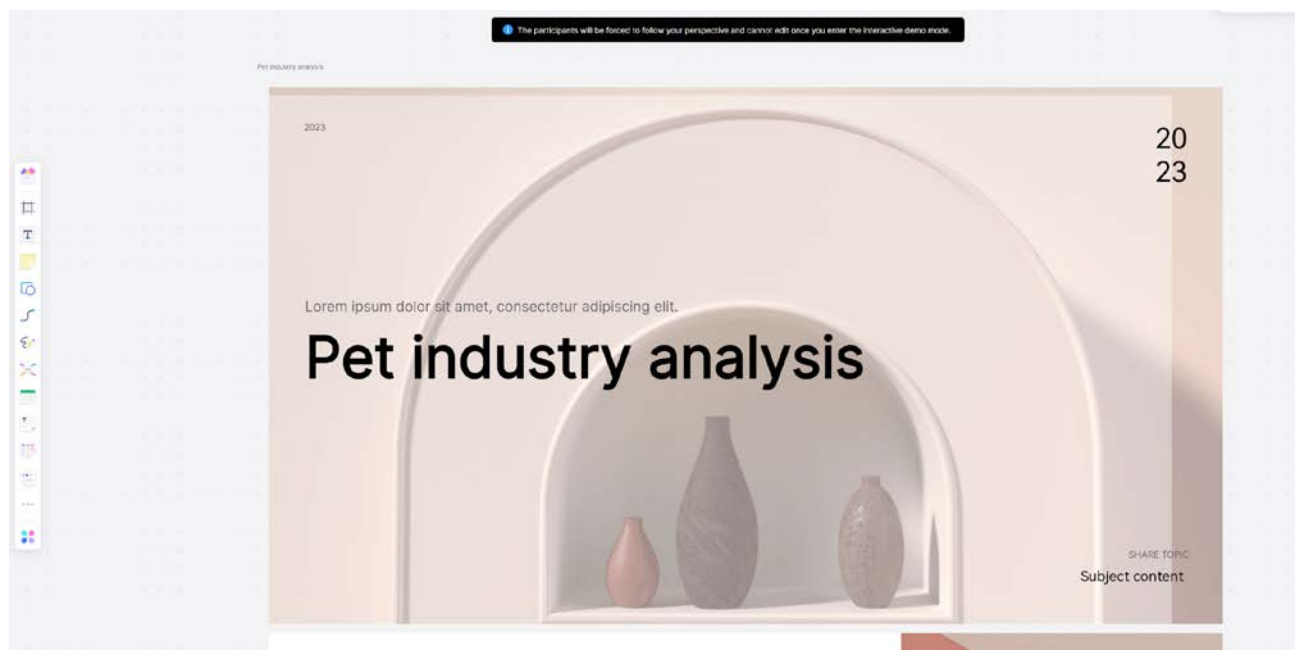


3.2 Presentation mode

Everyone can enter the presentation mode. The mode supports two forms.

1. Interactive presentation: once the presentation is launched, collaborators will be noticed and you can set permissions to force them to follow your view all the time.
2. Slide show: you can set the slide show to enable a full-screen immersive presentation.

Exit the presentation mode: Press **ESC**.



3.3 Comment and comment list

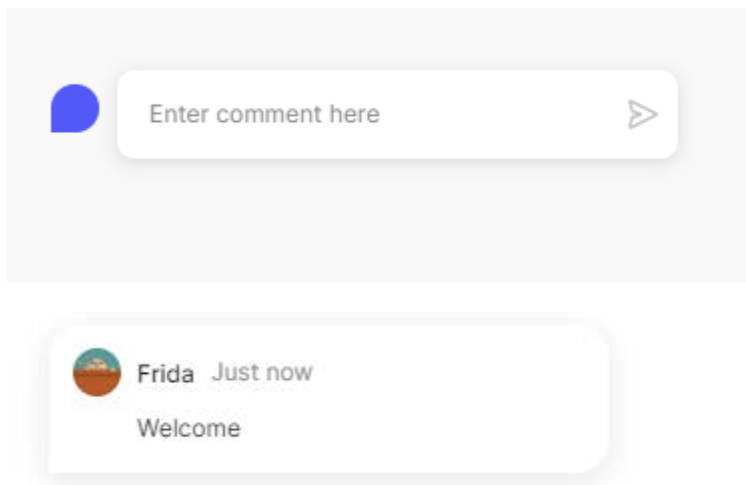
3.3.1 Comment

1. Make comment

The comment tool can take collaboration to a new level. You can use comments to accept and respond to feedback, collaborate efficiently with your team to quickly advance solution development, engage in brainstorming, facilitate information dissemination, and optimize collaboration in scenarios such as rapid implementation and improvement of plans, presentations, and more.

If you want to add comment to the DeepHub file, click on the Comment button on the toolbar or press the shortcut key C. Your cursor will become a positioning one. There are 2 ways to make comments in the file::

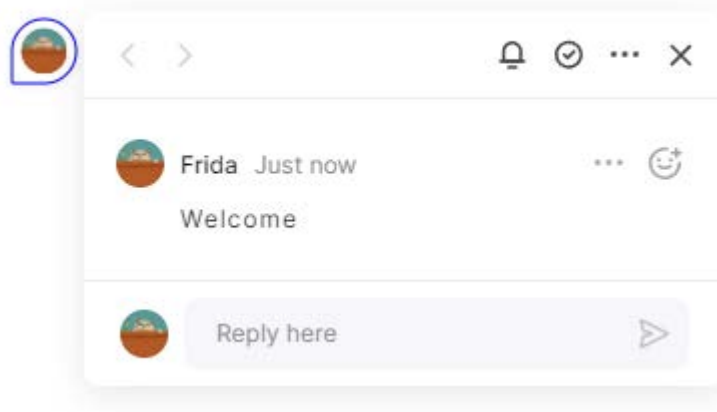
Click on any place or long click the left mouse button to drag the range to make comments.



When you and other collaborators add comments to the file, the comments will appear on the canvas. You can directly read and reply to the comments on the canvas. When entering the comment mode, you can also read and manage the comment in the comment list. Comments can be hidden from the canvas at any time.

3.3.2 How to use the comment tool

You can add comment to any position, area or object on the canvas. When you fix the comment, select a partial area, group or frame, DeepHub will snap your comments to the corresponding areas. And the comments will move with those areas.



1. Click on the **Comment** icon or press key C to enter the comment mode.
2. Select the area where you want to comment:
 - a) Click on the position where you want to pin the comment.
 - b) Click and drag the cursor to select the area where you want to make comments.
3. Enter your message in the field. Press the @ button to mention other collaborators.
4. Click on the **Send** icon to publish your comments.

3.3.3 Mention collaborator

You can mention collaborators by pressing the @ button and enter their names. By doing this, you can mention collaborators in the comment or draw their attention to the specific part of the canvas.

People can be mentioned include:

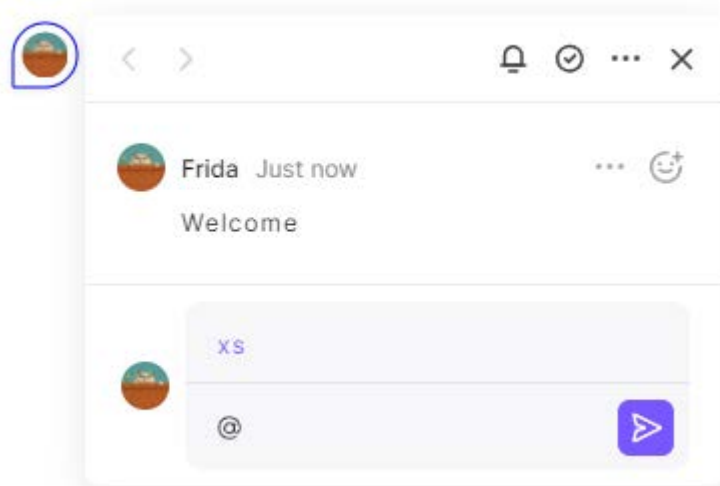
- Team members
- Collaborators who have access permission to the same file/project/team can mention each other. For example, members in Group A can mention any other members in this group.
- Collaborators with access permissions for certain files.

Users invited to the file cannot mention each other and they can only mention the group member (the group has the ownership of the current file).

Apart from the group members, you can mention following people in your contact list:

- Those in your team, project or file.
- Those you have invited into the team.
- Those you have shared projects or files with.
- Those who have invited you to a file.
- Those you have mentioned in the comment.

How to mention others in comments



Mention Collaborators in Comments or Replies:

1. In the comment dialog's input field, type @ or click the @ icon to trigger the mention.
2. Initially, the system recommends collaborators based on the contact list, highlighting the five most recently contacted individuals.
3. As you begin typing the collaborator's name or phone number, DeepHub Board matches keywords to recommend collaborators from the contact list.
4. In the recommendation list: use the arrow keys to select, then click tab or **Enter** to confirm mentioning the recommended collaborator, or directly click on the person's name in the list.
5. After mentioning, the person's name will appear in blue font. You can continue adding comment content or click the Publish button directly.

DeepHub Board will notify collaborators through the application's message center on the homepage.

3.3.4 View and Manage Comments

View Comments - Read from the canvas

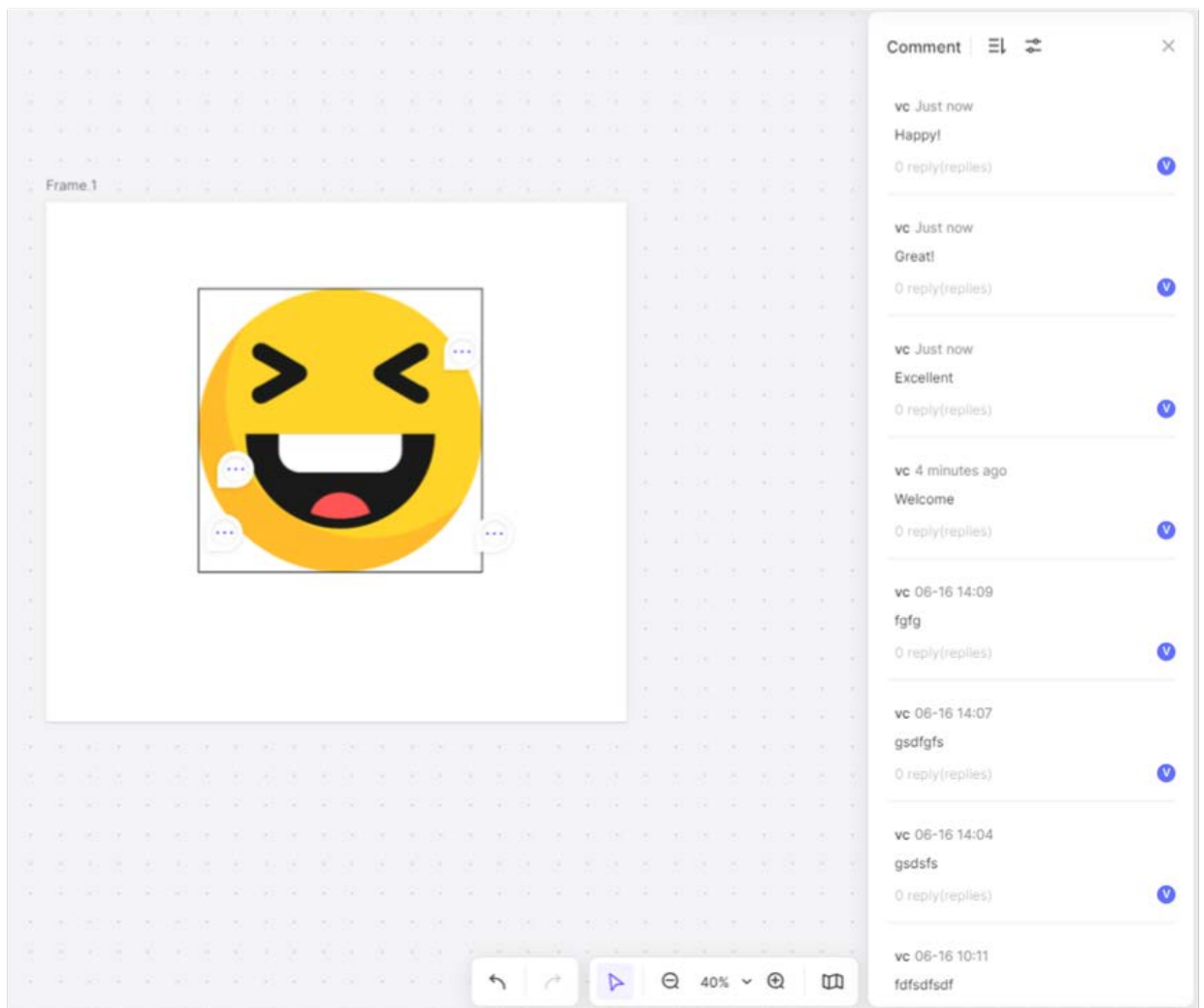


- Comments can be displayed as dots or areas on the canvas at corresponding positions to the comment icon. The display style of comments depends on the canvas's zoom level and the quantity of comments.
- Comment dots: In the case of a single comment, it will be represented as a comment dot. Hovering the cursor over the comment dot allows for a preview of the comment content, and clicking on the comment will open the comment dialog.
- Comments Adapt to Canvas Changes: When the canvas is displayed at a small scale (zoomed in), comments, as they float above all elements, will be highlighted for visibility. Hovering the cursor over a comment allows you to view the details of that individual comment.

View Comments – Read from Right Comment List

When you click on the comment icon or press C to enter comment mode, you can then view comments in the comment list. In the viewer mode, the comment list remains visible by default (comments, annotations, export). From the comment list, you can view, sort, and filter comments.

When you are reviewing comments in the right-side panel, each comment will include the page it is on. Clicking on a comment will navigate you to the position of that comment on the respective page, opening a detailed popup. Opening the detailed comment popup allows you to further interact with the comment.



Including:

- Comment Actions: Resolve (Unresolved), Close
- Comment Messages: Avatar, Poster, Posting Time, Message Content
- Reply Box: User's Avatar, Input Field, Reply Button

Clicking the left or right navigation buttons in the top-left corner of the popup allows you to switch between comments in the document. The order of switching is primarily based on the order of comment publication. When switching comments, the canvas will navigate to the position of the current comment.

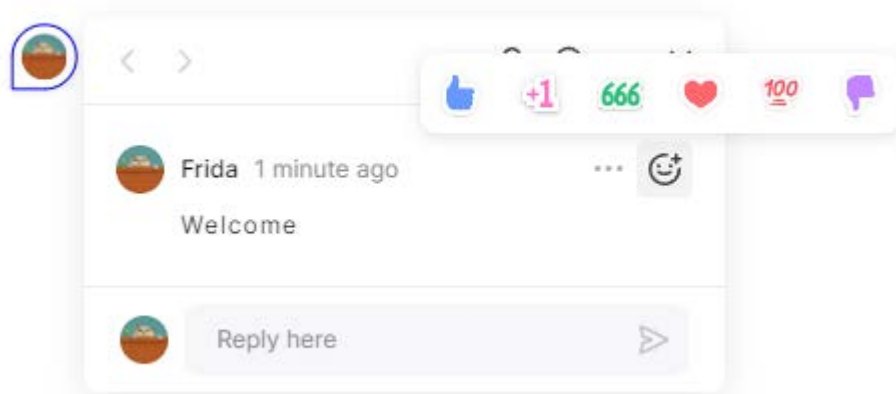
Details Popup Top-right Menu includes:

- Three-dot Menu: Options to mark the comment as unread, copy comment link, delete comment thread.
- Resolve Button: Toggle between Resolved and Unresolved.
- Pin Button: Fix the comment popup to the page or canvas top, keeping it open and movable.
- Close Button: Directly close the comment popup.

Comment feedback

Hover the mouse over the comment in the popup window and the Feedback icon will be displayed.

Click on the **Feedback** icon, click one of the emojis in the emoji list, and the emoji and the added number of it will be displayed below the comment.



Hide comment

By default, no matter you are in which state, the comments will always be displayed on the canvas. If you want to hide comments from the canvas and see them only in the comment mode. You can use the shortcut key Shift and C to display or hide comments.

Sort and filter comment

In the comment mode, all the comments will be displayed in the comment list. You can click the button on the top of the list to sort and filter the comments.

By default, the comments are displayed based on time order. Select the **Sort by unread messages** button, and the all unread comments will be sorted by time order.

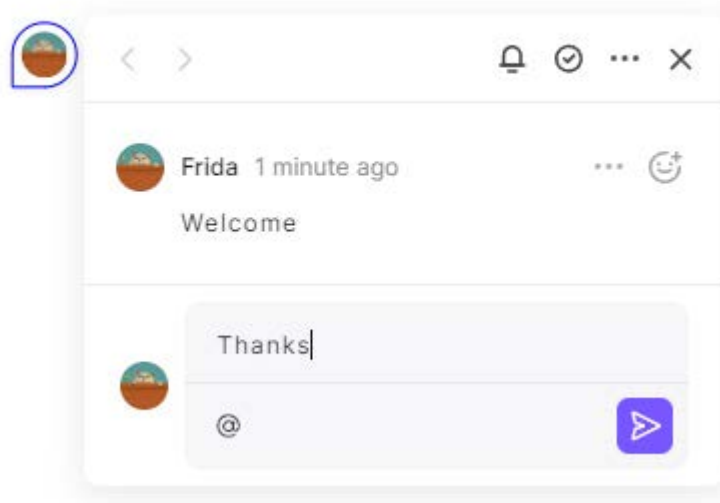
By default, all the comments in the file will be displayed. Select **Show only the ones related to me** button, and you can see:

- Comments where I am mentioned
- Comments I have made
- Comments I have replied

By default, all the resolved comments will be hidden. Select the **Show resolved comments** button to read them.

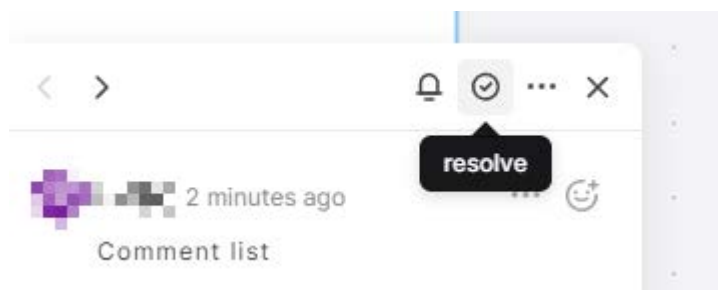
Reply to comments

- Click on the comment, and you can see the comment popup window and reply field.
- Click on the reply field and enter content there. Then your reply will be added to the comment.
- Hover the mouse over the comment in the popup window and the Feedback icon will be displayed.



Mark comment as resolved

- Open comments on the canvas or on the right comment list.
- When comment window pops up on the canvas, click the checkbox in its upper right corner.
- Mark the comment as resolved and then the comment will be hidden from both the canvas and the comment list. These hidden comments can be displayed again via the filter at the top of the list.
- You can reveal these hidden comments again through the filter at the top of the panel. Resolved comment icons will be displayed with 50% transparency.
- You can turn the resolved comments into unresolved ones.



Delete comment

You can delete your comments. If a comment is deleted, its reply will also be deleted.

Delete a single comment

- Open a comment on the canvas or from the comment list, and the comment window will pop up.
- Click on the 3-dot menu in the upper right corner of the window and select the Delete comment button, and then the comment will be immediately deleted.

Delete the whole comment

- Open the comment with multiple replies on the canvas or from the comment list, and the comment window will pop up.
- Click on the 3-dot menu of the popup window and select the **Delete** comment option, the comment and its replies will be deleted.

Move or edit comment

Edit comment:

You can edit your own comments

To do this, you need to:

1. Open the comment on the canvas or from the comment list, and then the comment window will pop up.
2. Click on the 3-dot menu and select the Edit option.
3. Edit the comment or mention others in the comment and click the Send icon.

Move comment:

- You can click the comment icon and drag it to a new position.
- If the comment is moved onto another frame, it can be connected to the frame.

Move comments with its connected layer:

- You can move the layer so as to move its connected comments.

Move comments without its connected layer:

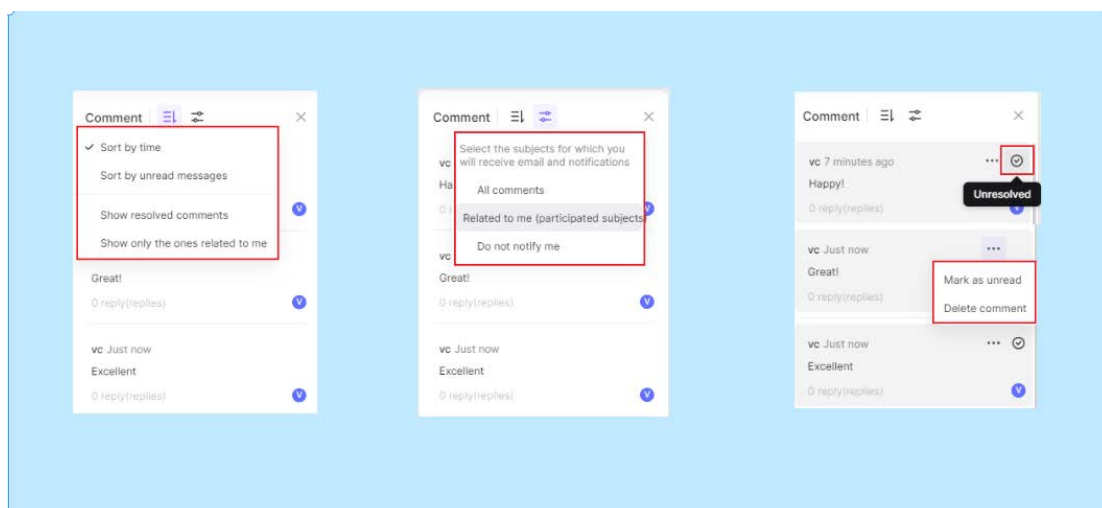
- If the frame is cut or copied to a new position, it will disconnect with the comment. However, you can still read the comment on the comment list, but it will no longer connect with the object on the canvas.
- If the comment is placed on the canvas or on the common layer and is not connected with the group or frame, it will not move accordingly.
- When copying a file, you can only copy its layers and can not copy the comments.

3.3.5 Comment list

You can have a comprehensive view of the collaborative comment list, and you can also filter it in various ways: by time, unread messages, resolved comments, and comments related to me.

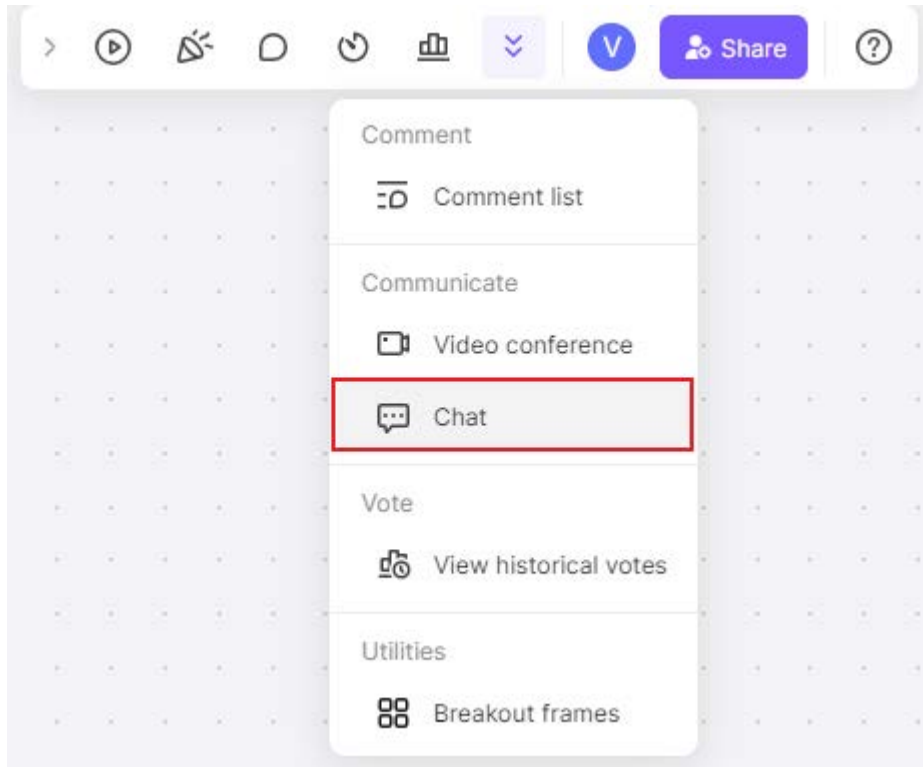
Are you worried about missing comments? DeepHub allows you to receive timely notifications.

And you can click the **Resolved** icon to mark comments that have been dealt with.



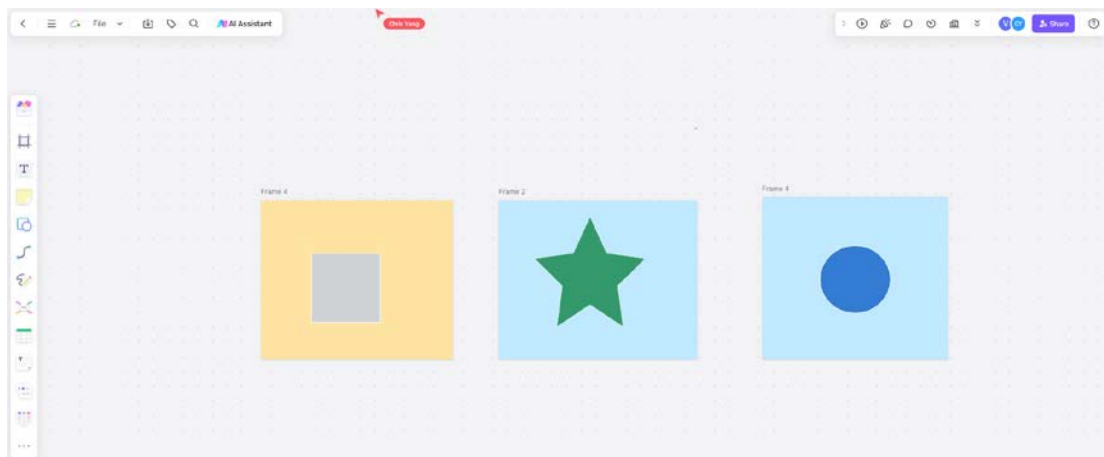
3.4 Chat

Click the **Chat** icon to chat with your teammates.



3.5 Collaborator list

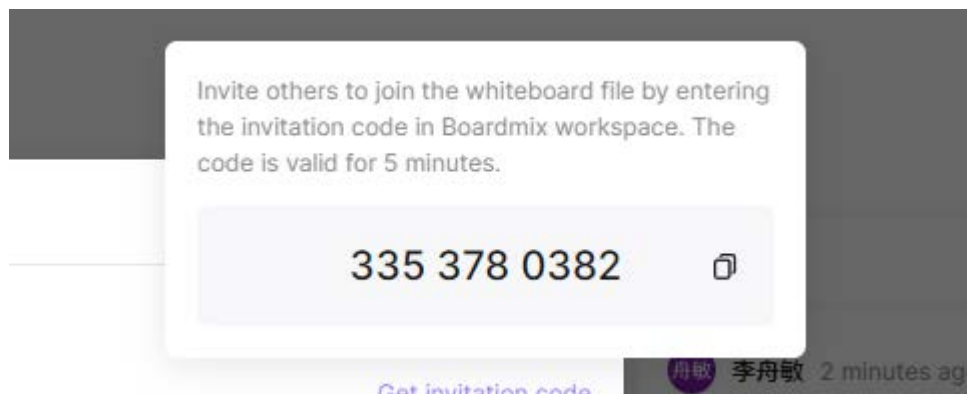
- You can see the online collaborators including those who are viewing or editing the collaborative file.
- Click the avatar of the user, and then you can observe their operations in real time. Click the avatar again, click any blank space of the canvas or press the key ESC to exit the following view. This is applicable for presentations, information synchronization, and advocacy.



3.6 Share

3.6.1 Share

This feature allows you to selectively invite collaborators to join a file-sharing session, making it highly practical for scenarios involving temporary invitations to external collaborators. Click the Share button in the top-right corner to obtain the sharing code.

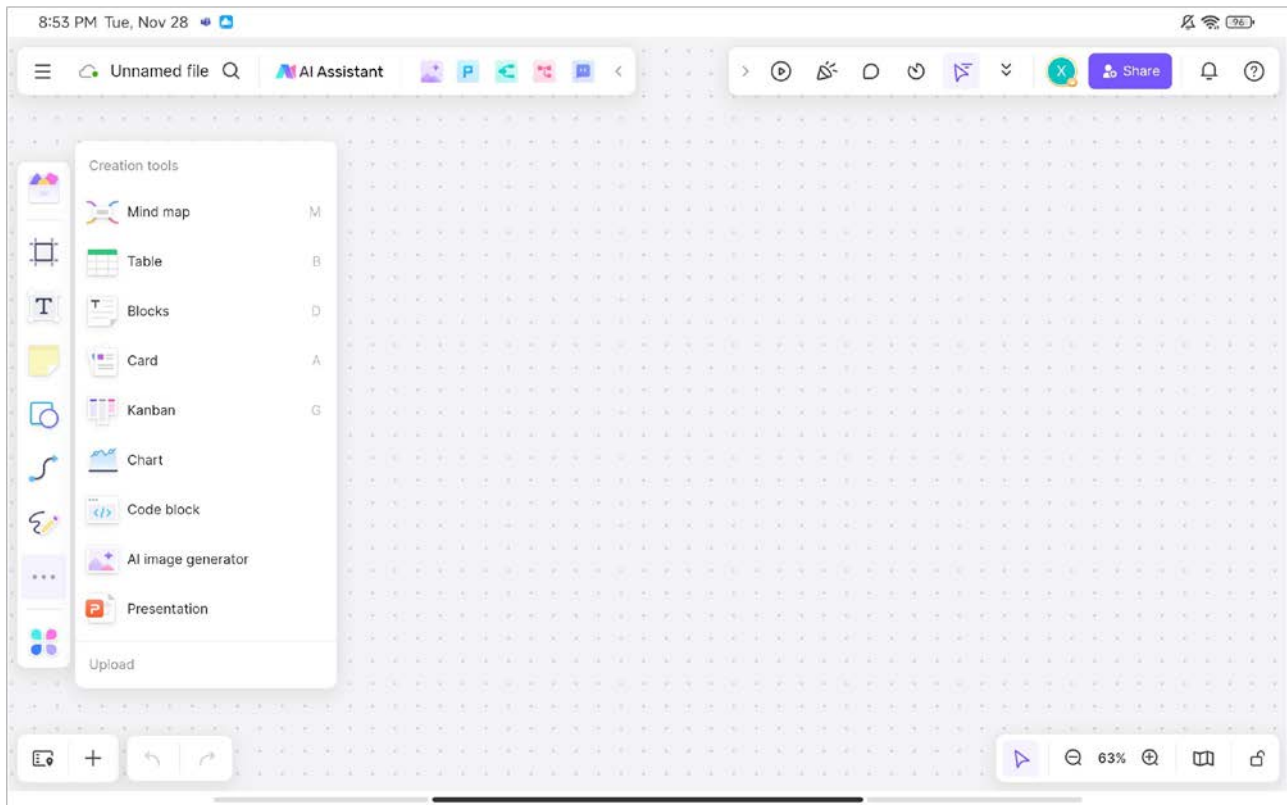


Chapter 4. Resources and Materials

4.1 Local upload

The simplest way to add files to the canvas is by dragging and dropping them from your desktop directly into the editor. You can add images (PNG/JPG/JPEG), videos (MP4, webm, ogv), audio files (MP3, wav, wma, flac), PDFs, WPS files, MS Office files, SVG, xmind files, markdown files, Visio stencils, and any other file format. You can add new files from your computer or the internet (with a maximum file size of 100 MB and a maximum image resolution of 4096x4096 pixels).

You can click the **Upload** button in the toolbar, select images or files from your large screen, and upload them.

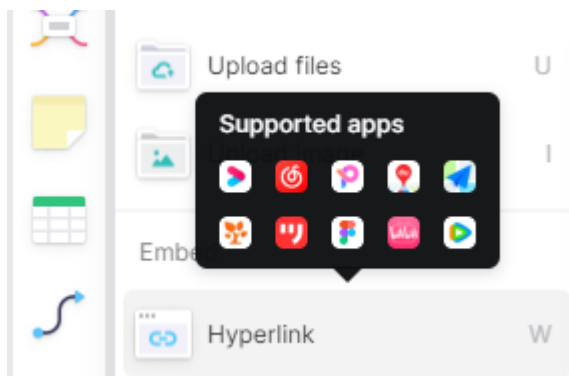


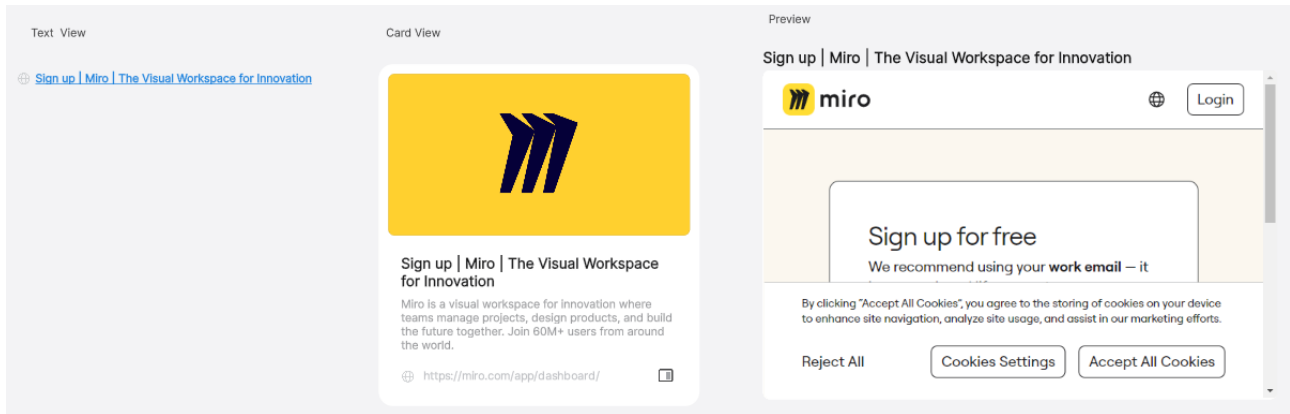
4.2 Insert third-party webpages

How to collect and manage useful websites from third parties? Well, DeepHub may be a way forward. It enables you to insert third-party webpages on the canvas. Enter a URL directly or copy and paste it on the DeepHub canvas, then it will automatically be parsed and displayed as a card. Clicking the card on the canvas and you will be directed to the corresponding website.

4.2.1 Multiple view types

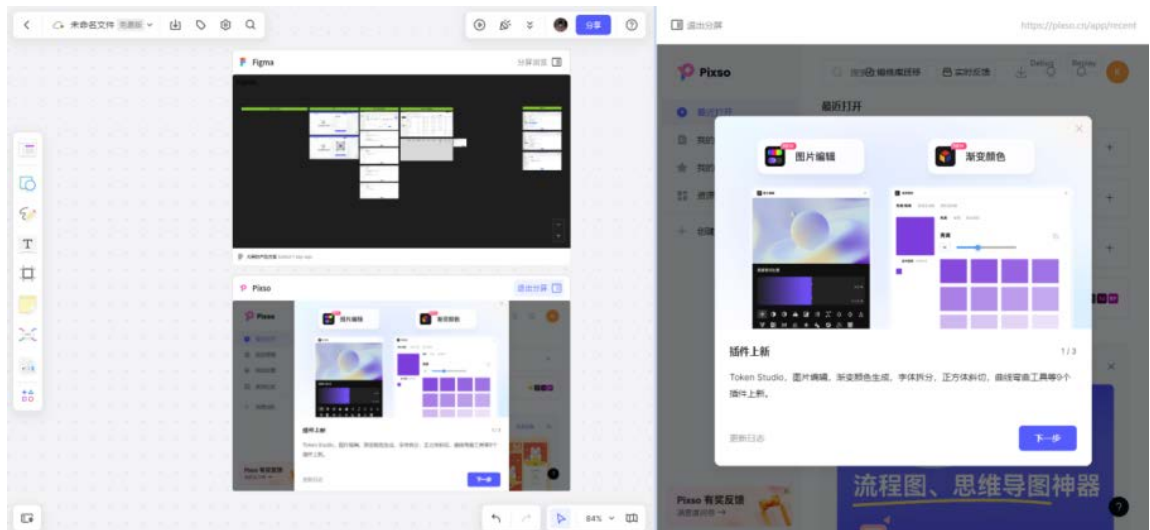
Currently, DeepHub allows you to switch between 3 view types, including text view, card view and preview. The webpages can also be split-screen expanded, allowing you to view real-time information from the current webpage for creation.





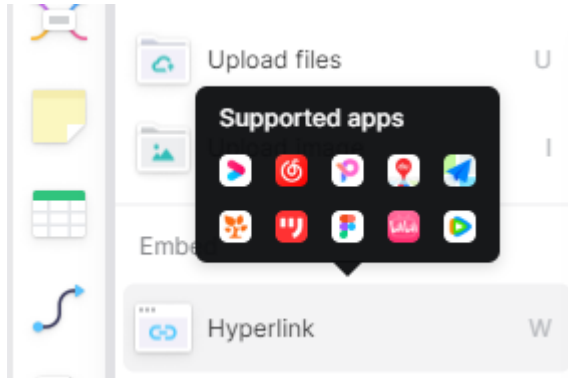
4.2.3 Split screen view

The split screen view helps you open the website in an independent window on the canvas. In this way, you can organize information more efficiently.



4.2.4 Eight supported products

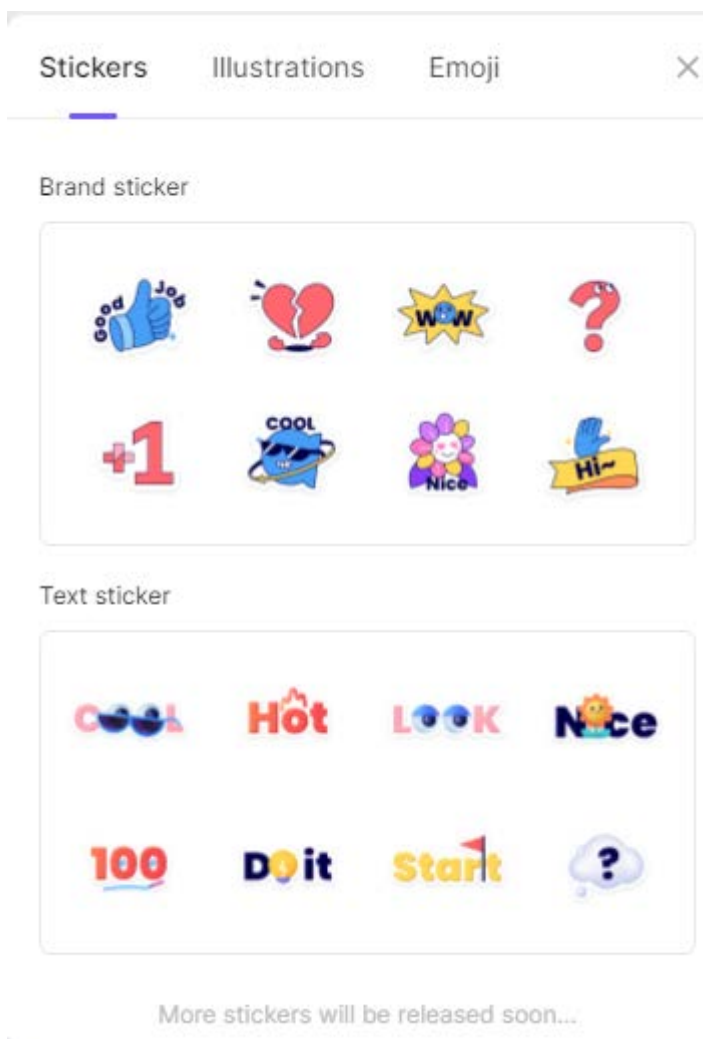
Do you need to add website videos for presentations? Planning a travel guide and want to record while viewing maps? Want some music while taking notes? Need to insert design sketches into the canvas? DeepHub Board supports embedding products to satisfy all your needs in these scenarios.



The currently supported products include: Bilibili, Youku Video, Tencent Video, NetEase Cloud Music, Figma, MockingBot Prototyping, Amap, Baidu Maps, Pixso, and Jinshuju.

4.3 Sticker Library

There are abundant official stickers and third-party illustrations in the sticker library.



4.4 Help center

The help center in DeepHub editor includes **Shortcut key**, **Beginner guide**, **What's new** and **Report violation** options.

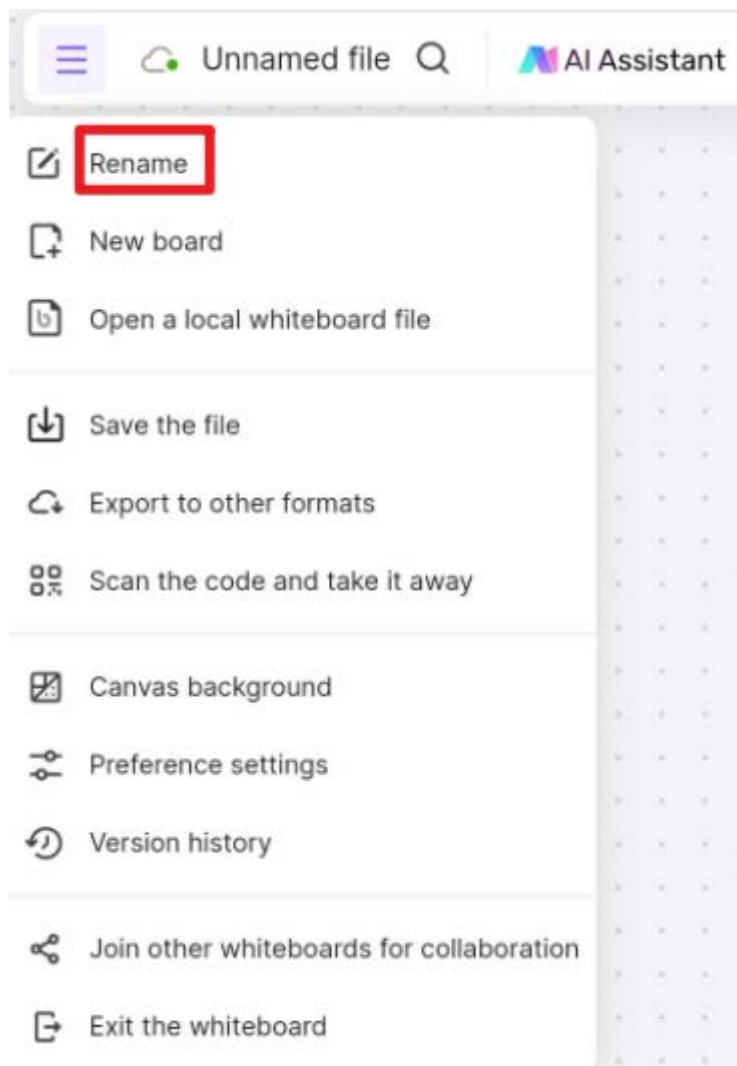
Shortcut keys: When you feel the mouse tool is not so convenient, try to use shortcut keys.

Chapter 5. Canvas Settings

5.1 Basic canvas settings

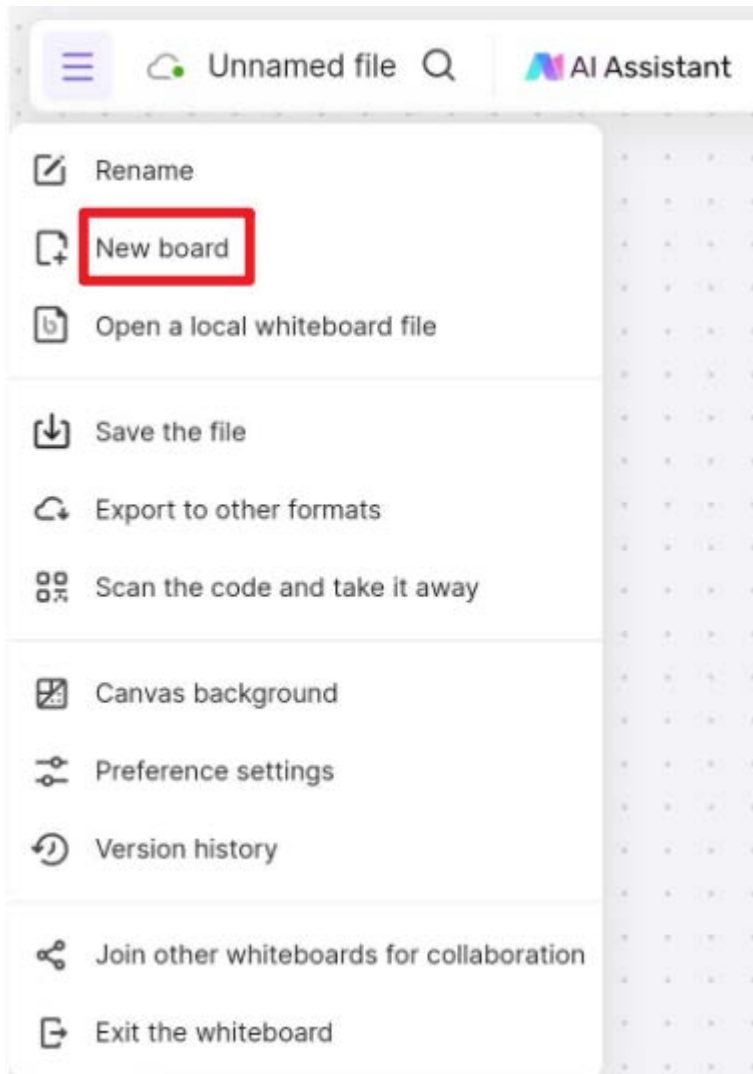
5.1.1 Settings - Rename

Click on **Settings - Rename** to rename the current whiteboard.

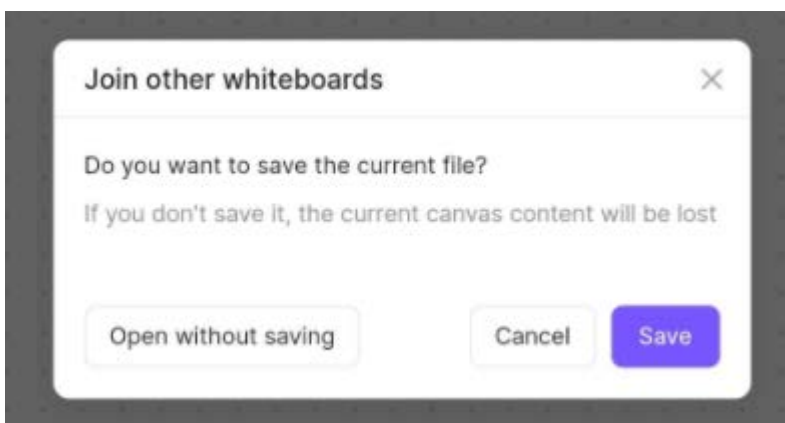


5.1.2 Settings - New board

Click on **Settings - New board** to create a new file.

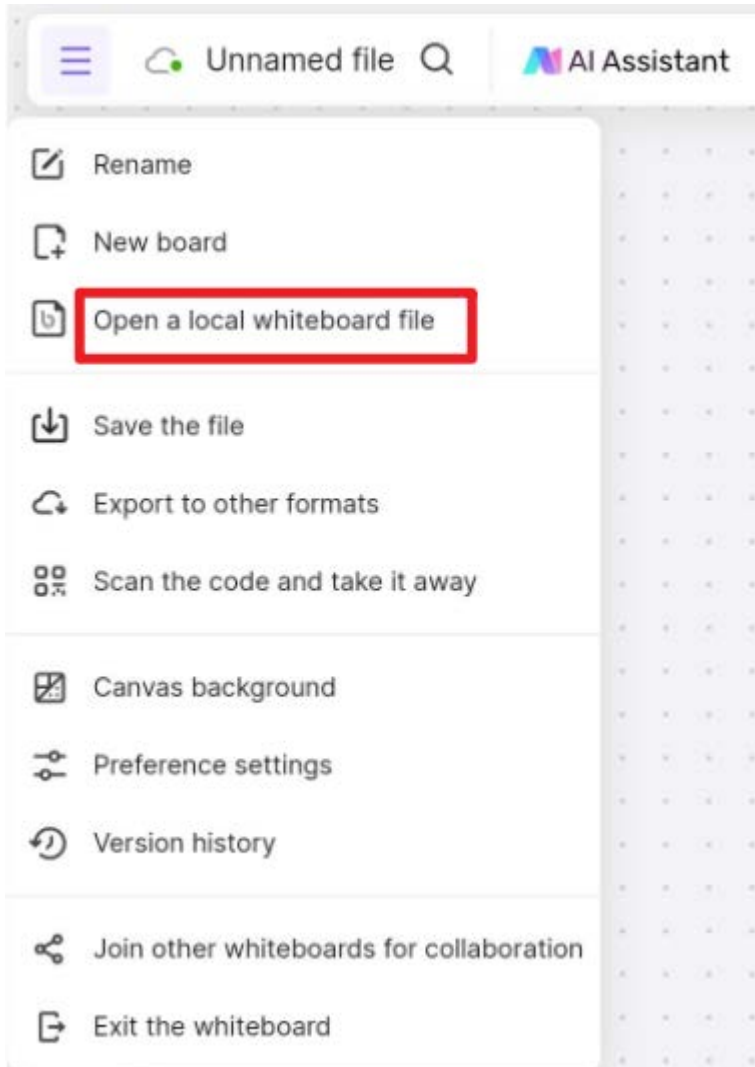


When creating a new board, you will be prompted to save the current whiteboard content.



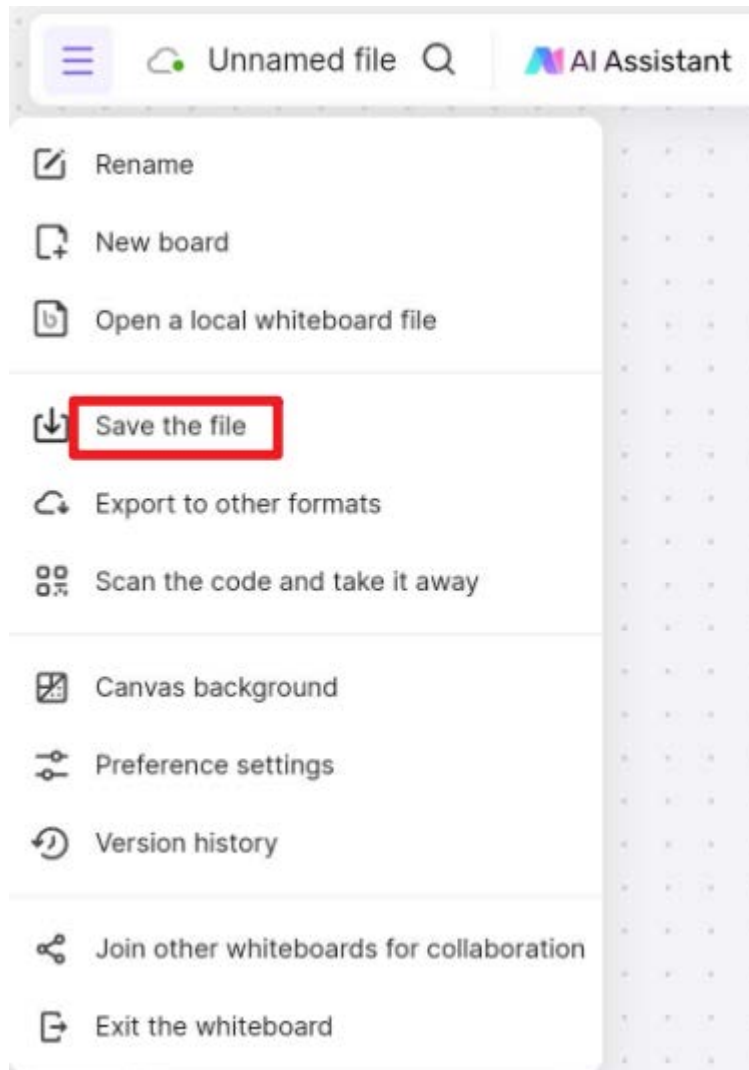
5.1.3 Settings - Open local file

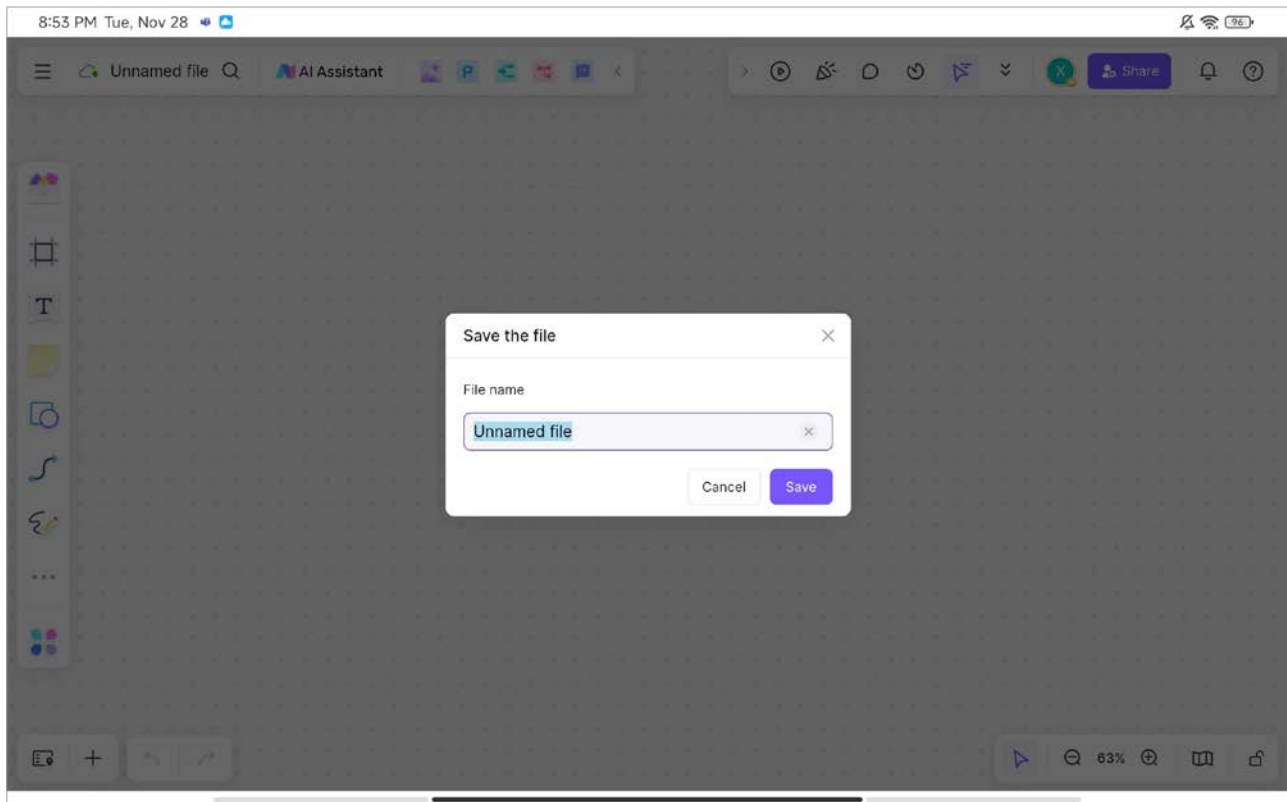
Click on **Settings - Open a local whiteboard file** to choose and open a local whiteboard file for viewing.



5.1.4 Settings - Save

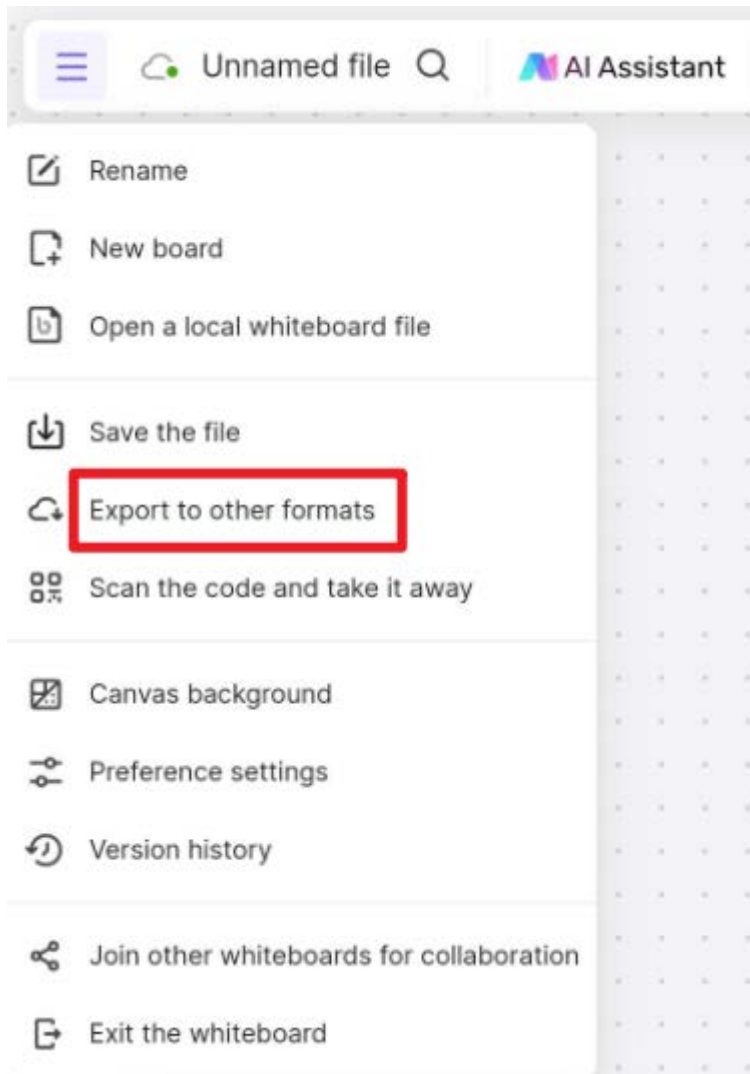
Click on **Settings - Save the file** to save the current whiteboard to your local device.



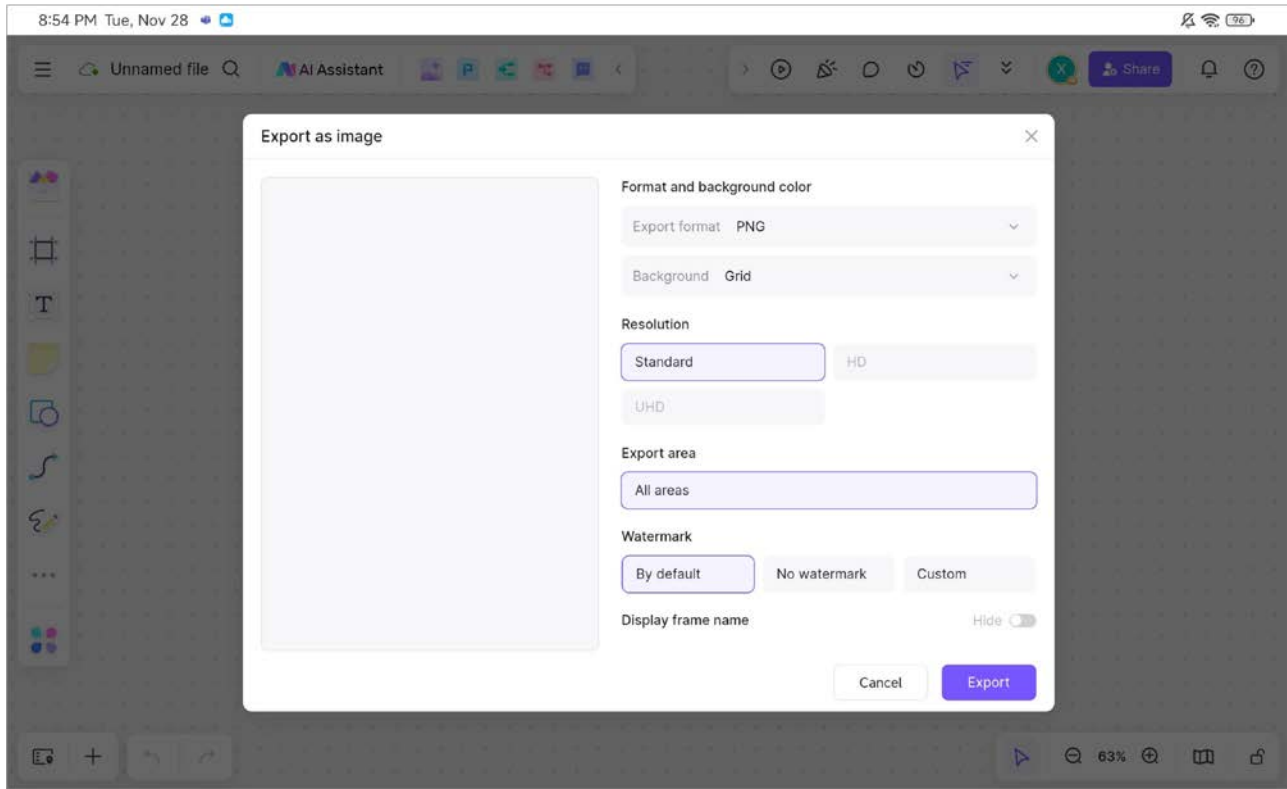


5.1.5 Settings - Export as other formats

Click on **Settings - Export to other formats** to export the whiteboard as a file in other formats.

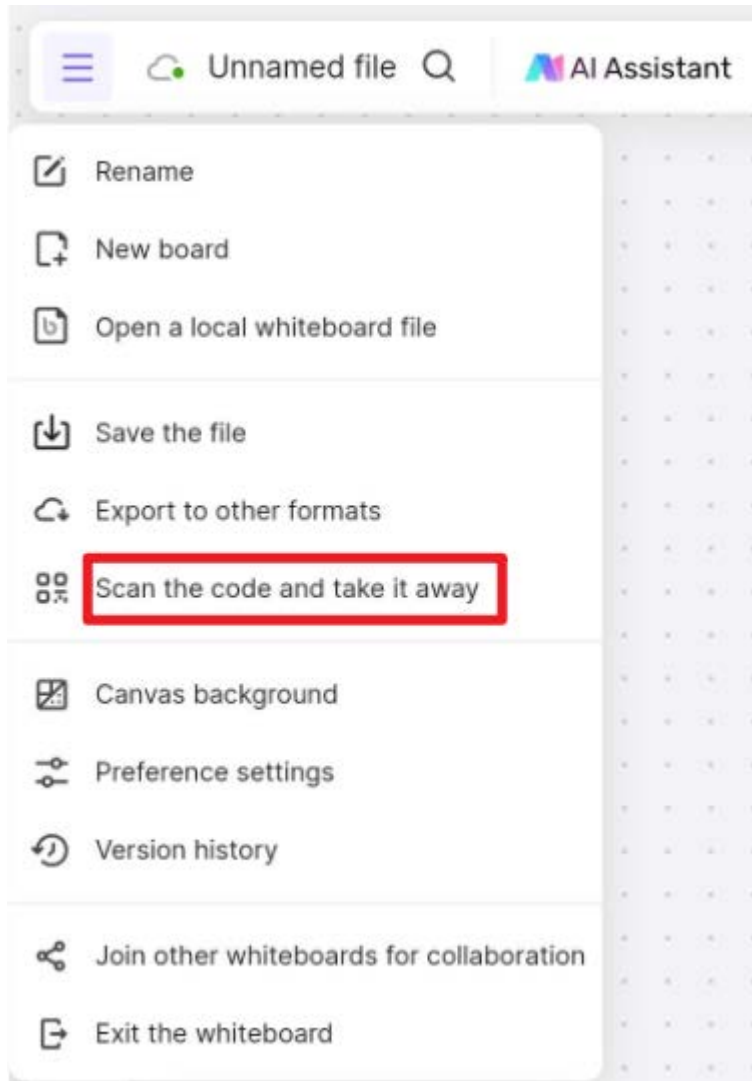


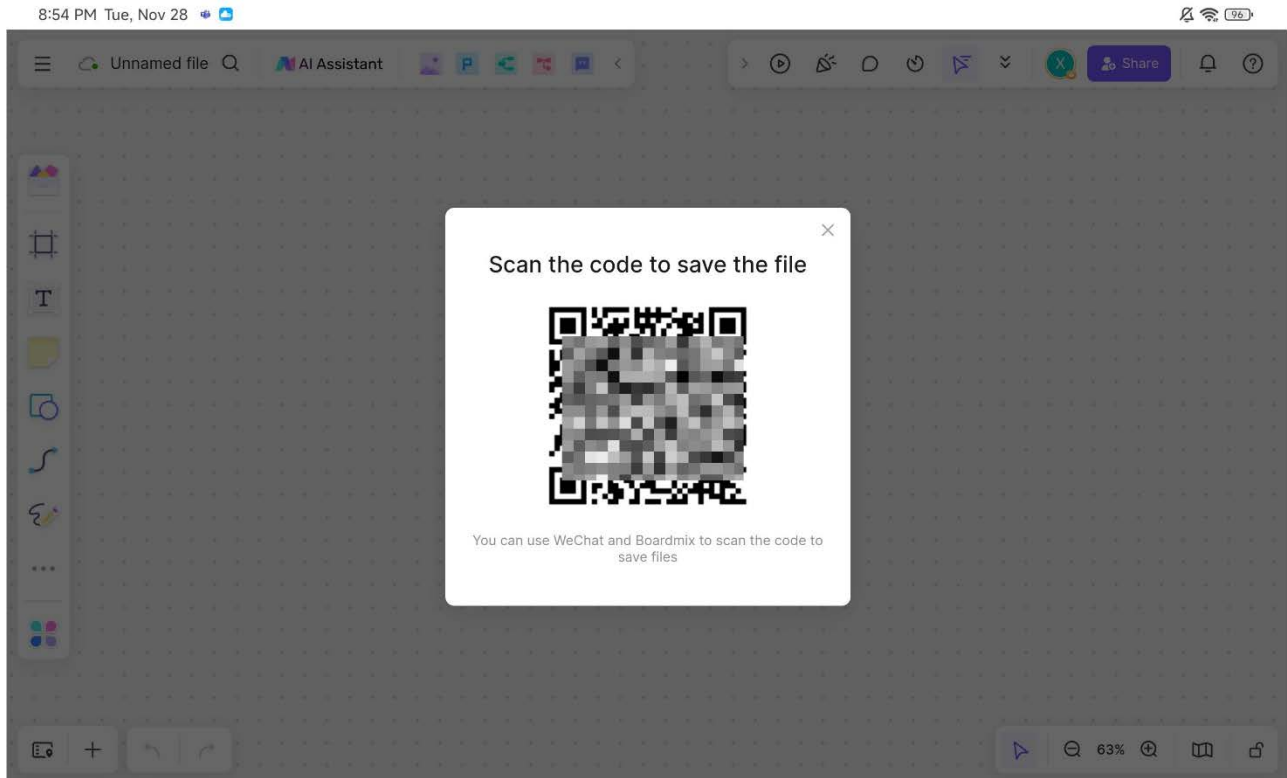
Support exporting in PNG and JPG formats, with the option to choose from three background colors: current grid color, transparent background, and white background. Support exporting images with three levels of clarity: standard, high-definition, and ultra-high-definition (@1x, @2x, @3x). You can choose to export the entire area or export by page.



5.1.6 Settings - Scan the QR code and take it away

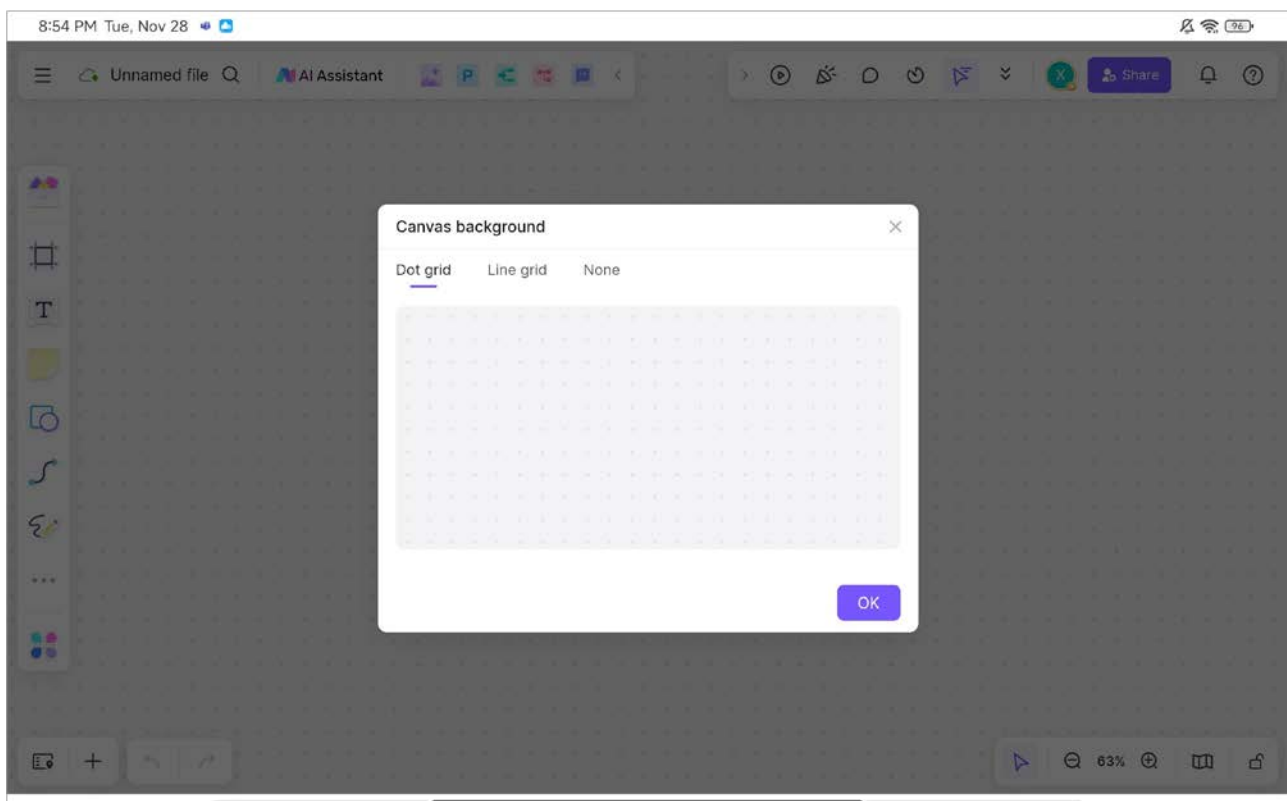
Click on **Settings - Scan the QR code and take it away** to save the current whiteboard file to your own files.





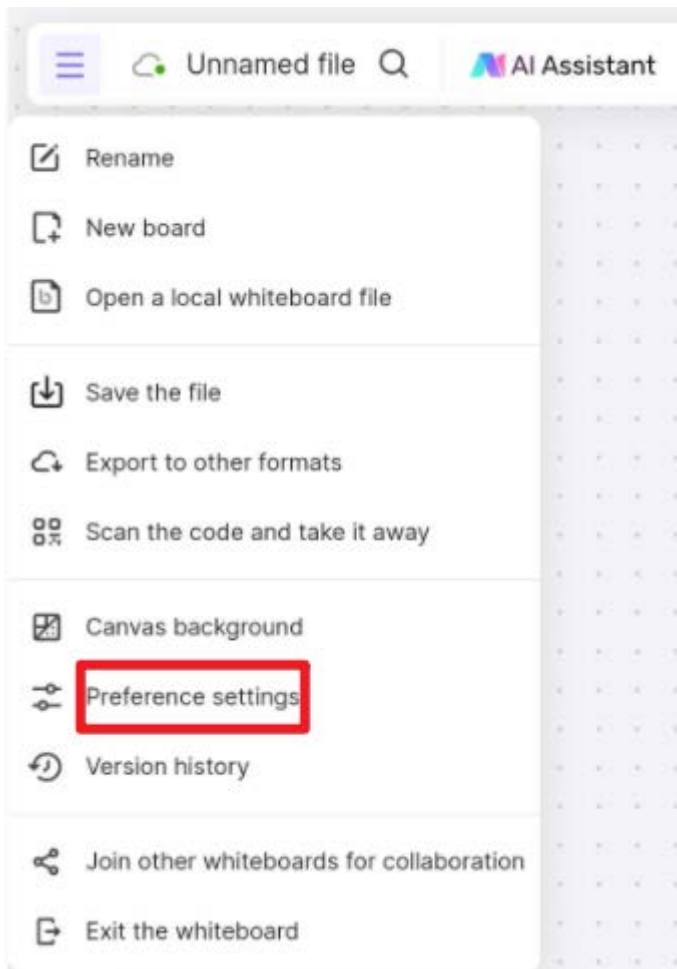
5.1.7 Settings - Canvas background

Click on **Settings - Canvas background** to set the background. You can choose from three background modes: dot background, grid background, and solid color background.



5.1.8 Settings - Preference settings

Click on **Settings - Preference settings** to set the canvas based on your preferences.



Collaborator cursors: The movement of collaborators' cursors and their name will be displayed in real time in a collaborative file. If you do not want to be bothered, you can disable this option to hide the cursors of yourself and other collaborators.

Snap maps: If you want to move the mind map without snapping other mind maps, you can disable the option.

Connection line absorption: Enabling the option will automatically snap the connection line to the shape when it is moved close to the element.

Guides alignment: DeepHub allows you to align objects with guides, which helps you manage the objects better on the canvas. You are suggested to enable this option all the time because this feature helps you enhance your efficiency.

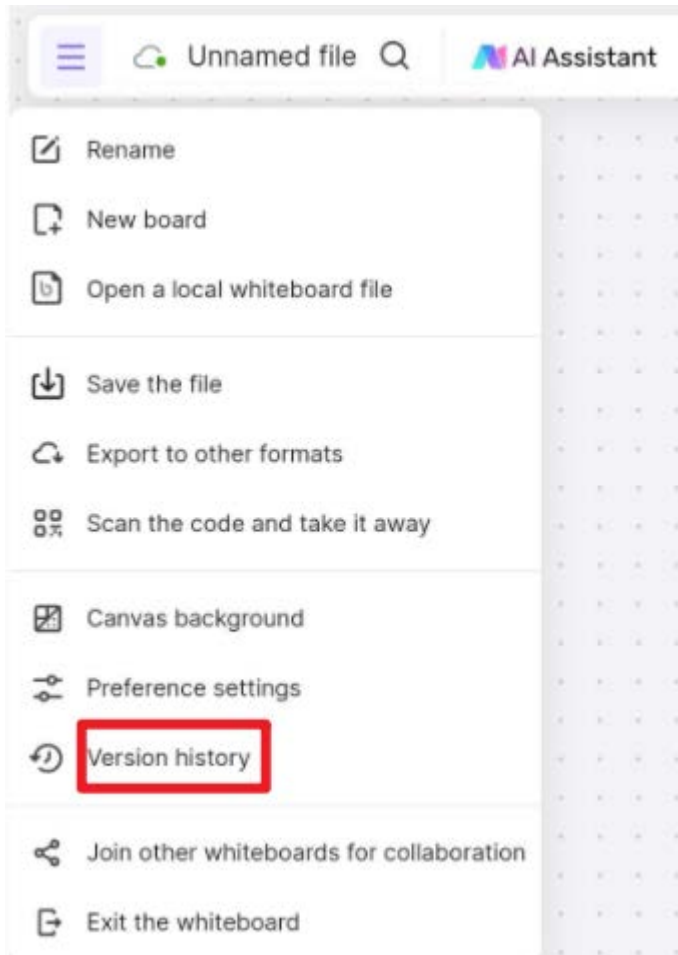
Subframe name: When a subframe is embedded in another frame, if you want to show the name of it, you can enable this option.

Image name: When this option is enabled, the names of the images on the canvas will be shown.

Reused style: Enabling this option to inherit the latest style of texts.

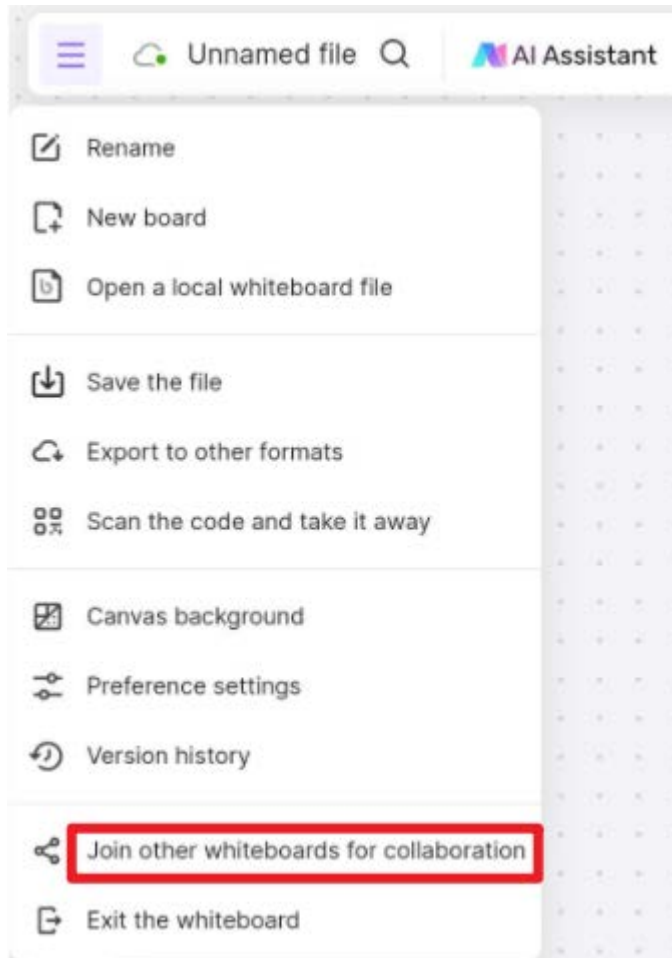
5.1.9 Settings - Version history

Click on **Settings - Version history** to view the historical versions of the current whiteboard file.



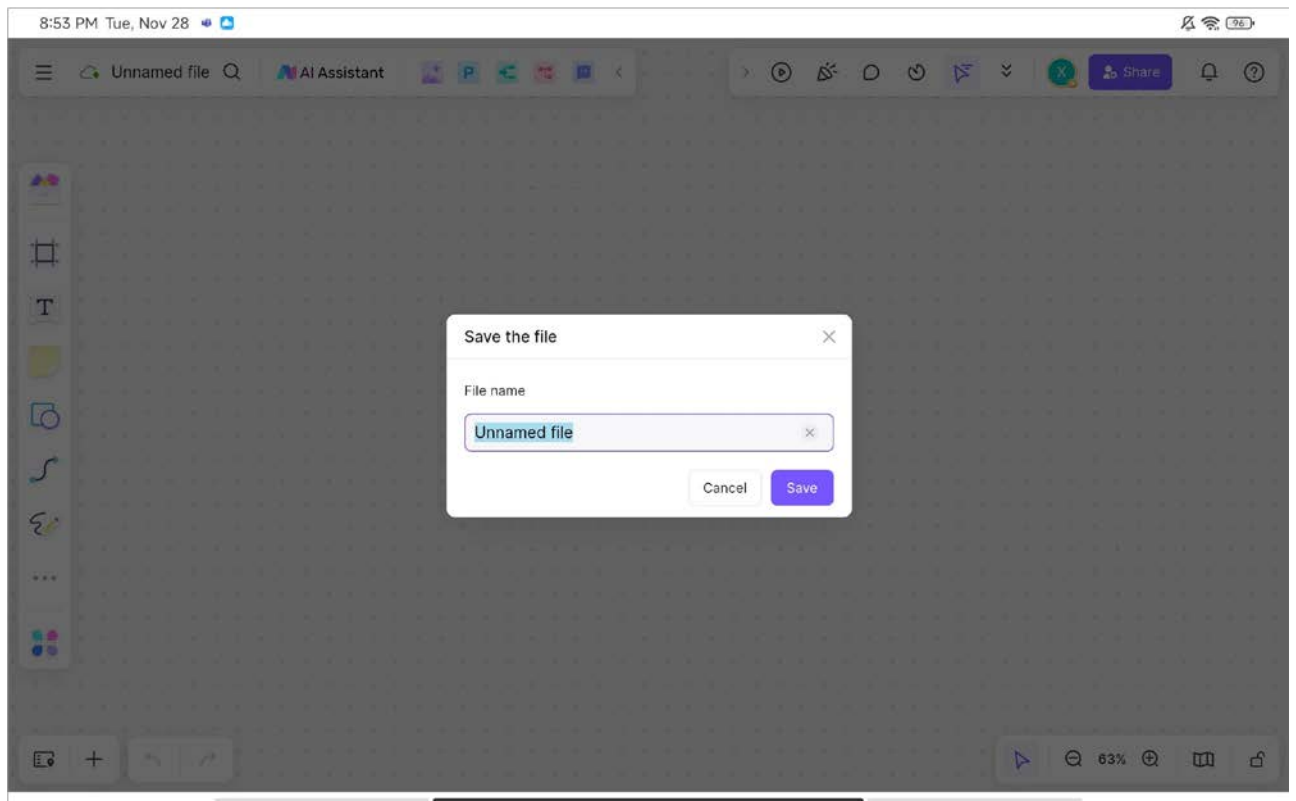
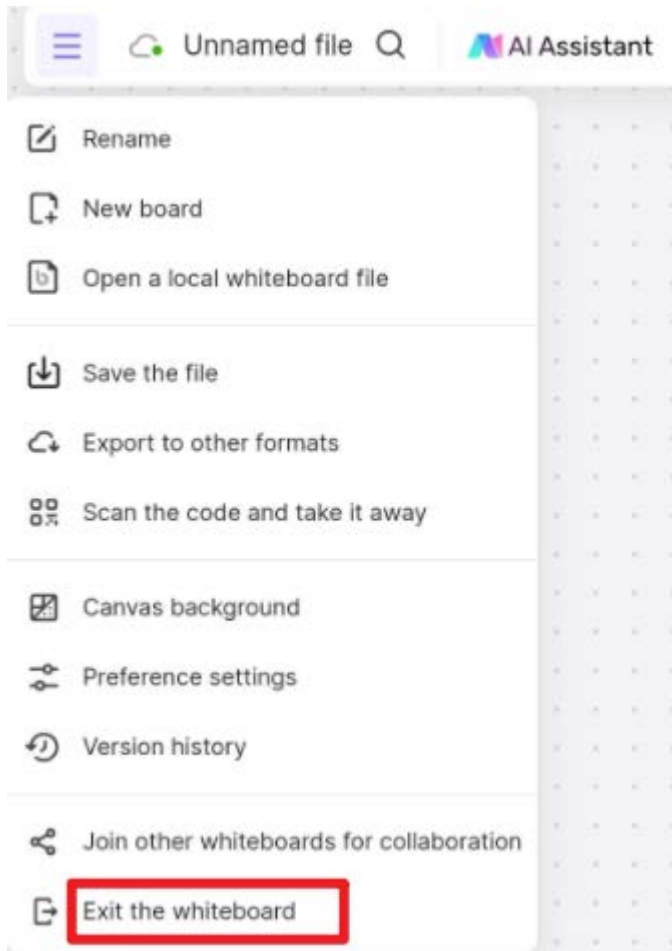
5.1.10 Settings - Join other whiteboards

Click on **Settings - Join other whiteboards for collaboration**, and then enter the whiteboard invitation code to join another whiteboard file for collaboration. Please note that when switching to another whiteboard, if you want to save the current whiteboard file, make sure to save it in advance.



5.1.11 Settings- Back to home

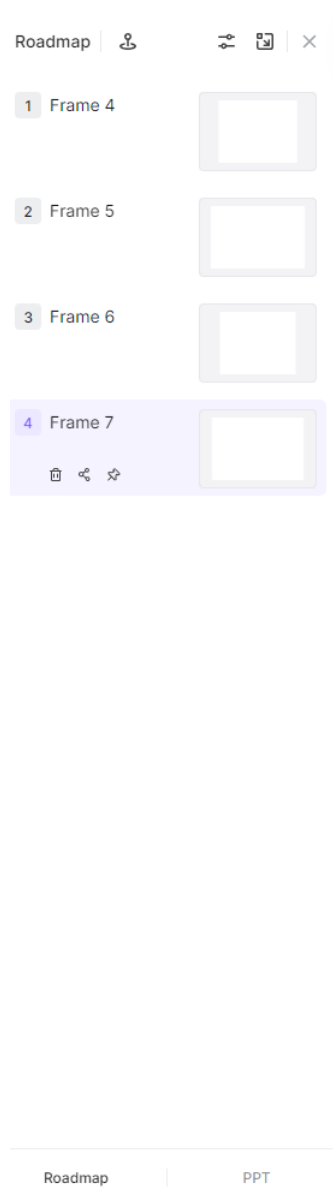
Click on **Settings** - **Exit the whiteboard** to go back to the workplace of DeepHub. Remember to save the file in advance.



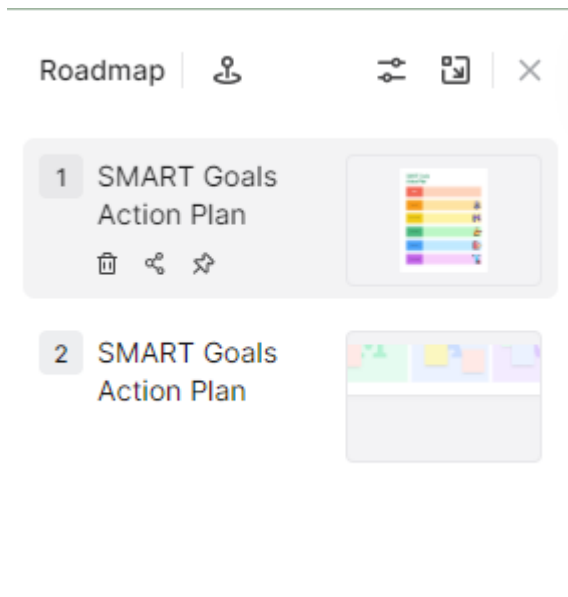
Chapter 6. Roadmaps

Serving the knowledge maps created by users, this tool allows content sharing with collaborators for viewing along specified routes, and it can also be used to organize one's own knowledge structure. You can achieve the following scenarios:

- Want to build a knowledge tree by linking different pieces of information together, or users want to link content within the same document.
- Want to quickly establish paths to find content efficiently.
- Want to present connected content directly in the current file instead of creating a new one during presentations. It could be just a few words or even a single object.
- Want to establish connections between different pieces of content.
- Want to create multiple paths of content associations.
- Want to share content with others, showcasing the connected paths.



6.1 Roadmap list

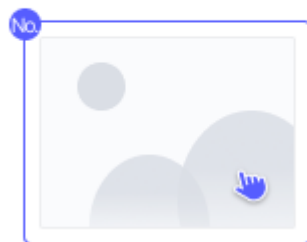


6.2 Create and delete roadmaps

You can add any object or area from the canvas to the roadmap in various ways:

1. Add an area to roadmaps: Click the roadmap button to enter the roadmap mode. Press the left mouse button, drag and select an area on the canvas. This will add it to the roadmap.
2. Delete a roadmap: Select the roadmap, and click the delete button in the bottom left corner to remove it.

1. Press X and double-click the element to add it to the roadmap.



3. Add Elements to the Roadmap:

Method 1: Click the roadmap button or use the shortcut key X to enter roadmap mode. Double-click on an object to add a roadmap node, and double-click again to remove the roadmap node.

Method 2: In the regular canvas editing mode, right-click on a canvas object, select "Add to roadmap," to complete the operation.

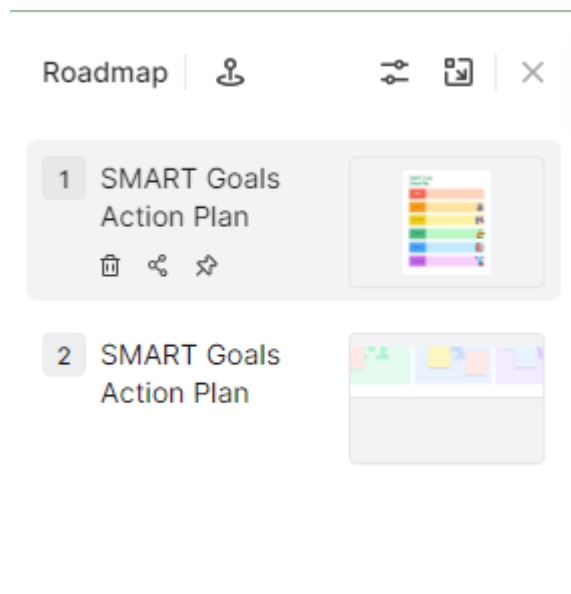
4. Enable the setting **Add frame to roadmap automatically**, then frames created on the canvas will be automatically added as roadmap nodes.

6.3 Multiple display methods of roadmaps

1. Thumbnail mode for the list view: Objects or areas added to the roadmap nodes will automatically create a thumbnail, making it convenient for you to quickly adjust the order and locate the nodes you want to modify (you can drag nodes up or down under the roadmap list to change the order of roadmap nodes).



2. Name mode for the roadmap list: You can give a name for your roadmap node. Switching to the name mode allows you to have a clearer view of the canvas directory you have created.



3. Switch display mode: In the roadmap list, choose "Switch display mode" to facilitate a more immersive experience for quickly locating objects, editing, and viewing display effects within the editor.



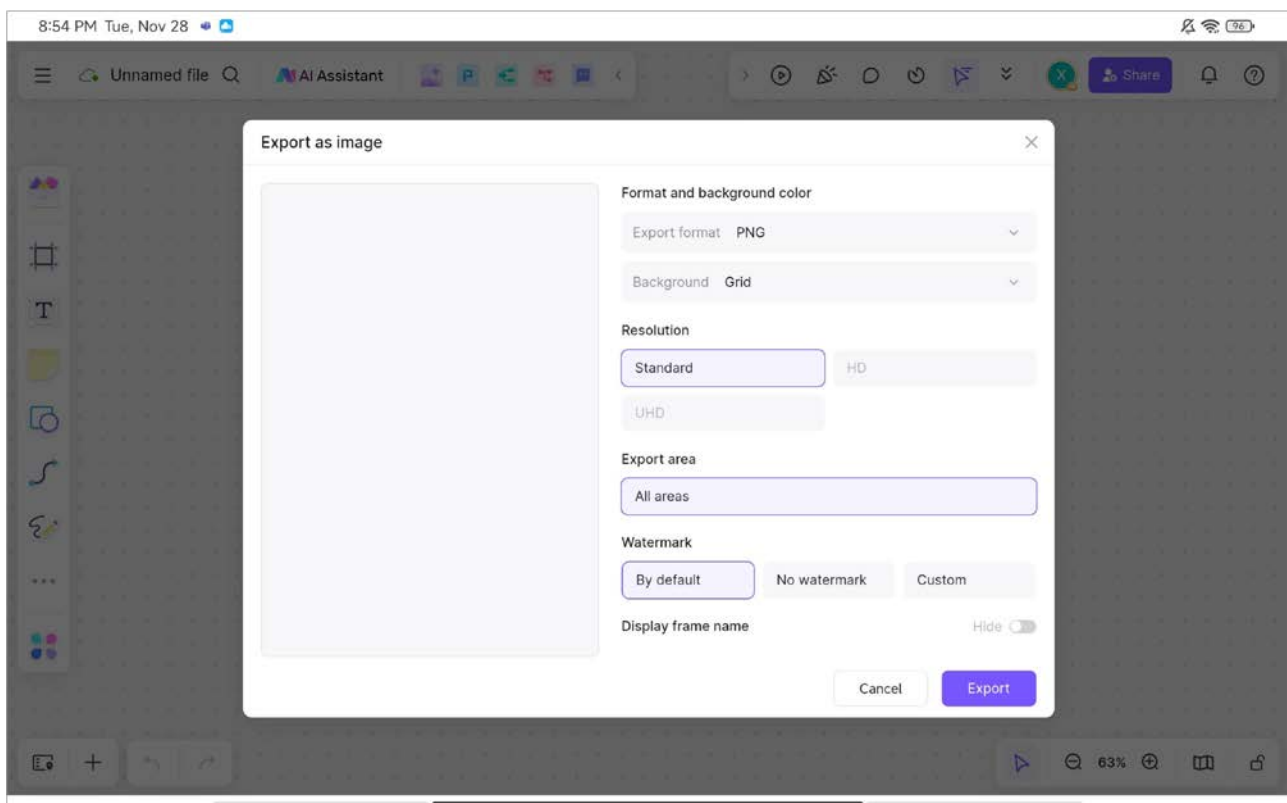
4. Roadmap mode: In roadmap mode, you can double-click on an object to add it as a roadmap node or drag and select an area to add it as a roadmap node.



FAQs

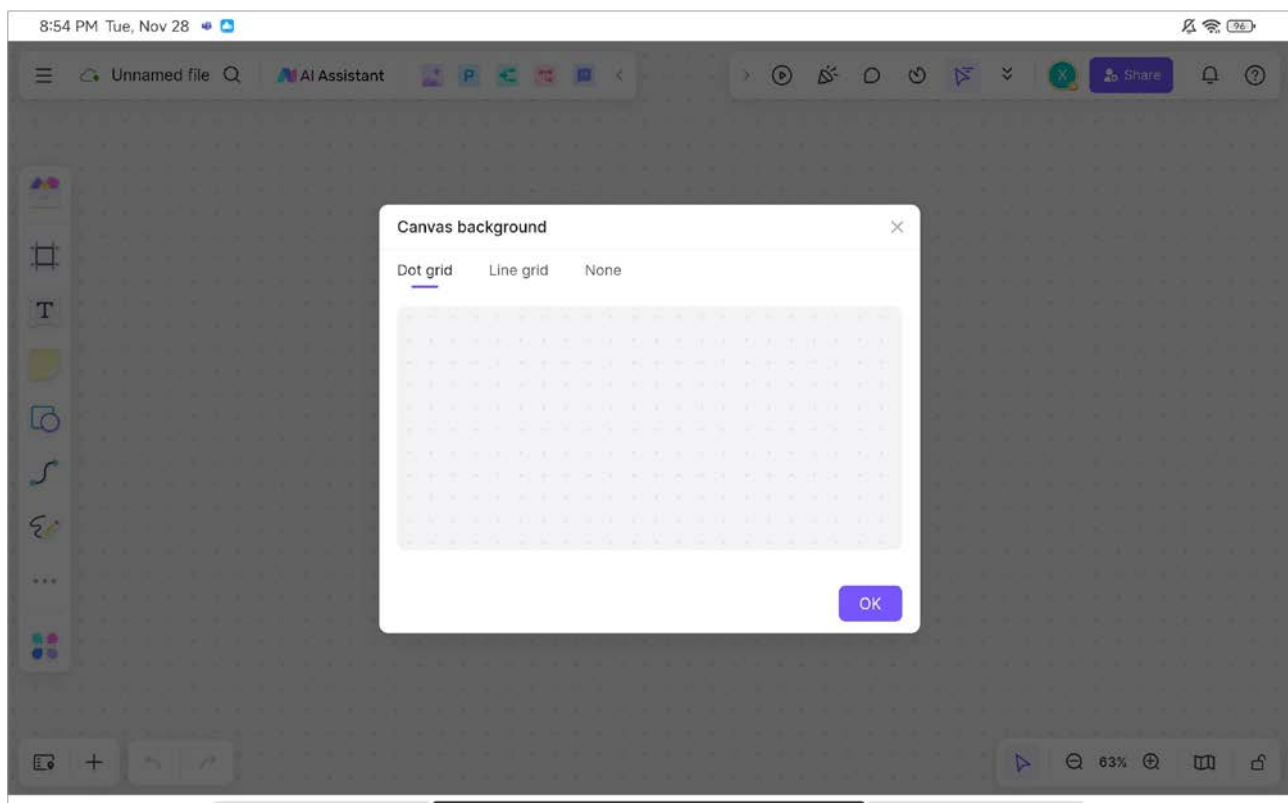
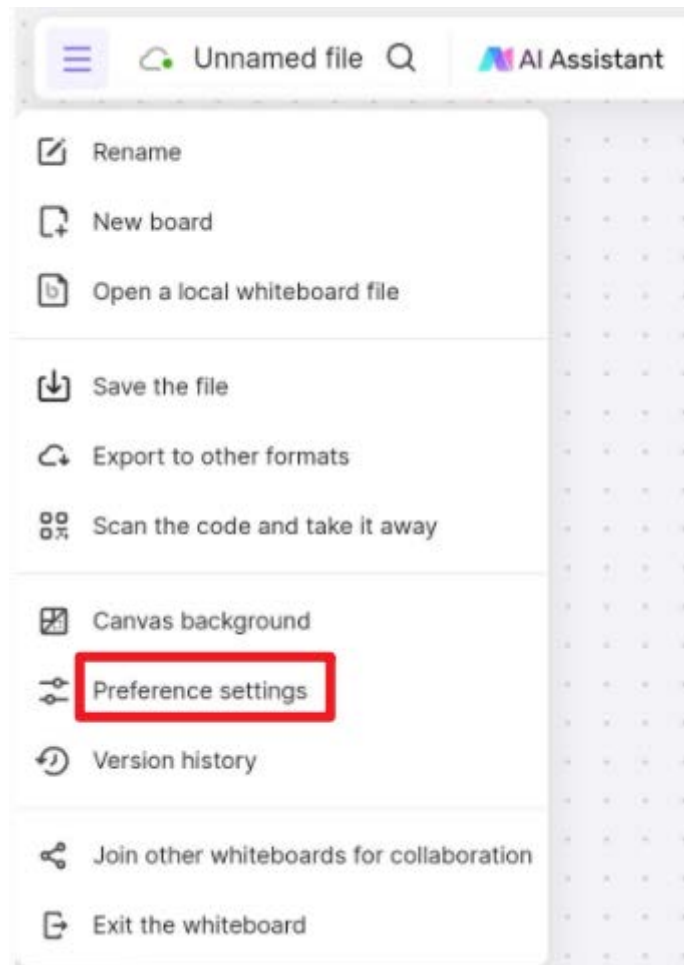
1. How to export canvas content?

1. Click on the top-left corner **Save the file** to export.
2. Select canvas objects, click on the toolbar ... - **Export**, or right-click to bring up the menu bar for export.



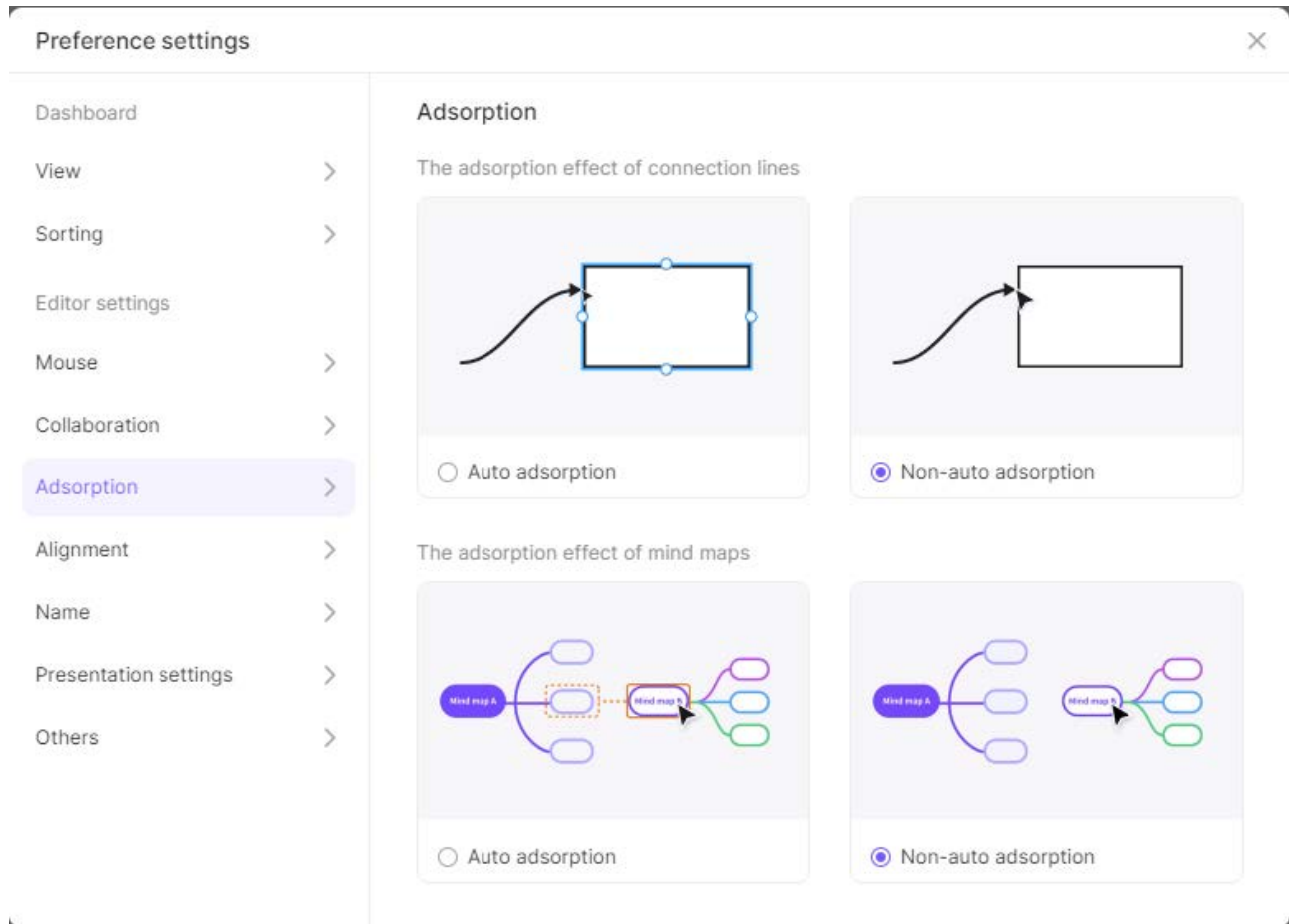
2. How to adjust canvas background

- Choose the top-left corner **Preference settings - Canvas background**, select a background, then click the **OK** button to change the background.



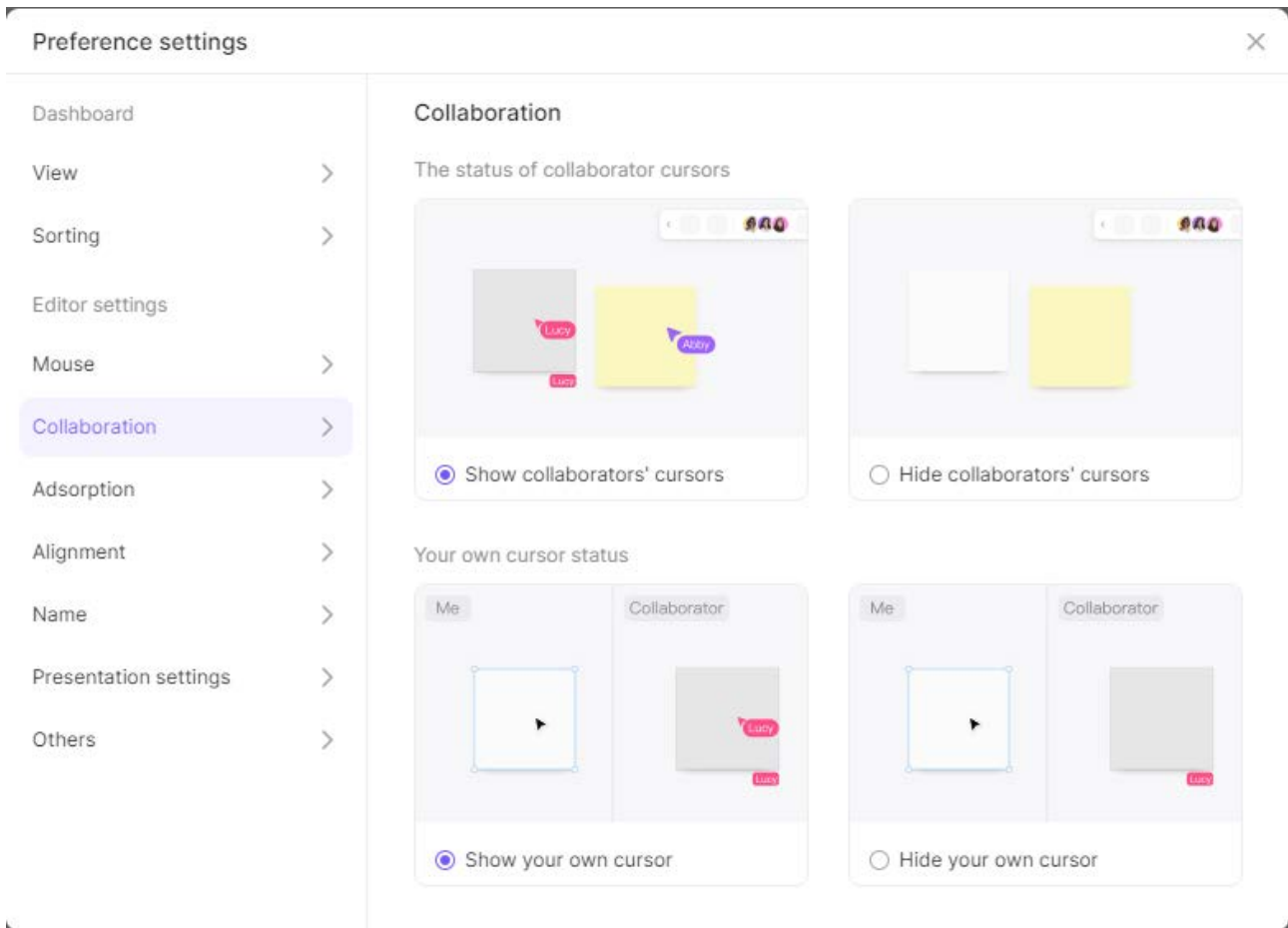
3. How to disable connection line adsorption?

- Click on **Preference settings**, choose "Non-auto adsorption."



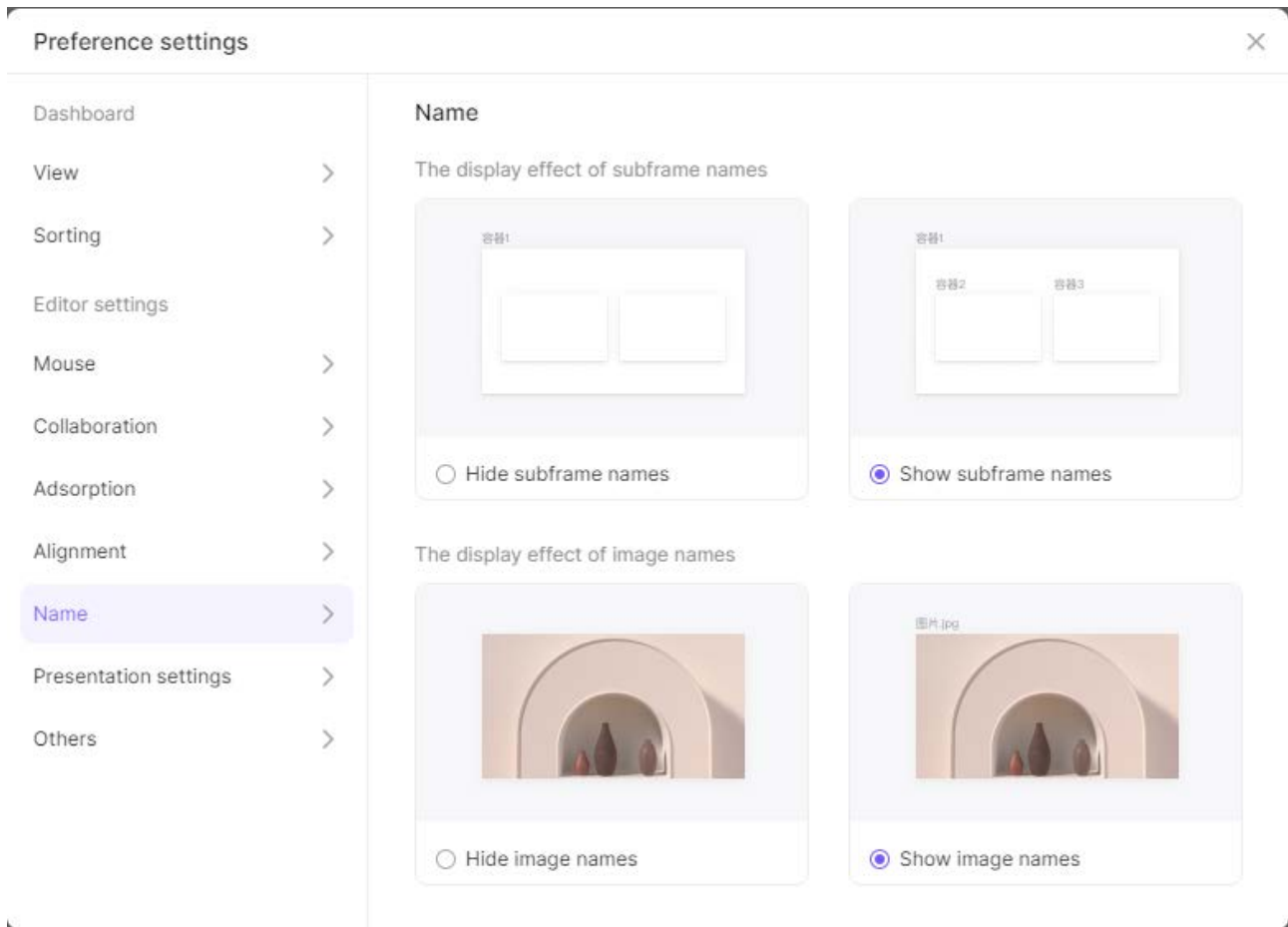
4. What is the collaborator cursor, and how do I disable it?

- The collaborator cursor displays how many collaborators are currently active on the same document canvas.
- You can adjust the display of collaborator cursors through the preference settings.



5. Why is the sub-frame name not displaying?

Click on the Preference settings and choose to show sub-frame names.

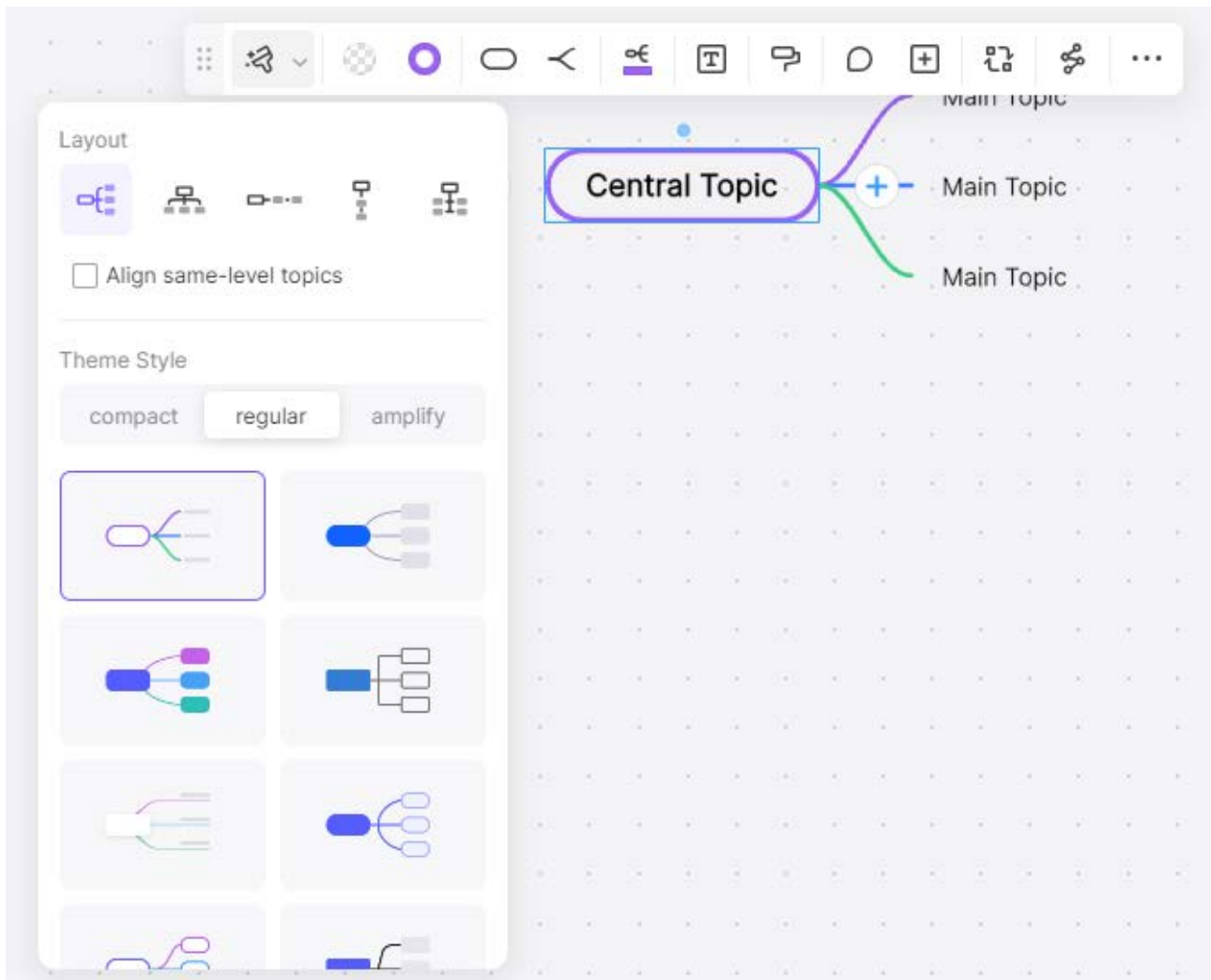


6. How to save the current version of file?

Use the shortcut keys Ctrl + Alt + S to add it to the version history manually.

7. How to modify the overall style of a mind map?

- Click the parent nodes of a mind map and click the style button to finish the operation.

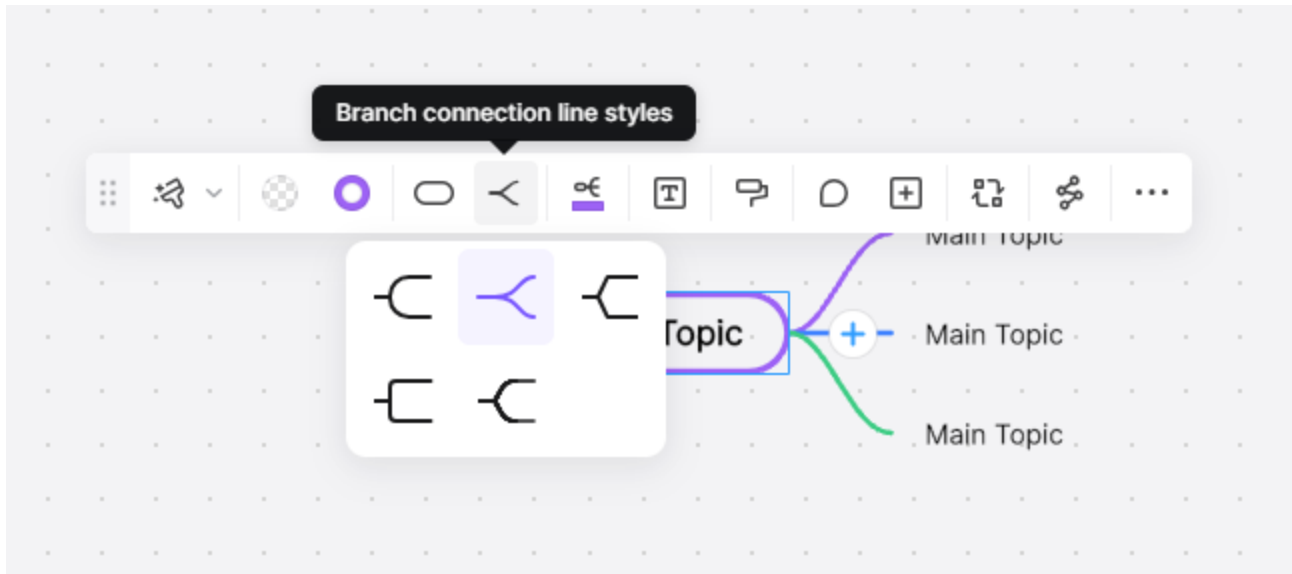


8. Why are images not displaying when uploading Xmind files?

- Currently, we only support parsing text nodes in the Xmind file and are unable to parse images.

9. How to modify the connection line styles of a mind map?

- Click on the branch of a mind map and choose the line type switching button to modify the style.



10. How to achieve line wrapping in mind map text?

Press Shift and Enter keys altogether for line wrapping.

11. Why is there no response when clicking on preview after embedding a third-party product?

After clicking preview, there will be a loading time. Please wait for a moment.

Appendix 1 Cybersecurity Recommendations

Cybersecurity is more than just a buzzword: it's something that pertains to every device that is connected to the internet. IP video surveillance is not immune to cyber risks, but taking basic steps toward protecting and strengthening networks and networked appliances will make them less susceptible to attacks. Below are some tips and recommendations from Dahua on how to create a more secured security system.

Mandatory actions to be taken for basic device network security:

1. Use Strong Passwords

Please refer to the following suggestions to set passwords.

- The length should not be less than 8 characters.
- Include at least two types of characters; character types include upper and lower case letters, numbers and symbols.
- Do not contain the account name or the account name in reverse order.
- Do not use continuous characters, such as 123, abc, etc.
- Do not use overlapped characters, such as 111, aaa, etc.

2. Update Firmware and Client Software in Time

- According to the standard procedure in Tech-industry, we recommend to keep your device (such as NVR, DVR, IP camera, etc.) firmware up-to-date to ensure the system is equipped with the latest security patches and fixes. When the device is connected to the public network, it is recommended to enable the "auto-check for updates" function to obtain timely information of firmware updates released by the manufacturer.
- We suggest that you download and use the latest version of client software.

"Nice to have" recommendations to improve your device network security:

1. Physical Protection

We suggest that you perform physical protection to device, especially storage devices. For example, place the device in a special computer room and cabinet, and implement well-done access control permission and key management to prevent unauthorized personnel from carrying out physical contacts such as damaging hardware, unauthorized connection of removable device (such as USB flash disk, serial port), etc.

2. Change Passwords Regularly

We suggest that you change passwords regularly to reduce the risk of being guessed or cracked.

3. Set and Update Passwords Reset Information Timely

The device supports password reset function. Please set up related information for password reset in time, including the end user's mailbox and password protection questions. If the information changes, please modify it in time. When setting password protection questions, it is suggested not to use those that can be easily guessed.

4. Enable Account Lock

The account lock feature is enabled by default, and we recommend you to keep it on to guarantee the account security. If an attacker attempts to log in with the wrong password several times, the corresponding account and the source IP address will be locked.

5. Change Default HTTP and Other Service Ports

We suggest you to change default HTTP and other service ports into any set of numbers between

1024–65535, reducing the risk of outsiders being able to guess which ports you are using.

6. Enable HTTPS

We suggest you to enable HTTPS, so that you visit Web service through a secure communication channel.

7. MAC Address Binding

We recommend you to bind the IP and MAC address of the gateway to the device, thus reducing the risk of ARP spoofing.

8. Assign Accounts and Privileges Reasonably

According to business and management requirements, reasonably add users and assign a minimum set of permissions to them.

9. Disable Unnecessary Services and Choose Secure Modes

If not needed, it is recommended to turn off some services such as SNMP, SMTP, UPnP, etc., to reduce risks.

If necessary, it is highly recommended that you use safe modes, including but not limited to the following services:

- SNMP: Choose SNMP v3, and set up strong encryption passwords and authentication passwords.
- SMTP: Choose TLS to access mailbox server.
- FTP: Choose SFTP, and set up strong passwords.
- AP hotspot: Choose WPA2-PSK encryption mode, and set up strong passwords.

10. Audio and Video Encrypted Transmission

If your audio and video data contents are very important or sensitive, we recommend that you use encrypted transmission function, to reduce the risk of audio and video data being stolen during transmission.

Reminder: encrypted transmission will cause some loss in transmission efficiency.

11. Secure Auditing

- Check online users: we suggest that you check online users regularly to see if the device is logged in without authorization.
- Check device log: By viewing the logs, you can know the IP addresses that were used to log in to your devices and their key operations.

12. Network Log

Due to the limited storage capacity of the device, the stored log is limited. If you need to save the log for a long time, it is recommended that you enable the network log function to ensure that the critical logs are synchronized to the network log server for tracing.

13. Construct a Safe Network Environment

In order to better ensure the safety of device and reduce potential cyber risks, we recommend:

- Disable the port mapping function of the router to avoid direct access to the intranet devices from external network.
- The network should be partitioned and isolated according to the actual network needs. If there are no communication requirements between two sub networks, it is suggested to use VLAN, network GAP and other technologies to partition the network, so as to achieve the network isolation effect.
- Establish the 802.1x access authentication system to reduce the risk of unauthorized access to private networks.

- Enable IP/MAC address filtering function to limit the range of hosts allowed to access the device.

More information

Please visit Dahua official website security emergency response center for security announcements and the latest security recommendations.

ENABLING A SAFER SOCIETY AND SMARTER LIVING

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