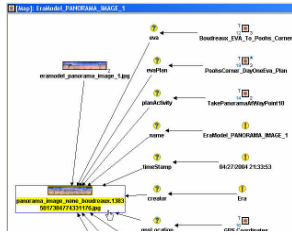# Compendium Quick Reference

Compendium is a set of templates, methods, and tools used for applications such as issue mapping in meetings; requirements generation and analysis; meeting management (agendas, minutes); action item and issue tracking; requirements management; classification; management templates; testing and reference databases.

Web site: http://compendium.open.ac.uk/institute/
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Connecting: Through *File / Database Administration* you may choose to work with the built-in Derby database manager, or with a MySQL database, either on the local machine or externally. Then, create a project (*File / New or Ctrl + n*) or open an existing project (*File / Open or Ctrl + o*).

Nodes, links and views: Ideas are expressed as icons (or Nodes). They can be moved around, and connected to other ideas via *Links*. Nodes are contained in *Views*. There are two kinds of view: a Map, in which nodes can be placed anywhere in a 2D space, and a List, which organizes nodes in a sortable column. Views can contain other views.

Creating nodes: Drag from node dock; choose from right-click menu, or use keyboard shortcuts (shown below).

Standard node types:

	Node Type	Shortcut
	Question: Ask a question or raise an issue.	q, ?, /
	Answer (or Idea): Provide a possible answer or alternative to a question.	a,i,p,!,1
	List View: (a) Create a sortable list of nodes **(b)** Hold the results of a search (e.g. create a catalogue of items) **(c)** Create a collection of nodes that don't need to be linked with each other (via associative links).	l
	Map View: (a) Create a "picture" of the relationships between ideas (b) Group questions and ideas together in meaningful clusters (c) Create associative links between nodes.	m
	Pro: Support an idea.	+ , =
	Con: Argue against an idea. -	-
	Note: Provide extra information about another node or the current view.	n
	Decision: Resolve a question ± link it to an idea, or right-click on idea to change directly to a decision node.	
	Reference: Bring in a link to an external file (such as a spreadsheet, picture or document). (or drag and drop the file directly onto the map)	r
	Argument: Present a general argument, usually in response to an answer or position.	u

Create new linked nodes: Use *Alt + the shortcut key* to create a new node linked to the selected node.
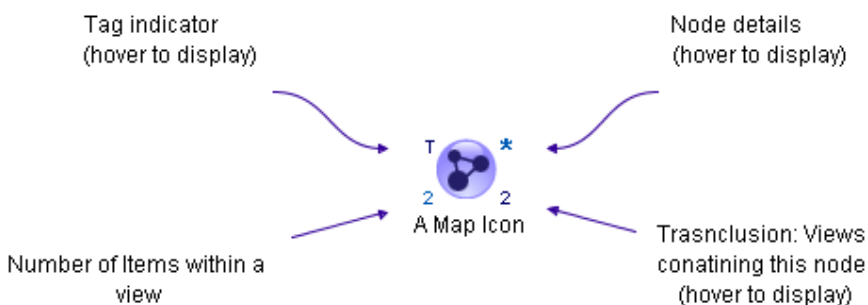**Change node type:** *Shift + Alt + the shortcut key*

Images can be placed directly into a view, or assigned to a node as the icon or map background picture.
If **image rollover** is enabled, a larger view appears when mouse moves over an image node.

Reference nodes link in documents and websites. Drag a file from anywhere into a map or list. Or, create node by hitting the R key or dragging the reference icon from the node toolbar, and then specifying file or URL manually. Double-click to open link or document.

Reference icons:

Generic, Web link, Word, Excel, PowerPoint, Access, PDF, Java, XML, Text, Multimedia

Anatomy of a Node:

Tag indicator
(hover to display)

Node details
(hover to display)

T   *

2   2

A Map Icon

Number of Items within a
view

Trasnclusion: Views
conating this node
(hover to display)

Relationships

You can create 3 types of relationships -- **associative, transclusive** and **categorical**

1. ⟶ **Associative relationships** (arrows) show connections between two or more ideas. Right-click and drag from start icon to finish icon. These links have properties such as labels and colors. Use Tools / Manage Link Groups... to predefine types of links.
2. **Transclusive relationships** (node copies) show the same idea in multiple contexts (i.e. in different Maps or Lists). Right-click a node and copy it to the clipboard, then paste it in another map or list. Editing a node in one view instantly updates the same node in all other views. If you have the Transclusion Indicator checked on (under the View menu), then a number in the lower right corner of the icon shows in how many contexts that idea has come up (e.g. 4). Right-click on a node and select Views to display all maps or lists in which that idea appears. The Favorites menu lists nodes you may want to use in several places. Right -click a node and Add to favorites.
3. **Categorical relationships** associate tags with multiple icons. Views / Tag View opens the Tag side bar. There is also a Tag toolbar for quick tagging. Tags enable searches, cross-references and on-the-fly creation of specialized maps and lists.

Navigation and editing

Zoom: Select from *View / Zoom menu*, or use **F2** to zoom in stages (loops round); **F3** to zoom to fit, or **F4** to focus on selected node

Aerial view: View / Aerial view shows miniature version of map. It can be manipulated like the full map.

Home view to top-left of window: Home key. **Close view**: *Ctrl + w* or *Ctrl + Enter*.

Add some space: Alt + drag in an open area. **Close up space**: *Alt + Shift + drag* .

Arrange icons: **View / Arrange or Ctrl + r.**

Select node and all children: *Alt + click* on node.

Select node and parents back to root node: *Alt + shift + click*

Select multiple nodes: Drag box around them.

Searching

(Edit / Search or Ctrl + f) Search all maps and lists and find each matching node. Search by keyword, by author, by type of node, by creation or modification date, etc.

Importing and Exporting

Exporting data: (*File / Export*) Compendium can convert its databases into two HTML-based web formats:
1. **A textual listing of nodes** (a hierarchical map becoming an indented outline), viewable through a web browser or Word. 2. **Visual maps** that can be viewed through the Internet Explorer web browser (for Windows only). Additionally, there are options to export as a JPEG image or as XML.

Importing data: (*File / Import*) Import options include importing from an XML file, or bringing in the contents of an image folder.

Other

Stencils (*Tools / Open Stencil or Manage Stencils...*) are collections of images defined for use as custom icons.

Workspaces offer a way to name a grouping of open windows and instantly recall it later.

The Scribble Pad (*Tools / Activate Scribble Pad*) provides a toolkit to draw directly in a map.

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