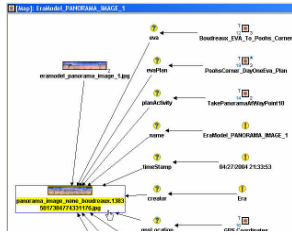


# Compendium Quick Reference



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
	<b>Question:</b> Ask a question or raise an issue.	q, ?, /
	<b>Answer</b> (or Idea): Provide a possible answer or alternative to a question.	a,i,p,!,1
	<b>List View:</b> (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
	<b>Map View:</b> (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
	<b>Pro:</b> Support an idea.	+ , =
	<b>Con:</b> Argue against an idea.	-
	<b>Note:</b> Provide extra information about another node or the current view.	n
	<b>Decision:</b> Resolve a question ± link it to an idea, or right-click on idea to change directly to a decision node.	
	<b>Reference:</b> 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
	<b>Argument:</b> 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*

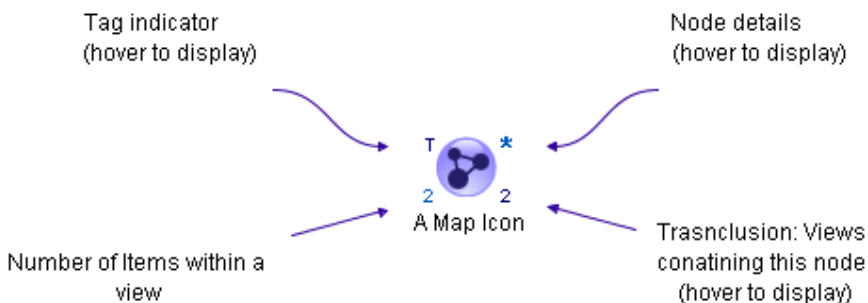
**Images** can be placed directly into a view, or assigned to a node as the icon or map background picture. If **image rollover** is enabled, a larger view appears when mouse moves over an image node.

**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:



## Anatomy of a Node:



## 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.