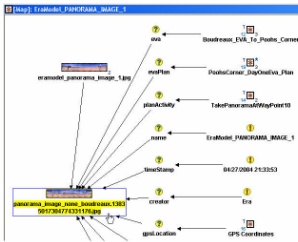


# Compendium 1.4 Quick Reference



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://www.compendiuminstitute.org>

Software copyright © Verizon and The Open University

**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 shortcut. [Windows key combinations shown]

## Standard node types:

**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. d

**Reference:** Bring in a link to an external file (such as a spreadsheet, picture or document). r (or drag and drop the file directly onto the map)

**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*

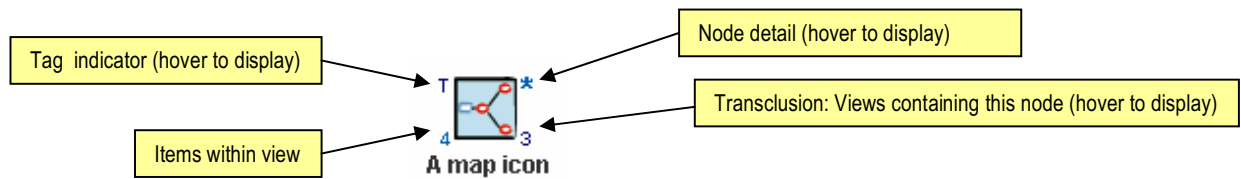
**Images** can be placed directly into a view, or assigned to a node as the icon or map background picture. If **image rollover** is enabled, a larger view appears when mouse moves over an image node.

**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:



## Relationships

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

————→ **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.

**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**.

**Categorical relationships** associate *tags* with multiple icons. *Right-click icon and select "Tags"* or use *Ctrl + t* or *Alt + x* with node selected. Tags enable searches, cross-references and on-the-fly creation of specialized maps and lists.

**Tag groups:** Groups of tags can be created and maintained to support different tasks. Choose *Tools / Tags...* from the menu.

## 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.

**Catalogues** are collections of nodes in the same category (or categories). To create, open a new map or list window, then execute a Search. When results appear, select items then insert them into current view.

**Google search:** Use node right-click menu to do a Google search for that node label.

**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.

**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.