

## A Quick Guide to Using the Software Gephi

Opening the file:

1. Once the program is open go to 'file'
2. Click on 'open...'
3. Click on the desired file
4. Click 'open'

Filtering knowledge flows by type of knowledge:

1. On the right hand side of the window click on 'filters'
  - a. If this is not available:
    - i. Click on 'window'
    - ii. Click on 'filters'
2. Click on the plus sign to the left of the 'Attributes' folder
3. In the 'Attributes' folder click on the plus sign next to 'Partition'
4. Click and drag 'knowledge (Edge)' to below the window and drop under 'Queries' where it may say "Drag Filter Here"
5. At the bottom right of the window under 'Partition (knowledge) Settings' click on the box to the left of the desired type of knowledge. (Click on as many as desired to view at once)
6. Press 'Filter' at the bottom right of the window
7. The map should now be filtered by type of knowledge flow

The same process above can be used to filter the map by:

- Degree of connectedness (amount of connections or flows into and out of the organization)
- Amount of effort to maintain the relationship in hours
- Group that a stakeholder is in
- Organization type
- Any other future desired variable inputted into the program

Uploading data from a spreadsheet:

1. There are two sets of data required: nodes, and edges
  - a. Nodes refer to the circles on the graph, which for these maps are the stakeholders
  - b. Edges are the connections between the stakeholders
  - c. For formatting: copy the layout in the excel spreadsheets
2. Click on 'File' in the top left
3. Click on 'Import Spreadsheet...'
4. Locate and select the file containing data for the nodes
5. Click on 'Open'
6. Ensure that on the right side under: 'Import as:' 'Nodes table' is selected
7. Click on 'Next'
8. Make sure 'New workspace' is checked, and Edges merge strategy is set to 'Don't merge'
9. Click on 'OK'
10. Ensure for each column that the type of data is correctly selected (integer, boolean, string... etc.)
11. Click on 'Finish'
12. Checking the Data Laboratory, the nodes should be successfully imported
13. Click on 'File'
14. Click on 'Import Spreadsheet...'
15. Locate and select the file containing data for the edges

16. Click on 'Open'
17. Ensure that on the right side under: 'Import as:' 'Edges table' is selected
18. Click on 'Next'
19. Ensure for each column that the type of data is correctly selected (integer, boolean, string... etc.)
20. Click on 'Finish'
21. Make sure 'New workspace' is checked, and Edges merge strategy is set to 'Don't merge'
22. Click on 'OK'
23. Checking the Data Laboratory, the edges should be successfully imported
  - a. In data laboratory change to edges by clicking on 'Edges' in the top left

Changing the size of the EcoCentre's node on the map (may be useful to better see the flows entering and exiting the EcoCentre):

1. Go to the 'Data Laboratory' view in the top left
2. Right click on the EcoCentre in the Nodes tab
3. Click on 'Set node size...'
4. Choose a desired size (I recommend 60-80)

Using the preview function: Before exporting the map as a pdf or image, it is useful to prepare for this in the preview tab at the top left.

1. In the overview tab select and run any desired filters
2. Change the color of the edges to the color in the overview tab:
  - a. In the left hand panel 'Preview Settings' under 'Edges' select the '...' to the right of 'Color'
  - b. Select 'Original'
  - c. Click on 'OK'
3. Change the thickness of the edges:
  - a. In the left panel under 'Edges' select the number to the right of 'Thickness'
  - b. Type in the desired size and press enter (I suggest a size of 2-3 to easily see all of the edges.
4. To change the background color:
  - a. In the bottom left next to the zoom function, click on 'Background'
  - b. Choose the desired color and click on 'OK'
5. To update the map click on 'Refresh' in the bottom left (this is necessary whenever a change is made to either the Overview or Preview

Suggested method to change the layout:

1. In the Overview tab click on 'window' and 'Layout'
  - a. Alternatively it may already be open in the left panel
2. Under 'Layout' in the left panel, from the dropdown menu above 'Run' choose 'Force Atlas'
3. Click on 'Run'
4. After a few seconds click on 'Stop'
5. In the dropdown menu click select expansion
6. Set the 'Scale factor' to 1.2
7. Click on 'Run' two to three times until the map is spread out enough such that it's readable.

Gephi is an open source software with a great deal of help posted online, if other questions arise search the issue/question and there is likely a document on it already online.

Not that in edges, double headed, or mutual flows, are entered as one edge directed one way and another directed the other way.