Preparation List WIPO Analytics Workshop

Information for Participants

## ACCOUNTS TO SIGN UP FOR:

Please ensure that you **sign up for the following accounts before the workshop**. Please follow the information below closely.

### Sign up for a Tableau Public Account (free) and download the Tableau Public software for your system.

<https://public.tableau.com/s/>

Make a note of your username and password and keep it somewhere accessible

### Sign up for Github account

Sign up for a free Github account from <https://github.com> and download Github Desktop for your operating system. Sign in to Github Desktop when downloaded.

### Sign up for an info.gram account (for infographics)

Sign up here: <https://infogr.am>

1. **Create an account on Rapidminer**

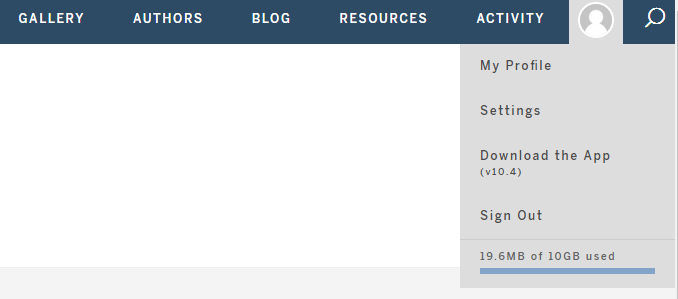
Sign up here: <https://my.rapidminer.com/nexus/account/index.html#signup?returnUrl=https%3A%2F%2Fmy.rapidminer.com%2Fnexus%2Faccount%2Findex.html%23home>

## SOFTWARE WHICH NEEDS TO BE INSTALLED (IT Technicians)

The following software and packages (RStudio) need to be installed.

## Tableau Public 10.4

Create an account on <https://public.tableau.com/s/> . Once your account was created, log in and under your profile icon you will see when hovering with your mouse over it **“Download the App v10.4”. Click to download.**



## Github Desktop

Install Github desktop for your operating system from <https://desktop.github.com/>

## Gephi 0.9.2

<https://gephi.org/users/download/> and choose your operating system.

**Very Important**. Check that Gephi will open and that it displays a welcome screen with example files. Click on one of those and it should display a network diagram.

When Gephi is open we need to **install some plugins**.

Go to:

Tools > Plugins > Available Plugins

In Available Plugins tick the box next to:

Convert Excel and csv Files to Networks

Then choose install and just keep clicking OK and Continue until you are asked to reboot Gephi.

## Install Open Refine (Google Refine)

Download and install Open Refine (known as Google Refine 2.7) from here:

<https://github.com/OpenRefine/OpenRefine/releases/download/2.7/openrefine-win-2.7.zip>

Open Refine/Google Refine works with the Chrome browser (and will not work with Internet Explorer). **Please ensure that Chrome is installed and set as the pre-defined web browser, so that Open Refine will open (show a start screen)**

## Install R and RStudio

We need to install R and then the user interface RStudio (we must have both).

**Step 1.** Install the version of R for your system (called base)

The link to download R is here <https://cran.rstudio.com/>

Choose Run and follow the instructions.

**Step 2.** Download the **Preview Version of RStudio** for your system from

<https://www.rstudio.com/products/rstudio/download/preview/>

## Install Rapidminer Studio 7.6

Use the <https://my.rapidminer.com/nexus/account/index.html#downloads> to download the version depending on your computer system (32 or 64bit)

### C .Install Packages in RStudio

The packages should be installed in the same root directory as the core packages (those that are automatically installed). This can be a problem on network machines so please ensure that the following packages will load (tick next to the package in the packages tab)

To install the packages:

* Open **RStudio** and look for the **Console**
* Copy and paste the following into the Console to install the packages we will need (note the use of straight and not curly quotes):

install.packages("tidyverse")

install.packages("rmarkdown")

install.packages("tidytext")

install.packages("readtext")

## Install Vantage Point Trial

You may download the Trial version of VantagePoint from:

[https://www.theVantagePoint.com/](https://www.thevantagepoint.com/)

You will need a user name and password to log in:

Username: WIPO-Philippines

Password: 1mCZqIGM

(Case-sensitive)

1.  Download the VantagePoint file. Note the on-screen instructions. Download the file to a temporary folder, and run it from that folder.

2.  After installing, when you first run VantagePoint (default location is Start/Programs/VantagePoint) you will be prompted for a Registration Code. Your Registration Code is

749T-LVNJ-54M4-EHPR-YE

COPY and PASTE the Registration Code into the New Registration Code field, then click "Activate New Registration Code!".

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