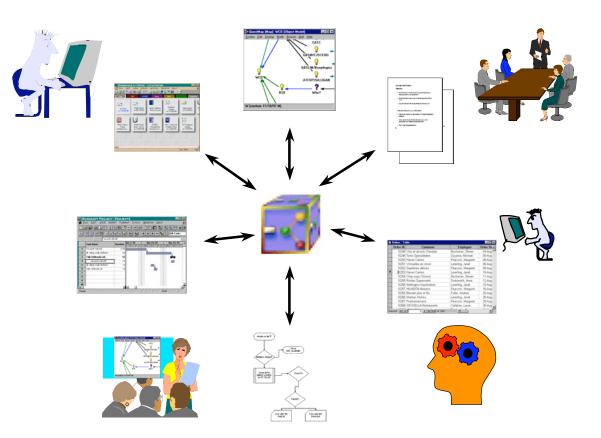
# Introduction to Compendium

**Exercises** 





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**Contents** 

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## **Exercise 1: Create a new Project**

#### **Objective of this exercise:**

The objective of this exercise is understand the process of creating a new Compendium project. The first time you launch Compendium, you'll be asked to create a new project.

 Choose New from the File menu (File...New) if it is not already displaying. Enter the project name "Tutorial" for this exercise. Check the Make this your default project and Make the user below, the default user checkboxes. In this example, the username, Author name, and password are all "Francoise" but you can use any you like.

Compendium: Derby \ Localhost \ Default \		
File Edit View Format Tools Favorites Workspaces	s Window <b>Help</b>	
	▶ 📲 🔊 እ? 🖁 T 🛛 < Select Tag > 🛩 📳	
Create a New Project		
Enter Project Name: T	utorial	
Make this your defaul	It project	
Make the user below,	, the default user	
Project Administrator User	Details:	
Author Name:	Francoise	
Description:	<optional></optional>	
Login Name:	francoise	
Password:	****	
Confirm Password:	****	
Create Car	ncel Help	

2. Click **Create**. Compendium will display the **Creating new Project** dialogue. The process takes a few moments.

🚅 Creating new Project	×
Creating empty project: 38%	

When it's complete, the **Login to a Project** dialogue displays. The project you just created will be highlighted. Click **OK** and the project will open.

Login to a Pr	oject	
Choose a Proj	ect:	
💽 Tutorial		<u> </u>
		<b>=</b>
-		<b>~</b>
Login Name:	francoise	
Password:	****	
ОК	Cancel	Help

## Conclusion of this exercise:

You now know how to create a new Compendium project. Compendium allows you to create as many different projects as you like.

Please return to Chapter 4, Compendium Software Basics, in *Introduction to Compendium - Tutorial*.

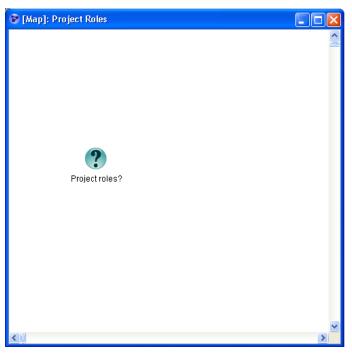
# **Exercise 2: Creating Nodes**

## **Objective of this exercise:**

The objective of this exercise is to practice creating nodes and links.

1. Create a map in your Home Window titled Project Roles.





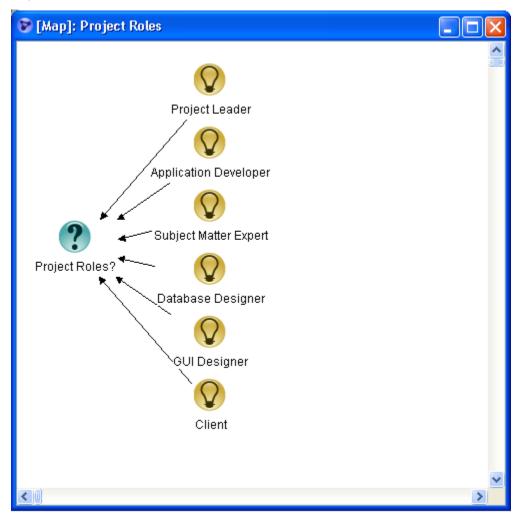
2. Go into the map and create a *Question* node named **Project Roles?**.

- 3. Create an *Idea* node for each of the following roles on our example project:
  - Project Leader
  - Application Developer
  - Subject Matter Expert
  - Database Designer
  - GUI Designer
  - Client

4. Link each of the nodes to the *Question* node.

To do this, move the cursor over one of the *Role* nodes (a blue box will appear around the node), click and hold the right mouse button, and drag the cursor (now with a arrow-line attached to the cursor) to the *Question* Node, then release.

Repeat for each *Role* node.



**NOTE**: Compendium provides an automated "clean-up" tool to make maps look tidy. Choose **View/Arrange** and select 'Left to Right' to see this in action (or press Ctrl-R). 5. Create a *List* view, titled **Nodes So Far** in *Administrator's Home Window*.

Open that list by double-clicking on it.



Searc	:h	×	Search 🛛	Search 👂	×
Main	Type/Tags Date/Author		Main Type/Tags Date/Author	Main Type/Tags Date/Author	
Keywords: (Case sensitive)			Node Type:	Date Created (MM/DD/YYYY) or (MM.DD.YYYY): After: Before:	
			Question     Answer	6/27/2006	
	⊙ Match Any Listed ○ Match All Listed		Map &	Date Modified (MM/DD/YYYY) or (MM.DD.YYYYY):	
	Look in:		🕈 Pro 🧹	After: Before:	
	✓ Label ✓ Detail		Tags:		
	Context:		🐴 actionitem 🔥	Author:	
	O Current View: Home Window		The communication	Compendium	
	<ul> <li>All Views</li> </ul>		🚰 Compendium 🚰 group		
	All Views and Deleted Objects		Match Any Selected Tags     Match All Selected Tags		
	K Cancel Help		OK Cancel Help	OK Cancel Help	)

6. Do a search (**Edit/Search**) on all Idea/Answer nodes created after yesterday.

**Note**: After the **Search** dialogue opens, click the **Type/Tags** tab. To select only Answer nodes, click the Answer icon twice so that only it is highlighted. Then click the **Date/Author** tab.

Enter yesterday's date in Month/Day/Year format (e.g. 11/10/2005) then click **OK**.

Search Results	×
6 nodes found Application Developer Client Database Designer	Select All
<ul> <li>Q GUI Designer</li> <li>Q Project Leader</li> <li>Q Subject Matter Expert</li> </ul>	Insert into View
	Search Again
Close	Help

The results of your search should look like this:

Click on **Select All** and then **Insert into View** to insert the results into the **Nodes so far** list.

🔁 [L	ist]: Nodes so far 📃 🗖 🔯
Img	Label
Q	Application Developer
Q	Client
Q	Database Designer
Q	GUI Designer
Q	Project Leader
Q	Subject Matter Expert
ltem o	count: 6 Show More

7. Now the Nodes so far list view looks like this:

8. Right-mouse click on any of nodes, and select the "Views" item. This will show that the node is contained in two maps (the Nodes so far list, and the original Project Roles map)

[Map]: Compendium's Ho	me Window
🛢 [List]: Nodes so far	
Img	Label
Application Developer	1910
- Contents	
Tags 🕨	
Copy Ctrl+C	
🚽 🎇 Cut Ctrl+X –	
🗙 Delete 🛛 Delete	
Search Google	
Shortcut	
Iti Clone	Show More
Properties	
Views 🔓	Nodes so far
Select view(s) to open: Nodes so far Project Roles	
Number of Occurences:2	
Open Selec	t All Linking Info
Views Deleted From	n (0)
	Help

#### Conclusion of this exercise:

2

You have now learned to create Question, Idea, Map, and List nodes, link nodes together, search for nodes, and insert search results into a view.

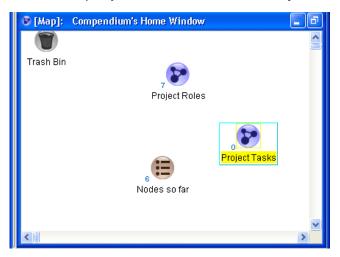
Please return to Chapter 5, Compendium Hypertext Principles, in Introduction to Compendium - Tutorial.

## **Exercise 3: Hyperlinking**

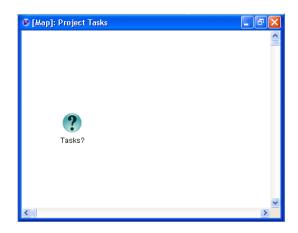
## **Objective of this exercise:**

The objective of this exercise is to gain experience creating associative and transclusive links.

1. Create a second map in your *Home Window*, titled **Project Tasks**.

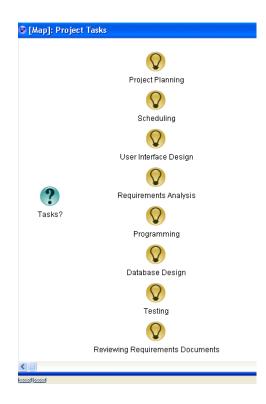


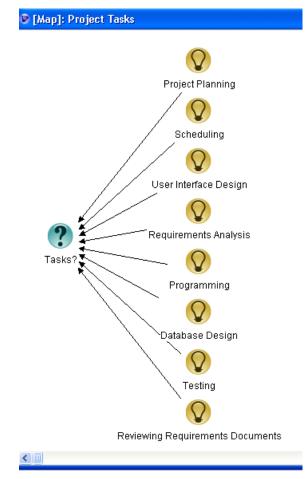
2. Open the new map by double-clicking the map icon. When the **Project Tasks** map is open, create a Question node called **Tasks**?



- 3. List the following activities performed on our project, by creating an Idea node for each:
  - Project Planning
  - Scheduling
  - User Interface Design
  - Requirements Analysis
  - Programming
  - Database Design
  - Testing

• Reviewing Requirements Documents



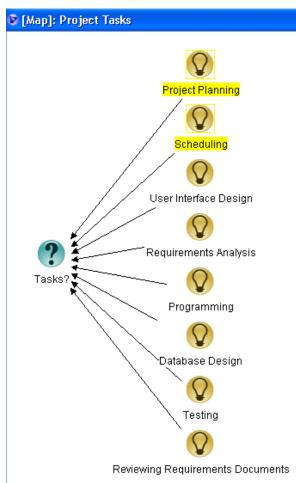


4. Create associative links from each *Task* to the *Question* node.

**Note**: You can left-click and drag a box around all the nodes you want to link, then Shift-right-click and, holding the right mouse button down, drag to link them all to the **Tasks?** node (hold down the Shift key, click the right mouse button, and drag the cursor to **Tasks?**). Release when you are over the node.

Remember that you can use **View/Arrange** (Ctrl-R) to clean up the map.

 Select the activities that are performed by a project leader (Project Planning and Scheduling). Copy (Edit-Copy or Control-C) the selected nodes.



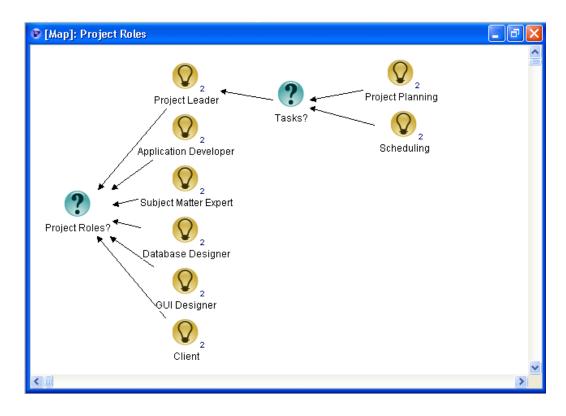
6. Close the **Project** Tasks map to return to the **Home** Window.

Open the **Project Roles** map.

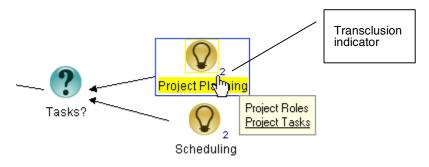
7. Create transclusive links by pasting the nodes you copied in Step 5 into the **Project Roles** map. (Use Edit-Paste or Ctrl-V)

🕫 [Map]: Project Roles		×
Project Leader Application Developer Subject Matter Expert Project Roles? QUI Designer QUI Designer QUI Designer QUI Designer	Project Planning December 2 Scheduling	
	>	

8. Create a *Question* node for the Project Leader role named **Tasks?**, and make associative links from all the Project Leader's tasks to that *Question* node.



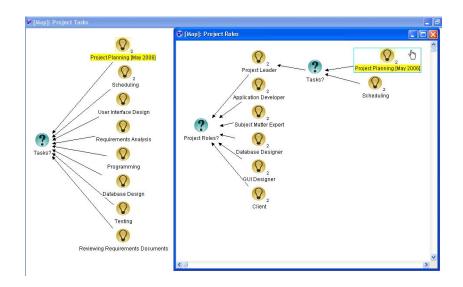
9. Hover the cursor over the small number 2 to the lower right of the icon for the **Project Planning** task. This will show the views that node now appears in (**Project Roles** and **Project Tasks**). Click on the link to **Project Tasks**. The system follows the transclusive link you created to show you the same node in the **Project Tasks** map.



10. Edit the name of the Project Planning node (e.g. add [May 2006] at the end.



11. Use the transclusion indicator as in Step 9 to return to the **Project Roles** map and see that the label of the **Project Planning** node has updated instantly.



## Conclusion of this exercise:

You have now learned to create associative and transclusive links.

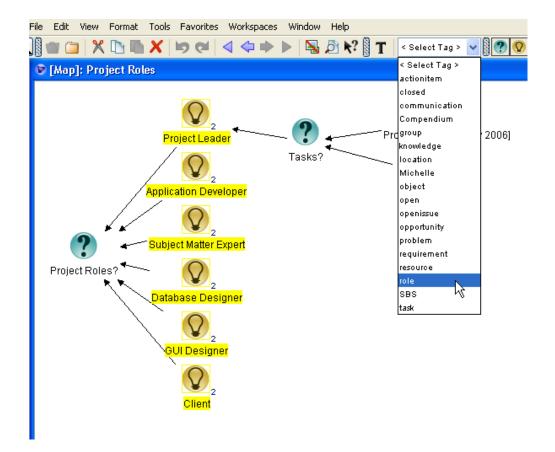
Please return to Section 6, Review of Software Basics, Hyperlinking, in *Introduction to Compendium - Tutorial.* 

## Exercise 4: Adding 'Tags' to Nodes

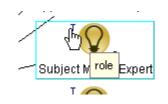
## **Objective of this exercise:**

The objective of this exercise is to become familiar with node tagging techniques.

1. Go into the **Project Roles** map, select all the role nodes, and on the **Tags** menu in the toolbar, select the **role** tag, assigning this to them all.



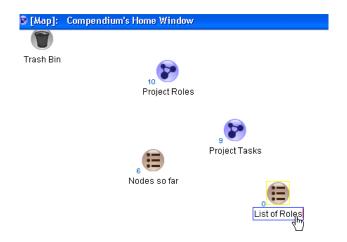
Note that after you **Tag** the nodes, a small **T** appears in the upper left of each node, indicating that the nodes now have Tags. Hover over one of these to see the Tag you've applied.



2. Now we'll create an example catalogue built from a Search on tagged nodes.

Close the **Project** Roles map.

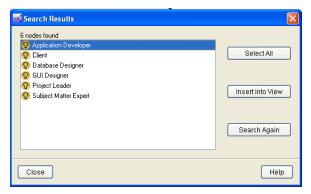
In your Home Window map, create a list view named List of Roles.



3. Open the List of Roles view, then do a search on role in the Tags field (Select Edit-Search then click the Type/Tags tab. Select role in the Tags box, then click OK).

[Map]: Compendium's Hom	e Window		
📵 [List]: List of Roles			
Img	Label		
		Search Main Type/Tags Date/Author	X
ltem count: 0	Show Mo	Node Type: Question Answer Map E List Pro C Tags:	
		problem     proplem     requirement     resource     SBS     SS     Match Any Selected Tags	Match All Selected Tags
	-	OK Cancel	Help

This displays the **Search Results** dialogue with all the nodes tagged with **role**.



4. Click Select All, then click Insert Into View. This will insert all the nodes tagged with **role** into the **List of Roles** view.

₿ [L	ist]: List of Roles
Img	Label
Q	Project Leader
Q	GUI Designer
Q	Client
Q	Database Designer
Q	Application Developer
Q	Subject Matter Expert
	$\triangleright$
ltem o	ount: 6 Show More

## Conclusion of this exercise:

You have now learned to tag nodes and use annotative relationships in searches.

Please return to the Node Labeling section in Chapter 7 in *Introduction to Compendium - Tutorial*.

## **Exercise 5: Creating a Template**

## Objective of this exercise:

The objective of this exercise is to practice creating reusable templates.

1. Create a new map in your Home Window titled "Task Template."



Fill it with these Task template Question nodes.



File	Edit	View	Format	Tools	Favorites	Workspaces	Window
ſ	lew				Ctrl+N	< <> ▶	🕨 📉 .
	Open				Ctrl+O		
	Close					ıdow	
1	Backup.						
1	Databas	e Admir	histration.				
	Convert	From M	1ySQL To I	Derby			
	Project I	Manage	ment				
	Export				Þ	Jpeg File	
	Import				•	XML File	
	Connect	ions :			Þ	HTML - Outl	ine?.).
1 2	Send To	Jabber			•	HTML - View	·s
2	Send To	IX			•		
1	Print						
I	Exit						
					Resource	s?	

2. Select File/Export/Export as XML. This displays the Export to XML dialogue.

Export To XML						
<ul> <li>Export all nodes on current map</li> </ul>						
C Export selected nodes only						
• Export current map depth only						
<ul> <li>Export current map to full depth</li> </ul>						
Include Meeting & Media Index data						
Export to Zip Archive with images + Referenced files						
Include your Stencils + Link Groups in Zip Archive						
Export Close Help						

3. Accept default settings (Export all nodes on current map and Export current map depth only) and click on Export...

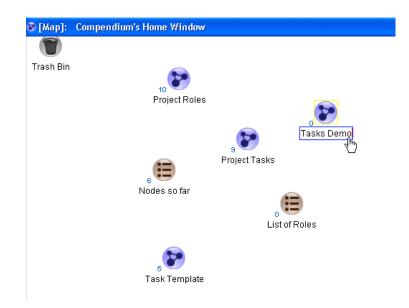
In the **Choose a file to export to...** dialogue, navigate to the **Templates** directory within your own Compendium installation directory (typically in C:\Program Files\Compendium\Templates).

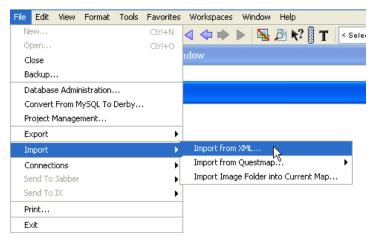
Enter **task** into **File name** field and click **Save** to export the map to task.xml.

🚅 Enter the file	le name to Export to	
Save in:	: 🛅 Templates 🔹 🦻 📰 📰	
My Recent Documents		
Desktop		
) My Documents		
My Computer		
My Network Places	File name:     task       Files of type:     XML Files (.xml)	Save Cancel

4. You now have an XML file that you can use as a template for creating future maps. To use this XML file as a template you need to import it with the correct import settings.

5. Create a new map in your *Home Window* titled "Tasks Demo", then open that Map.





6. Select **File/Import/Import from XML**. This displays the **Import XML** dialogue.

Import XML						
Import author and date information?						
Set author as Michelle and all dates as today?						
Include original Author and Date in detail?						
Preserve transclusions?						
Overwrite existing Nodes with imported data?						
Preserve Imported Node IDs?						
Import XML Cancel Help						

**Note**: Do not select 'Preserve transclusions?' OR 'Preserve Imported Node IDs?'. Those are advanced options.

7. Click the **Import XML** button.

In the **Choose a file to import...** dialogue, navigate to the **Templates** folder and select 'task', and then click **Import**. The template nodes will be created in your new "Tasks Demo" map.

📑 Choose a file	: to import	×
Look in:	🛅 Templates 🕑 😰 📰 📰	
My Recent Documents	c task	
Desktop		
My Documents		
My Computer		
My Network Places	File name:     task.xml       Files of type:     XML Files (.xml)         Cancel	Ope

## Conclusion of this exercise:

You have now learned how to create and import a template.

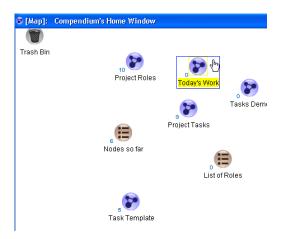
Return to Chapter 7, Publishing Maps on the Web in *Introduction to Compendium - Tutorial*.

# Exercise 6: Publishing on the Web – I (Text Outlines)

#### **Objective of this exercise:**

The objective of this exercise is to practice producing web versions of Compendium maps. You can produce textual outlines of maps that can be accessed using any web browser (or loaded into Word). You can also produce interactive graphical web versions of your maps (clickable HTML image maps) that mimic how Compendium looks and operates.

8. In the Home Window, create a new map entitled Today's Work.

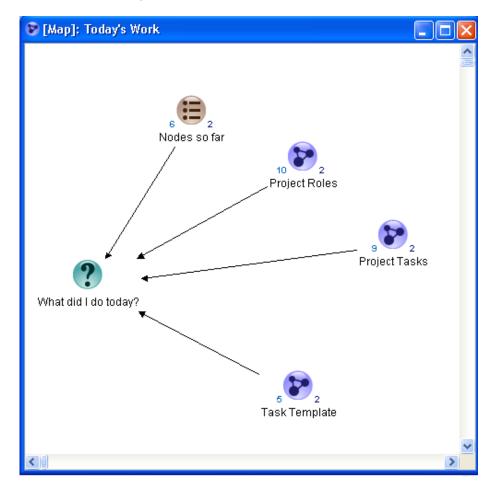


9. Copy the **Project Roles**, **Project Tasks**, and **Task Template** maps as well as the **Nodes so Far** list. Paste them into **Today's Work**.

#### Exercise 6: Publishing on the Web - I (Text Outlines)



10. Link the four views in **Today's Work** to a Question node labeled "**What did I do today?**"



11. Select File/Export/Export as HTML – Outline in the *Today's Work* map. Make sure that no nodes are selected (highlighted) first.

ile	Edit	View	Format	Tools	Favorites	Workspaces Window
Ne	ew				Ctrl+N	< <⊐ ⇒ ▶ 📐
Op	ben				Ctrl+O	
C	ose					ndow
Ba	ackup.					
Da	atabas	e Admii	nistration.			
C	onvert	From N	IySQL To I	Derby		
Pr	oject l	Manage	ment			
E)	ort				۱.	Jpeg File
Import					•	XML File
Connections			•	HTML - Outline		
Se	end To	Jabber			•	HTML - Views
		TY			•	10 2 Project Role
Se	end To	10				
	int	10				Thojectivon

12. Select appropriate options for export. On the **Node Selection** tab, select **Export all nodes on current map** and **Export nodes** to full depth. Also, be sure to check the **Open Export after** completion? checkbox.

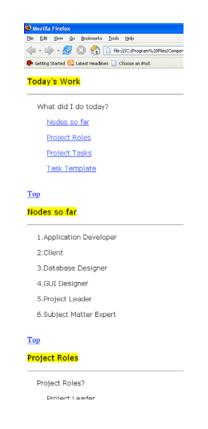
Export as HTML	Outline	Options	
Node Selection	Layout	Node Detail Pages	s Node Anchors
	cted view	current map vs on current view o nstead of current:	only Select Other Views to Export
<ul> <li>Export imm</li> <li>Export node</li> </ul>	es to full	depth	C Export nodes to one depth level
HTML title for th		a separate HTML fil veb page:	
<ul> <li>☐ Include refe</li> <li>☐ Export to Zi</li> <li>☑ Open Expo</li> </ul>	p Archive	?	
Export	For	mat Ca	Incel Help

**Note**: If you like, take a moment to explore the various options on the **Format**... screen as well as the other tabs to customize the look of the web output.

13. Click on **Export**... and give the output file an appropriate name (such as "WhatIDidToday"), then click on **Save** to export.

📑 Enter the file	e name to Ex	port to				
Save in:	🚞 Exports		*	ø 🕫		
My Recent Documents						
Desktop						
My Documents						
My Computer						
	File name:	WhatIDidToday				Save
My Network Places	Files of type:	HTML Files (.html)		*	(	ancel Sav

14. Your web browser will open with the export you just created.



## Conclusion of this exercise:

You've now published a set of maps as web pages.

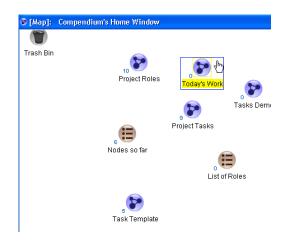
Return to Chapter 8, Applications of Compendium, in *Introduction to Compendium - Tutorial*.

# Exercise 7: Publishing on the Web – II (Interactive Maps)

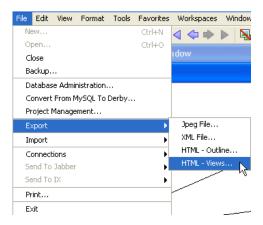
## **Objective of this exercise:**

Following up on the previous exercise, this exercise shows you how to create maps on the web that look and behave just as they do in Compendium.

1. Return to the Home Window and open Today's Work.



2. Choose File...Export...HTML-Views.



3. Select appropriate options for export: select **Export all nodes on current map** and **Export nodes to full depth**. Also, be sure to check the **Open Export after completion?** checkbox.

HTML Views Export	N 100 N 1
<ul> <li>Export all nodes on current map</li> <li>Export selected views on current view</li> <li>Export other views instead of current:</li> </ul>	only Select Other Views to Export
<ul> <li>Export immediate depth only</li> </ul>	O Export nodes to one depth level
<ul> <li>Export nodes to full depth</li> </ul>	
Set Table of Contents Title HTML title for the base web page:	
✓ List Views Alphabetically on Menu?	
Include referenced files?	
Export to Zip Archive?	
Open Export after completion?	
Export.	Help

Click Export...

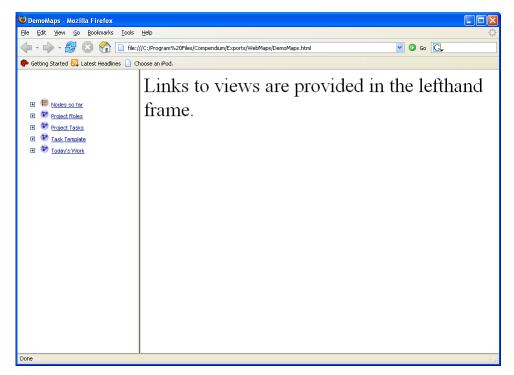
4. Create a new folder in your Exports directory called "Web Maps".

📑 Enter the fil	e name to Export to 🔀
Save in:	🗀 Exports 🥑 🥬 🔛 🗔
My Recent Documents Desktop My Documents	bart  CoffeeRoom  CoffeeRoom
My Computer My Network Places	Image: Second system       Open         File name:       Open         Files of type:       HTML Files (.html)

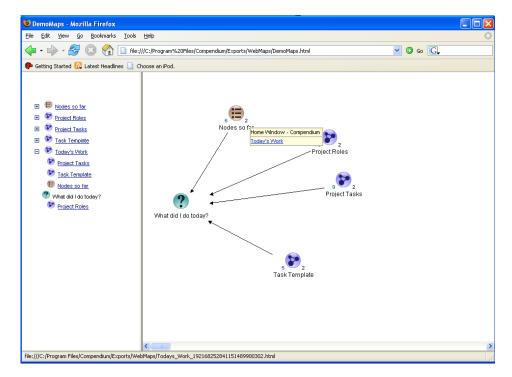
5. Open the WebMaps folder and enter a file name (e.g. "DemoMaps"), then click **Save**.

📑 Enter the fil	e name to Ex	cport to			
Save in:	🛅 WebMap	\$	2	i 📁 🛄 🗖	
My Recent Documents					
Desktop					
My Documents					
My Computer					
	File name:	DemoMaps			Save
My Network Places	Files of type:	HTML Files (.html)		<b>v</b> (	Cancel Save

6. Your web browser will open with the export you just created.



You can click on the underlined view names to display the contents of that view, use the clickable outline symbols ("+" and "-") to get a listing of the view's contents, and hover over or click on all the node indicators (tags, transclusions, etc.) just as in Compendium. You can also navigate by clicking once on the map icons in the main map area.



#### Conclusion of this exercise:

You can now publish your projects (or sections of projects) to the Web in a variety of formats.