# Topicscape

# Student Edition

The 3D mind mapper,
concept-mapper,
and study aid

## User's Guide
**(3D Topicscape Student Edition)**

**Some have a photographic memory . . .
the rest of us use Topicscape**

**Topicscape**

# Contents

## "Can't I skip all this and just get started?"

### If you're studying you'll want to know this:

Topicscape's web site has a valuable resource for students: A big directory of mindmaps, concept maps and other "information pictures" (hundreds) on many subjects, with thumbnails and pointers to the each map's original web site. And it's growing.

Better yet, all the concept maps and mindmaps are tagged by subject, and classified by map type. Tell all your friends.

### http://www.topicscape.com/mindmaps/

### Here's how to get started quickly with Topicscape SE

There's a Quickstart SE guide that will walk you through setting up a sample (and very simple) Topicscape. It's under Topicscape SE's entry in the Programs menu. And when you start Topicscape SE up, look out for the demos that will show you how to fly, and how to use some of the main functions.

Before leaving here, it's best to know this:

1. **Right-click** on almost anything in 3D Topicscape SE and a pop-up menu appears. This is often the easiest way to get things done.
2. **Drag and drop** works for many things - drag text files, web page favicons, HTML and MHT files, occurrences and the green dot that appears when you click on a topic.
3. **Flying** in the 3D landscape is controlled by the cursor keys or the mouse, combined with the Shift, Alt and Control keys.
   - **Mouse flying is not enabled when you first install 3D Topicscape Student Edition** (see *Flying keys and mouse movements* p.39).
   - There's a guide to 3D flight that appears when you start Topicscape SE.
   - After that you will see a demonstration of common Topicscape SE functions.
   - When flying with the mouse, just click and drag and the angle and length of the drag sets the speed and direction - do try this with Shift, Alt and Control keys.
   - To see the flight controls in detail, see p.40.
   - **Backspace** tracks you back where you just came from (even flying).
4. The **Home** and **End** keys, used with and without the **Shift** key, take you to four useful viewpoints.
5. **Undo and redo** (Ctrl+Z / Ctrl+Y) are available for all operations that change your data.
6. **Double-click** (left mouse button) on a topic cone to enter its Topic Center and see its occurrences. **Double-click** (right button) to make a topic into the Current Topic.
7. **Searching** is started just by typing the words you're looking for - no other preparation is needed.
8. When you first run Topicscape SE, it will open at our installed sample Topicscape, called "Topicscape in your life". At the top right corner of the window a quick guide to 3D flight appears and you will see a demonstration of flying in 3D Topicscape SE

and the keys that can be used for this.  This will be shown each time you start Topicscape SE until you click on the "skip flight demo" checkbox on the panel.  This panel shows the keys that let you fly around the landscape ('Scape) in Topicscape SE. Select a speed that you feel comfortable with.

This demonstration loops continuously until you press the Stop or Next button. "Stop" will auto hide the panel but allow you to view it quickly while you are trying out the controls. To see it again, hover the cursor over the blue strip that remains in view.  To view the demo once you have clicked the "Don't show this again" checkbox, you can run it from an item in the Help menu.

9.  After that, you can view (or bypass) a demonstration of the main functions of Topicscape SE.  Again you can suppress it or see it again whenever you like.

Do explore "Topicscape in your life" or get down to starting organizing your study, projects, and reference material with 3D Topicscape SE.

Later, please come back to this Help document and, at the very least, take a look at *Appendix A: Summary of easy steps and Shortcuts* on page 54.  Knowing more of these shortcuts will make your use of 3D Topicscape SE even easier.

The latest version of **this document** can be read at:
http://www.topicscape.com/download/Topicscape_Users_Guide_SE.pdf
The latest version of the **Quickstart SE Guide** can be read at:
http://www.topicscape.com/download/Topicscape_Quickstart_SE.pdf
The latest version of the **SE Installation Guide** (which also covers re-installation) can be read at: http://www.topicscape.com/download/Topicscape_SE_installation_Guide.pdf

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## 3D Topicscape SE: Introduction

While you're studying or writing a term paper or homework, have you ever wanted to find a web page or a note that you know you once had but can't track down?
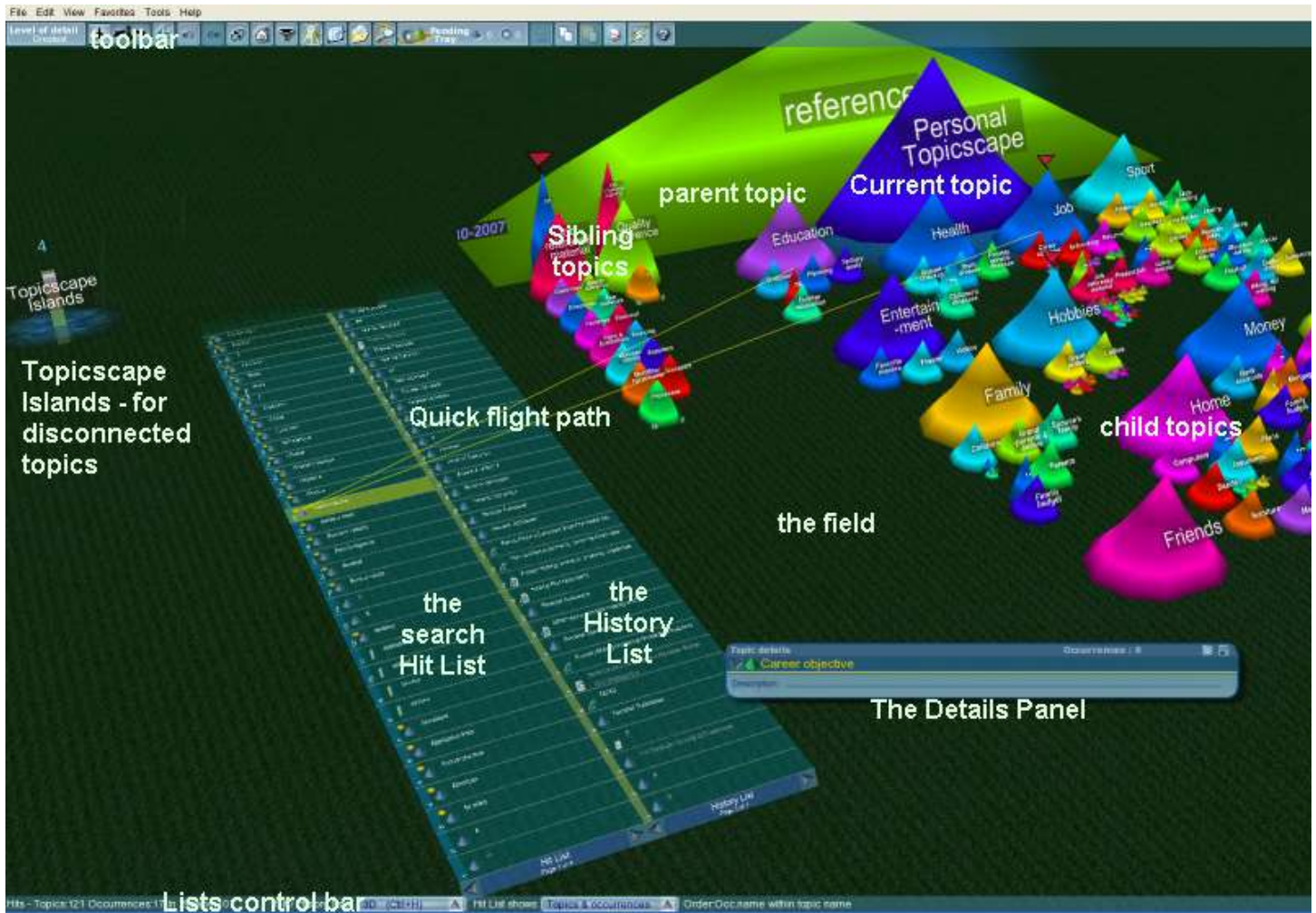


3D Topicscape SE is computer software that can help you organize your study and find information later.  It is also a flexible way for you to sort out your thoughts and approach on a new project even before you have collected any files or information.  It is a valuable study tool, especially when researching on the Web.

Good to know:

1) There is a Glossary on p.50.  2) Images here do not correspond in clarity to those on a 3D Topicscape SE screen.  3) Where you see a file path mentioned here, like:
**C:\Documents and Settings\\<username>\\My Topicscapes**    then    "**<username>**" represents the name of your account (profile) on Windows XP or 2000.

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## What it can do for you

3D Topicscape SE lets you organize your notes, preparations for term papers, web research findings and your reference information in a very new way: in 3D.  You choose the topic names and organization and you can easily re-organize as new information comes to hand or new ideas develop.

You drag files and information onto topics, and connect topics yourself, so they will reflect your own way of thinking when you go back later to find them.  You can use words or phrases to find a document by 3D Topicscape SE's keyword search.  Or if you can't remember the right words, you can fly around the 3D scene, tracking an item down by topic.  Topics can represent concepts, subjects, categories, or classifications.

## How it does that

It shows you more at a single glance than any other method. It shows you how the information is related. And all in a 3D landscape that you can fly through while recognizing familiar places for quick access to information that you need, when you need it.

## What you can do with it

Search, not only by keywords but also by concept (see *Searching by concept*, p.35). You can drag files into 3D Topicscape SE and it will take charge of them.

Then, you can add to the Associations (relationships, see *Associations:*, p.8) between Topics in a way impossible with folders and describe how topics are associated (Paris *is the capital of* France, for example).  Above all, it solves one of the biggest problems of organizing information: In 3D Topicscape SE the same item (topic or information fragment) can appear in several places simultaneously - without making copies.

Search (see *Search,* p. 28), whether by keywords, or phrase, or using the intuitive concept search.

This allows flying around the 3D landscape (the 'Scape - see *The Landscape window - we shorten it to 'Scape*, p.10), homing in on the area of search, making that the center of the 'Scape, and exploring further. 3D Topicscape SE supports text search - just key in the keywords or phrase (no need for F3 or Ctrl+F) and press Enter and you'll see a list of hits.
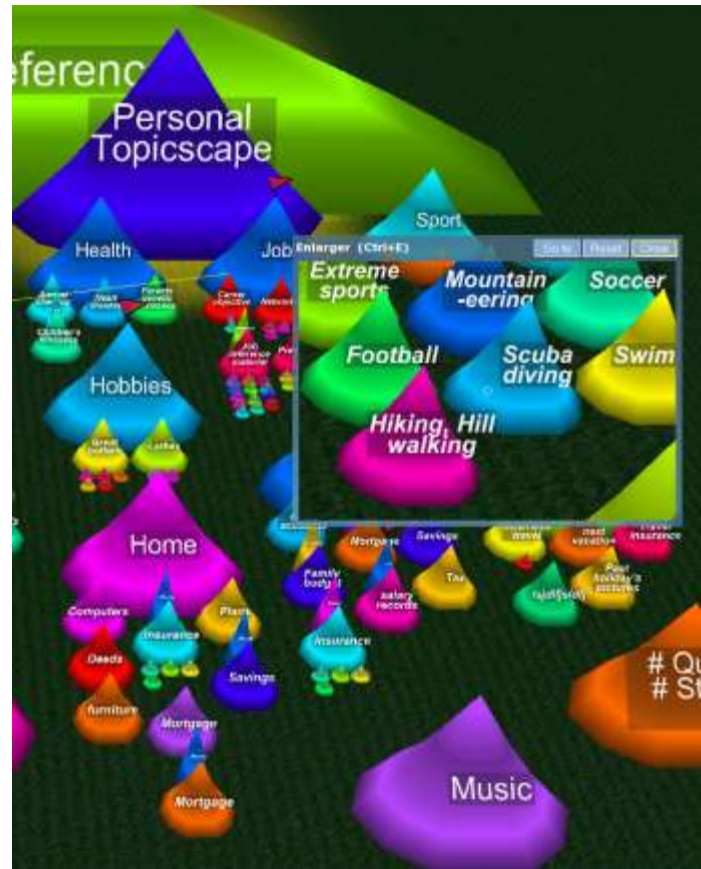
There are several ways of filtering further or sorting them if there are too many entries. But if you can't remember the right words, you can switch to the concept search.

## How you can use it in your study and hobbies

Organize the information you use regularly and have it to hand in a form that quickly becomes familiar so that you recognize 'where you are' in a Topicscape.

Organize your study projects by building 3D landscapes of information as you research on the web.

Keep well-organized notes and reference material to make revising a breeze. Remember information easier, as the colors and places of your 3D mind maps prompt your memory of the material you researched and saved.

## 3D Topicscape SE building blocks

### Topics:

A topic, like a folder, can hold many items. Like a folder, it may have a parent and can have many children. Unlike a folder, it may also have many parents.

Here's what we believe is a key point: A topic can appear in several places at once. These are not copies, they are different instances of the same thing, and you can link them by a simple drag operation.

Topics appear as cones (and pyramids) in the 3D Topicscape SE window. Topics are grouped in the Topicscape window to show their relationships, child topics appearing just in front of their parents, and being a lot smaller. A Topic can have a description as well as a name - providing added information.

### Occurrences:

An Occurrence can be a Web file (an Internet shortcut/URL, an HTML file or a web archive - MHT file), or a text file that you can keep as notes. It's more than a file, though - it can have description, information about source and status, as well as the author and date notes all of which can be taken into account when searching.

### Associations:

An Association is a link between two Topics. These are parent-child associations and let you link things together in the way that is just right for you when you are revising or preparing a paper. Associations can have type, as mentioned in an earlier example: Paris *is the capital of* France.

## How is Topicscape SE different from Windows Explorer?

1. You can see much, much more of the information in your computer than Windows Explorer allows.
2. One thing can occur in several places without making multiple copies or shortcuts. We believe that copies usually get out of step with one another. Shortcuts often end up out of date when a file or folder is moved.

3. You can drag in a web address and it will retrieve and save the entire web page (as an archive, MHT file) without further steps on your part. It saves the original web address too - an MHT file doesn't store that. 3D Topicscape Student Edition can do this with a simple drag, instead of the five clicks or seven keystrokes needed with Internet Explorer. There is an option just to save the Internet shortcut if you don't want the whole page, of course.

4. You can drag a piece of a document - a range of cells in a spreadsheet, or a portion of a Word document) and Topicscape SE will store that for you, together with the location of the source document.

5. You can add comments, notes about the author and source to any file, making it into an occurrence in Topicscape.

6. You can give an occurrence a fully meaningful name (and change that at any time) without affecting the original filename.

7. Colors and layout help quick recognition.

8. It's fun! (Who ever said that about Windows Explorer?)

## What you see

### *The Landscape window - we shorten it to 'Scape*

This is the field, mountains and sky.  It's where the 3D representation of your information is shown.  3D Topicscape SE has two windows:  The 'Scape window and the Topic Center window.
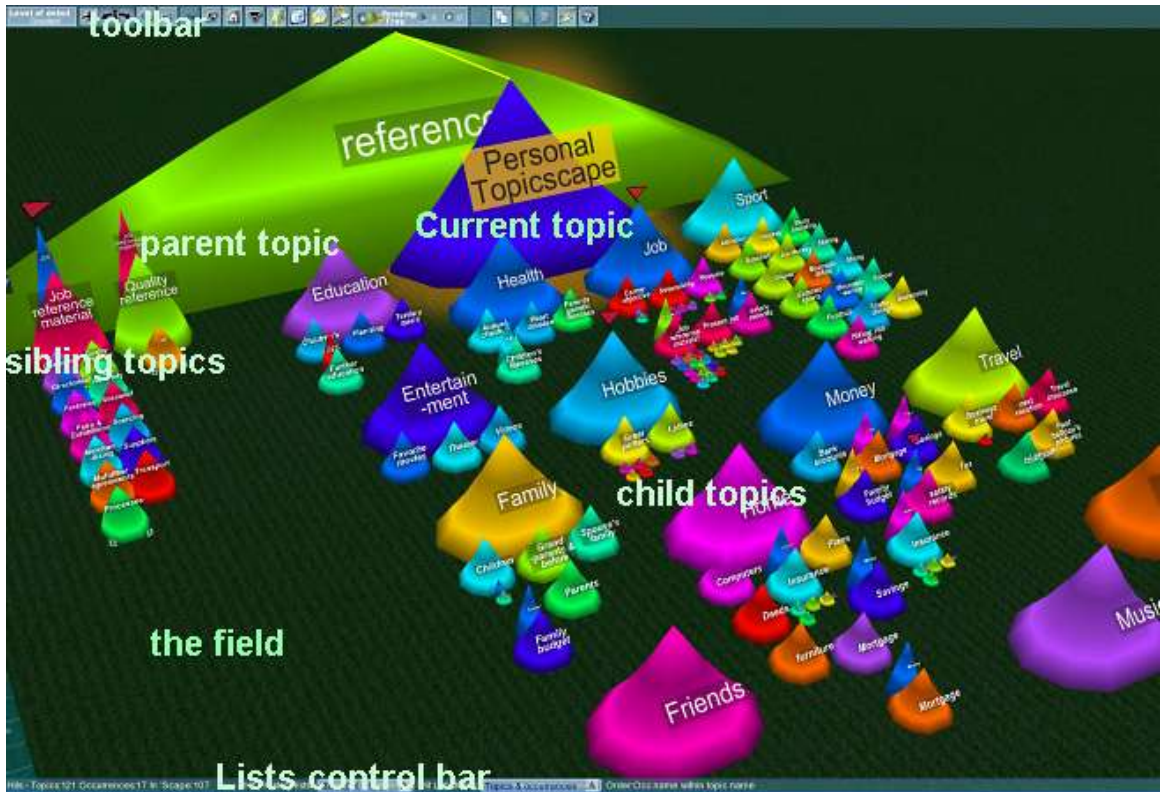


A **Topicscape** is a single database plus all the files and useful snippets of information you have decided to collect together in one place.  Each database is collected around a 3DT file (**3D T**opicscape).  That database records where the files are that you introduce to that Topicscape.

A **'Scape** is a view of part of a Topicscape, centered around a Current Topic.

The **Current Topic** has a glow around it and will be the largest cone (though pyramids, by default representing any parents it has, will be larger).  This glow slowly cycles through a range of colors to focus attention on this central topic.  There is an option to turn this cycling off to reduce the work your computer has to do (see *Glossary*, p.50).

A **Topic Center** is a view inside one Topic cone (or pyramid) as described in the next section.

A topic can appear as a cone in the 'Scape, an item in the Hit or History Lists (see *Search results - the Hit List*, p.32 and *The History List*, p.34), a Pending Tray item (see *Place topics and occurrences in the Pending Tray*, p.27) or items in the Navigation map in the Topic Center (see *The Topic Center window*, p.15).  When topics appear, they can, with

very few exceptions, be treated in the same way - drag and drop, make associations, delete them, search from that point down its branch and so on all to be described below.

Occurrences are usually files but they can also be fileless notes. They appear in several forms. In this case, as entries in the file list in the Topic Center, in the Hit or History Lists, and as a Pending Tray item. Occurrences in all these cases can be treated in the same way - deleted, or double left clicked to open.

To see the occurrences in a topic, you can double-click on the topic cone (or item in the Hit or History Lists). You can also right-click on a topic and, in the menu that pops up, you will see an item "Show Contents": This contents menu serves a dual purpose.

Click on it and it will show a scrollable list of the occurrences in that topic - double-click on one of those and it will open the occurrence.

Hover over the "Show Contents" item and a cascaded menu of contents will appear. You can single-click to open an occurrence.

The scrollable list is best for topics with many occurrences, but the cascaded menu is quicker if there are not too many.

By the way, if you click or double-click on an occurrence and it does not open, please check if it is a fileless occurrence. If so, it does not open a separate application: The contents of the Details Panel are the occurrence.

**Association lines** indicate parent-child relationships. You can see them if a child topic is selected and this feature is switched on - it toggles on and off with F8. Alternatively hold down F7 and you will see all association lines. For more, see "Association lines" in the Glossary, p.50.

**Topic Flagging:** You can flag topics with a red pennant. The "flagged" items will also show red in the Navigation panel and the Hit and History Lists.

You flag a topic by clicking on the small flag on its Details Panel.

Topics that are flagged can be recognized in the 'Scape by a small triangular red flag (pennant) on the crest (see right).

**Taking it all in**

Everything inside the Boundary (see *Glossary*, p.50) for a specific Current Topic can be displayed. This can in some circumstances represent hundreds of topics.

To help you quickly take in at a glance a large and complex 'Scape, there's an important shortcut. The three function keys **F10**, **F11**, **F12** allow you control the level of detail of the present 'Scape. This is described in *More, or less, detail … as you wish - "Level of detail" controls*, p.14.

There is more about controlling what you see in the 'Scape in Controls you can use, p.38 and Appendix A: Summary of easy steps and Shortcuts, p.54.

## *The Details Panel*

When a topic, occurrence or association is selected, the Details Panel appears. This gives you more information about the selected item. When the panel appears in the 'Scape

window, it can be dragged to different parts of the screen by its title bar.  3D Topicscape SE makes extensive use of somewhat transparent objects so that, for example, while reading a 2D list of search results down the left side of the screen, you can still see the general shape and structure of any topics that might be behind that list.

Whenever you click on a topic cone, an occurrence in the Topic Center (see p.15), or a topic or occurrence item in the Hit or History lists (see *Search results - the Hit List*, p.32 and *The History List*, p.34), the details panel will show up.  This panel may be shown full size, like this:

Topic details                                          Occurrences : 1 View   ≈ ▣
Dinosaurs
Description: Name means "fearfully great lizard"
Date Created:25/01/2007 22:53:51    Last modified:29/03/2007 15:51:21    Last Made Current:20/07/2007 19:07:15

or as a small minimized bar in the bottom right of the Topicscape window, depending on whether you have previously pressed the minimize button:

Dinosaurs                  MORE
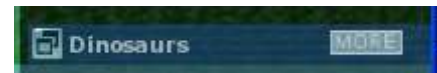
If the details panel is visible, it will disappear as soon as you start flying, or if you click anywhere other than on a topic or occurrence.  It shows just one line of description area when empty.  As you add description, the panel expands, but only as far four lines.  Any Description beyond four lines will be accessible by scrolling.  The Description area can hold up to 2000 characters of text.

Any properly-formed URL (http://www.yyyyy.edu/) in the Description area will automatically become a live hyperlink.

The above are general points that apply to the occurrence Details Panel described later, below.

You can quickly see the contents of a topic without going into the topic center.  If there are any occurrences in the topic, a small "View" button will appear next to the number of Occurrences.

Occurrences : 2 View    ≈ ▣

Clicking on this button will show a topic contents panel, listing the occurrences in that topic.  You can also bring up this panel via the right-click menu.  More about that below.

You can also find out some of the history of a topic.  The panel has a small chevron button at the top right which will extend the panel downwards to show the dates when this topic was created, last modified and last made into the Current Topic.

The **occurrence Details Panel** shows information about occurrences and lets you change the occurrence:
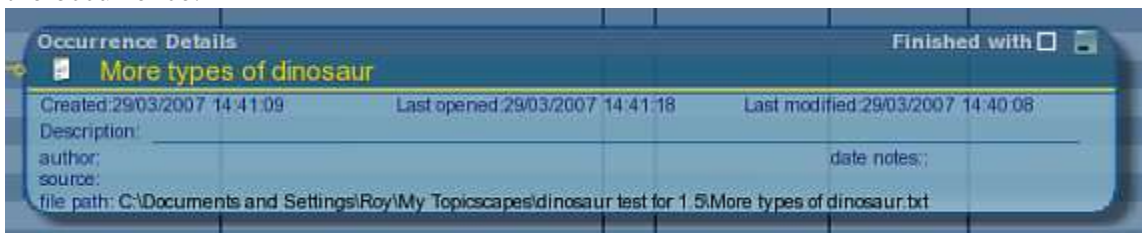
Occurrence Details                                        Finished with ☐ ▣
More types of dinosaur
Created:29/03/2007 14:41:09    Last opened:29/03/2007 14:41:18    Last modified:29/03/2007 14:40:08
Description:
author:                                                   date notes:
source:
file path: C:\Documents and Settings\Roy\My Topicscapes\dinosaur test for 1.5\More types of dinosaur.txt

Names or file path information, if they do not fit into the available space on the panel, will end in dots… To read the full name or path, hover the cursor over the entry and the full line will appear in a separate blue panel (see *Blue expanded topic names*, p.16).

In the panel's title bar there's a "Finished with" checkbox. More on this in *"Finished with"*, p.22.

Finally, the association Details Panel shows how two topics are associated:
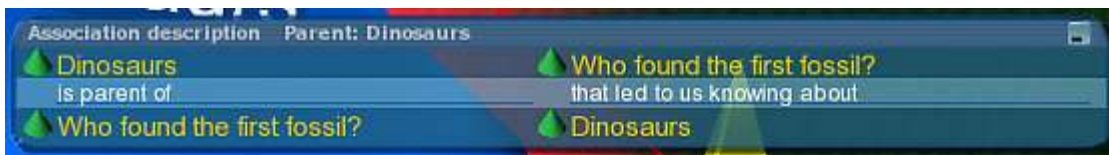


This lets you describe what associates the two topics (in each direction).

If you are used to concept maps you will have used association types before. To see the association Details Panel, click on an association line and hold briefly.

If you hover the cursor over the text areas in any of the above three types of Details Panel you'll see the text editing cursor (the I-beam, or text insertion point). Click on the text area with that to edit text. Text areas that you can edit are : Name; Description (for topics and occurrences); Author; Date notes; Source (occurrences only); Association types (associations only).

The details panel can be moved by dragging its top bar, and minimized (or restored) by double-clicking the bar, or the minimize / restore buttons.

## The Toolbar

The toolbar provides quick access to functions that you can often use in other ways. It appears in both the 'Scape window and the Topic Center window (see next section). To find out more, hover your cursor arrow over each button to see a description of its function. From left to right, then:

**Level of Detail** when clicked provides a selection panel for Greatest, Middle and Least detail. This is described in *More, or less, detail … as you wish - "Level of detail" controls*, p.14.

The **aircraft button**, when double-clicked, shows a summary of the flying controls.

The **arrows** next to the aircraft button indicate the current flight mode and change as you press the Shift, Ctrl or Alt keys. They indicate how the mouse or cursor keys will cause the scene to move.



The Pending Tray area is dual purpose: It can accept Topics or Occurrences. Use it to keep things in when you are looking for another topic to link to.

Click it, and the Pending Tray will drop down, but only if it is not empty. Drag something (a topic's green dot or an occurrence) to this part of the toolbar and it will be copied to the Pending Tray. The two numbers in the Pending tray show how many Topics and

occurrences are in there at the time.  See *Place topics and occurrences in the Pending Tray*, p.27.

The **lightning flash** button will bring a handy reference to shortcuts on the screen.

### More, or less, detail … as you wish - "Level of detail" controls

Four function keys, F9 to F12 provide a way of cutting out the detail when viewing a 'Scape, or seeing it in full.  Other controls give access to the same function on-screen: The "Level of detail" button on the left of the toolbar (across the top of the window) provides a selection panel for Greatest, Middle and Least detail, and items in the main menu bar under "View", then "Level of detail" also provide this control.

When you start Topicscape SE, you have a view that shows the full detail ("Greatest" will appear in the "Level of detail" button).  This shows all types of cones and pyramids.  You can return to this level of detail at any time by pressing F12.

When reviewing a large and complex Topicscape, it is often useful to be able to cut away the detail at first.  To do this, press F10.  Then you will have a view showing just the principal topics in relation to the Current Topic.  You may also see some small '+' labels at the foot of some cones.  These indicate where lower topics (children and their children) are hidden and usually there will be many more when the lowest level of detail (F10) is in use.  The lower levels of detail also allow for faster flying, zooming etc.

Then press F11, and the middle level of detail will appear.

Press F9 to eliminate any pyramids representing any other parents of the Current Topic's children or siblings. Sometimes, you'll find it useful to see these, as they can be used as a way of categorizing topics under multiple headings.  You will often want to have them showing, but hiding them can sometimes be helpful for a simple view. On the right is an example of before pressing F9 (left) and after.  If you see no change when you press F9, it probably means that you have no such "small parents" in the present 'Scape.
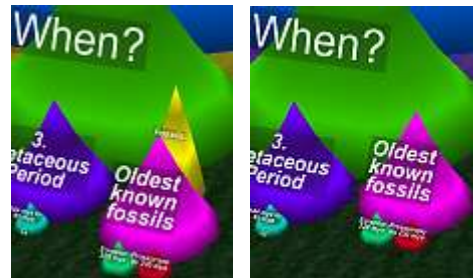
Finally, press F12 again to bring the maximum detail into view.

For more on keyboard controls, please see Appendix A: Summary of easy steps and Shortcuts, p.54.

### 'Plus' labels ('+')

These small labels show the presence of hidden layers of detail above or below topics in the 'Scape (see *The Landscape window - we shorten it to 'Scape*, p.10) where topics are outside the boundary, or are hidden by your own selection to show less detail - see next section.  They appear at the foot of a cone to show that children of the topic exist but are not displayed at present, or at the crest of a pyramid to show that it has hidden parents.
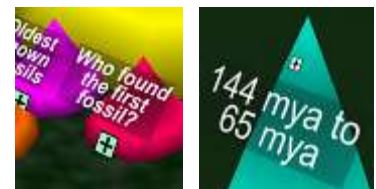
To see what is below (or above) such topics, you can double-right-click on them (or right-click and select 'Make topic current ' from the context menu.

## The Topic Center window

To see what information you have on a given topic, you can visit its Topic Center.  To go there, you can double-left click on a topic (a cone or pyramid, or a topic item in one of the Lists or the Pending Tray).  You can also right-click on a topic and select Go to Topic Center from the pop-up menu.  If the topic is already selected, you can just press Enter.
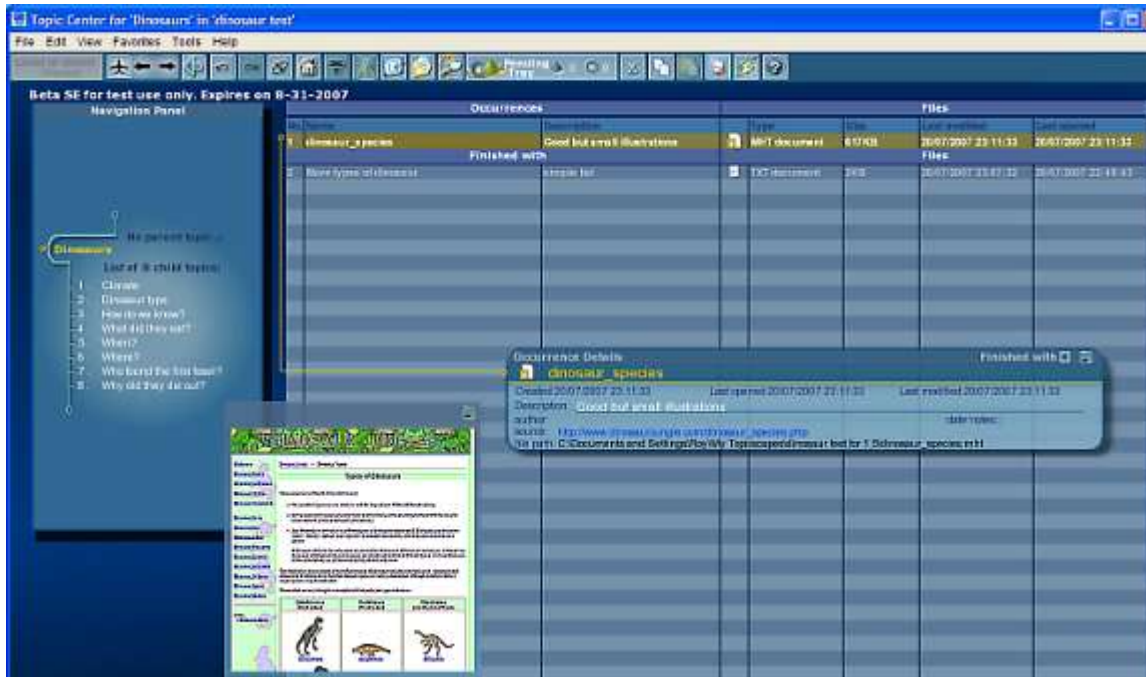


On the right of the Topic Center window you will see the occurrence list, on the left the Navigation Panel (see *Navigation Panel*, p.16).

To go back to the 'Scape, press Backspace or double right-click on an empty part of the window, for example, the floor or the Navigation Panel away from any lettering.

### Occurrences list

This is headed "Occurrences", "Files" and "Occurrence Dates".  Each column here is resizable (in the column headings, drag the line dividing the columns) and changes in column width will remain in effect from run to run

Double-click on an occurrence entry to open up that occurrence's file.

If you click on the top of a column, the occurrence list will be sorted in descending sequence of that column.  If it is sorted in descending order of that column already, the order will switch back to ascending instead.

When you open an occurrence, make a change and then save it, the date last modified is amended, but you will not see the change until the screen is refreshed with function key F5, or until that Topic Center is re-entered later.

There are many functions accessible from the context menu that pops up when you right-click an occurrence.

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**Topicscape**

### Details Panel in the Topic Center

This appears in the Topic Center, as well as in the 'Scape window (see the main entry *The Details Panel*, p.11).  Here, it can be minimized, but not dragged around.
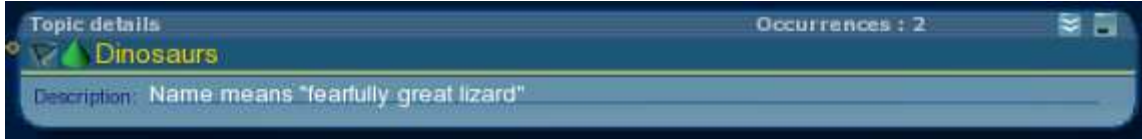


As you select an occurrence in the occurrence list, the Details Panel will show information about the selected item. An orange line joins the Details Panel to the item that it is describing.  If nothing is selected, it shows the details for the topic whose center you entered.

### Navigation Panel

This part of the Topic Center allows you to see the Parent/Child Map, which gives a view of where this topic sits in the Topicscape: All of its parents and children are visible (or you can scroll them into view if there are many).

Clicking a topic in the map shows that topic's attributes in the details panel; double clicking goes to that topic's Topic Center; Backspace returns to the previous Topic Center.
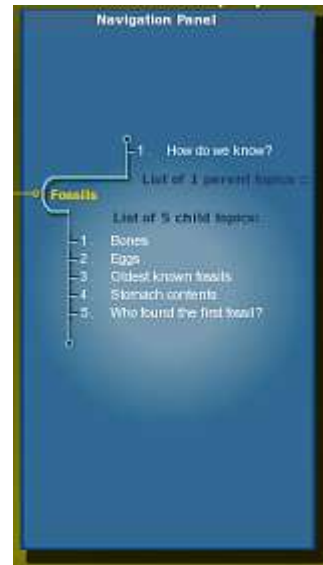


### Preview Pane

The preview panel (right) can show thumbnails of HTML, MHT, and text.  Some file types require Windows XP if they are to work.

### Toolbar in the Topic Center

Please refer to *The Toolbar*, p.13.

### Flying in the Topic Center

You do not have access to full 3D flight in the Topic Center, but you can slide left and right in with left and right arrow keys or a mouse click and drag.  You can also return to the neutral position by pressing the 'Home' key on your keyboard.



### Blue expanded topic names (in the 'Scape)

If the lettering on a topic is too small to read or if the name of a topic name you gave is too long, you can still read it: As the cursor passes over a topic or other entry, the name

will appear in full, at a fixed and always-readable size.  This works in many places in Topicscape SE - topics, the Hit and History lists (see *Search results - the Hit List*, p.32 and *The History List*, p.34), the pending tray (see *Place topics and occurrences in the Pending Tray*, p.27), and with items in the details panel (see *The Details Panel*, p.11).

If you're looking in the occurrence list, then the way to see full name and description is to select an item.  Its details will appear in the details panel.

In the hit and history lists, and in the pending tray, the blue expanded name also shows you information about parent topics, to provide information about the context.

### The End key has more than one use in the Topic Center

Pressing the keyboard's **End** key while in the Topic Center will do one of two things:

If an occurrence is selected (and therefore highlighted) it will move the highlight to the last occurrence in that topic.

If no occurrence is selected, it will take you to the Hit and History Lists viewing point, just as it does when you are viewing the 'Scape.

Pressing **Shift+End** while in the Topic Center similarly has two functions (previously it had none).

If an occurrence is selected, **Shift+End** will extend the selection from the selected item to the last occurrence in that topic.

If no occurrence is selected, **Shift+End** will quickly show more of the file list by jumping right.  This is a shortcut - you can achieve the same affect by holding down the right arrow cursor key.

### Other positioning keys in Topic Center

Provided at least one occurrence is selected, **Home**, **Shift+Home**, **Page Up** and **Page Down**, **Shift+Page Up** and **Shift+Page Down**, and **End** and **Shift+End**, all work in the occurrences list more or less as they do in MS Windows Explorer.

## *Menus on the main menu bar*

*File*
**New Topicscape**
**Open Topicscape**
**Save As…**
> Example: You have a Topicscape called "Reference" open and you select "Save As" and provide a new name of "**Reference2**".  This will make a copy of the database  as **Reference2.3DT** and move it and a copy of all the occurrence files that were in the directory "C:\Documents and Settings\<username>\My Topicscapes\**Reference**" to a new directory called "C:\Documents and Settings\<username>\My Topicscapes\**Reference2**".  If the directory "C:\Documents and Settings\<username>\My Topicscapes\**Reference2**" exists already, Topicscape will ask before erasing it and making a new one.

**Import**

This shows three menu items that let you import special types of file to make a new Topicscape or a new topic.

**Structured Text File**

See *Building Topicscapes from Mind Manager™ and MS Word™*, p.46 for Structured Text File format requirements and how to make this from Mind Manager or an existing Word document. This option lets you convert a structured text file to a structure of topics to the present Topicscape, or make a new Topicscape from the text file.

**File**

This makes one topic containing the file as an occurrence, and the topic will have a name that you provide. It will first make a floating topic and you decide where to drop that. It's usually much easier just to drag the file (or files) in.

**Export**

This brings up a control panel that provides various export options that are described in detail later. It also provides a choice of how much detail to include in the exported file: Topics, topic descriptions, and occurrences.

**Indented Text (intended for reading only)**

Makes a text file where indentation and cross references show the Topicscape's structure. Includes text path of occurrence files.

**Structured Text (for re-importing into Topicscape)**

Makes a text file where outline paragraph numbers show the Topicscape's structure. Includes hyperlinks that can open occurrence files and various text items that allows re-importing the text file and rebuilding the original Topicscape (round trip).

**HTML (single web page)**

Makes a text file where indentation shows the Topicscape's structure. Includes hyperlinks that can open occurrence files.

**(List of recently-opened Topicscapes)**

**Exit**

*Edit*

**Undo** Ctrl+Z works as well
**Re-do** Ctrl+Y works as well
**Cut**

Only active if something capable of being cut is selected.

**Copy**

Only active if something capable of being copied is selected.

**Delete**

Only active if one topic or at least one occurrence is selected.

**Paste**

Only active if there is something on the clipboard.

**Search**

### Advanced Search

*View*

**Enlarger**

    Please see *Draggable true-magnifier - the Enlarger*, p.44

**Level of detail**

    Show all topics

    Hide lowest level topics

    Show main topics only    For the above three, see *More, or less, detail ... as you wish - "Level of detail" controls*, p.14

**Go to Topic Center of selected topic**

**Go to Topicscape Islands (Ctrl+I)**

**Redraw (F5)**

    Redraws the current 'Scape

*Favorites*

**Topics**

    - Home: + the name of the first topic made when creating this Topicscape

    The above fixed entry is followed by any other entries that you have added, up to 20.  Right-click on the topic, and select "Add topic to Favorites list" from the pop-up menu.

**Occurrences**

    Entries that you have added, up to 20.  To add entries, right-click on the occurrence, and select "Add occurrence to Favorites list" from the pop-up menu.

*Tools*

**Data Repair Wizard**

    This starts the data inspection and (if necessary) repair process.  A full backup of the database file is made, a report of any data inconsistencies is given. and no changes to correct the inconsistencies are made without your approval (see *Appendix D: Data checks and repair - The Data Repair Wizard*, p.58).

**Options**

    The Options panel provides some flexibility in how Topicscape SE works for you.  Please see *Appendix H: Customization - the Options panel*, p.64 for details.

*Help*

**Topicscape help**

    Opens a window showing the help system.

**Flight controls help**

    Shows a picture to remind you of the control keys for flying, and their equivalent mouse movements.

**Shortcuts help**

Shows a picture summarizing shortcut keys, excluding those covered in the flight controls help mentioned above.

**Demonstrations**

Pick whether you want to see 3D flying or the demo of operations.

**Give us your suggestions . . .**

Opens a web form for you to send us any suggestion that you may have about how Topicscape SE may be improved, such as requests for new features.  Please do not report errors on the suggestion form (see two items below).  The information that you supply here will be used *only* to communicate with you about the suggestion made, and only if necessary.

**Recommend to a friend** . . .

**Send error report** . . .

Opens a web form for you to send us details of any problem that you feel is an error in Topicscape SE's operation.  This will also send any log of the problem produced by Topicscape SE.  *Yo*u will be given an opportunity to open the log file to examine it first. The information that you supply here will be used *only* to communicate with you about the error reported, and only if necessary.

**Request notification** . . .

**Check for updates** . . .

**Topicscape on the web**

**About Topicscape Student Edition**

**Some have a photographic memory . . .
the rest of us use Topicscape**

## What you can do

### *Make a new Topicscape*

You can make new Topicscapes in several ways:

1. Start Topicscape SE, and choose 'New Topicscape' from the File menu. You will then provide a name, and a cone with that name will appear. Build the Topicscape by importing files and web pages, or by adding new topics as you plan a project, think through a problem or organize some files.
2. If there is a problem with a 3DT file (a Topicscape database) you may receive a warning panel - choose the New Topicscape option.
3. Start Topicscape SE, and choose 'Structured text' and New Topicscape' from the panel shown when you select the Import item on the File menu. A text file following simple outline format numbering will be translated into a Topicscape that follows the outline's structure. See *Structured text file - export and re-import, round trip, p.*45.

In a new Topicscape, the first topic you make is permanently marked as the 'Home' topic. **It cannot be deleted.** A fixed link in Favorites allows you to return to this starting point quickly whenever you like.

### *Make new topics*

You can make new topics in many ways. Drag and drop is an important one (more on that in detail in *Drag-and-drop / Import - to make topics, occurrences and associations, p.*23). In the 'Scape window, click on an existing topic. (Even a new Topicscape will have one topic, so you can always do this. A **green dot** (see *Glossary*, p.50) will appear. Click on that and drag it to the field (see *Glossary*, p.50). A 'Create New Topics' panel appears. Type a name. Click on the 'Add' button. (More about the other function of this panel later in *The power of the 'Create New Topics' panel*, p.26).

1. In the 'Scape window, click on an existing topic, press Ctrl+N.
2. Drag or paste files onto the field. A 'Create New Topics' panel appears with the first file's name as the topic name. You can change it and use the hints function. You can drag or paste files onto a topic, but that won't make a new topic, it will make new occurrences inside the folder - see *Make new occurrences*, p.22.
3. Right click on the field (or even the sky) and select 'Add a new floating topic' from the pop-up menu that appears.
4. Double left click on the field (or even the sky).
5. Select File | Import | Structured text - Floating topic. These will be introduced in Importing Text files, p.45; and Building Topicscapes from Mind Manager™ and MS Word™, p.46.

#### Creating many new topics at once

You can type a name or several names to make several topics at once. To do that, in the 'Create New Topics' panel (see p. 26), separate the topics with the '|' character[1] like this:

---

[1] this is keyed as Shift \ on common English-language keyboards

Dinosaur type|Who found the first fossil?|When|Climate.  This can be a time-saver but if you do that, you will not be able to use the hint panel to avoid accidental duplicates (see *Hints of similar topic names*, p.27).  Hints will not be shown if you enter several topic names at once.

## Make new occurrences

An occurrence is an item of information about a topic.  It's usually made up of a computer file and some additional information like a description, source and author.  An occurrence must be part of a topic, but a file (i.e. the same file) can be in more than one topic if that is useful.

There are two types of additional information: Notes that you add and background dates that Topicscape SE tracks for you.

### Notes you add

These are description, author, source and date notes.

*Description* is up to 2000 characters of text.

*Author* can be up to 100 characters.

*Source* will be filled in automatically if you save a web page - it will be the URL - but you can overwrite it if you wish.  The URL will be 'live' - it will open the web page in a browser if you click it.  If you're making notes from a book, you might want to record its details in source.

*Date notes* has nothing to do with the date of the file or web page - instead it is to allow for dates related to the subject of the occurrence.  So if the occurrence is a historical note about a war, you might put the dates in Date notes, like 1861-1865.

### Background dates

These are dates when the file was created, opened and modified.  You can see these but not change them.

You will probably make new occurrences most often by dragging and dropping or by using the Import functions (File | Import).  Please refer to *Drag-and-drop / Import - to make topics, occurrences and associations*, p.23.

### Occurrence flagging

#### *"Finished with"*

If you like to keep files of old web sites that you've already taken notes from but don't want to delete, you will find this useful: Occurrences can be flagged as "Finished with" using the checkbox in the occurrence Details Panel.  This does three things:

Pushes the occurrence to the bottom of the list of topics in that Topic Center, under a "Finished with" divider.  The top of the occurrence list will then be all the current material.  If there are no "Finished with" items in that topic, there will be no divider.

Makes the text for that occurrence gray both in the Topic Center and in the Hit and History Lists so they don't stand out.

Allows you to exclude "Finished with" items from searches if you wish.  That will improve the relevance of your search results.

### Fileless occurrences

There is another type of occurrence called a "fileless occurrence".  Use these to make a quick note in the description of an occurrence - you can fill in the source, author and so on if you wish, as well.  But you do not have to attach this to a file.

To make a fileless occurrence, right-click on any empty part of the Topic Center in which you wish it to appear and select "Create a new occurrence" from the pop-up menu.  Provide a name and then click on the Details button to start editing the description.

You can add a file to a fileless occurrence later if you wish - just click on the "Add file" button in the bottom right-hand corner of the Details Panel.

### Virtual occurrences

An occurrence must be part of a topic, but a file (i.e. the same file) can be an occurrence in more than one topic if that is useful.  To make such 'virtual occurrences', select an occurrence or several, use one of the copy controls (say Ctrl+C), then paste it in any topic *other than* the original.  Both will point to the same file (it will be a "clone").  If you actually want a separate copy, you can paste it in the *same topic* and it will make a physical copy.  Then move it to wherever you want that copy via, say, the Pending Tray.

### *Drag-and-drop / Import - to make topics, occurrences and associations*

Drag-and-drop is widely used in Topicscape SE, which can accept several types of items . . . files and URL icons in a browser's address bar ("favicon").

Drop files and the like on cones, pyramids, topics in the Hit and History Lists and in the Topic Center.  These files will become occurrences.

After you drag a file to the field in the 'Scape, you will see a small panel (see *The power of the 'Create New Topics' panel*, p.26).  This lets you control how the new topic is introduced to the Topicscape.

### Not just drag and drop - added value

Drag an icon ("favicon"- see *Glossary*, p.50) from the address line of your web browser and drop this in Topicscape SE and Topicscape can do extra work for you: It can make an MHT archive (see *Glossary*, p.50) from the web page, including recording its URL in the 'Source' entry of the occurrence.

A right-click drag will do that straight away (Internet Explorer only) and a left-click drag will give the options of  making an MHT, and HTML file or just making a shortcut.)

This takes fewer steps than using Internet Explorer's (IE's) menu and it can handle a *queue of web pages to be saved as you go on surfing* - no need to wait for each save to complete.

The left-click drag also works with Firefox, Mozilla and Netscape, but not Opera - see *Other browsers* below.

As an alternative to dragging a favicon, you can drag a link in the body of a web page. If it is a simple page that works just as well.

You will get feedback of the save: An hourglass appears just where you drop the favicon, and then it quickly slides to the top left of the window to keep you informed of progress. The indicator will remain there until *all* pages have been saved as occurrences, and then if the target topic is still visible, you will see the usual fading blue glow around that topic to confirm the completion of the save.

While the saving is going on, you can go on surfing the web for more pages, using Topicscape SE to find where you want to place the page, making a topic to hold the page, or any other activity. In other words, once launched, the saving process is independent, and you can build a stack or queue of web pages, all in the process of being saved. *This makes Topicscape a valuable web research tool, because you can search, save and categorize your findings on the fly, without having to wait for saved items to complete.*

Before closing Topicscape SE, all save operations *must be complete* or you will lose incomplete pages.

## Other browsers

Firefox, Netscape and Mozilla are all supported in the above left-button drag functions only. Opera does not appear to provide the necessary drag data for Topicscape SE to take over the drop operation at all.

## Connect topics using Associations

When you see a topic, you will find that in almost all cases, selecting it shows a **green dot** (see *Glossary*, p.50). This can be dragged to make new associations or new topics. This applies not only to the cones and pyramids in the 'Scape, but to those in the 3D and 2D Hit and History Lists (except for grayed-out items representing deletions), and in the LA lists (in the Topic Center and tunnels). However, at present it does not apply to items in the parent child map or the Pending Tray (see *Place topics and occurrences in the Pending Tray*, p.27).

To link topics together, click a topic to select it. The **green dot** (see *Glossary*, p.50) appears. Drag that to another topic (a cone, pyramid or topic item in a list) and drop it there. A menu will appear from which you can select exactly how you want the two topics to be associated.

If you select one of the parent/child associations, you will immediately see that the new structure is reflected by a change in the landscape.

Topicscape's hierarchy is not confined to the strict one-parent-per-folder limit that computer file systems use. A topic can have as many parents as you find relevant when organizing information. When saving a web page showing useful information about children's health in your family reference Topicscape, you may feel it belongs under the topics Children and Infectious Diseases, for example. You make a topic called Chicken Pox, and make it a sub-topic of Infectious Diseases. Then you drag the green dot from the new topic Infectious Diseases to the topic called Children as well and make it a sub-topic. This

topic may appear in the 'Scape twice, but it will be two instances of the same topic. Any changes made to one will appear in both locations.

If you select one instance, a white "firework" will go up from the tip of the other to bring your attention to its presence in more than one place in the 'Scape (see image right).

### Association types

If you are used to concept maps or topic maps you will have used association types before. Topicscape SE supports them. Click on an association line and hold briefly and a new kind of Details Panel will appear - an Association Details Panel:
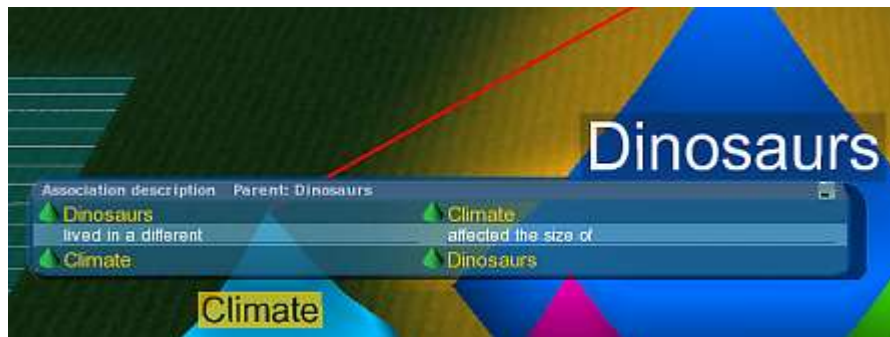


On this, you can define how the topics at each end are associated with each other. In the example above, **Dinosaurs** is the parent and **Climate** the child. Here the association types are read as " **Dinosaurs** *lived in a different* **Climate** ", and " **Climate** *affected the size of* **Dinosaurs**".

Association types are particularly useful when using concept maps to learn or record knowledge. For example, we may use association types to note that:
"**Mozart** *wrote 41* **Symphonies**" and
"**Symphonies**" *make up a significant but relatively small proportion of the works of* **Mozart".**

### Delete association

Sometimes you want to break links between topics - perhaps because you have more information and want to refine the structure, or because a topic is no longer relevant on one of its locations. There are three ways to do this and which you choose is a matter of convenience at the time. Often the easiest is to select a topic (say "Dinosaurs") and drag its green dot to the topic to be disconnected from it (say "Climate"). If the two topics are indeed associated, the pop-up menu will include an item (to continue with the examples just given): "Dinosaurs to be disconnected from Climate". Select this to complete the action. If the two items are not associated, the same item will appear but will be grayed out and inaccessible: "Dinosaurs to be disconnected from Climate".

After this disconnection, a cone or pyramid that would no longer have a place in the 'Scape becomes semi-transparent, together with any children it may have. Pressing F5 will cause the 'Scape to be redrawn without any semi-transparent cones. Changing the Current Topic will redraw the 'Scape too. Until it is re-drawn, the semi-transparent topics can be treated as usual: They will accept files dragged to them, they will show a green dot

(see *Glossary*, p.50) which can be used to make new associations, and their Topic Centers can be entered. Keep in mind that such a topic has not been deleted - just disconnected from the topic you chose.

Another approach is useful when you are breaking a series of associations in course of a re-organization:
- Select the topic in the main 'Scape;
- If no association lines are visible (red lines from the tip of the selected pyramid or cone to its parents), press F8 and they should appear. Do make sure a child topic is selected though, or you will not see these lines. (A child topic just means that the topic must have a parent. If you select a topic that has no parent, then of course you will not see an association line.) Alternatively, hold down F7 and after a pause, lines showing all associations in the current scene will appear.
- Place the pointer cursor on the association line you wish to break. The line will turn red.
- Either drag it away, or right click and chose "Delete association".
- The cone or pyramid that would no longer have a place in the 'Scape becomes semi-transparent, together with any children it may have. Pressing F5 will cause the 'Scape to be redrawn without any semi-transparent cones. Changing the Current Topic will redraw the 'Scape too.
- If breaking an association makes one of the two topics concerned into an island (a group of topics disconnected from the main group) you will see a warning (see *Islands*, p.37).

## *The power of the 'Create New Topics' panel - avoiding duplicate topics*

The Create New Topic(s) box appears:

- when you drag a **green dot** (see *Glossary*, p.50) from the topic cone to the field,
- when you drop a file onto the field, or
- when you make a sub-topic (in the Topic Center).



The quickest way to use it is just to type a topic name in it and press Enter twice, or click Add. That will give you a child topic.

But by doing it that way, you will miss some opportunities to consider alternatives:
- Different relationship types, and
- hints of alternative topics that already exists and you might want to use in place of the new one you're about to create.

**Different relationship types**

Select the type of relationship: Child or Parent. Nine times out of ten, you will want the new topic to be a child of a target topic. If so, just leave this at its default setting: it will make a child.

- If you dragged a green dot from another topic, the new topic will be a Child or Parent according to the radio button selected.
- If you dragged a file to the field you will later have to drop the new topic cone on another cone.  The selection of the type of relationship says how the new topic will be related to the one on which you drop it.

**Hints of similar topic names**

If you click the Hint button, Topicscape SE will look through your existing topic names and show any that match one or more of the words in the name you have just give for the new topic you are about to create.  Based on rules for matching, Topicscape SE may show you topics of a similar name.  You might prefer to use one of these in place of the new one.  The suggestions are made in order of priority as evaluated under the rules.

If you hover the cursor over each hint, you'll see its parents and children.  This will usually help you decide whether to accept the hint or not.



**Occurrence to file link**

You cannot drag in a network file if you are using the Student Edition of Topicscape (or the Personal Edition).

*Location of files moved into Topicscape*

Say you have a Topicscape called 'My Family' and you add a file called 'Family Tree.txt', Topicscape SE will place the file here:
..\<account>\My Topicscapes\Family records\Family Tree.txt

Where the My Topicscapes folder is will depend on your installation.  If you installed Topicscape with the option that all users can see your data, the location will be:
..\All Users\Documents\My Topicscapes\Family records\Family Tree.txt

You can move a Topicscape's folder to, for example, your notebook computer, and none of the links to files in that folder will be broken.  This is described in more detail in *Appendix C: Data storage in Topicscape* SE, p.57.

## Place topics and occurrences in the Pending Tray

This area in the tool bar is a parking place for occurrences that you may want to move to other topics, and topics that you may want to associate with others.  You can drag topics or occurrences to it and away from it.

When it has topics or occurrences in it, it will drop down if you click on that part of the toolbar.

To move an *occurrence* or group of them to the Pending Tray, just select and drag. There will not be any immediate effect - if you close Topicscape at that point, the occurrences will snap back to their original places. But if you drag an occurrence out of the Pending Tray to another topic it will be moved there, and disappear from its original location.

To move a *topic* to the Pending Tray, just select it and drag the **green dot** (see *Glossary*, p.50) to the Tray. You can then search for or navigate to another topic, select that and drag its green dot to the one on the Pending Tray. It will make a new association. The topic will remain in the Pending Tray until you right click on it and decide to remove it or until you close Topicscape SE.

This is useful for making associations between topics that are at present nowhere near one another and may therefore be impossible to have visible in the same 'Scape. (Another way to achieve that is to get one into the History or Hit List.)

As well as dragging, you can send a topic to the Pending Tray by right-clicking it and selecting the appropriate action from the pop-up menu. To remove an item from the Tray, right-click an item (or select several) and choose "Remove item from Pending Tray".

## *Search*

There are three searching modes in Topicscape SE - you can choose a mode to suit your needs:

1. **Advanced Search**
   - **Topic and occurrence information searches**
     This is the most common type of search, in our experience of using Topicscape in our daily work.
     *What it does for you*: Helps you find items based on their name, and information that you have added.
     *Searches for*: Keywords or a phrase.
     *Where it looks*: This type of search can look in topic names, occurrence names, filenames, as well as description, author, source and date notes that you have added. There are options to include or exclude these categories of information, and to select by date and file type.
     *How to start it*: Just type your search keywords (or phrase in double quotes) and select where you want to look. If you are editing text in the details panel, naturally, you cannot search until you have finished.
     *For more detail, see*: Advanced Search, p.29.
   - **File-content search**
     *What it does for you*: Extends your searching capability to file content.
     *What it does*:  Examines files themselves;
     *Searches for*:  A phrase that you specify.
     *Where it looks*: inside the files attached to occurrences in the currently-open

Topicscape.

*How to start it*: Just type your search phrase (with or without double quotes - it will treat this as a phrase search either way) and select the file content option. You can also limit the search to one type of file (file extension) and specific date ranges if you wish.

*For more detail, see*: *File Content searches*, p.31.

- **Topic-limited search**

  *What it does for you*: Allows you to limit the results of a search, by specifying the part topic in which it may appear. Provides the above two types of Advanced Search functions, but confined to a limited part of a Topicscape that you select;

  *Searches for*: Keywords, or a phrase, or file content, according to options that you select;

  *Where it looks*: Within a single branch of a Topicscape, starting at a topic that you specify and working down through the children, grandchildren, etc.. It examines either metadata as described above (under 'Topic and occurrence information searches') or file content, depending on options that you select;

  *How to start it*: right-click a topic and select "Search this topic & descendants". The search panel has a colored text box to confirm that the search will be limited to a specified group of topics.

  *For more detail, see*: *Group search*, p.33.

2. **Concept Search**

   *What it does for you*: When you cannot remember, or do not know, the keywords that will locate a document or item of information lets you view topics and drill down by flying, using the Enlarger and zoom, and changing Current Topics as you get closer to the target topic or occurrence. Also gives you a way of asking: "Show me everything I have about…" some topic, sub-division of a project or task.

   *Where it looks*: Anywhere you fly.

   *How to start it*: Start the appropriate Topicscape, then either do a search or select "Home" from the Favorites menu and start drilling down from there.

   *For more detail, see*: *Searching by concept*, p.35.

**Advanced Search**

To start on advanced search you just start typing whether you are in the Topic Center or looking at the 'Scape. The search panel pops up and whatever you've already keyed in will appear in the search box. It will be forced to lower case. All searches in Topicscape SE ignore case so if a match is found it is independent of capital letters, so "this", "THIS" and "This" are treated as equal.

The advanced search generally uses keywords: type in the words you want to find and press Enter for the easiest form of search. That will look for *all* of the words you typed (technically, the search words will be 'ANDed') and the order in which they are found will be ignored. For completeness, note that it will not usually
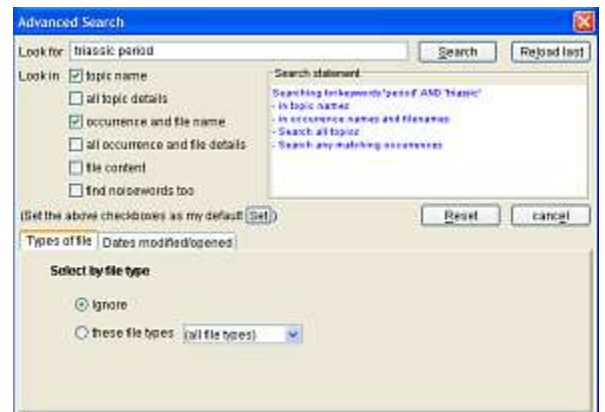
search for words carrying little meaning, like "the", "and", "a", "but". In Topicscape SE, these are referred to as noisewords and a standard set is installed automatically. These are sometimes called "stop" words.

*Where* it looks for your search target will depend on the options you selected in the Advanced Search Panel. It will look by default in all topic names and all occurrence and file names. You can change the defaults to your own preference as described in *Set your own default search options*, p.31). There are other options to include Descriptions of topics and occurrences, and origins of occurrences in the search. Origins are the source, author's name and date notes, if any, of an occurrence.

As you fill in the keywords or phrase and select options, the blue text in the white Search statement box will change to provide a description of the search you are building.

The search finds exact keyword matches only. To search for part words (including plurals) you can use an asterisk like this: "ref*". This will return hits for all words starting with "ref". See Wildcard option in the *Glossary*, p.50 for a description of the types of wildcards supported.

You can narrow the search, if you wish: By selecting a file extension, you can look for occurrences that include only a specific type of file; by selecting a type of date, you can limit your search to, for example, topics you've visited in the last 3 days, or MHT files you've opened (via Topicscape) in the last week.

You can further narrow the search by limiting it to the group under a specific topic: Its strict descendants - its children, grandchildren and so on. Please see *Group search*, p.33.

Topicscape SE looks at the check boxes to decide where it should look for the target words or phrase. All of the keywords must appear in at least one of the locations checked for a hit to be found. In other words if keyword one is in the topic name but keyword two is not, and keyword two is in the occurrence name but keyword one is not, no hit will be recorded. The check boxes are:

**topic name**

**all topic details**    As well as the topic name, this includes the topic description in the search.

**occurrence and file name**

**all occurrence and file details**    As well as the occurrence name and filename, this includes the occurrence description, author, source and date notes in the search.

**file content**    This looks in the files that are linked to occurrences. It searches the file without knowing the internal structure expected by the application that made it. So for text files, this will be accurate, but .mht and .html files may not give 100% accurate results.

**find noisewords too**   If there is a noiseword ('the', 'an', 'it', for example) in the search string, checking this option will require the noisewords to be found in one of the target areas.

**Set your own default search options**

There is a button marked 'OK' that determines how the checkboxes will be set when you open the Advanced Search panel. Press that button and the settings of the six checkboxes above it will be remembered every time you open the panel.

*Filtering search results*

You can select the items that are to appear in the Hit List by date range and file type (extension) using the two tabs at the foot of the Advanced Search panel.

Once the search results are shown you can apply other filters using the *Lists control bar*, (p.32) as you examine the results.

*File Content searches*

File content search will look through the Topicscape's own folder. If you are working with a Topicscape called ThisOne, it will look in **C:\Documents and Settings\All users\Documents\My Topicscapes\ThisOne\**. You can choose date ranges and filetypes to limit the search.

It will report phrase hits, not keyword matches. This means that if you search for "meaningful relationships" and a document contains "relationships meaningful" only, no hit will be reported. In a file content search, the search result will be the same whether you search for a phrase in double quotes or not in double quotes.

When the file-content search is searching HTML and emails it ignores tags (e.g. <BODY>) but not invisible data enclosed by tags. For example, it would find the xxxx in <Script> xxxx </SCRIPT> if xxxx were part of the search string.

*Phrase Searches*

Search for complete phrases by enclosing them in quotation marks. Words enclosed in double quotes ("poison ivy") will appear together in all results exactly as you have entered them. You may not use phrase searches with keyword searches.
So to look for "poison ivy" cure is not supported. A phrase search is recognized by the opening double quote.

Any pattern matching symbols (wildcards) such as '*' or '?' appearing inside quotes will be taken literally, not treated as wildcard searches. For example, if the search phrase is "poison* ivy", then a topic named "poisonous ivy" will not result in a match. Nor will "poison ivy" - the actual character * will have to be found in a searched item before it will be returned as a hit.

Phrases must begin and end in a double quote. The first quote must be the first character in the 'Search on' box. The final quote must not be omitted.

A phrase search of one word (for example "graph", including the quotes) will be treated as a regular keyword search for the word 'graph'. It will not match 'graphics'. In contrast, a phrase search for "richly-colored graph" would register a hit on a topic or occurrence name containing 'richly-colored graphics'.

If you enter a phrase in quotes and then select 'file contents', the search will be done as if the quotes were not present.  In other words hits will be registered on documents containing the phrase whether it has double quotes around it or not.

*Search results - the Hit List*

The results of your search appear in the Hit List.  This has two forms, and you can choose which you prefer at any time.  The 3D version is a list that runs off towards the horizon and the 2D version appears down the left-hand side of the 'Scape window.  You can switch between them by pressing Ctrl+H or by selecting from the *Lists control bar* (see p.32) at the foot of the screen.  We find the 2D version best when there are many hits, and the 3D form more convenient most of the time.

If your search has just one result, and that result is a *topic*, Topicscape will go straight to that topic's Topic Center.

If a search has just one result and that result is an *occurrence*, Topicscape will go straight to the TC and highlight that occurrence.  The containing topic that will appear with the occurrence in the Hit list does not count when deciding if there's just one result, *unless that topic also meets the search criteria*.

On the right of the Hit List is the History List.  There's more about that in *The History List*, p.34.

All the hits that correspond with a topic in the current 'Scape will show a yellow dot.  Hover over this type of hit and a yellow line will appear from the list item to the corresponding cone in the 'Scape.  If there is more than one instance of the topic in the 'Scape, more than one line will appear to indicate the position of each.

Click on a hit with a yellow dot, and the yellow line will appear and remain, until another selection is made, or until Esc is pressed.  This is the quick-flight path - see *Flying on autopilot*, p.33 for information about how Topicscape can fly you to that topic.

**Lists control bar**
Below is the Lists control bar.  This runs across the foot of the 'Scape window. This provides options for you to select from that determine how the Hit and History lists appear and what they contain.  Press Ctrl+M or click on the button to the right of "Hit list shows" to filter and sort the Hit list.

Hits - Topics:896 Occurrences:282 In 'Scape:370    Hit / History lists  (3D  (Ctrl+h))   ▲  Hit list shows  (Topics & occurrences)  ▲  Sequence Occ. name within topic name

Click on the button to the right of the "Hit / History lists" caption to select the type of lists to use - 3D or 2D.

**Some have a photographic memory . . .
the rest of us use Topicscape**

**Topicscape**

**Key to Hit list items**
On the Hit list image here, you can see a regular cone (slate blue) and an island topic (gray post). For more about island topics, please see *Islands*, p.37.

**Long lists of results after a search**
The 2D Hit List provides conventional scrolling to allow the full list to be examined.

To avoid the need for extensive flying into the scene to view a long list, the 3D list has a "page turning" function instead. Arrows on the left and right of the Hit List's front panel allow you to page forwards and backwards if a search results in more than 35 hits. See *Key* to Hit list items above.

**Hit List shortcuts**
Here are some shortcuts that you may find useful when working with the Hit List:

**Ctrl+T**: Limit hits appearing in the Hit List to Topics only - show them in alphabetical order.

**Ctrl+O**: Limit hits appearing in the Hit List to Occurrences only - show them in alphabetical order. If you requested only Topics to be examined during the search, pressing Ctrl+O will result in an empty list.

**Ctrl+B**: (Both) Show all hits appearing in the Hit List - Topics & Occurrences - show them in alphabetical order of topic with occurrence hits alphabetically with their respective topics.

There are other options for sequence (various dates and file extension) in the Lists Control Panel menu.

The other list, to the right of the Hit List, is the History List (see *The History List*, p.34).

To view the 3D lists quickly, press the End key. If the 2D Lists are showing, you should press Ctrl+H instead.

*Flying on autopilot*

Having found what you want using a search, you will usually want to view that topic in its 'Scape. If the target topic is already in the current 'Scape (indicated by the yellow dot), there's a shortcut: Topicscape SE will do the work for you.

Click on the hit list item - a yellow line to the topic ('the quick-flight path') will appear. Either right-click on the line and select 'Fly to topic cone' or double-click on the line. Topicscape SE will take you to a high-up view of the cone in context, while allowing you to see where it is going. Pressing Esc at any time allows you to stop mid-flight.

Holding Backspace down allows you to retrace your route as usual.

*Group search*

If you have found the general area in which the document or reference that you are looking for should

be, you can do a focused search limited to that area alone.  Right click on the topic in question and select "Search this topic and descendants".  The usual Advanced Search panel appears, but it is color-coded to remind you that the scope of the search is limited to that topic and its children (and on, down the hierarchy).  The title bar is different from the usual "Advanced Search" and the search statement will name the topic where the search begins.

The function "Search this topic and descendants" looks through the whole of the specified group (the branch starting at the specified topic), regardless of sharing.

### Group file content search

As with the Group search, the file content search can be directed to look at a part of a Topicscape instead of the whole.

### The History List

The History List shows a journal of the significant things that you do, with the purpose of helping you find something that you remember acting on recently.  In this context, "significant" means a change to a topic or occurrence, entering a topic Center, deleting a topic or occurrence or making it current.  Some less important items remain in the history list for one run only, others remain there permanently.

Topics in this list and the Hit List can be used just like topics in the 'Scape (with one exception) so that you can double click to go to a Topic Center, right double-click to make a topic current, associate another topic with one on the list, and so on.  The exception is when a history item relates to the deletion of a topic.

Similarly, occurrences in this list and the Hit List can be used just like occurrences in the Topic Center (again with the exception of deletion, but for occurrences in this case) so that you can double click to open it, drag it to another topic and the like.
The number of entries in History list is limited to 35.

When closing down, Topicscape SE removes all items recording that something has been deleted (i.e. gray items in the History List) so these will only be visible during the run in which you deleted them.

### Gray items in Hit and History Lists

You will sometimes see gray items in these lists.  These represent topics or occurrences that you deleted since the list was made.

No actions can be taken on the deleted items (with gray lettering), unless you are able to undo the deletion at that time.

### Noisewords

Topicscape SE's Advanced Search generally ignores common words and characters such as "a", "the" and "an", as well as single digits, because including them slows down the search without improving the results.  We call these "noisewords".  If you include words like this, Topicscape SE will tell you and give you an option (by a checkbox) that allows

you to have them included anyway.  If you're looking for an item about the band "The Who", you will probably want to include noisewords in your search.

**Searching by concept**

You will search by concept when a word search doesn't produce the hit you want, and perhaps when you're looking for just the right place for a new item for one of your Topicscapes.

There are two possible approaches - if you are in the right area already, you can fly around with the mouse, or cursor keys, combined with the Shift, Ctrl and Alt keys.  This gives easy options for flying, climbing, descending, zooming, slewing sideways and rotating.  The Enlarger (please see *Draggable true-magnifier - the Enlarger*, p.44) is useful too.  Having a mouse with a wheel gives you more options.  The flight controls are described in *Controls you can use*, p.38.  For full details, just left-click on the flight indicator near the left-hand end of the toolbar:

If you reach a dead end, examine the parents of topics for clues.

The other approach is to choose a topic that is closest in concept to the item you are looking for and make it the Current Topic. The Current Topic is the central cone with a yellow glow in any 'Scape.  (The Current Topic is the central cone with a yellow glow in any 'Scape - see *Glossary*, p.50)  This will reveal lower details of the topics associated with that one, as children, grandchildren and so on.  Again you can fly around to explore or choose another topic to make current.  Don't forget to search up as well as down.  Topicscape's ability to have many parents for a topic can help you to find topics that reference material organized under a strict hierarchy would keep hidden. To make a topic into the Current Topic, simply right-click on it and select 'Make Current' from the menu that appears. In the worst case, you would start at the Home topic (Favorites | Topics | - Home: <topic name>).

## *Export to make files*

Right-click on the occurrence or occurrences you want to export.  From the menu that appears, select "Export (copy) to external folder".  Choose where it is to go and Topicscape SE will copy the files to the chosen destination.

Alternatively, you can drag the occurrence (or several) to the desktop or another folder.

Your occurrences inside Topicscape will remain unchanged by either a drag and drop or an export operation because an export or drag will copy the files, not move them.

## *Importing from text and exporting to text and HTML*

When you build your 3D mind maps with Topicscape SE, you will sometimes want to be able review all the work in a web page or text file.  This will be very useful when you've finished searching for information for a term paper and you are ready to start putting the paper together.

You can also build 3D Topicscapes from a text file if it has the right format.

Importing and exporting various types of text files, is described in these sections:

*Exporting text files,* p.44; *Importing Text files*, p.45; *Building Topicscapes from Mind Manager™ and MS Word™*, p.46.

## *Deleting topics and occurrences*

Topics can be deleted in a number of ways, but the principal method is to right-click on the topic and select from the menu that pops up.  You can delete an individual topic or the group of topics under the one selected. A group in Topicscape is the strict hierarchy of topics under a selected topic.  This means the children, grandchildren, and so on of a topic, until, down each branch, the end is reached.  Topics can be connected in a ring in Topicscape SE, and in such cases, the branch ends when a topic that has already been included in the group is encountered.

Other ways of deleting topics and occurrences are from the main menu and using the delete button on the toolbar.  These will bring up a limited version of the pop-up menu mentioned above from which you will choose the type of deletion.

You cannot delete the Current Topic.  To delete a topic that happens to be 'current' at the time, make another one into the Current Topic first.  You can't delete the 'Home topic' either.  This is the first topic you make when you start a new Topicscape.  If you right-click on either the Current Topic or the Home topic, you will see the deletion menu items grayed out and inaccessible.

**Other ways of deleting topics are as follows:**

1. Select the topic and press the Delete key

If a topic cone is selected, pressing the Delete key will delete that cone and its occurrences.  Pressing Shift+Delete will delete that cone, its descendants and all of their occurrences (the topic group).

2. Use the right-click pop-up menu or the Edit menu in the main menu bar.

Right click on a topic and chose the type of deletion you want: "Delete this topic only…" or "Delete this topic & descendants…".

**The deletion report**

When you start to delete a topic or a group of topics, you will see a report showing the full effect of that deletion. People use Topicscape in many ways - some will want to check the full effects of a delete before confirming the action, others will be confident of the effect and don't wished to be slowed down with these details.  You can elect to suppress all such future reports using the "don't show this again" checkbox.

The reports can be set to appear again using the Tools | Options panel.  There is a tab "User Preferences" which has a checkbox "Show deletion reports".

You select a topic for deletion by right-clicking on it, then from the menu highlight the scope

After selection of the type and scope of the delete, a report showing the result will appear. Nothing happens until you press the 'OK' button on the panel showing this report.  If you press the 'cancel' button, nothing will be deleted.  While the report is showing, the topics

that would be deleted and which are visible at the time in the 'Scape, will be shown in red.  Topics in the group to be deleted but that are shared with another group are protected from deletion.  These will be shown as semi-transparent.

Keep in mind that more than one instance a topic can appear in the 'Scape at a time.  All instances of a red topic will appear as red in such a case.

In Topicscape SE it is sometimes useful to connect topics in a chain that eventually leads back to the original topic.  As the Current Topic at any one time cannot be deleted, a chain of topics that includes the Current Topic will be protected too.  You'll have to make a topic outside the group current first.

### Deleting occurrences

The above deals with deleting topics but their occurrences are included in the deletion process.  Inside a Topic Center you can select occurrences and delete them using the Delete key, the pop-up menu or the main menu bar.

### Islands

Topics or groups of topics that cannot easily be reached by flying or changing the current topic are referred to as 'islands'.  Ideally all topics should be connected in some way in a continuous network but islands can result when you remove an association (such as the red line in the attached diagram), or delete one or more topics that had previously linked two part of the network.  The only way you would be able to reach topics like that would be by searching for them by keywords or phrase.
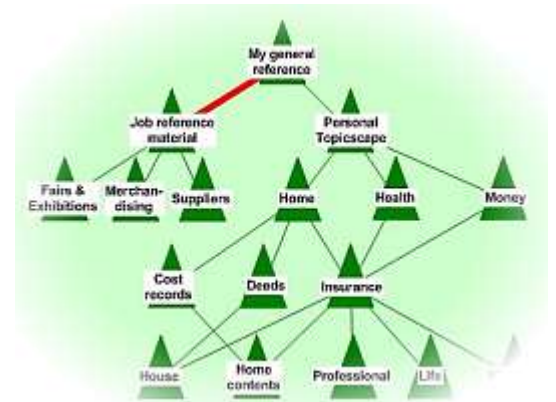


To overcome this, as soon as an island forms as a result of a deletion of any kind, Topicscape SE will automatically link it to a fixed topic called "Topicscape Islands".  We recommend that you check the Topicscape Islands from time to time and link it to a meaningful part of the main group of topics.  You can go there easily in any of the following ways:

Right-click on the post or name panel of Topicscape Islands on the left side of the 'Scape and select "Make Topicscape Islands current".

Double right-click on the same post or name panel.

Press Ctrl+I.

When you make Topicscape Islands Current, the previous Current Topic replaces the post as a cone (it is referred to as the 'return cone') and this is one way back.  Another is to press Ctrl+Home.  You can move island topics and groups back to the main group of topics as follows:

Right-click on that cone select "Make Topicscape Islands current".

Double right-click on the same cone or name panel.

Right-click on the cone Press Ctrl+Home

Linking any topic in such a group to the main group of topics causes it to be unlinked automatically from Topicscape Islands.  To remove a group from Topicscape Islands, there are several options:

Select the topic nearest to the Topicscape Islands post.  Drag the **green dot** (see *Glossary*, p.50) to the Pending Tray (see *Place topics and occurrences in the Pending Tray*, p.27).  Select the topic in the main area of Topicscape that is to be associated with that islands topic (usually as its parent, but it doesn't have to be) and drag the green dot to the topic in the Pending Tray.  Remove the item from the Pending Tray. Find the topic that is to be its associate, using search.  Go to Topicscape Islands (press Ctrl+I).  Select the island topic and drag its green dot to the Hit list item for the topic that it is to be associated with and select the type of association from the pop-up menu.  You can also use the History list in this way, if the topic is already there.

Find the topic that is to be its associate, using search.  Make it into the Current Topic.  Go to Topicscape Islands (press Ctrl+I).  Select the island topic and drag its green dot to the return cone - the one that replaced Topicscape Islands when you made that current - that will be your target.  Select the type of association from the pop-up menu.

If you just join two islands, they become one island.  The one containing the parent in the new association remains associated directly with Topicscape Islands.  The other is disconnected from the Topicscape Islands post.

### Limitations to deleting

The Home Topic is the first one made (when the Topicscape was new) and is always needed so it cannot be deleted;

A topic cannot be deleted while it is the Current Topic;

Topicscape Islands cannot be deleted.

In addition, a topic group that *includes* the Home Topic or the Current Topic cannot be deleted. To delete a group containing Current Topic, you will need to make a topic that is outside the group into the Current Topic first.

## Controls you can use

**Esc**　　　　Firstly, and really useful to know, Esc cancels most things (like on-screen warning panels, yellow lines connection lines and floating topics, unless they are actively in process.

### *Viewing-position keys*

**Home**　　　Go to a position from which you can see the main, central areas of the 'Scape.

**Shift**+**Home**　Go to a position up and to the front, from which you can generally see the whole 'Scape.  Space should not be wasted round the edge (within the limits of the window shape).  Cones and pyramids at the edge may be clipped, as long as the topic name can be read.

**Ctrl**+**Home**　Go to a position from which you can see the main, central areas of the 'Scape for the last Current Topic that was outside Topicscape Islands.

| | |
|---|---|
| **Shift+End** | Go to a high position from which you can generally see the whole 'Scape looking straight down.  Space should not be wasted round the edge (within the limits of the window shape). |
| **End** | Go to a position from which the Hit and History lists can be seen |
| **Backspace** | Fly back along the track traversed until reaching a past 'Make Current' or the beginning of the run, then stop.  On reaching a past 'Make Current' if you release Backspace and press it again, Topicscape SE will show the previous 'Scape and continue flying backwards along the track.  If you are in a Topic Center, pressing Backspace will take you back to the 'Scape window. |

## *Flying keys and mouse movements*

A note about mouse movement:  When you first install Topicscape SE it only allows flying with the keyboard, and does not give access to the Alt flying functions mentioned below.  You can switch on the mouse flying and Alt functions by Tools | Options | Flight Controls tab using the checkbox provided.

| | |
|---|---|
| ↑ | Fly straight ahead (into the scene) |
| ↓ | Fly back |
| ← | Swing left    (in the **Topic Center**, slide left) |
| → | Swing right    (in the **Topic Center**, slide right) |
| **Ctrl+↑** | Ascend |
| **Ctrl+↓** | Descend |
| **Ctrl+←** | Slide left |
| **Ctrl+→** | Slide right |
| **Shift+↑** | Zoom in (see the description of zoom below) |
| **Shift+↓** | Zoom out |
| **+** and **-** | The + and - keys on the number pad also provide a zoom in and out function.  Customization allows you to swap the functions between these two keys.  (See Tools | Options | Flight Control | Customize (Zoom)) |
| **Shift+←** | (no action) |
| **Shift+→** | (no action) |
| **Alt+↑** | Tilt **up** (in nod mode) or tilt **down** (in pilot mode) |
| **Alt+↓** | Tilt **down** (in nod mode) or tilt **up** (in pilot mode) |
| **Alt+←** | In the 'Scape window: Swing left. In the Topic Center: equivalent to Backspace (this therefore equivalent to Internet Explorer behavior). |
| **Alt+→** | Swing right |

**mouse wheel**

Moving the wheel backwards and forwards zooms in and out from a central point of your "Scape window.

**Some have a photographic memory . . .**
**the rest of us use Topicscape**

Holding down the Alt key while moving the wheel backwards and forwards causes the view to tilt up and down.
Holding down the Ctrl key while moving the wheel backwards and forwards causes the point from which you see the scene to rise or fall.

Here is a graphical summary of flying controls.  This can also be seen in Topicscape SE itself by pressing the aircraft button on the tool bar that looks like this:-

| Swivel left-right | | Fly in and out (horizontally) | | Slide left-right | | Ascend / descend | | Zoom | | Tilt | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ← | → | ↑ | ↓ | Ctrl+ ← | Ctrl+ → | Ctrl+ ↑ | Ctrl+ ↓ | Shift+ ↑ | Shift+ ↓ | Alt+ ↑ | Alt+ ↓ |
| Alt+ ← | Alt+ → | | | | | Page Up | Page Down | The broad arrows represent either cursor-movement keys or mouse-drag movements | | | |
| | | Mouse wheel | | | | Ctrl+ | Ctrl+ | | | Alt+ | Alt+ |

A special zoom allows you to pick a topic (select it), hold down Shift, and left-click-drag the mouse.  That topic will end up centered in the window and zoomed in to.

## *Function keys*

| | |
|---|---|
| **F1** | Start the Help system |
| **F2** | Open text for editing if one and only one item having text is selected.  If none is selected, and you immediately select a topic or occurrence, the associated details panel will appear with the name in text editing mode. |
| **F3** | Redo the last advanced search, or, if the Advanced Search panel is visible at that time, reload the criteria for the last search.  This can be useful if you want to make a small change before trying again. |
| **F4** | Choose topic colors for individual topics, topics at a given level in the structure or topic groups. |
| **Shift+F4** | cycle through the three topic-color scheme arrangements |
| **F5** | Refresh 'Scape or Topic Center view.  Any semi-transparent topic that may be in the 'Scape (because of the removal of an association) will have disappeared. |
| **F7** | Show all association lines |
| **Shift+F7** | Show all association lines and user-modified association-type panels |
| **F8** | Show the selected topics' parent association lines.  *Nothing shows* if no topic is selected. |
| **F9** | Suppress / show alternative parents of Current Topic's children and siblings.  This works independently of F10, F11 and F12. |
| **F10** | Suppress cones representing Current Topic's grandchildren and great-grandchildren. |

| F11 | Suppress cones representing Current Topic's great-grandchildren. |
| F12 | Show all cones & pyramids within the Boundary. |

## *Text-edit-mode keys*

When you click on a Details-panel text field (Name, Description, Author, etc.) the Details Panel enters text editing mode.  The keys listed next then operate as described.

| **Insert** | Has no effect (text editing in Topicscape SE is always in Insert mode) |
| **Delete** | Deletes the character after the text insertion cursor; |
| **Page Up** | Moves up to the top of the text (to the same character position in the line) |
| **Page Down** | Moves down to the bottom of the text (to the same character position in the line) |
| **Enter** | Confirms text changes (text entry mode finishes and the change is committed, though it can still be undone with Ctrl-Z or the Undo menu item (see *Menus on the main menu bar*, p. 17) |
| **Tab** | Moves from one text editing field to the next in the details panel. |
| **Shift-Tab** | Moves from one text editing field to the previous one in the details panel. |

## *Occurrence-selection keys*

When you click on occurrence in the Topic Center or click on an occurrence in the Hit or History List the keys listed next then operate as described here:

| **Insert** | This makes a new occurrence.  Initially it will be fileless, but a file can be added to it. |
| **Delete** | *when one or more occurrences in the Topic Center are selected* - deletes those occurrences;  or *when a topic is selected and single-deletes are permitted by Options set* - deletes that topic. |
| **Shift+Delete** | *Effective only when a topic is selected* - deletes that topic and its children and all descendants. |
| **Page Up** | When an occurrence in the Topic Center is selected, moves up 26 lines (or to the top if less than 26 lines from the top) |
| **Page Down** | When an occurrence in the Topic Center is selected, moves down 26 lines (or to the bottom if less than 26 lines from the top) |
| **Enter** | Confirms text changes (text entry mode finishes and the change is committed, though it can still be undone with Ctrl-Z or the Undo menu item (see *Menus on the main menu bar*, p. 17) |
| **Tab** | Moves from one text editing field to the next if the user is editing text in the details panel. |
| **Shift-Tab** | Moves from one text editing field to the previous if the user is editing text in the details panel.  Otherwise no effect. |
| **End** | While in the Topic Center if an occurrence is selected, the selection will move to the last occurrence in that topic. If no occurrence is selected, it will take you to the Hit and History Lists viewing point, just as it does when you are viewing the 'Scape. |

**Shift+End**     While in the Topic Center if an occurrence is selected, the selection will be extended from the currently selected item to the last occurrence in that topic.

If no occurrence is selected, it will quickly show more of the file list by jumping right.  This is a shortcut - you can achieve the same affect by holding down the right arrow cursor key.

**Home, Shift+Home, Shift+Page Up and Shift+Page Down**

Provided at least one occurrence is selected, all of these work in the occurrences list more or less as they do in MS Windows Explorer.

## Topic-selection in the 'Scape - actions of keys

When you click on a topic in the 'Scape, whether as a cone, pyramid, or topic in the Hit or History Lists, the keys listed next then operate as described here:

**Insert**  When in the 'Scape, a topic is selected and you press Insert, Topicscape SE will bring up the Create New Topic panel.  When you complete the panel and press Add, the topic will be made a child of the original selected topic.

When in the 'Scape, a topic is *not* selected and you press Insert, Topicscape SE will bring up the Create New Topic panel.  When you complete the panel and press Add, a floating topic will be made.  Unless you change the radio button, the topic will be made a child of whichever topic you drop the red floating cone on.

**Shift+ Insert**  When in the 'Scape, a topic is selected and you press Shift+Insert, Topicscape SE will bring up the Create New Topic panel and set the radio button for **Parent**.

When in the 'Scape, a topic is *not* selected and you press Shift+Insert, Topicscape SE will bring up the Create New Topic panel.  When you complete the panel and press Add, a floating topic will be made.  Unless you change the radio button, the topic will be made a parent of whichever topic you drop the red floating cone on.

**Delete**          when a topic is selected and single-deletes are permitted by the Options currently set, deletes that topic.

**Shift+Delete**  *Effective only when a topic is selected* - deletes that topic and its children and all descendants.

## Other keys

**\***                    Bring up Advanced Search panel with all checkboxes grayed out except file type

**Other printable character** Bring up Advanced Search panel with the typed character(s) in the text box.  Watch for duplicated characters (I.e. characters you keyed only once that show up twice)

**Ctrl+D**        Minimize or restore the details panel (toggle).

**Ctrl+E**        Show or hide the Enlarger

**Ctrl-H**        Toggle between the 2D and 3D Hit/History lists if in the 'Scape, do nothing if in Topic Center

| | |
|---|---|
| **Ctrl+M** | Pop up the 'Hit list shows' menu in the *Lists control bar* (p.32). 'Scape window only. |
| **Ctrl+N** | If a topic is selected, make a new one associated with the selected one. Equivalent to dragging the green dot from the selected topic to the field or sky. |
| **Ctrl+O** | Limit hits appearing in the Hit List to Occurrences only - show them in alphabetical order. |
| **Ctrl+T** | Limit hits appearing in the Hit List to Topics only - show them in alphabetical order. |
| **Ctrl+B** | Show all hits appearing in the Hit List - Topics & Occurrences - show them in alphabetical order of topic with occurrence hits alphabetically with their respective topics. |

There are more.  For these, please see *Appendix A: Summary of easy steps and Shortcuts* p.54 or press the lightning-flash button on the toolbar.

## *QuickZoom*

This special zoom allows you to zoom instantly to the area around any topic.  Hold down the Shift key, then left-click and hold the mouse button down on a topic-cone or pyramid in the 'Scape.   Your view will zoom to a convenient viewing position for that topic and its surroundings.

If you release the mouse button, you will be back at the viewpoint before the zoom.  This allows you to click all over the 'Scape and have a magnified view of any part of interest quickly.

When you find your target, or a portion that you want to examine in more detail, you can stay at the zoomed position by releasing the Shift key before you release the mouse button.

Instead of Shift, you can press CapsLock once instead, and Quickzoom to different places without having to hold any keys down.  Then you can fly while zoomed.  Keep the mouse button down and move it around to fly in the area you've zoomed to, release it and you'll be back at the distant view position again, wherever you were when you started.

Please be aware that this only works if you have mouse flying switched on (Tools | Options | Flight Control | Customize | check Allow mouse flight).

Press CapsLock again to release this.  Press CapsLock before releasing the mouse button and your viewing location will stay where it is (that is, zoomed).   Release the mouse button before pressing CapsLock and your viewing location will return to its original position.

## *Other zoom options*

Zooming is an often-used way of examining the 'Scape, so there are several variants to help you find what you're looking for.  We think the best zooming method is Quickzoom (see above) but sometimes, another topic gets in the way of the view from the zoomed position.  Then, you might want to try one of these other options:

- **Shift+↑** using the cursor keys,   or
  move the mouse wheel backwards and forwards: Zooms in towards the central point of your 'Scape window. This type of zoom has no end-viewing point - it will zoom until the ground is reached.   It does not operate in *The Topic Center window* (see p.15).
- **The + and - keys** on the keyboard's number pad.
- **Use the Enlarger** (see next section): This allows zooming in jumps once an area of interest has been located.

## *Draggable true-magnifier - the Enlarger*

Press Ctrl+E when viewing the 'Scape, and a small Enlarger panel will appear.  It will appear centered on the cursor arrow, so a good way to use it is to move the cursor to the area of interest before you press Ctrl+E.  You can drag the enlarger around the window by the small diamond shape in its center (good for aiming accurately at a new part of the scene) or by the title bar.

The Enlarger allows you to examine parts of the 'Scape where the lettering is too small to read.  Of course, you can fly there or zoom in, but this is faster when there is a very large 'Scape to search.  If you double click anywhere in the Enlarger and the magnified view will be fixed and fill the window.  The target will then be in the middle of the window.  Pressing Ctrl+G or clicking on the Go To button acts the same as double-clicking in Enlarger frame.
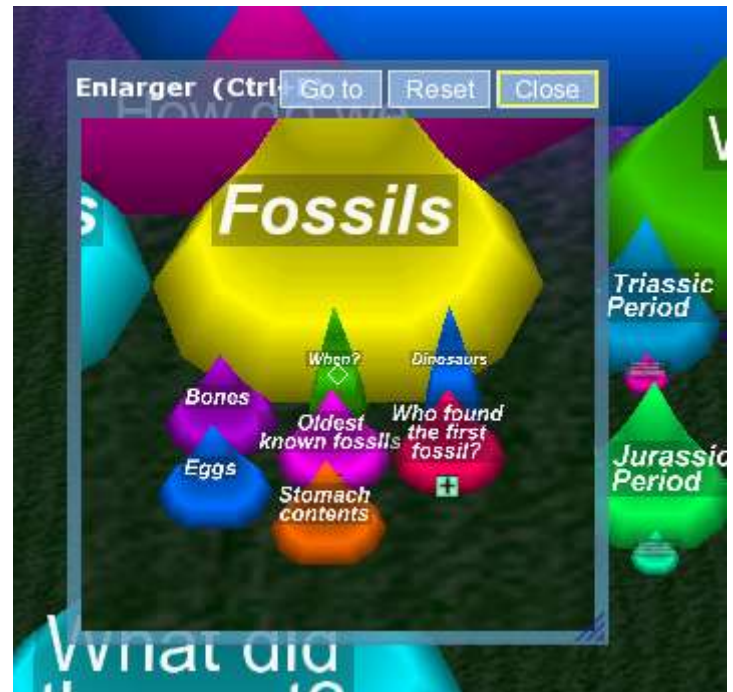
An outline frame flashes briefly round the target when the Go To is complete.

To remove the Enlarger without using the Go To option, press Ctrl+E again, or press Esc.

## Exporting text files

There are four ways you can turn a Topicscape into text, by exporting a "reading" text file, a structured text file, a flat HTML file, and an OPML file:

- **Export a "reading" text file**, laid out (indented) to show the structure of the Topicscape, with options to show where occurrence files are.  This has decimal section numbers (1, 1.1, 1.1.1, etc) and is meant for you to read.  So if you have done some research, built a Topicscape with the results, then planned the layout of the report, structured in the Topicscape, the text file will contain the initial content of the report, properly structured according to your plan.  The formatting will not be suitable for a report, though.
- **Export a structured text file** that you want to edit with MS Word, say, or a text editor, and then re-import to build a new Topicscape that shows the changes made.  This type of file can also be produced for part of a Topicscape. If you edit the file with MS Word, be sure to save it afterwards as a plain text file (.txt), *not as a Word file (.doc)* or the re-import will fail.  We refer to this type of structured text file as Internal Structured Text to distinguish it from structured text files exported by other software.
- **Export a flat HTML file**, also laid out to show the structure of the Topicscape, with options to show where occurrence files are.  This is similar to the "reading" text file but has the advantage that all references to files are by hyperlink, so you can open any files in that Topicscape from the browser as well.

All of these types of files can be produced for an entire Topicscape or a part of one (a topic group).  To export a topic group, right-click the top topic of the group and select "Export topic and all descendants...".

## Importing Text files

The function **Import a text file** (to make a floating topic or a new Topicscape) can accept text files in the format produced by "*Export a structured text file"* mentioned above.

### Structured text file - export and re-import, round trip

A Structured text file can be re-imported to Topicscape SE as follows:

File | Import | Structured text to make new Topicscape *or* Structured text to make floating topic.

There are limitations on how you can edit this file if the edited version is to produce a properly structured Topicscape afterwards.  Please read the introductory paragraph that is added at the front of all such files.  You will see that same introductory paragraph as a message during the export process.

## Importing / exporting FreeMind files

A FreeMind mindmap can be **imported** to 3D Topicscape SE as follows:
File | Import | FreeMind (.mm) file as new Topicscape. Then select the file with the file picker dialog.

A 3D Topicscape can be **exported** to a FreeMind (.mm) file as follows:
File | Export | Other products: FreeMind (.mm) and chose what you want to include, using the checkboxes. Then provide filename and location details and press OK.

So a round-trip is possible here.

In addition, a topic with many children, grandchildren etc. can be exported to a FreeMind (.mm) file as follows:
Right click on a topic and select "Export topic and all descendents . . ." and once again select Other products: FreeMind (.mm) and chose what you want to include, using the checkboxes. Then provide filename and location details and press OK.

## Using other version Topicscape databases (.3DT files)

You can use 3DT files prepared in the Personal Editions (PE) Pro and Lite of Topicscape in the Student Edition (SE) but there are some limitations.

Firstly, there are many file-types not supported by SE. You won't see these filetypes, even if they are there in a PE database. They won't be lost though.

Next, and *really important*: If you do a *Data Repair* of a PE database using the Student Edition, it will remove everything that the Student Edition does not support. So, if you want to do this, please make a full copy of the 3DT file, its folders and occurrences first.

## Building Topicscapes from Mind Manager™ and MS Word™

You can make new Topicscapes from a text file structured as a regular numbered outline document. You can also add a topic with multiple levels of subtopics to an existing Topicscape. This section tells you how to use Mind Manager™ and MS Word™ to produce the right kind of text file, but other software can do it too. (Note: Text means an MS-DOS text file - you cannot do this directly from a Word file.)

 Here's a simple example:

```
SLA Outline
1.     SLA ADMINISTRATION
1.1    SLA IDENTIFIER
1.2    INTRODUCTION
1.3    PURPOSE OF AGREEMENT
1.4    PARTIES TO AGREEMENT, ROLES AND CONTACTS
1.4.1  Roles and responsibilities
1.5    RELATED SERVICES AND SLAs
```
1.5.1    and so on . . .

Topicscape SE will take notice of three types of line in the text file:
1. The first line in the file will usually be the title and this will be used to name the Topicscape as well as its first topic. "`SLA Outline`" in the above example. A title must not start with a number - if the first line starts with a number, it will not be treated as a title.

2. Lines beginning with a number, including dots, and followed by a space or tab, will make a topic.  An example from the above is "`1.4.1 Roles and responsibilities`"
3. A line starting with "=>See document" followed by a file path and filename will make an occurrence under the topic made from its heading.  An example is
`=>See document: D:\FD\Creativity\Roadmap.doc`

## *Preparing your text import file from an MS Word™ .doc file*

Your Word document should use styles Heading 1, Heading 2, Heading 3, etc. for items that are to appear as topics, and they should all be "Outline Numbered".

From Word, remove any heading page, contents table and other introductory material.  Preferably include a single line at the beginning of the text in the style 'Title' or 'Normal'.  If this is missing, Topicscape SE will ask you for a name when it starts reading the file.

Alternatively, if you just want headings without content, use Word to build a contents table (without page numbers) and remove the remainder of the document.  We recommend that you choose a contents-table style (TOC) that does not convert headings to all upper-case letters.

Save as 'MS-DOS text with line breaks (*.txt)'.  This will not work from the Word file directly.

Before exporting, take care to remove any numbered lines that are not titles.  For example, the four paragraphs above, after "Topicscape will take notice of four types of line in the text file:" are not titles, but they would appear as topics unless removed.

## *Preparing your text import file from a Mind Manager 4 .mmp file*

From Mind Manager use 'Export to file' (it will produce text).  The file will be in the correct format for input to Topicscape SE, but please ensure that levels to at least 10 are numbered.  This is done in Mind Manager's Format menu:
Format | Text Output… | Text Outline | Number until Level : 10 | Display until Level : 10.

### A note about later versions of MindManager

3D Topicscape Pro can import .mmap files from MindManager 5,6 and 7 directly.  To import these files to 3D Topicscape Student Edition, you will need to export via a structured text file, as with version 4.

## *Next, import the text file prepared by one of the above methods*

To make a new Topicscape:
In the **File** menu, select **Import | Structured Text to new Topicscape** and find the structured text file just made.  Click Open.  This may take a while to complete, especially if the .

To add a branch or group of topics to the presently-open Topicscape:
In the **File** menu, select **Import | Structured Text to make floating topic** and find the structured text file just made.  All the structure in the text file will be carried with the red floating topic and it expands when you drop that on another topic.

During the import, certain ambiguous or anomalous data may be detected, that Topicscape SE cannot resolve automatically. Topicscape SE will give you the information required to know where these are and what to do about them.

If a blank is found where a topic name is expected, you will see the message:
"*nn* blank title(s) were found in *import.txt*
Please search for topics named "Blank name for item" and decide how to name these topics now."
*nn* represent the number of blank titles found and *import.txt* represents the name of the structured text file imported.
Searching for "Blank name for item" will provide a list of all of these. You can see them in context to decide what name they should have, or amend *import.txt* to remove blank title lines. These will start with a number and a dot and may have a tab after that, but will have no text.

Direct references to files will be resolved by Topicscape SE if they contain a complete path to the file locations. So an entry in the imported file like this:
**=>See document: D:\Clients\FD\Creativity\Roadmap.txt**
will result in an occurrence in the appropriate topic. However, an entry like this:
=>See document: Roadmap.txt
can't be fixed by Topicscape SE because it doesn't say where the file is. It is likely that the file is in the same folder as the original Mind Manager™ file, but Topicscape SE will ask you to supply the information, to be sure. You will see the message:
"File reference(s) with no location found in the imported file, please specify a folder/directory in which these files will be found. You can select the folder for this Topicscape and move the files in there later if you wish. Here is a list of the files:"
Please either navigate in the file picker to the folder where you know the files are located, or note the names and find them and drag them into the Topicscape later.

## More imported text file examples

In the following formal examples, <space> represent a single space and <tab> represents a single tab character.

```
1<tab>Topic 1
1.1<tab>Sub-topic 1
1.1.1<tab>Sub-sub-topic 1
1.1.2<tab>Sub-sub-topic 2
1.2<tab>Sub-topic 2
2<tab>Topic 2
3<tab>Topic 3
3.1<tab>Sub-topic 3
3.2<tab>Sub-topic 4
3.2.1<tab>Sub-sub-topic 3
3.2.2<tab>Sub-sub-topic 4

Alternative
1<space>Something
1.1<space>Some more
1.1.1<space>Yet more.
```

If imported to make a new Topicscape, this would produce a Current Topic of 'Something', a child of that as 'Some more' and a grandchild as 'Yet more'

Any line that does not begin with . . .
number<tab> or
number.<tab>, or
number<space>, or
number.<space>, or
"<space>See<space>document:<space>, or
"<space>See<space>also:<space>
. . . will be ignored, except for the first line which may be treated as the title as described earlier.

## Glossary

**Associations:** Relationships between topics. 'Triassic Period', 'Jurassic Period' and 'Cretaceous Period' may be related to (and under) a topic called 'When?' which may in turn be under a topic called 'Dinosaurs'. See *Associations:*, p.8.

**Association lines:** Colored lines indicating parent-child relationships. You can see them if a topic is selected and this feature is switched on - it toggles with F7. They are yellow lines from the tip of the selected topic to the tips of all its parents. There is an option to see all association line - press F8 and hold it down. It may take a second or so to display them all in a big 'Scape and they disappear soon after F8 is released.

**Boundary:** Topicscape SE can display up to seven levels (generations) of topics at one time. You can drill down (or "drill up") at any point and there is little practical limit on how many levels a Topicscape can hold. The maximum that can be shown at any one time when a specific topic is the Current Topic is ringed by the "Boundary".

**Children:** In the example above, 'Sales', 'Marketing' and 'Public Relations' are children of 'Business Development' and grandchildren of 'Business Plan'. A topic is not limited to one parent as in a traditional subject hierarchy or computer directory design.

**Circular topic groups / circular associations**: A topic group may be circular - this means that if you follow a topic's children, grandchildren and so on, it is permissible in Topicscape SE to define associations that reach the same topic again. The only restrictions are that a topic may not be its own parent or grandparent.

**Concept:** A subject, topic, rubric or other way of organizing information, thinking about a field of study or organizing plans for a project, book, document or report.
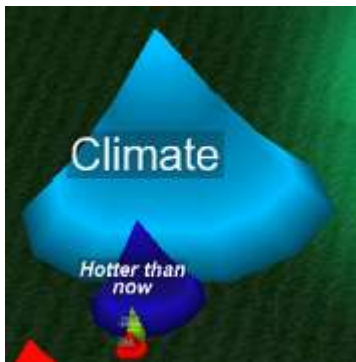
**Cone**: (Left) The representation of a topic. Whatever we write about cones applies to pyramids too, unless the context shows that we're describing a difference.

**Current Topic**:
The 'central' topic in any 'Scape. It has a glow around it (see right) and will be the largest cone (though pyramids for any parents it has will be larger). This glow slowly cycles through a range of colors to focus attention on this central topic. This does require CPU cycles (our tests indicate an average of around 12% of the CPU) so you may wish to turn it off. You will then see a static yellow glow. See Tools | Options | User Preferences under the "Enhanced Features" heading ("Enable changing of colored glow behind Current Topic").

**Description:** Both occurrences and topics can have space for description (2000 characters) that you can enter to supplement the information about them.

**Favicon:** Microsoft's term for the small icon displayed in Internet Explorer in the address box (i.e. in front of the URL).

**Field:** The 3D environment's ground on which cones and pyramids sit.

**Fileless occurrence:** This is a form of occurrence used to make a quick note without including a file.  The description, source, author and date notes can be filled in.  To make one, right-click on any empty part of a Topic Center and select "Create a new occurrence".  Provide a name and then click on the Details button to start editing the description.

You can add a file to a fileless occurrence later if you wish - just click on the "Add file" button.

**Floating topic:** A red cone representing a new topic.  It is not yet part of the Topicscape, but is waiting to be dropped on another topic, which is to be its parent.  If you want it to be a parent of a topic, make it a child first and then drag a green dot (see below) from one topic to another and select the new association type from the pop-up menu.
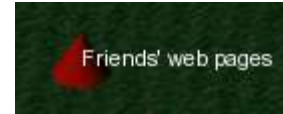
**Folder:** A directory in a computer file-system.

**Green dot:** This appears when you click on a topic to select it. It is dragged from the cone to do four things:

- to form a new association between the selected topic and another ( a pop-up menu allows you to select the type of association);
- to change the type of an existing association, for example from A being a parent of B to A being a child of B;
- to break an existing association;
- to place a topic in the Pending Tray (see *Place topics and occurrences in the Pending Tray*, p.27);

The green dot has two modes of operation and you can select your preference:
Click a topic and immediately drag to make an association.

Click a topic to select it (the green dot also appears), release, then click and drag the green dot.

The second option is faster and more convenient for experienced Topicscape users, but it means that when starting to fly with the mouse, you must take care not to click on a topic. The mode you prefer can be selected from the Tools menu, by selecting the Options item and then, in the 'Scape tab, choose the option you prefer in the lower half of the panel. See *Options*, p.19.

**Hint panel**: An extension of the 'Create New Topics' box which helps you avoid accidentally having several topics dealing with the same basic topic.  Hints only appear when you have typed in a new topic name and either clicked on the Hint button or pressed Enter.  If you drag the green dot from a topic to the field, the topic from which you dragged will not be included in the hint list.

**Hints:** This applies to four types of hint:

- hints of existing topics when preparing a new topic,
- hints on what the buttons in the toolbar do (seen when the cursor is hovered over the button),

- hints as to further details of items that cannot fit in the available space, such as the file path of an occurrence, the full name of a topic cone, the full name and parent of a topic in the hit or history list and the full name and containing topic of an occurrence in the hit list, and

- the names of topics where the normal display name panel is too small to read - these are shown as a small blue name panel when you hover your cursor over the topic. This also works for occurrences appearing in the Hit or History lists. The blue topic name hints that you see in the Hit or History lists also show the topic's parent topic after a '>' sign.

**Home Topic:** This is the first topic made when you make a new Topicscape. It is permanent (it cannot be deleted) though its name and associations can be changed like those of any other topic. This topic defines the main part of your Topicscape and allows 'islands' to be identified (and then joined to Topicscape Islands).

**Keyword:** A meaningful word extracted from the name of a topic or occurrence, the description area, author, date notes or source of an occurrence. A keyword will be a string of letters and perhaps numbers, and starts and ends when a punctuation or space character is found. 'Meaningful' applies to searching - i.e. it is not a word such as 'the' or 'of' that is rarely helpful in finding an item in a Topicscape and is referred to as a Noiseword (see separate entry).

**Lists control bar**: This is a bar that runs across the foot of the 'Scape window and provides options for you to select from that determine how the Hit and History lists appear and what they contain. It looks like this:

Hits - Topics:896 Occurrences:282 in 'Scape:370   Hit / History lists  3D  (Ctrl+h)   ▲   Hit list shows  Topics & occurrences  ▲   Sequence:Occ. name within topic name

An **MHT (or MHTML) Archive** is a complete web page saved in a single file as produced by MS Internet Explorer (in IE: Save As | Web Archive, single file (*.mht) | Save). Topicscape SE goes further than Internet Explorer which refuses to save some pages - it uses a stronger but slower method if it detects resistance from the web page.

**Noiseword:** A word such as 'the' or 'of' that is rarely helpful in finding an item in a Topicscape. These are sometimes referred to as 'stop' words. A search can be made to include noisewords using a checkbox in the advanced search panel but a search will ignore noisewords if you don't check that box.

**Occurrence**: An item of information about a topic in a computer file. A file may contain information about many topics and you can make clone occurrences linked to the same file under more than one topic. See *Occurrences:*.

**Origins**: The source, author's name and date notes, if any, of an occurrence.

**Parent:** In the example above under *Associations*, 'When?' is a parent of 'Triassic Period', 'Jurassic Period' and 'Cretaceous Period'. A topic is not limited to one parent as in a traditional subject hierarchy or computer directory design.

**Pending Tray:** An area in the Toolbar that can act as a temporary parking place for topics or occurrences when some

re-organization is in progress.  See (see *Place topics and occurrences in the Pending Tray*, p.27).

**Pyramid**: For clarity, the relationships between topics are often indicated by showing parents, grandparents etc., of certain topics as pyramids.  This applies to topics behind the Current Topic (its parent, grandparents and great-grandparents, and parents of children of the Current Topic), see the image on the right.

**Return cone:** When you make Topicscape Islands into the Current Topic, the previous Current Topic replaces the Islands post and provides a shortcut back to the main 'Scape.  (Just double-right-click on it or press Ctrl+Home.)

**'Scape:** See The Landscape window - we shorten it to 'Scape, p.10

**Sibling:** A child of any parent of the Current Topic (excluding the Current Topic itself).  These appear on the left of the Current Topic, or on either side if there is more than one parent with children.  They are taller than the Current Topic's children.  See the image on the right.

**Source:** An area in which you can key some information about where you obtained a text file, note or web page.  If you save a web page in Topicscape, this will automatically be filled in with the web page address (URL).

**Sub-topic:** An immediate child of a topic.

**Topic**: Its normal, everyday meaning.  A subject, category or classification of information.  In Topicscape SE, it may be a broad, sweeping classification with many topics below it (e.g. 'Law'), or a narrowly-focused name of a subject area (e.g. 'Salary payment on termination with cause').  See *Topics:*, p.8.

**Topic Center:** The place to go to see a topic's occurrences.  It represents a space 'inside' a topic cone.

**Wildcard option:** Wildcard options in Topicscape SE searches are limited, at present, to:
-       *   Keying an asterisk will result in the Hit List showing all of the selected type of item.  You can choose to see all topics or all occurrences (or both).  When occurrences are displayed, the topics in which they appear are usually displayed as well, though you can choose to see just the occurrences by selecting the appropriate "Occurrences only" from the "Hit list shows" menu in the List control bar (see *Search results - the Hit List*, p.32).
-       a suffix like xxx* meaning show all keywords starting with xxx. So if you are looking for result or results, search for result* (that will also show hits for "resulting" and "resulted". Searches like *xxx or xxx*xxx are not supported.  And * in a phrase search (one enclosed in "" quotes) will be treated as an * not as a wildcard character.

**Some have a photographic memory . . .
the rest of us use Topicscape**

**Topicscape**

## Appendix A: Summary of easy steps and Shortcuts

**Right click menus** drive many things in Topicscape SE.  There are usually alternatives, but right-click pop-up menus are often the easiest way.

Double-clicks act as follows

Left double-click a topic: Enter its Topic Center (to see the occurrences in it).

Left double-click an occurrence: Open it with its Windows-associated application

Right double-click a topic: Make it current.

**Shortcut keys:** These can help save time too, but unlike menus you have to know them, so here's a list:

### Edit shortcuts:

**Ctrl**+**X / Ctrl**+**C / Ctrl**+**V**: Cut / copy / paste as usual, for occurrences.

Topics cannot be cut (a topic can appear in many places so cutting one may have unintended consequences).  Topics, when copied are actually placed in the Pending Tray (see *Place topics and occurrences in the Pending Tray*, p.27).

**Ctrl**+**Z / Ctrl**+**Y**: Undo / redo as usual.

**Ctrl**+**A**:  Select all when editing text.  Select all in certain lists like the Topic Center's occurrences list and Pending Tray items.

### Visual enhancements:

**Ctrl**+**E**: Show or hide the Enlarger panel..

**Ctrl**+**H**: Hit and History lists toggle between 3D and 2D format.

### Operational shortcuts:

**Ctrl**+**D**: Minimize or restore the details panel (toggle).

**Ctrl**+**M**: Pop up the 'Hit list shows' menu in the *Lists control bar* (p.32). 'Scape only.

**Ctrl**+**N**: If a topic is selected, make a new one associated with the selected one. Equivalent to dragging the green dot from the selected topic to the field or sky.

**Ctrl**+**O**: Limit hits appearing in the Hit List to Occurrences only - show them in alphabetical order.

**Ctrl**+**T**: Limit hits appearing in the Hit List to Topics only - show them in alphabetical order.

**Ctrl**+**B**: Show all hits appearing in the Hit List - Topics & Occurrences - show them in alphabetical order of topic with occurrence hits alphabetically with their respective topics.

### Viewpoint changes:

**Home** key: Home view.

**Shift**+**Home** key: Whole view.

**End** key: 3D-Hit and History lists view.

**Shift**+**End** key: Birds-eye view.

### *Function keys:*

**F1**      Open Topicscape SE Help

**F2**      If a topic or occurrence is selected, open its name for editing.  If none is selected, and you immediately select a topic or occurrence, the associated details panel will appear with the name in text editing mode.

**F3**      Repeat the last search or, if the Advanced Search panel is visible at that time, reload the criteria for the last search.  This can be useful if you want to make a small change before trying again.

**F4**      Choose topic colors for individual topics, topics at a given level in the structure or topic groups.

**Shift**+**F4**      cycle through the three topic-color scheme arrangements

**F5**      Refresh 'Scape or Topic Center view.  Any semi-transparent topic that may be in the 'Scape (because of the removal of an association) will have disappeared.

**F7**      Show all association lines

**Shift**+**F7**      Show all association lines and user-modified association-type panels

**F8**      Toggles visibility of selected topic's parent association lines.

**F9**      Hides / shows extra parents of Current Topic's children (tall thin pyramids, if any, at the front of the 'Scape) as well as siblings' children.  (Siblings, if any, appear on either side of the Current Topic.

**F10**      Show least detail (hide topic cones below immediate children of Current Topic, i.e. hide its grandchildren and great-grandchildren)

**F11**      Show medium detail (hide topic cones of great-grandchildren of Current Topic, i.e. hide lowest level children only)

**F12**      Show full detail - all topic cones and pyramids

A 'Shortcuts' Help panel is also available in Topicscape SE.  Just press the lightning-flash button on the toolbar.

## Appendix B: Ways of running Topicscape SE

The usual options, like using a desktop icon or an entry in the Start | Programs | Topicscape SE menu, are available but there are some other options.  Using Start | Run, you can enter a command directly in the "Open" box to use various options of Topicscape SE as follows:

*"C:\Program Files\Topicscape\bin\TopicscapeSE.exe" -maintenance*
Note that the quotes are necessary in this and all other options below.

This runs the data repair tool.  That can also be run from within Topicscape SE, but this is an escape route in case you ever have trouble starting Topicscape SE as usual.

*"C:\Program Files\Topicscape\bin\TopicscapeSE.exe" -debug*
This runs Topicscape SE and provides a messages window with an actions and error log. The same information will be captured (in all versions) in a log file that can be examined and then sent to 3D-Scape Limited using the entry in the Help menu:
"Send error report . . ."

*"C:\Program Files\Topicscape\bin\TopicscapeSE.exe" -new*
Starts Topicscape SE and asks for the name of a new Topicscape file to make.

*"C:\Program Files\Topicscape\bin\TopicscapeSE.exe"  "C:\Documents and Settings\<username>\My Topicscapes\Personal Reference\Personal Reference.3DT"*
Starts Topicscape SE using the file whose name and location is provided.

*"C:\Program Files\Topicscape\bin\TopicscapeSE.exe" -version*
This briefly shows the build number, which is information that we may need to assist with error reports.

*"C:\Program Files\Topicscape\bin\TopicscapeSE.exe" -help*
This shows the following options, as described in more detail above:

Usage: TopicscapeSE.exe
     (to execute a 3DT file that you used last time)
or TopicscapeSE.exe 3DTfile
     (to execute the other 3DT file)
or TopicscapeSE.exe [-option]
     where options are:
     -n -new   open a new Topicscape
     -h -help   print this help message and exit
     -d -debug open Topicscape with debug window
     -m -maintenance launch Topicscape data repair tool
     -version     print product version and exit

The log files mentioned above will be in a folder (directory) **C:\Documents and Settings\<username>\My Topicscapes\log\**   When closing down, Topicscape SE clears up any log files older than 90 days, except that it will ensure that it will not delete logs if there are fewer than ten.

56                        February, 2008

## Appendix C: Data storage in Topicscape SE

A Topicscape is made up of a .3DT database file and the directly associated files that you choose to move into the Topicscape.

Topicscape SE stores the information you provide (topic and occurrence names, descriptions, authors, sources, date notes, occurrence dates, file locations, associations ...) in the '3DT' database file.

The files you introduce to a Topicscape are stored in a folder with the same name as that database. The database itself would be in that folder.  The standard place for the database and files for a Topicscape called, for example, "Family" would be
**C:\Documents and Settings\<username>\My Topicscapes\Family**.

Its database would be Family.3DT.

If you move a document called "Family tree.txt" into that Topicscape, then that file will be moved to the Family folder.  If there is a file called "Family tree.txt" there already, the new file will be renamed as something like "Family tree`125`.txt", with `125` being the next available number in a sequence specific to that Topicscape, added for uniqueness. However, if that file is in the same topic as the one that is to hold the new Family tree.txt, Topicscape SE will ask if you wish to replace it.  This comparison is done with the original file name, not the name with the added `nnn`.

When installing Topicscape SE you can give another location for your Topicscapes than
**C:\Documents and Settings\<username>\My Topicscapes**

### *Moving Topicscapes around*

Once you have made a Topicscape, you can move it around freely on the same computer if you wish, provided you move its whole directory.  All files that were moved to the Topicscape will still be accessible (technically: relative addressing is used).

But, **don't change the folder (directory) name**.  If you do, all the occurrence files in that directory will be invisible to Topicscape, and their occurrences will appear in black in the Topic Center.  If this happens to you, you can just restore the original folder name and all the occurrences will be seen by Topicscape again.  To see the original folder name, you can highlight any 'black' occurrence in the Topic Center and examine the foot of the Details Panel.

### *Network access to files*

The Student Edition of Topicscape (as the Personal Edition) does not support network connections for files that are to become occurrences.  You will need to copy a networked file to your computer before trying to make it into an occurrence.

## Appendix D: Data checks and repair - The Data Repair Wizard

Computers aren't perfect.  They can suffer from computer crashes, power failure and accidental deletions.  Although the database used in Topicscape SE (Firebird) is very robust we do provide a clean up wizard to help overcome the problems that may come up from time to time.

**If things go wrong (and even as an occasional check)**

You may want to run the Data Repair Wizard occasionally.  You do this in one of three ways:
- While Topicscape SE is running: From the Tools menu in the main menu bar: It will offer to check the Topicscape that was open at the time, but you can choose another.
- When Topicscape SE is not running: From the main Start menu: Topicscape SE | Data check and Repair;
- When Topicscape SE is starting up: If a possible error is detected you will be given an option to run the Data Repair Wizard

**Will I lose control?**

The first thing to know is that the Data Repair Wizard won't make any changes without your permission.  It has a check phase and a repair phase and you will be given a report after the check and a choice to go on with the repair or not.

The second: It makes a copy of the database it's checking, and tells you exactly what that copy is called and where to find it.  If you run the wizard five times, you'll get five backups - it doesn't overwrite the previous backup.

You'll see progress reporting as well, letting you know the checking stages as they pass.

**Fixing missing occurrence files**

Topicscape SE can't protect from, for example, someone deleting files that a Topicscape knows about.  And this can happen, particularly if the files are outside the My Topicscapes folder.  The Data Repair Wizard can check for such files, ones that are no longer where their occurrence records them as being.  It reports these and offers you the chance of fixing them one by one, making a global change or deleting the occurrences.  If a file turns out to have been deleted some time ago, there's not a lot you can do unless you have a backup.  If it has just moved, you can search for it and then tell Topicscape SE where it is, using the Fix one by one button on the "List all missing files" panel.

The files you introduce to a Topicscape are generally stored in a folder for that Topicscape.  The standard place for these for a Topicscape called, for example, "Reference Material" would be "**C:\Documents and Settings\<username>\My Topicscapes\Reference Material**".  Its database would be "Reference Material.3DT".  When installing Topicscape SE you can give another location than **C:\Documents and Settings\<username>\My Topicscapes**.

You can move complete Topicscape folders around with no problem, provided that they are on your computer.  Topicscape Student Edition does not support network

connections.  Generally, unless you delete files there, you won't have any trouble with those files.

## Very large databases

3DT files can grow very large because old version information is retained until cleared. If you find that a 3DT file has grown very large, running it through the Data Repair Wizard can make it much smaller and is not an indication that something has gone wrong.

## Check results log file

A log file of what happened during the check appears in

C:\Documents and Settings\<username>\My Topicscapes\log\scan_<Your Topicscape's name>.log

## Appendix G: Format for imported structured text files

There are two formats for structured text files that Topicscape SE can read and convert into 3D Topicscapes for you: Internal and General. Internal text files are produced by Topicscape SE for you to edit and then re-import into Topicscape. General ones are those produced by other software (like Mind Manager) or produced by you manually. We'll mention something about Internal ones later, but General structured text files follow this example - a detailed description of the format is given afterwards.

### *General Structured Text Files*

Reference material

```
1.      Job
1.1     Reference letters
1.2     Appraisals
1.2.1   McGuire Inc.
1.2.1.1      Year 2004
1.2.1.2      Year 2005
1.2.1.3      Year 2006
The 2006 entry contains only my preps for 360 deg. review
2.      Hobbies
2.1     This is a much longer topic name than you would ever be likely to use,
but is inserted as an illustration.  Topic names longer than 47 characters will
be truncated, but the full name will be placed in the description.
3.      Sport
3.1 Extreme sport
3.2 Skiing and Snow-boarding
3.3 Off-roading
4.      Family
Here we keep images of family documents like marriage certificate, birth
certificate and passport records.
4.1 Birth certificates
4.1.1 Dave's b.c.
=>See document:E:\Joe's shared\My Topicscapes\Reference material\Dave's bc.png
This is a poor copy - need to re-scan.
=>See document:E:\Joe's shared\My Topicscapes\Reference material\Dave's bc
b&w.png
This is a better image but black and white.
4.1.2 Ellen's b.c.
=>See document:E:\Joe's shared\My Topicscapes\Reference material\Ellen's bc.png
```

A General Structured Text File (STF) must be a plain text file with the extension .txt. ***Importing an MS Word file will not work***, but you can edit the file in Word if you then save it as MS-DOS text. You must (for now) use the Roman alphabet, but letters with diacritic marks (ä Ç ñ ß) should work properly.

Here's the format quickly, then again, with comments (in blue).

Title

**\<section number>\<separator(s)>\<topic name>**
**\<Description of this topic>**
**=>See document:\<full filepath to occurrence>**
**\<Description of this occurrence >**

In the following, format definitions are in bold black, and comments that are not part of the structured text file are in blue.

Title

The title line is used to name the Home topic and the Topicscape itself.  Any characters that are not permitted in a file or folder name will be changed to "_" but they will not be changed in the Home topic's name, so if you want to call a Topicscape "This is my \/first\/ try: Topicscape", go right ahead.  The first line of an STF should not start with a number. If it does, the text file's name will be used instead and the title will appear as a topic.

**<section number><separator(s)><topic name>**

The **section numbers** you use provide the clues needed by Topicscape to get the structure right, so having this, for example:
1.
1.1
1.1.1
1.1.2
1.1.2.1
is important if these topics are to be associated correctly.

You can break the number sequence, provided you do not break the structure.  So this is OK:
1.
1.1
1.1.2
1.1.2.1
(1.1.1 is missing, but it had no children anyway)

This, by contrast, will result in a structure that you probably did not intend:
1.
1.1.1
1.1.2
1.1.2.1
(1.1 is missing, so there's no parent for 1.1.1 or 1.1.2.  They will be made children of the Home topic).

The **separators** between the number and the topic name may be one or several spaces, one or several tabs or a mixture of tabs or spaces.  The number of separators is not significant.

The **topic name** can be anything you like.  If it is longer than 47 characters, it will be truncated, but then the long text (up to 2000 characters) will be moved to the topic description.

Lines that begin "`=>See also:  : `" prompt Topicscape Personal Edition to make a loose association but are *ignored by the Student Edition*.

`<Description of this topic>`

This will be transferred to the Description in the Details Panel for the topic just defined. Note that a description that starts with a number will be treated as a new topic instead of a description.  So if the description in the example above: "The 2006 entry contains only my preps for 360 deg. review" had instead been: "2006 contains only my preps for 360 deg. review" this would result in an unwanted topic when imported.  In cases of multiple description lines, lines will be joined with a space separating the contents of each line from the next one.  Descriptions of more than 2000 characters will be truncated.

`=>See document:<full filepath to occurrence>`

Lines that begin "`=>See document`" prompt Topicscape SE to make an occurrence, using the path information given to locate the file.  If the file is not there, the information will still be stored, but a description will be added that says "The file is marked as missing because it was not found during import."  If you can find the file and put it in the right place, the occurrence will be mended.

`<Description of this occurrence >`

This will be transferred to the Description in the Details Panel for the occurrence just defined.  This has a similar restriction to the one mentioned for topic descriptions above - it must not start with a number.  It handles multiple lines and long entries in the same way, as well.  If you are exporting from a Mind Manager mindmap, we know of no way to add a description to a file linked to the mindmap, so this facility will probably be of interest only in cases where you have some manual intervention when building the text file.

### *A note about Mind Manager 2002 and the special character "»"*

When you export from Mind Manager, you should go to Format | Text Output | Common Settings:
1. Ensure the tick in the checkbox Export hyperlinks as "See document" is on,
4. and change the Prefix: to =>See document:

Mind Manager defaults these to » in Enterprise 2002.
Some international settings in Windows cause the » character to be misinterpreted and prevents Topicscape SE processing the text import correctly.  Topicscape SE therefore will recognize only the pair "=>See also: " and "=>See document: " as identifiers of these special lines.

### *Internal Structured Text Files*

If you import the sample above to build a Topicscape and then re-export it to Structured Text, you will see that the file contains a lot more information.  Some is guidance for users of the file, some provides more information to Topicscape SE so that it can, as nearly as possible, rebuild the Topicscape in the same order as it was found when exported.

```
{-----------WHAT YOU CAN DO TO THIS FILE:   ---------------------------------------
You can safely edit topic names, occurrence names and descriptive text.
You can safely delete topics and occurrences.
You can safely add occurrences.
```

```
Please do not change numbers like this: (`15`)  It will cause an error on re-import to
Topicscape.
Please ADD topics in Topicscape itself, not in this file, or it will cause an error on re-
import.
Please do not change the structural information at the end of the file.
-----------------------------------------------------------------------------}
1       Reference material    (`2`)
=>Topic Description:
1.1     Family (`16`)
=>Topic Description:Here we keep images of family documents like marriage certificate,
birth certificate and passport records.
1.1.1   Birth certificates    (`17`)
=>Topic Description:
1.1.1.1 Dave's b.c.     (`18`)
=>Topic Description:This is a better image but black and white.
=>See document:Dave's bc (Fileless)  =>Description:   =>Source:   =>Author:   =>Date
notes:
=>See document:Dave's bc b&w (Fileless)  =>Description:   =>Source:   =>Author:
=>Date notes:
1.1.1.2 Ellen's b.c.    (`19`)
=>Topic Description:
=>See document:Ellen's bc (Fileless)  =>Description:   =>Source:   =>Author:   =>Date
notes:
1.2     Hobbies (`10`)
=>Topic Description:
1.2.1   This is a much longer topic name than you would...   (`11`)
=>Topic Description:This is a much longer topic name than you would ever be likely to use,
but is inserted as an illustration.  Topic names longer than 47 characters will be
truncated, but the full name will be placed in the description.
1.3     Job     (`3`)
=>Topic Description:
1.3.1   Appraisals     (`5`)
=>Topic Description:
1.3.1.1 McGuire Inc.    (`6`)
=>Topic Description:
1.3.1.1.1       Year 2004      (`7`)
=>Topic Description:
1.3.1.1.2       Year 2005      (`8`)
=>Topic Description:
1.3.1.1.3       Year 2006      (`9`)
=>Topic Description:The 2006 entry contains only my preps for 360 deg. review
1.3.2   Reference letters      (`4`)
=>Topic Description:
1.4     Sport   (`12`)
=>Topic Description:
1.4.1   Extreme sport  (`13`)
=>Topic Description:
1.4.2   Off-roading    (`15`)
=>Topic Description:
1.4.3   Skiing and Snow-boarding       (`14`)
=>Topic Description:
{The following is structural information that allows Topicscape to rebuild the above in
the same order as the original. Please do not edit}
2,3,F|3,4,F|3,5,F|5,6,F|6,7,F|6,8,F|6,9,F|2,10,F|10,11,F|2,12,F|12,13,F|12,14,F|12,15,F|2,
16,F|16,17,F|17,18,F|17,19,F|4,9,L|3,10,L
{end}
```

## Appendix H: Customization - the Options panel

You can adjust *flying* and *zooming* rates for the cursor keys and movements of the mouse separately to suit your computer's speed and your personal preferences on the *Flight Control* tab, *Speed* sub-tab - be sure to choose the set of controls - Keyboard or Mouse - depending on which type of flying control you wish to adjust. Change the numbers for each kind of movement: higher than one to increase the movement, lower to decrease it. Our own preference is to have maximum zoom speed (2.0) and a lower 'nod' speed (0.25) but the right values for you will be influenced by personal taste and the speed of your computer.

On the *Customize* sub-tab, you can choose other preferences for flying:
Control how the viewing angle changes with the Alt-key: *Pilot mode* works like a flight simulator: **Alt+↑** tilt down, **Alt+↓** tilt up; while *node mode* may be more natural for those without 'flying' experience: **Alt+↑** tilt up, **Alt+↓** tilt down.

Select how you want to make the green dot operate when selecting a topic. This is important when considering flying with the mouse. The green dot has two modes of operation and you can select your preference:
a) Click a topic and immediately drag to make an association.
b) Click a topic to select it (the green dot also appears), release, then click and drag the green dot. The second option is faster and more convenient for experienced Topicscape users, but it means that when starting to fly with the mouse, you must take care not to click on a topic. The first is the default setting when you install Topicscape SE.

Choose whether to use the mouse for flying or not, and tailor some other flight behaviors. If you're a gamer, you may prefer to make the flight controls match your favorite computer game's controls more closely.
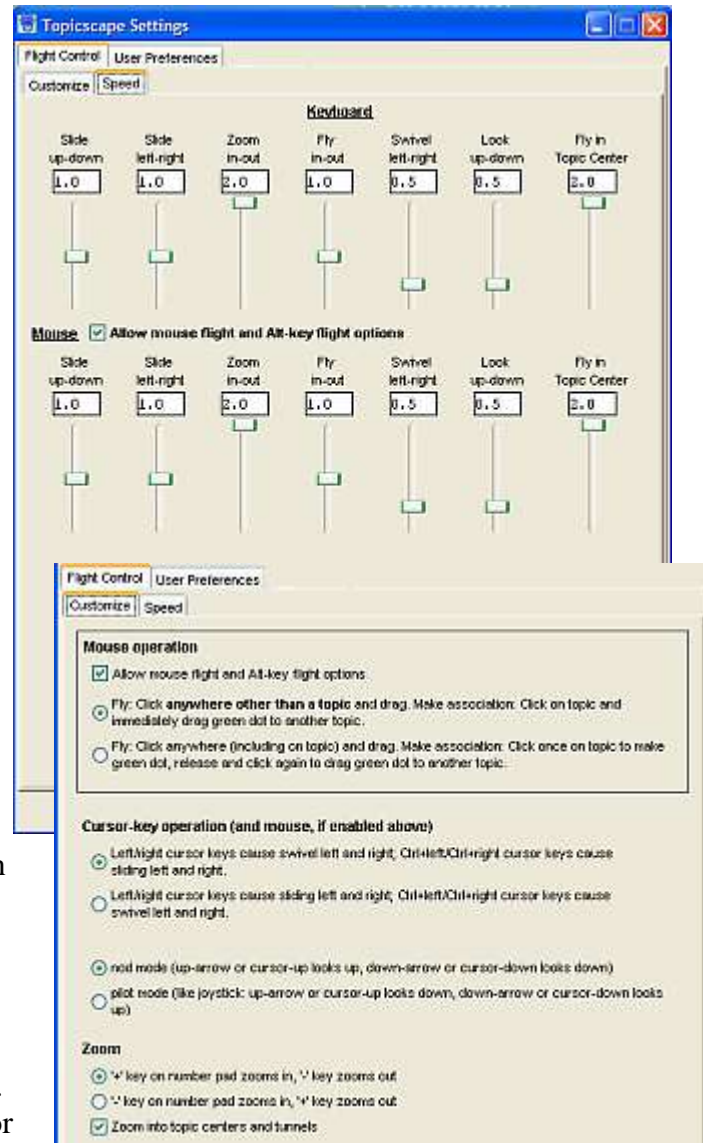
**Some have a photographic memory . . .
the rest of us use Topicscape**

**Topicscape**

## User Preferences

### Enhanced Features

The "*Skip Quick guide to 3D flight*" and
"*Skip Quick guide to functions*"
checkboxes, when checked, will give you
full and immediate control when
Topicscape SE starts up.  These
demonstrations can be run separately from
the Help menu.

*Enhance start-up 'Recent Topicscapes'
dialog:* Shows up to nine previously-
opened Topicscapes (instead of 4); shows
other options, like making a new
Topicscape in this dialog, instead of just a
"More >>" button.

*Hide 'Recent Topicscapes' dialog on start-
up:* If you want to start Topicscape SE
with the last Topicscape you were
working on, put a check in the checkbox.

*Enable changing colored glow behind
Current Topic:* The colored glow behind
the Current Topic can be fixed at one
color to reduce your computer's processor use, but most recent machines are not affected
much.

*Topic name panel transparency:* Topic name panels on cones can be set from nearly
opaque to nearly transparent.  This lets you have a dark or light background for the topic
names.

*Warn about limitations of simple HTML saves:* There is a warning that saving as plain
HTML is not suitable for pages with frames, images etc.  You will probably want to
switch this off once you've seen it a couple of times.

### Deletion options

*Show deletion and Islands reports:* Some users like full information about the effect of a
delete, others feel that Topicscape SE should just get on with it and delete.  Choose your
preference by asking for deletion and island reports, or not, using the checkbox.  An
Island Report tells you which topics are no longer connected to the main body of
Topicscape when some topics have been deleted.  You can always see these topics
anyway by making the Topicscape Islands post (on the left of the 'Scape) into the Current
Topic.

*Allow single topic delete/export:* Single topic operations - delete, export - can be more
complicated than group operations.  There will often be topics to retrieve from
Topicscape Islands that need to be associated with a new parent.
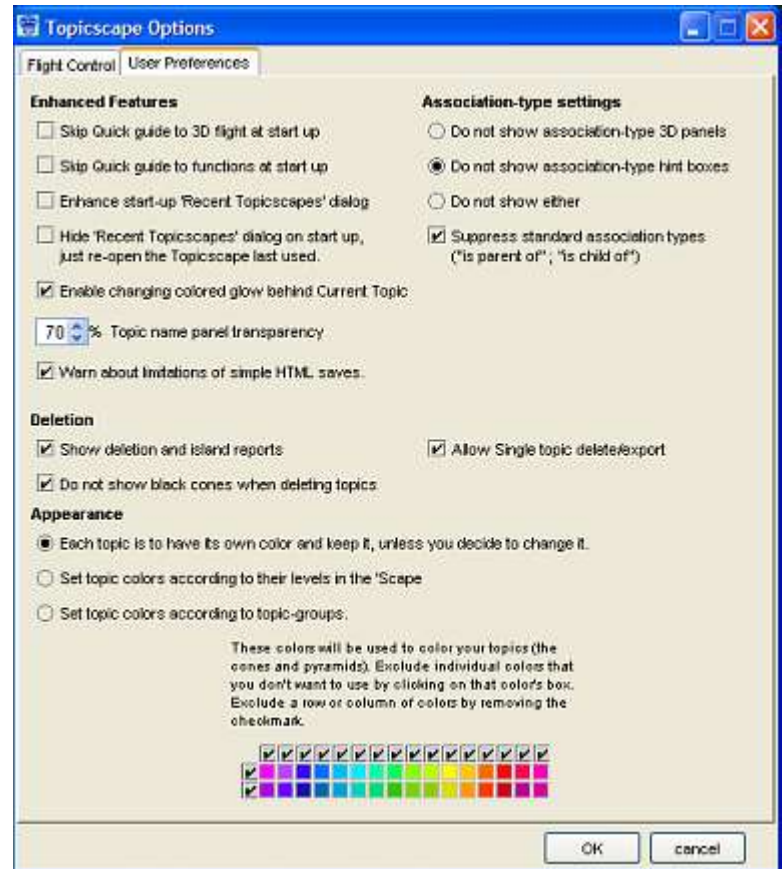
A group delete is very similar to deleting a folder and all the files and folders in it, in Windows.  A single delete, however, would be more or less like deleting a folder and all the files in it, but preserving any folders inside the deleted one.

*Do not show black cones when deleting topic:* Choose to show black cones if you have a slow computer - this will avoid recalculating the layout of the scene.  The black cones will the deleted topics and provide a clear indication of what has happened.  When you press F5 (refresh) or perform another action that changes the layout, the scene will be re-drawn and the black cones will disappear.

Whatever settings you choose, you will always be able to undo deletions until you close Topicscape down.

## *Appearance tuning*

In this section, you choose the color scheme to be used and you can limit the colors to pick from.

*Each topic is to have its own color and keep it, unless you decide to change it:*  This will be wildly colorful: You can choose each topic's color yourself (using a functions key: F4) or let Topicscape SE allocate the next in sequence;

*Set topic colors according to their levels in the 'Scape:*  Colors indicate levels: You can still choose the colors, but any change to a topic's color will affect all other topics at the same level;

*Set topic colors according to topic-groups:*  Colors indicate topic groups: You can still choose the colors, but do this by changing the color of the top topic in the group and that will affect all other topics in the same group;  The groups referred to here are each child of the current topic and all it's children and grandchildren (and similar groupings).

So how do you actually change a topic's color?  Press F4 at any time when the 'Scape is visible and you will see the Topic color setting panel.  Click on a topic and click the color you want.  The change will be shown in the 'Scape.

### The topic color palette

Next on the panel is the topic color palette.  This allows you to stop Topicscape SE using some colors.  If you dislike purple, for example, click on the purple and perhaps violet squares and they will turn gray.  Alternatively you can click on a row or column to turn off all the colors in that row or column.

Any topics already using colors just disabled will be made gray until you assign another color.

New topics from then on will appear in a color taken from the remaining ones.  They will not appear as gray.

## Appendix I: Component software, license information

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 iv. Trove [Website: http://trove4j.sourceforge.net/]

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vi. PDFBox [website: http://www.pdfbox.org/]

vii. FontBox [website: http://sourceforge.net/projects/fontbox/]

viii. AFM files [website: http://partners.adobe.com/]

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