The 3D work organizer, concept-mapper, and study aid

User’s Guide
(3D Topicscape-Lite Personal Edition)

Also available in Topicscape’s own Help system and on-line at http://www.topicscape.com/

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

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

**Here’s how to get started quickly**

There’s a Quickstart guide that will walk you through setting up a sample (and very simple) Topicscape. It’s under Topicscape’s entry in the Programs menu.

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

1. **Right-click** on almost anything in 3D Topicscape and a pop-up menu appears. This is often the easiest way to get things done.
2. **Drag and drop** works almost everywhere – drag files, folders, occurrences and the green dot that appears when you select 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. There's a guide to 3D flight that appears when you start Topicscape and a demonstration of common Topicscape 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 these controls in detail, see p.41. **Mouse flying is not enabled when you first install 3D Topicscape** (see Flying keys and mouse movements p.40) **Backspace** tracks you back where you just came from (even flying).
4. The **Home** and **End** keys, with and without **Shift**, take you to four useful viewpoints.
5. **Undo and redo** 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, it will open at the installed sample Topicscape, called "**Topicscape in your life**". At the right-hand side of the window a quick guide to 3D flight appears. You will see this each time you start Topicscape until you click on the checkbox at the bottom-left of the panel. This panel shows you how to fly around the landscape (‘Scape) in Topicscape, and it does so with a brief demonstration that highlights the active keys. This demonstration loops until you press the Stop button. Then, after a few seconds, the panel will autohide to the right. To see it again, hover the cursor over the blue strip that remains in view.
   If you would like the panel to appear again, once you have clicked the "Don't show this again" checkbox, you can go to Tools | Options | User Preferences | Miscellaneous Operations and uncheck "Hide Quick guide to 3D flight". You can also 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. Again you can suppress it or see it again whenever you like.

Do explore "**Topicscape in your life**“ or get down to starting to organize your work, projects, reference material, hobbies and family information with 3D Topicscape.
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the rest of us use Topicscape

Later, please come back to this document (or Topicscape's Help) and, at the very least, take a look at on page 62. Knowing more of these shortcuts will make your use of 3D Topicscape even easier.

The latest version of this document can be read at:

The latest version of the Quickstart Guide can be read at:
http://www.topicscape.com/download/Topicscape_Quickstart.pdf

The latest version of the Installation Guide (which also covers re-installation) can be read at:
3D Topicscape: Introduction
Do you ever feel that your computer is getting out of hand? Have you ever wanted to find a web page, a reference document, an email, a picture that you know you once had but can’t track down?

3D Topicscape is computer software that can help you organize your work and find information held in computer files. 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. Some will find it to be a valuable study tool as well, especially when researching on the Web.

Notes about this document:
1. There is a Glossary towards the end of this document – please see p.54.
2. Images here do not necessarily correspond in clarity to those on a 3D Topicscape screen.
3. Where you see a file path mentioned here, like:
   C:\Documents and Settings\<username>\My Topicscapes
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then "<username>" represents your account (profile) name on Windows XP or 2000. On Windows 98 and ME, this does not apply – the default location for your files will be: C:\ My Topicscapes
What it can do for you

3D Topicscape lets you organize your work, your reference information, your day-to-day working documents, your images, emails and web pages 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. Even if you cannot remember words or phrases that might help you find a document by the keyword search that 3D Topicscape provides, you can fly around the 3D scene, tracking an item down by topic. Topics may represent concepts, subjects, categories, or classifications.
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**How it does that**

Shows you more of what’s in your computer at a single glance than any other method. 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.36). You can drag files into 3D Topicscape and it will take charge of them. You can drag folders (directories) in, even with many levels of sub-folders, and Topicscape will build a 3D structure to match. Each folder becomes a Topic (see Topics: below), each file an Occurrence (see Occurrences: below).

Then, you can add to the Associations (relationships, see Associations:., p.10) between Topics in a way impossible with folders. Above all, it solves one of the biggest problems of organizing information: In 3D Topicscape 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.12), homing in on the area of search, making that the center of the 'Scape, and exploring further. 3D Topicscape 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 work, hobbies and life**

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 work, your research, your projects.

Topicscape users today build 3D landscapes of their information for work, hobbies and personal records. Who can say how you will use it tomorrow? We know of a jewelry designer who organizes her design reference material and images with it, a freshly-minted MBA graduate who organized his research papers in 3D Topicscape and a consultant who pulled together all the material for a complex report on the effect of anti-discrimination legislation on the insurance industry using 3D Topicscape.

You can export part of a Topicscape to folders and files that follow the original structure as far as possible – one branch of the structure, say. The export process converts multi-parent links into Windows shortcut files, because of the strict-hierarchy limitations of the Windows file system.
3D Topicscape 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 have many parents, and it may have many topics loosely associated with it, too.

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 window. Topics are groups 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 file, or even a scrap of a file (a group of cells from a spreadsheet, for example, or part of a document – the part that’s important to you in a particular context). It’s more than a file, though – it can have description, information about source and status, as well as the author. All this additional information can be taken into account when searching.

Associations:
An Association is a link between two Topics. These can be traditional parent-child associations or loose associations (see, p.27) allowing you to link things together in the way that is just right for you when you come back to look for an important piece of information in a few months time.

How is Topicscape 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 in occur several places without making multiple copies or shortcuts.
   We believe that copies usually get out of step with one another and 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 (and its helper, Topicscape Box) 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 will store that for you, together with the location of the source document.
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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.
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 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 Topicscape). 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, 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 (see the Glossary, p.54).

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.35), a Pending Tray item (see , p.28) or
items in the Navigation map in the Topic Center (see The Topic Center window, p.16). 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 to be described below.

Occurrences can also 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.

**Association lines** indicate parent-child relationships. You can see them if a topic is selected. For more, see "Association lines" in the Glossary, p.54.

**Taking it all in**
Everything inside the Boundary (see Glossary, p.54) 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.40 and , p.62.

**The Details Panel**
When a topic or occurrence 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 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.

When you start 3D Topicscape, no details panel will be visible. After that, though, whenever you click on a topic cone, an occurrence in the Topic Center (see p.16), Loosely Associated item in the LA or tunnel list (see p.27) 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.35), the details panel will show up. This panel may be shown full size, like this:

![Details Panel](image)

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

Names or file path information, if they do not fit into the available space on the panel, will end in an ellipsis… 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 name panels, p.18).

If you hover the cursor over the text area in the 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: Descriptions (for topics and occurrences); Author; Authority; Source (occurrences 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 invoke in other ways, by taking more steps. It appears in both the 'Scape window and the Topic Center window (see next section). You can hover your cursor arrow over each button to see a description of its function, so we do not provide a description of all buttons here, just the ones that might need comment. 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 dynamically as you press the Shift, Ctrl or Alt keys. They indicate how the mouse or cursor keys will cause the scene to move.

Most other buttons should be self-explanatory, with their blue hint text, we just elaborate on a two:

The Pending Tray area is dual purpose: Click it and the Pending Tray will drop down, but not if it is empty. Drag something (a topic 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 there. See , p.28

The **lightning flash** button will bring a handy reference to shortcuts to 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:
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TopicScape

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 two common settings.

When you start Topicscape, 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 or choose one of the other controls. 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.

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 see them, but hiding them can sometimes make things simpler. 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. [Note: Some images in this document are from Topicscape Pro, using the "Classic" skin where the features illustrated are the same in both versions.]

Finally, press F12 again to bring the maximum detail into view.

For more on keyboard controls, please see , p.62.

‘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.12) 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.)
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.

On the right of the Topic Center window you will see the occurrence list, on the left the Navigation Panel (see Navigation Panel, p.17).

To go back to the 'Scape, press Backspace or 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 resizeable 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 it is a pointer to a folder, that folder will open in Windows Explorer.

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

**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.13). Here, it can be minimized, but not dragged around.

As you select an occurrence in the occurrence list, or topic in the Loose Associates 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 topics that you have previously decided are loosely associated (see p27) with the topic whose Topic Center you are viewing. It also shows 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.

**Toolbar in the Topic Center**

Please refer to *The Toolbar*, p.14.

**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 name panels (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 – topics, the Hit and History lists (see Search results – the Hit List, p.32 and The History List, p.35), the pending tray (see , p.28), and with items in the details panel (see The Details Panel, p.13).

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.

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
Structured Text to new Topicscape
See Building Topicscapes , p.48 for format requirements and how to make this from Mind Manager™ or an existing Word document. Topicscape-Lite cannot import “Structured text for re-import” from Topicscape-Pro.

Structured Text to make floating topic
All the structure in the text file is carried with the red floating topic (see Glossary) and expands when you drop that on another topic.

XML to new Topicscape
See XML import from The Brain™, p.52 for details on how to make the XML file that will allow you to import from The Brain™.

Folder to make new Topicscape
This uses the folder and sub-folder structure to build a matching Topicscape structure of topics. See Drag-and-drop / Import – to make topics, occurrences, p.24.
Folder to make floating topic
All the structure in the folder and any sub-folders is carried with the red floating topic and expands when you drop that on another topic.

File(s) to make floating topic
This makes one topic containing all the files as occurrences, and the topic will have a name that you provide.

(list of recently-opened Topicscapes)
Exit

Edit
Undo   Ctrl+Z works for undo, as well
Re-do  Ctrl+Y works for re-do, as well

Cut
Only active if something capable of being cut is selected.

Copy
Only active if something capable of being deleted 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.

Paste Special
Only active if there is an OLE object on the clipboard – e.g. a selection from a Word or Excel file.

Search

View
Enlarger
Please see Dragable true-magnifier – the Enlarger, p.43

Level of detail: All topics
Level of detail: Main topics only See More, or less, detail ... as you wish – "Level of detail" controls, p.14

Return to main 'Scape
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 a limit of 20. To make new Favorites, right-click on the topic, and select "Add topic to Favorites list" from the pop-up menu.

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

**Tools**

**Topicscape Box**

This opens the Topicscape Box (see *Topicscape Box*, p.45).

**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.66).

**Options**

This panel lets you select your preference of how Topicscape Lite works for you.

1. 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 – be sure to select 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)=.

2. There other options that let you customize how Topicscape starts up, to suit your preference.
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.

Find out about the additional features in Topicscape Pro
  Selecting this will open a browser window and take you to a web page showing a comparison of features of all versions of Topicscape. Topicscape Lite is good for basic ideas and information management, but Topicscape Pro goes much further in letting you decide how your information is shown and organized as the comparison page makes clear.

Give us your suggestions
  Opens a web form for you to send us any suggestion that you may have about how Topicscape may be improved, such as requests for new features. Please do not report errors on the suggestion form (see next item). 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’s operation. This will also send any log of the problem produced by Topicscape. You 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

Topicscape on the web

About Topicscape
What you can do

Make a new Topicscape

You can make new Topicscapes in several ways:

1. Start Topicscape, 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, folders and structures of folders, or by adding new topics as you plan a project, think through a problem or organize some computer 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, and choose ‘Folder to make new Topicscape’ from the Import item on the File menu. If the folder has children, grandchildren etc., these will build an initial Topic structure. You will be asked to name the Topicscape – the name will be used for the folder to contain files for the Topicscape, the database file (.3DT) for the Topicscape and the first topic (the "Home topic"). You will also have to choose whether you want to copy the folders and files to the new Topicscape’s folder, move them instead, or have the occurrences made with ‘Point to’ links so that they remain where they are, with no copies made.

4. Start Topicscape, and choose ‘Structured text to new Topicscape’ from 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 Building Topicscapes, p.48.

5. Start Topicscape, and choose ‘XML to new Topicscape’ from the Import item on the File menu. This imports a Brain’s structure and attached files exported to an "XML" file by PersonalBrain Exporter into a Topicscape that follows the original structure. See XML import from The Brain™, p.52.

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 a major one (more on that in detail in Drag-and-drop / Import – to make topics, occurrences, p.24)

1. In the 'Scrape window, click on an existing topic. (Even a new Topicscape will have one topic, so you can always do this. Use the green topic cones – more about the gray one later.) A green dot (see Glossary, p.54) will appear. Click on that and drag it to the field (see Glossary). 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 ‘Create New Topics’ panel, p.27).

2. In the 'Scrape window, click on an existing topic, press Ctrl+N.

3. Drag or paste a folder onto a topic cone or onto the field. A ‘Create New Topics’ box appears with the folder’s name as the topic name. You can change the topic name and use the "Hints" function described in The ‘Create New Topics’ panel, p.27. You
will also have to choose whether you want to copy the folders and files to the TopicScape’s folder, move them instead, or have the occurrences made with ‘Point to’ links so that they remain where they are, with no copies made. You can only drag a single folder, but that folder can have a tree of sub-folders and they will be reproduced as a structure of topics. Later you can extend the connections between topics in ways that are not possible in Windows.

4. 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.23.

5. Right click on the field (or even the sky) and select ‘Add a new floating topic’ from the pop-up menu that appears.

6. Select File | Import | Structured text to make floating topic; and File | Import | Folder to make floating topic. These will be described in Building TopicScapeS, p.48 and Drag-and-drop / Import – to make topics, occurrences, p.24.

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. 27), separate the topics with the ‘|’ character¹ like this: Business|Personal|Family. This can be a time-saver.

Make new occurrences

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

You will probably most often make occurrences by dragging and dropping files into TopicScape. It will work for any type of file (even another TopicScape file – a 3DT file, but see Using a TopicScape as an occurrence in another TopicScape, p.25 for some notes about this special case).

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.

¹ this is keyed as Shift\ on common English-language keyboards
Drag-and-drop / Import – to make topics, occurrences and associations

Drag-and-drop is widely used in Topicscape, which can accept many types of items . . . from files and folders, to URL icons in a browser’s address bar ("favicon"), emails in an Outlook Express window, even highlighted sections of an MS Word or Excel document.

Drop files and the like on cones, pyramids, topics in the Hit and History Lists and in the Topic Center. When imported in this way, folders become topics, and files or parts of files become occurrences – though there is an option to drop folders inside a Topic Center (see The Topic Center window, p.16) and make an occurrence that points at that folder.

You can only directly drag one folder at a time, though the dragged folder may contain an extensive hierarchy of folders. This hierarchy will be replicated in Topicscape and appear in 3D. Then you can start extending the hierarchy in ways that Windows does not support.

After you drag a folder to the 'Scape window, you will see a small panel (see The ‘Create New Topics’ panel, p.27). This lets you control how the folder is introduced to the Topicscape.

With some of these drags and drops, Topicscape does extra work for you:
- A folder will be made into a topic, its sub-folders will be made into child topics and so on down the folder tree;
- all the files in each folder will become occurrences of the topic made from that folder;
- an email has its sender and receiver extracted and added to the details panel for that occurrence;
- an icon ("favicon"- see Glossary) from the address line of a browser is made into an MHT archive (see Glossary) from a web page including recording its URL in the ‘Source’ entry of the occurrence; (A right-click drag will do that straight away, and a left-click drag will provide the options of making an MHT or just making a shortcut.)
  This is described in detail in Saving Web pages to "Web Archive, single files (.mht), p. 46 but note that it works equally whether you drag to a Topicscape window or to the Topicscape Box.
- a portion of an OLE-compliant document will be wrapped in a new file automatically and have its origin saved in the wrapper so that you can go back to the full document if required. (OLE-compliant documents include MS Word, and MS Excel.)

Paste Special works too, so even when a part of a document is stored, the full original is immediately accessible if you choose the ‘Link’ option.

When accepting a drag of files or a folder from Windows, Topicscape does not use the Windows conventions of simultaneously holding the Shift to signify ‘move’ and Ctrl to signify ‘copy’. Instead it asks for your decision on this, providing the additional option ‘Point to’.

When you see a topic, you will find that in almost all cases, selecting it shows a green dot (see Glossary, p.54). 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, p.28).

**Using a Topicscape as an occurrence in another Topicscape**

You can make links between Topicscapes by dragging a Topicscape file (say, Reference.3DT) to the currently open Topicscape (say Work.3DT). This will make a special kind of occurrence which, when opened from one Topicscape will take you to the other. In the example, if you had opened the "Work" Topicscape and double-clicked on the occurrence called "Reference", the "Work" Topicscape would disappear and be replaced by the "Reference" Topicscape.

In the above case, when you drag the Topicscape (.3DT) file in, the only option available to you is "point-to". In other words you cannot move the 3DT file in or copy it there. This means that if you move the containing Topicscape to another computer, the link will be lost unless you move or copy the target Topicscape as well. This is true of all ‘point-to’ occurrences, but its significance is that there is no alternative with Topicscape occurrences. The reason is that the Topicscape file expects to find its occurrence files in the same directory as the 3DT file.

**Connect topics using Associations**

To link topics together, click a topic to select it. A **green dot** (see *Glossary*, p.54) 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 left).

If you opt to loosely associate (see p27) one topic with the other you will not see changes in the cones, but a tunnel will appear on both of the topics concerned. If either of these topics has other
loose associations, they will have tunnels already and then no change will be visible.

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 "Reference documents") and drag its green dot to the topic to be disconnected from it (say "Business development"). If the two topics are indeed associated, the pop-up menu will include an item (to continue with the examples just given): "Reference documents to be disconnected from Business development". 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: "Reference documents to be disconnected from Business development".

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. Until it is re-drawn, the semi-transparent topics can be treated as usual: They will accept files or folders dragged to them, they will show a green dot (see Glossary, p.22) which can be used to make new associations and their Topic Centers can be entered.

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 make sure a topic is selected. Alternatively, hold down F7 and after a pause, lines showing all associations in the current scene will appear.
- Place the pointer cursor near the association line you wish to break. The line will turn yellow and a green panel will appear, describing the association and allowing you to confirm that you have chosen the right one.
- 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. Until it is re-drawn, the semi-transparent topics can be treated as usual: They will accept files or folders dragged to them, they will show a green dot (see Glossary, p.54) which can be used to make new associations and their Topic Centers can be entered.
- 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.38).
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the rest of us use Topicscape

The ‘Create New Topics’ panel

The box shown on the right appears when you drag a green dot (see Glossary, p.54) from the topic cone to the field; when you drop a file or folder 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, or click Add. That will give you a child topic. But by doing it that way, you will miss some opportunities to consider alternative relationship types and different ways of treating the file (move, copy or point to).

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 some files or a folder 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.

Occurrence to file link

If the new topic results from dragging a file, files or a folder into Topicscape, you will need to decide how the files that form part of an occurrence are to be treated. They can be copied or moved, or the occurrence can refer to them in their present position – called a ‘point to’ occurrence.

We recommend using the ‘move’ option whenever possible. If you use the ‘copy’ option, there is a significant risk that the two versions of the file will become out of step if you make changes. If you use the ‘point to’ option, that won’t be a problem, but when using Windows® Explorer to move or re-organize files, it’s easy to forget that a file is referred to by Topicscape.

You cannot drag in a network file if you are using the Personal Edition.

Location of files moved or copied into Topicscape

Files under Topicscape’s direct control: Say you have a Topicscape called ‘Family records’ and you add a file called ‘Family Tree.doc’. If you took the default option for the location of your Topicscape data during installation, Topicscape will place the file here:

../<username>\My Topicscapes\Family records\Family Tree.doc

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.doc

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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. However, ‘point to’ links will be broken unless you have the same file in the same place in your notebook computer.

This is described in more detail in Appendix C: Data storage in Topicscape, p.64.

**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.54) 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. A new association will be formed. The topic will remain in the Pending Tray until you right click on it and elect to remove it or until you close Topicscape.

This is useful for making associations between topics that are at present nowhere near one another and may therefore be impossible to have 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 two searching modes in Topicscape – 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 authority information that you have added (metadata). 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.34.*

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.36.*

Advanced Search
To start on advanced search you just start typing when 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 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, these are referred to as noisewords and a standard set is installed automatically.

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 authority, 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 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 MS Excel 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.34.

Topicscape 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 authority 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. With many applications, this means that the search will be useful but files made by some software, for example Acrobat (pdf) files and PowerPoint (ppt), will generally not be searched usefully.

**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.33) as you examine the results.

**File Content searches**

File content search will look through the Topicscape’s own folder, and in files linked through a ‘point to’ occurrence. 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.
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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.

The search looks for plain text, without any processing for specific types of files. It supports search on Word and Excel files but may not give 100% accuracy if MS Word’s ‘Track changes’ feature is in use, and the phrase you are searching for had been altered. When OLE objects are saved with paste special, linked and an occurrence has been made for you, Topicscape will not find content that is inside the paste special boundary.

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.

Topicscape cannot support searching on Acrobat (pdf), PowerPoint (ppt) or archive (zip, etc.) files.

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") 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
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switch between them by pressing Ctrl+H or by selecting from the Lists control bar (see p.33) at the foot of the screen.

We find the 2D version best when there are many hits, and the 3D form more convenient the rest of the time.

On the right of the Hit List is the History List. There’s more about that in The History List, p. 35.

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 lets you find the corresponding topic cone in the 'Scape.

Lists control bar

Above 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.

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

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Key to Hit list items
For more about island topics, see Islands, p.38.

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.

The other list, to the right of the Hit List, is the History List (see The History List, p.35).
To view the 3D lists quickly, press the End key.

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 (see above) 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 that can be saved in History list between runs is limited to 35.

When closing down, Topicscape 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**

Items in the History list with gray lettering represent deleted topics or occurrences.

No actions can be taken on these deleted items unless you are able to undo the deletion.

**Long lists**

The 2D History and Hit Lists provide 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, as with the Hit List, the 3D list has a "page turning" function. Arrows on the left and right of the History and Hit List’s front panel allow you to page forwards and backwards for older action items.

**Noisewords**

Topicscape’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 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", for example, you will probably want to include noisewords in your search.

We provide a list of what we consider to be noisewords when Topicscape is installed. The noisewords list can be added to or cut down, as you wish but in Topicscape-Lite that will have to be done by editing a file in C:\Program Files\Topicscape\default\config called “noiseworddefinition.ini” with a text editor, like Notepad (or a word processor
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provided that you save the file in text format). If you installed Topicscape in some other location, please look in the corresponding path to find this file.

Acceptable noiseword text file format: A noiseword file consists of a plain MS-DOS text file with one line per word and the word starting in the first character of the line. Noisewords defined in the file can contain punctuation or similar characters and can be no longer than 25 letters or numbers.

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.43) is useful too. Having a mouse with a wheel gives you more options. The flight controls are described in Controls you can use, p.40. For full details, just double-right-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 and don’t forget the loosely associated topics that appear in tunnels (see p27). Right click the topic and select ‘View tunnel’ to see these.

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) 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>).

Drag-and-drop / Export to make folders and files

Drag and drop
You can drag a topic to Windows and it will make a folder containing a copy of all the files linked to occurrences in that topic. If that topic had sub-topics, sub-sub-topics and so in, these would all be converted to folders and their occurrences to files (with one exception mentioned later). It is better to use the export function, for reasons that will be explained.
You can drag occurrences to Windows and Topicscape will make copies of the files linked to those topics again with one exception. The exception is fileless occurrences (see Glossary p. 54) which will not be converted to files by a drag, but will be if export is used.

Drag-and-drop is best used for a few occurrences, or a strict hierarchical topic structure.

**Export**

Export is best used for hierarchies of topics where one or more topics have multiple parents, or circular relationships or for occurrences that include fileless occurrences.

Right-click on the topic you want to export. From the menu that appears, highlight the scope of the export "Export this topic only..." or "Export this topic & descendants...".

Finally choose where it is to go. If the selected topic has occurrences, it will copy the files to the chosen destination.

The export process will make folders that replicate the topic structure exported. Windows folders cannot show multi-parent topic structures so shortcut files are used to build an approximation to these. Fileless occurrences are exported as a special type of file that, if re-imported to Topicscape will be recognized and converted back to a fileless occurrence. The description and other metadata will be preserved, provided that you do not modify the file.

This, too, is largely a two-way process. It allows a "round trip" where an exported folder structure and its special shortcut files will make the original structure when re-imported to a Topicscape.

Your topics and occurrences in Topicscape will remain unchanged by either a drag and drop or an export operation.

For information on another form of export (move to Topicscape Box), please refer to "".

**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, 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
This will delete that cone, its descendants (and all of their occurrences). This is a topic group.
2. Use the right-click pop-up menu or the Edit menu in the main menu bar.

**Deleting occurrences**
When deleting topics, 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 such topics 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 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:
1. Right-click on the post or name panel of Topicscape Islands on the left side of the 'Scape and select "Make Topicscape Islands current".
2. Double right-click on the same post or name panel.
3. 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:
1. Right-click on that cone select "Make Topicscape Islands current".
2. Double right-click on the same cone or name panel.
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3. 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:

2. Select the topic nearest to the Topicscape Islands post. Drag the green dot (see Glossary, p.54) to the Pending Tray (see, p.28). 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.

3. 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 fixed one on the left of the 'Scape – 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.
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 the Topicscape Islands group.
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 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 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)
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### Shift + Down Arrow

Zoom out

The + and – keys on the number pad also provide zoom in and out.

In the Topic Center: equivalent to Backspace (this therefore equivalent to Internet Explorer behavior).

### Mouse Wheel

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

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 itself by pressing the button like this, on the tool bar:

<table>
<thead>
<tr>
<th>Swivel left-right</th>
<th>Fly in and out (horizontally)</th>
<th>Slide left-right</th>
<th>Ascend / descend</th>
<th>Zoom</th>
<th>Tilt</th>
</tr>
</thead>
<tbody>
<tr>
<td>←</td>
<td>←</td>
<td>←</td>
<td>←</td>
<td>Ctrl+ ←</td>
<td>Ctrl+ ←</td>
</tr>
<tr>
<td>↑</td>
<td>↑</td>
<td>↑</td>
<td>↑</td>
<td>Ctrl+ ↑</td>
<td>Ctrl+ ↑</td>
</tr>
</tbody>
</table>

The broad arrows represent cursor-movement keys and mouse-drag movements

### Quickzoom

A 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 surrounds.

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.

### Function keys

F1 Start the Help system
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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.

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

F9  Suppress / show alternative parents of Current Topic’s children.

F10 Suppress cones representing Current Topic’s grandchildren and great-grandchildren as well as small alternative parents (small pyramids) of these cones

F11 Suppress cones representing Current Topic’s great-grandchildren as well as small alternative parents (small pyramids) of these cones

F12 Show all cones & pyramids within the Boundary

**Editing keys**

Insert  Has no effect

Delete  Effective only in the following circumstances:
          When editing text (deletes the character after the text insertion cursor);
          when one or more occurrences in the Topic Center are selected (deletes
          those occurrences); or
          when a topic is selected.

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.18)

Tab  Moves from one text editing field to the next if the user is editing text in
     the details panel. Otherwise no effect.

Shift-Tab  Moves from one text editing field to the previous if the user is editing text
          in the details panel. Otherwise no effect.

**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
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Topicscape-Lite

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

Ctrl-L  Toggle Tunnel Lights on/off

Ctrl+M  Pop up the ‘Hit list shows’ menu in the Lists control bar (p.33). '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 p.62 or press the lightning-flash button on the toolbar.

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.
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**Zooming**

Zooming is an often-used way of examining the 'Scape, so there are several variants to help you find what you’re looking for.

- The one you will probably use most is the *Quickzoom* see p.41. Others are:
  - **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 effective end point – it will zoom until the ground is reached. Does not operate in *The Topic Center window* (see p.16).
  - **The + (zoom in) and – (zoom out) keys** on the keyboard’s number pad.
  - **Use the Enlarger** (see above): This allows zooming in jumps once an area of interest has been located.
Topicscape Box

Importing into Topicscape

Topicscape Box can play an active role in helping you to collect information that you want to place in Topicscape later. Its primary function is to allow you to save something with added comments like source, author and description without having to open Topicscape itself. At that point you probably know what the file you’re saving is about and where you obtained it. Often you will know who wrote it, too. By placing it in the Topicscape Box, you will be able to record this information immediately (though you don’t have to), and when you move it into Topicscape later, the details will be transferred automatically to the details panel there.

Topicscape Box comes into its own though, when you are searching the web and saving pages: It will automatically extract the URL of the web page and save it with the file. It can queue up web pages to be saved, and work on them in the background as you continue with your search.

Files in Topicscape Box have a Details Panel just as occurrences do in Topicscape. To see the Details Panel of a file in the Topicscape Box, just select the file.

Opening the Topicscape Box

The Topicscape Box has two forms: it can be opened from Windows – using an icon that will appear on your desktop during installation; and it can be opened from inside Topicscape using the Tools menu. The border of the Topicscape Box window will show whether you opened from Topicscape (it will show your desktop’s wallpaper – looking out) or from Windows (it will show a static Topicscape scene – looking in).

The Topicscape Box on your desktop

When you drag a file to the Topicscape Box icon on your desktop, the Topicscape Box will open up, accept your file, give you the opportunity to add some information about the file if you want and, once you press ‘Save’, close the TSB.

If instead you double click the Topicscape Box icon it will, of course, open up.
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Power drags

Web pages
You can drag a URL icon ("favicon") straight from the browser address bar to the open Topicscape Box and it will grab the whole web page (for a complete description, please see Saving Web pages to "Web Archive, single files (.mht), just below).

Emails in Outlook Express
You can drag an email straight from Outlook Express’s window to the open Topicscape Box and it will save the author, subject and date in the Details Panel for that file. When making the filename, it will use the message subject as usual, but it will also add the date and time as a prefix. This overcomes the problem of emails with the same subject (especially with "Re:" on the front) resulting in files with the same name. Windows only offers the option to overwrite earlier versions. Topicscape Box makes unique names.

OLE objects (parts of documents)
You can drag a highlighted portion of, say, a Word or Excel document to the open Topicscape Box. It will make a file for you and save it in the TSB, as well as allowing you to add some description. In addition, for URL’s and emails, TSB will extract important information like web address, of the From and To details and add them to the Topicscape Box details panel for you automatically.

Later, when you drag items in TSB into a specific Topicscape, all information in the Topicscape Box details panel will be transferred automatically to the occurrence details there and can then be used in keyword searches.

If you remove the Topicscape box shortcut icon:-
from the Windows Desktop and put it somewhere else, it will no longer be able to show an ‘open’ icon:-
The Topicscape Box will otherwise work as usual.

Saving Web pages to "Web Archive, single files (.mht)"
The Topicscape Box has another very useful function: It helps you save web pages to archive files (mht) in many fewer steps than Internet Explorer (IE). IE needs a minimum of five clicks, Topicscape Box (and Topicscape itself) can do the job with a single drag and drop. With a right-click, drag the address bar icon ("favicon") or a link in the body of a web page from IE to the Topicscape Box window (Topicscape interacts with Firefox, Mozilla and Netscape in the same way, but see Other browsers below for information about Opera). Topicscape and the Topicscape Box is more persistent in its efforts to save than IE, which when asked to save many popular web pages, reports that it cannot save "to the selected location" and gives up. Topicscape Box and Topicscape
itself use a stronger saving method. When they encounter this problem, the saved output will not carry forward all the style features of the original page, but they do usually capture the main substance.

When you drag a favicon to the Topicscape Box (or toTopicscape itself), using a right-click drag with IE, Topicscape assumes you want an mht file made from this web page. If instead of an MHT file you just want to save a shortcut, please use a standard left-click drag instead and you will be given a choice. As an alternative to dragging a favicon, you can drag a link in the body of a web page. That works just as well.

In Topicscape itself, 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.

When you drag and drop the favicon onto the Topicscape Box window, you will see an indicator that the page is being saved. At the foot of a Topicscape Box window, the indicator will be a message "Saving n pages".

While the saving is going on, you can go on surfing the web for more pages, using Topicscape 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 both Topicscape and Topicscape Box valuable web research tools as you can search, save and categorize your findings on the fly, without having to wait for saved items to complete.

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

Other browsers

Firefox, Netscape and Mozilla are all supported in the above functions. Opera does not appear to provide the necessary drag data for Topicscape to take over the drop operation.
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 an 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 will take notice of four 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 "1.4.1Roles 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:\Clients\FD\Creativity\Roadmap.doc
4. A line starting with "See also:" and followed by a second topic name, will generate a loose association (see p27) between the topic defined in the previous heading and the second topic provided that the second name given exists somewhere in the imported text. An example is =>See also: Customer & product data

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 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 .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, 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.

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 will take some time to complete.

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 cannot resolve automatically. Topicscape will give you the information required to know where these are and what to do about them.

1. 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.

2. Two titles in the import file having the same name are not a problem in Topicscape, but if there is a link between another topic and one of these resulting from a "See also:" entry, there is no way for Topicscape to resolve the ambiguity. It will ask you to do so. If you produced the structured text from Mind Manager, the ==See also: entry will appear where a blue arrow connecting line appeared in the mind map™
When this happens, you will see a message:
There is more than one topic called "Xxx yyy zzz"
and the file had a ‘see also’ link from "Aaa bbb" to "Xxx yyy zzz"
Some have a photographic memory . . .
the rest of us use Topicscape

You may wish to resolve this association as soon as this Topicscape has been built, as no loose association has been made. Please make a note of the topic names mentioned above.

3. Direct references to files will be resolved by Topicscape 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.doc
will result in an occurrence in the appropriate topic. However, an entry like this:
=>See document: Roadmap.doc
can’t be resolved with confidence by Topicscape. In such cases it is likely that the file is in the same folder as the original Mind Manager™ file, but Topicscape 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
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»<space>See<space>also:<space>
. . . will be ignored, except for the first line which may be treated as the title as described earlier.
XML import from The Brain™

This section will only be of relevance to you if you have software called "TheBrain" and data built up after a period of its use. If you do, you can move this from a 2D environment to Topicscape's 3D landscape.

First, export the data and files from The Brain

Step 1. Install PersonalBrain Exporter (http://www.thebrain.com/pbexporter/).
Step 2. Start | Programs | PersonalBrain Exporter | PersonalBrain Exporter
Step 3. Next | browse to the .brn file you want to export. Let’s say it’s Abc.brn | OK | Next
Step 4. Choose Include Forgotten Thoughts and Include Private Thoughts if you wish, but be advised that Topicscape Personal Edition does not have private topics yet. However, it is possible to install Topicscape so that only one account on a Windows XP or Windows 2000 computer has access to the data and encrypting the data even protects it from access by an administrator account.
Step 5. Choose Include Notes; Include PersonalBrain file then Include actual documents and files the shortcuts point to; Include Web links.
Step 6. Choose Next | Next | Next | Finish
Step 7. In the My Brains folder you should now find a file called Abc.pba. Please move this to the desktop and change its extension to ‘zip’.
Step 8. Double-click on Abc.zip (you will need to have a file decompression utility like WinZip installed to do this) and select to extract the contents of the file to your desktop with ‘use folder names’. This will make a folder containing almost everything that you need to make a Topicscape from the exported Brain™ data. It will contain a file called Abc.xml, which Topicscape will use to build your topics, their associations and occurrences. It may contain a folder called ‘notes’ containing any notes you had in the Brain™ just exported, and a folder called ‘files’ containing any files referred to in that Brain™.
Step 9. We just said ‘almost everything’ because there is one more file you need. This is personalbrain.dtd and it will be in your ‘My Brains’ directory. If it isn’t you may need to re-install PersonalBrain Exporter. Please copy this to the new folder (Abc) on your desktop.

The result should be as follows (an example):

```
C:\Documents and Settings\Billy\Desktop\Abc (a folder)

notes (a folder)
000000002.rtf
000000006.rtf
files (a folder)
Forum notes.doc
New hardware.xls
Web color

Abc.xml
PersonalBrain.dtd
```
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C:\Documents and Settings\Billy\Desktop\Abc  a new folder containing:
a)  C:\Documents and Settings\Billy\Desktop\Abc\files
b)  C:\Documents and Settings\Billy\Desktop\Abc\notes
c)  Abc.xml
d)  personalbrain.dtd

You are now ready to ask Topicscape to make a new Topicscape for you from these files. Each ‘Thought’ from TheBrain™ will become a topic, each file attached to a Thought

<table>
<thead>
<tr>
<th>notes (a folder)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000002.rtf</td>
</tr>
<tr>
<td>00000006.rtf</td>
</tr>
</tbody>
</table>

Abc.3DT  (the Topicscape database)
Forum notes.doc
New hardware.xls
Web color scheme.jpg

will be an occurrence and any note attached to a Thought will become an occurrence with the name ‘A note about xyz’ where xyz is the name of the Thought in which the note appeared originally. From this, Topicscape will build the following (again, this is an example):

Next, import the files and folders prepared above

In Topicscape’s File menu, select Import | XML to new Topicscape and find the directory made in the export process above. Click Open to begin the import process. This will take some time to complete.
Glossary

**Associations**: Relationships between topics. ‘Sales’, ‘Marketing’ and ‘Public Relations’ may be related to (and under) a topic called ‘Business Development’ which may in turn be under a topic called ‘Business Plan’. See Associations:, p.10.

**Association lines**: Colored lines indicating parent-child relationships. You can see them if a topic is selected. They are red lines from the tip of the selected topic to the tips of all its parents.

**Boundary**: Topicscape 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 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**: 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 yellow glow around it (see right) and will be the largest cone (though pyramids for any parents it has will be larger).

**Description**: Both occurrences and topics can have a few lines of description 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 authority can be filled in. To make one, right-click on any empty part of a Topic Center and select "Create a new
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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 or loose associate 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 five 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 , p.28);
  - to move a topic to the Topicscape Box (deleting it from the Topicscape. You can
- click a topic and then drag it elsewhere to make an association.

**Hints:** There are three types of hint:
- hints on what the buttons in the toolbar do (seen when the cursor is hovered over the button) and
- 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.
- 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 you make when you start 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, authority or source of an occurrence. A keyword will be a string
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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:

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 (and its small helper application Topicscape Box) 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. What is defined as a noiseword is any word in the noisewords list.

Occurrence: An item of information about a topic in a computer file. A file may contain information about many topics and you can either link various portions of it to several topics or make ‘point-to’ occurrences to the same file under each topic. See Occurrences:

OLE: Abbreviation for Object Linking and Embedding, (pronounced oh-leh). OLE is a compound document standard developed by Microsoft that enables you to create objects with one application and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. Part of Microsoft’s Active X technologies.

Origins: The source, author’s name and authority, if any, of an occurrence.

Parent: In the example above under Associations, ‘Business Development’ is a parent of ‘Sales’, ‘Marketing’ and ‘Public Relations’. 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 , p.28.

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 this is a shortcut back to the main 'Scape. (Just double-right-click on it.)

'Scape: See The Landscape window – we shorten it to 'Scape, p.12

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 and have a blue tint, see the image on the right.

Source: An area in which you can key some information about where you obtained a document, file or web page, or who sent an email.

Sub-topic: The immediate child of another topic.

Topic: Its normal, everyday meaning. A subject, category or classification of information. In Topicscape, 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 Topicscape, p.10.

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 searches are limited, at present, to:
- * This 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.
Appendix A: Summary of easy steps and Shortcuts

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

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

**Edit shortcuts**

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.

Ctrl+X / Ctrl+C / Ctrl+V: Cut / copy / paste for occurrences and text.

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 , p.28).

Ctrl+Z / Ctrl+Y: Undo / redo.

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

**Manipulating Topics**

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

Left double-click a tunnel: Enter the tunnel to see the topics loosely associated with that one.

Right double-click a topic: Make it current.

Ctrl+N: If no topic in the 'Scape is selected, make a new floating topic. If a topic in the 'Scape is selected, no action.

Alt+P: If a topic in the 'Scape is selected, make a new topic associated with that. If a topic in the 'Scape is selected, no action.

Alt+C: If a topic in the 'Scape is selected, make a new floating topic. If a topic in the 'Scape is selected, no action.

Alt+L: If a topic in the 'Scape is selected, make a new floating topic. If a topic in the 'Scape is selected, no action.

**Manipulating Occurrences**

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

**Visual enhancements**

Ctrl+D: Minimize or restore the details panel (toggle).
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**Ctrl+E:** Show or hide the Enlarger panel.

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

**F7**  Hold down to show all association lines in the 'Scape.

**F5**  Refresh the screen (updates sorts if items have changed, removes
semitransparent topics whose associations have been broken).

**Level of Detail controls**

**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

**Search-related shortcuts**

**Search**

**Ctrl+F:** Bring up the Advanced Search Panel (ASP). If you are not editing text,
just start typing the words you want to search and the ASP will appear anyway.

**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.

**Hit-list contents**

**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.

**Ctrl+M:** Pop up the 'Hit list shows' menu in the Lists control bar (p.33). 'Scape
only.

**Viewpoint changes**

**Home key:** Home view.

**Shift+Home key:** Whole view.
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Shift+End key: Birds-eye view.
End key: 3D-Hit and History lists view.

Operational shortcuts

F1 Open Topicscape Help
A 'Shortcuts' Help panel is also available in Topicscape. Just press the lightning-flash button on the toolbar.

Here is a list of the above organized by key rather than grouped by function

Edit shortcuts

Ctrl+A: Select all when editing text. Select all in certain lists like the Topic Center's occurrences list and Pending Tray items.
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.
Ctrl+C: Copy for occurrences or text.
Ctrl+D: Minimize or restore the details panel (toggle).
Ctrl+E: Show or hide the Enlarger panel.
Ctrl+H: Hit and History lists toggle between 3D and 2D format.
Ctrl+M: Pop up the 'Hit list shows' menu in the Lists control bar (p.33). 'Scape only.
Ctrl+N: If no topic in the 'Scape is selected, make a new floating topic. If a topic in the 'Scape is selected, no action.
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+V: Paste for occurrences or text.
Ctrl+X: Cut for occurrences or text.
Ctrl+Y: Redo.
Ctrl+Z: Undo.

Home key: Home view.
Shift+Home key: Whole view.
Shift+End key: Birds-eye view.
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**End key:** 3D-Hit and History lists view.

**Function keys**

F1  Open Topicscape 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.
F5  Refresh the screen (updates sorts if items have changed, removes semitransparent topics whose associations have been broken).
F7  Hold down to show all association lines in the 'Scape.
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. Just press the lightning-flash button on the toolbar.
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Appendix B: Ways of running Topicscape

The usual options, like using a desktop icon or an entry in the Start | Programs | Topicscape 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 as follows:

"C:\Program Files\Topicscape\bin\Topicscape.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, but this is an escape route in case you ever have trouble starting Topicscape as usual.

"C:\Program Files\Topicscape\bin\Topicscape.exe" -debug
This runs Topicscape 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\Topicscape.exe" -new
Starts Topicscape and asks for the name of a new Topicscape file to make.

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

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

Usage: Topicscape.exe
    (to execute a 3DT file that you used last time)
or Topicscape.exe 3DT file
    (to execute the other 3DT file)
or Topicscape.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 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.
Appendix C: Data storage in Topicscape

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

Topicscape stores the information you provide (topic and occurrence names, descriptions, authors, sources, authorities, dates, file locations, associations, ...) in the ‘3DT’ database file.

The files you introduce to a Topicscape are generally 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.vsd" into that Topicscape, then that file will be moved to the Family folder. If there is a file called "Family tree.vsd" there already, the new file will be renamed as something like "Family tree’125’.vsd", with ‘125’ be 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.vsd, Topicscape 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 you can give another location for your Topicscapes than C:\Documents and Settings\<username>\My Topicscapes, but there are Windows considerations that you should be aware of. These are described in the next section

Choosing where "My Topicscapes" should go: Path lengths and security

Windows' limit for the length of a file-path, including the file's name, is 259 characters. Take the example:

C:\Documents and Settings\PietPetereson\My Topicscapes\The absent-minded father gets organized\ Alice's family\ Dates to remember\ Documents with expiry\ Driving License\ CALIFORNIA DRIVERS LICENSE - CA DMV Department of Motor Vehicles Guide - DMV_ORG.mht

This is 254 characters – only just within Windows' capability to store.

So by default the installer does not place "My Topicscapes" in "My Documents". The example just given could not be stored if it did. Although you can override the default setting, we recommend that you do not make the location of My Topicscapes any deeper than directly in your account's folder, as the example shows. If you can locate it in C:\My Topicscapes or D:\My Topicscapes, that would be even better, but this has an effect on the security of your Topicscapes and you will need to consider who else has access to your computer – see Appendix F: Security of Topicscape documents and data p.69.
To help you find your Topicscapes folder, we place a shortcut called ".My Topicscapes" in your "My Documents" folder. The dot at the beginning is to make it sort to the front of the list of files in "My Documents".

**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. You will have to navigate to it in its new location to open it, and user access controls may prevent another user seeing it if you move a Topicscape in ‘All Users’ outside. But all files that were move or copied to the Topicscape will still be accessible (technically: relative addressing is used).

However, **do not 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 Personal Edition of Topicscape does not support network connections for files that are to become occurrences. You will need to move or 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 (InterBase) 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 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 is not running: From the main Start menu: Topicscape | Data check and Repair;
- When Topicscape 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.

Topicscape 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. More about this in the next section, Fixing missing occurrence files.

Fixing missing occurrence files

The files you introduce to a Topicscape are generally stored in a folder associated with that database. 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 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. No version of the Personal Edition of Topicscape (including Lite)
supports network connections. Generally, unless you delete files there, you won’t have any trouble with those files.

But if you use the "Point to" option, so that Topicscape occurrences are based on files anywhere else in your computer, it is more likely that the link can be broken. This is why we earlier recommended choosing the "Move" option when introducing files to Topicscape – then the file will be moved into that Topicscape’s directory.

There are two ways of finding out about missing files: When the occurrence is showing in the Topic Center or lists: Its entry will be black; and when Data Repair is run: You will be shown a list of missing files. To fix this you will need to search your disk and move the file back to where it was before. If you want to leave it where it is, drag the file in again, and chose the Link option. You can then copy any description and other added Topicscape information and delete the original occurrence.

**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_Topiccape’s_name>.log

**Checks performed (if you’re really interested)**

1. Check number of occurrences [an internal technical check]
2. Check invalid associations [checks that associations link topics that exist]
3. Check generator value [an internal technical check]
4. Check upper case symbol in token [tokens are words used to speed searching – they always work in lower case]
5. Check incorrect flag in association [an internal technical check]
6. Check incorrect flag in topic and occurrence [an internal technical check]
7. Check number of tokens [checks that keywords found and noisewords found are correct]
8. Check that stored procedure exists [an internal technical check]
9. Check missing file in occurrence table [every occurrence should have a file]
10. Check null in topic occurrence table [an internal technical check]
11. Check topic table Delete status [an internal technical check]
12. Check empty OrigFileName in topic table [an internal technical check]
13. Remove old data and make your 3DT file smaller by removing old versioning information.
14. Check if OAT-OIT > 100 [an internal technical check]
Some have a photographic memory . . . the rest of us use Topicscape

15. Check that Topicscape Box and Discarded Occurrences folders exist. [Topicscape expects to find these folders for various functions, so if they are missing, the Data Repair Wizard will repair the omission]
16. Check that configuration files, favorites and noisewords files are still in place.
The list of fixes that follows the check covers all fixes whether they are required or not in one particular run.

Separate checks from within Topicscape
There are some checks that can be run without using the full Data Repair Wizard. They are included in the wizard process, so they only need to be run when you want to do a specific and limited check.
Appendix E: Known issues
Please see http://www.topicscape.com/beta/knownissues.php for an up-to-date list.

Appendix F: Security of Topicscape documents and data

A Beta User asked us about security in Topicscape and this was our reply.
Most of the suggestions here depend on the following:
- that you are using Windows XP Pro or Windows 2000,
- that you have your own account on the computer you're using,
- that you use "simple file sharing" (Windows Explorer | Tools | Folder Options.. | View | Advanced settings | click in "Use simple file sharing (Recommended)"). This is Windows' default out of the box setting.
- that you protect your account with a good password, and share it with no one. A good password is one like "sQuibBply25~" that does not use a dictionary word or name, includes a mixture of upper and lower case letters, and includes some numbers and special characters too.

If you are the sole user with administrator rights on that computer, this would give you more options, but that is not essential.

These are our thoughts:

1. Install Topicscape with the option that places the "My Topicscapes" folder in your own account, right click on your My Topicscapes folder and select 'Properties', then the 'Sharing' tab, and click in the ' Make this folder private' box and then press 'OK'. This will make all your Topicscapes in that folder inaccessible to other users. A folder can only be made private if it is under your account's folder. For example if your account is John, the folder to be made private would have to be one under C:\Documents and Settings\John\.

If you want to go further, again on your "My Topicscapes" folder select 'Properties', then 'Advanced' and finally 'Encrypt contents to secure data'. This changes your data so that only you when using your own account, or someone else logged into that account with your password, will be able to read it. You can encrypt a folder outside your account's folder and it will still be protected.

This secures everything that you put into Topicscape if you use the Move or Copy options (but not Link). There are two disadvantages:
- Firstly, it will slow operations down a little because Windows has to decrypt anything in that folder that you want to gain access to and encrypt it again if you change it and save.
- Secondly, if you are working in a workgroup environment and forget your password, or someone with access to another administrator account on that PC resets your password, you will have lost all encrypted data.
Win XP encryption is serious protection, and at the time of writing we know of no practical way to recover the unencrypted data without logging in (with the password) as the user who encrypted the files, though users of domain accounts may have the option to use a designated Recovery Agent. Microsoft's web site gives information about this.

If you take this approach, remember not to walk away from your computer and leave your session logged in. If you leave your account open and running, anyone will be able to use your account and have all of your rights. At least set up a screensaver to enforce logging in again after it times out (Control Panel | Display | Screen Saver tab | select Blank, say | set 'Wait' to 2 minutes, say | check 'On resume, display Welcome screen').

Generally it is good security practice to set up another (limited) account to use just for work on secure documents including sensitive Topicscapes. Make sure that the Topicscapes and the files that the Topicscapes use as occurrences are in the "My Topicscapes" folder of that account, and that you take the above steps for that account. You could even hide this special account from the Welcome screen so casual users of the computer will not know that it exists. That won't stop a serious hacker, but it helps against a casual snooper. Find out how to do that here:

http://www.webspinnerstudios.com/how-to/network/windows/hide_account.htm

2. If you want to protect some Topicscapes and not others, just make the individual folders of those Topicscapes protected. These will usually be in My Topicscapes unless you have moved them. But note that other users will be able to deduce the existence of the Topicscapes, even though they cannot open them. Again, the folder has to be in your account's folder under Documents and Settings.

3. If you want to protect specific occurrences only, you can make a new folder in My Documents, set it to be private and encrypted as above, and move all the files to be protected to it before dragging them into Topicscape. Then choose 'Link' when Topicscape presents the Move/Copy/Link choice.

4. Finally, if you have just a few items to protect, like a passwords file or investment and banking records, you can use the latest version of Winzip to zip them up and select 256-bit AES encryption. Then make the zip file into an occurrence in Topicscape. This has the minor inconvenience of needing the file to be unzipped when you want to use it but it is perhaps simplest option for a few items. It has the advantage that it will ask you for the password to open the zip file each time you use it. So even if you leave your computer logged in and walk away, provided you have not left the zip file itself or its contents open, someone prying into your computer would not have access to the sensitive material. You would not want to use older versions of Winzip, as the encryption was cracked long ago and the Winzip version that first offered this encryption standard (9.0) was found to have a security flaw, so you should get the very latest (9.0 SR-1 at the time of writing). AES is a very strong standard. As always, use strong passwords. This is the easiest approach for Windows 98 users who wish to protect Topicscape data, given the lack of security in that much older operation system.
If you are only concerned about the content of occurrence files, you can protect the files using options 3 or 4. But sometimes, even the presence of certain topics may be something you don't want others to know about, or the descriptions and other details that you add using the details panel may be confidential. Then you should use options 1 or 2, and others won't be able open the Topicscape at all.

Finally, (and this is not a recommendation, just a lead) one option that we have not tested: the Sony USB memory with a built-in fingerprint reader (there may be other brands but we haven't seen them). We imagine this focuses on protecting the data on the USB rather than login, but we have not tried one so please read the manufacturer’s detailed product description and independent reviews.
Appendix G: Component software, license information

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

Topicscape-Lite

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