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InfoMap is a program for the mapping of information and knowledge. To understand the concepts and terminology used by InfoMap we strongly recommend you to read the Overview of InfoMap in the Help Menu.

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Export Models

This command allows you to export all the objects, descriptions, relations and links in a model based on a cut-off date. The database will be in the export directory under InfoMap. After you have exported the database, you must immediately copy it to a diskette for onwards transmission.

An exported model cannot be viewed. It must be used to updated existing models.

If you want to export a complete model, just copy all the files in the model directory.

See also Models in InfoMap.

Add Models

This command allows the user to add new models to the InfoMap database.

The various fields are :-

- a) The **model code** is the name of the sub-directory that InfoMap will create and where the model database will be stored. Spaces are not allowed in the model code.
- b) The **model name** is the name that will appear in the panels.
- c) The **model description** is for the description of the information domain.
- d) The **master object name** is the first object of this model. This object should be used to describe the model and act as the index to the other objects in the model.

See also [Models in InfoMap.](#)

Add Objects

To add an object to InfoMap you must supply a unique object name. The object can be a **standard** object or a **class** object.

If class objects are available, you can select from this list the classes that this object belongs to. The groups, members, associates, sources and targets of these objects will be inherited by this object when it is created. If you make changes to the class objects, you can update the inheritance.

If you define the object as a class object, it will become a member of the Master Class Object and the object can be used as a template for other new objects.

See also [MultiCentric Object View](#)

Assign Objects to Lists

When you are viewing the groups, members, associates, sources, targets, parents and children objects list, you can assign existing objects to the lists. You can assign objects to these lists or to the link list between the current object and the selected object in the list.

The browse mode will present the object list for you to select one object. The cursor will jump to the nearest object matching the text you have typed in.

With the search mode, a search list dialog box will appear for you to search to objects to assign to the list. You can search for objects based on object name or object descriptions. Enter the keyword you want to search for and click the search button. A list of objects matching the search criteria will be displayed. You can review the objects in the list and select those that you want to be assigned.

See also [MultiCentric Object View](#)

Class Objects

A class object is a special object that can be used as a template. A class object is a member of the "Master Class Object".

You can define groups, members, associates, sources and targets for the class object and these will be inherited by any objects that belong to this class. If you make changes to these list, you must use the "update class object inheritance" menu command from the object submenu to update all the objects that belongs to this class.

Merge Models

This command allows you to merge two models. One model is considered the source model and the other the destination model.

If you have objects with the same name, the descriptions of the source model will override that of the destination model.

After you have merged the model, the source model will be deleted.

Update Model

This menu command is for the collaboration of several users working on the same model. This menu command allows the user to import updated data from an external or foreign database. The import tables must be placed in a sub-directory named "Import" under the model's sub-directory.

For this facility to work, the model on one machine must act as the server and the other as the client. If there are several users, there must be one master server. You can have secondary servers for updates between any two machines.

There are 2 modes of updating data, one, where your machine is the server and the other, where it is the client. Where data is imported into a server, new objects appended to the existing database. Where data is imported into a client, existing records will be renumbered to make way for the incoming new records. In either case, object descriptions will be updated by the import.

Delete Model

When you don't want a model anymore, you can delete it. Deleting a model will remove the record from the Model table and also delete all the database files and sub-directory. If you may need the model in future, make sure you have a backup copy before you delete it.

See also [Models in InfoMap](#).

Delete Object

If you decide you don't want an object you can delete it. If the object has aliases, you must delete all the aliases first before the object can be deleted.

If you delete an object from a list, the object is not deleted from the InfoMap database but only from the list.

See also [MultiCentric Object View](#)

Edit Object Description

You can edit the object descriptions in situ using the built-in editor. To start your edit session, click the [Edit Description] button. The Icon will change when you do that. When you finish editing, click the same button again. If you have made changes to the description, you will be given the option to save or abort your changes.

During editing, if you click the memo field with the right button, the editor menu will popup. The popup menu provides the basic HTML editing functions. It is best that you test out the various options provided. Some of the commands also have speed key.

The standard Windows command for copy, cut and paste are using the [Ctrl-C], [Ctrl_X] and [Ctrl_V] keys are also supported.

The popup menu also allows you to import text (incl HTML) files directly into the memo field. When importing text, the existing text is overwritten.

The object descriptions can also be exported to a filename of your choice.

See also "[External Editors](#)".

External Editors

You can edit your object descriptions with your favourite editor. Before you can use the editors, you must define the editors for the various file extensions. Unlike Windows, you can have more than one editor for a file extension. In this case, a list of editors will be presented for your selection.

The default file extension is 'TXT' for text files and 'HTM' for HTML files. Make sure you define your editors for this two file extensions. Use the Option Menu in the main menu to define your Viewers/Editors.

When using external editors, make sure you **close** the editor before you return to InfoMap. Otherwise, you will not be able to close InfoMap.

See also Editing Object Descriptions.

Help Menu

The Help Menu allows you to view the

- a) Information for 1st time years,
- b) the Readme file,
- c) the Overview of InfoMap,
- d) the Release Nodes,
- e) Registration of InfoMap.
- f) The About Dialog box.

We recommend you to read and understand the "Overview of InfoMap" before you embark on developing any InfoMap Database.

If you have paid for InfoMap you will receive a serial number. Use this number to register your copy of InfoMap.

History List

InfoMap keeps a list of objects you have viewed in the history list. You can view the history list by clicking the [History] button. To jump to any object in the history list, just double click it.

Objects that you view using the [Backwards] and [Forward] buttons and from the history list are not added to this history list.

The default maximum number of objects in the history list is 25. You can use the Option Menu to change the history depth. This change is only valid for the current session of InfoMap.

The history list is maintained throughout your InfoMap session, even when you quite the MultiCentric Object View.

Edit Models

This menu command allows you to edit the model information. You can change the name of the model and all other information except for the model code and the UserID.

See also [Models in InfoMap](#).

Togger Text/HTML Mode

InfoMap allows you to switch between "Text" and "HTML" mode. This is great for learning HTML coding.

By default, if the object description is in "HTML" format, the object will be displayed in "HTML" format. Otherwise, it will be displayed in "Text" format.

Object descriptions in "HTML" format must have the text "<HTML>" on the first line for InfoMap to recognise it.

Objects descriptions are limited to 32K each.

Import Objects

InfoMap allows you to import objects descriptions or object outlines (hierarchies). You can select multiple files to be imported in one operation. When you select this command, the [file control form](#) will be displayed. You can view and edit the file before the import.

Object Descriptions

You can import objects descriptions into InfoMap and assign them to different contributors.

When you import objects descriptions, if the object is a text file, then each object is identified by the code *Name*. The text that appears after this code on the same line is the Object Name. The text below this line until the next object name is the object description.

If the file is in HTML format, then it should only contain one object. The Title of the document will be taken as the object name.

The file name will also be captured and stored with the object description. This will allow hypertext links to different documents to be retained as InfoMap will try to link the objects through the document file name. In the event more than one document have the same file name, a choice will be presented for user selection.

You can use this feature to import HTML web pages from the Internet.

Each file is however limited to 32K in size.

Object Hierarchy Outlines

You can import an object outline into InfoMap to define the object groups and members. The hierarchies can be multiple levels and each levels will be designated by a space. You must ensure that the hierarchical structure is correct, otherwise the import will be aborted.

If the object name is not available in the object list, a new object will be created.

You can import the following hierarchies:-

- a) Groups/Members hierarchy to multiple levels;
- b) Targets/Sources hierarchy to multiple levels;
- c) Objects/Associates hierarchy to multiple levels;
- d) Groups/Members objects with link objects;
- e) Targets/Sources with link objects; and
- f) Objects/Associates with link objects.

Information Trees

InfoMap allows you to view the five information trees of any object i.e. groups, members, associates, sources and targets.

To view the information tree of the current object, click the [Information Tree] button. For objects in the groups, members, associates, sources and target list, select the [Information Tree] command in the object list popup menu.

While viewing the information tree, double click on any leaf objects and InfoMap will search for additional leaf objects. If you double click on "Closed" folders, the folders will open and vice versa.

See also [Objects in InfoMap](#).

MultiCentric Object View

The MultiCentric View allows you to view and edit the objects database using the multicentric approach. When you start the session, the default object will be selected as the current object using the tabbed notebook metaphor. From this current object you can view the related groups, members, associates, sources, targets, parents and children objects together with any link objects.

You can click the [[Information Tree button](#)] to view the information trees starting from this object. If you double click on any of the objects in the tree, InfoMap will search for additional leave objects.

You can [add new objects](#) to the database, add aliases to the objects, rename the object or [merge two objects](#) using the speed buttons. You can also [delete objects](#) and aliases.

You can [edit the object description](#) in-situ or launch an [external editor](#) to edit the object descriptions. When you edit the object descriptions in-situ, you can activate the pop-up editor menu by clicking the right button on the text memo. The pop-up editor provides basic HTML editing tools. To use the external editors you must define a editor for the "TXT" and "HTM" extensions.

You can navigate through the objects database my use the navigation speed buttons. When the [Move backwards] and [Move forward] buttons are activated you can navigate through the objects you have viewed. The History button allows you to view the list of objects you have viewed. You can select the object by double clicking it.

When you click on any of the other tabs of the notebook the first time, InfoMap will search for all the related objects and links. If related objects are available, a list of related objects will appear. Click on any of these objects to view the related and link objects descriptions. You can assign existing objects to the list or the linked objects list. You can also add new objects to these lists. Click the list with the right button and the "Object List" pop-up menu will appear.

You can also maintain a [working list](#). You can paste objects from the working list to any of the groups, members, associates, sources, targets, parents and children list.

When viewing any of the object's descriptions, you can switch between "Text" and "HTML" mode. If the file is an HTML file, it will be displayed in HTML format by default. You can also have a full screen view (Kiosk View) of the object description by clicking Kiosk button.

From the main menu, you can [import a list of objects](#) into InfoMap in a hierarchial structure or a text file with object descriptions. The object description file can be in HTML format.

You may want to [merge two objects](#) if you discover that they actually refer to the same thing. The merge objects option from the main menu or the merge object button can both be used for this purpose.

Merge Objects

If you find that two objects actually refer to the same thing, then you will want to merge the two objects. When you merge objects, one object is the source object and the other is the target object. The descriptions from the source object will be added to the target. If the description is from the same contributor, the target description for that contributor will be lost.

All related objects and links will be added from the source object to the target object.

When you merge objects, you are given the choice of whether the source object name is to be retained as an alias of the target object. If you choose [No], the object name will be deleted.

See also [MultiCentric Object View](#)

Clean up database

This menu command will remove orphan objects left in the relations and links database table.

Orphan objects may result from errors in the database operations of InfoMap.

Records in the Object description table with no descriptions will also be deleted

Models In InfoMap

Information in InfoMap are stored in models where each model represents an information or knowledge domain. You can have as many models as you wish and each model is placed in a separate sub-directory under the InfoMap directory. Each model can theoretically have up to 2 billion objects. Very large models may make the response slow unless you have a high powered CPU and high speed hard disk.

Unregistered versions are limited to two models and one of them must be the InfoMap model itself.

When you start InfoMap, the last model you have been working with will be the default model. you can select a different model to work with. You can add new models and delete models. If you import a model from another source you must register it before you can work with the model. You can however view unregistered models. Viewing unregistered models do not allow you to make changes to the model.

Tools for Models Maintenance

Several tools are provided for models maintenance. This includes tools for packing the database, cleaning up the database, exporting models, and updating models with data from a foreign source, merge two models, and update the secondary indices of the database tables.

For use in a network, InfoMap defines 4 levels of security - Admin, Editors, Contributors and Readers. The administrator will have full access to all models in InfoMap. By default, the registered owner of the software is the Administrator. Editors, contributors and readers are model specific. Editors may edit any object descriptions. Contributors can only add or edit their own descriptions. Readers can only read the objects descriptions.

If you do not define any readers to a model, all users can access the model.

Objects in InfoMap

In InfoMap anything that can be given a name is an object. It can be :-
a physical object,
a procedure,
a concept,
a country,
an organisation,
a department,
a system,
an industry, and so on.

An object can have several aliases and it can have several descriptions by various contributors.

In InfoMap, objects are related to other objects as groups and members, sources and targets, and associates. For all these relationships, there can be link objects describing the relationships.

For more information about objects in InfoMap, you should read the Overview of InfoMap available from the [Help Menu](#).

Options Menu

The options menu allows you to change the default fonts for the HTML display, the viewers and editors, the history depth and the printer setup.

To define the viewers and editors to be used by InfoMap you must enter the file extensions, the program name and the program command line to start the program. You can have more than one viewer for each file extensions. In this case, a list of viewer will be displayed for your selection.

You must have an editor for "TXT" if you want to edit text files and an editor for "HTM" if you want to edit files in the HTML format.

Register Model

Before you can edit a foreign model you must register it in your models database. To register the model you must create a sub-directory under the InfoMap directory with the model code as provided in the documentation of the model and copy the database files there.

Make sure you can the model database and not the model update files. Model update files cannot be view by InfoMap.

When you select this command, InfoMap will search the sub-directories under the InfoMap directory for models that are not registered. A list of unregistered models will appear. To register any model, just double click it.

Unregistered versions are limited to two models only.

See also [Models in InfoMap](#).

Searching for Information

Common Sets

Within the multicentric view you can search for Information by name or descriptions and within any of the lists.

In addition to that, InfoMap allows you to search for common members, common groups, common associates, common sources and common targets of a list of objects.

When you select these commands, a dialog box will appear for you to add objects to the search list. You can add single objects by browsing through the objects list, or search for objects to be added to the search list. When you click the search button, the search process will be initiated and the search results will be displayed. You can view the object description in the panel or use the kiosk view. You can also view the object in the MultiCentric mode.

Relationships Between Two Objects

InfoMap also allows you to see the relationships between any two objects. When you select this option, a dialog box will for you to select the two objects. You can search the relationships from 2 to 9 levels.

Select Model

This menu command allows you to select the current model. A list of models available will appear for you to select. You can move the cursor to the model and click the [OK] button or double click the record you want.

If you don't have access to the model you will be denied access. Check with your system administrator for access.

See also [Models in InfoMap.](#)

Pack Database

When you delete records, the physical records are not actually deleted. This command will remove the deleted records from the database tables selected and pack the database.

You should run this command occasionally. In addition to saving disk space, InfoMap will also run faster.

View UnRegistered Models

This menu command allows you to see unregistered models. You must create a sub-directory under the InfoMap directory and unzip the model database there.

When you view an unregistered model, you will not be able to edit it.

See also [Models in InfoMap](#).

Available Hypertext Links

InfoMap has found more than one object descriptions associated with the Html file name. You can select any of the objects available by double clicking it or highlighting it and click the [OK] button.

Working List

InfoMap allows you to maintain a working list so that you can paste objects from the working list into any of the groups, members, associates, sources, targets, parents and children lists.

You can add the current object or any objects in any lists to the working lists. You can also view and clear the working list.

Security

The registered owner of an InfoMap network installation is the Administrator and he has administrative rights over all other users of the program. For each model in the InfoMap installation, 4 levels of security are provided: Owner, Editors, Contributors and Readers.

The Model Owner has all rights over the model and he can assign Editors, Contributors and Readers for his model.

Editors have write access to all information in the model and may also assign other Editors, Contributors and Readers.

Contributors can add new objects and new object descriptions to the model and edit those records, but not the contributions of other users.

Readers may view the information in the model but may not change or add to it. Read access to models are restricted to assigned Readers. If no Readers are assigned at all, access is open to all.

Common Sets

This menu command allows you to view the common groups, members, associates, sources and targets of a list of objects.

You can add objects to the list by browsing or by searching. If you click the [Add list] button, the search list dialog box will appear. If you click the [Add objects] button, the object browsing dialog box will appear.

Just select the objects in the search list and click the search button and the objects matching the search criteria will appear. You can view the descriptions of these objects in the panel provided or click the [Kiosk] button to view the description in full screen mode. You can also have a multicentric view of the object by clicking the [mcView] button.

Relationships Between Two Objects

The strength of InfoMap lies in its ability to link objects almost infinitely. The [Relationship Between 2 Objects] search menu command will search for and display any relationship which may link any 2 objects specified by the user.

The user must specify the number of levels (or remoteness) to which the search is to extend. If many levels are defined, the search may take some time.

The result of the search is presented in a tree format starting with the first search object on one end and terminating with the second search object on the other.

You can browse through the tree and view the description of the objects in the tree. The [[Kiosk](#)] button will allow you to have a full screen view of the object description. The [[mcView](#)] button will allow you to have a multicentric view of the object you have selected.

See also [Searching for Information](#).

Viewers and Editors

Before you can use external viewers or editors, you must define the file extension associations in the Viewer table. If the viewer program directory is in your directory path, you can enter the program name in the command line. You can browse your directories by clicking the [Browse] button to find the program directory.

InfoMap allows you to define more than one viewer for a file extension. In this case, you will be provided a list of viewers for your selection.

You must have an editor for "TXT" and "HTM" files if you want to use external editors to edit your object descriptions.

Fonts

This dialog box allows you to change the fonts for the HTML screens.

If you change the fonts with an associated list, the font size and font type of the list is also changed. However, the font size of list is limited between 9 and 15 points.

Master Class Object

All class objects must be member of this object. This is a system object with Object ID = 0.
This object cannot be deleted.

Master Object

This is the first object of the model. This object should describe purpose of the model. The members and associate list can be used as the index to the model.

This object is a system object and cannot be deleted. When you create a new model you will be asked to provide a name for this object.

See also Add Models.

BookMarks

When you click the BookMark Icon, a pop-up menu will appear for you to :-

- a) Go to the top of the HTML page,
- b) Go to the bottom of the HTML page,
- c) Got to the default position of the HTML page,
- d) Got to the BookMark position,
- e) Set the BookMark position.

The default position of the HTML page is saved when you move to another HTML page.

Update Class Object Inheritance

If you make changes to the relationships of a class object you can use this command to update all the objects that belongs to this class.

This update is only valid for the addition of new relationships but not for deletions.

Registration

This dialog box allows you to register InfoMap. You must enter your UserID, your User Name, your Organisation and the Serial No if available.

If you are using InfoMap in a Novell Network, your UserID must be the same as your login name.

The User Name is the name used for your contributions to the InfoMap database.

If you pay your registration fee, you will be given a serial number based on your UserID, User Name and Organisation. If you enter the serial No. correctly, all the restrictions in InfoMap for the shareware versions will be removed.

The registration fee is **US\$99.00** per copy. Students and academic staff can receive a **50%** discount.

User Registration

This menu command is for the user to register his copy of InfoMap. A serial number is given on payment of the registration fee. With this serial number, the "nag" messages will be removed.

The Serial No, User Name, and Organisation must be entered exactly as provided in the registration details.

Registration fee is US\$99.00 per copy. Students and academic staff can get a 50% discount.

Contributors

Each objects can have descriptions from several contributors. This menu command will extract all the contributors in your InfoMap database and allow you to view their contributions to the model.

Browse Objects

This dialog box allows you to browse the objects list. As you type in the name of the object, the cursor will jump to the nearest object name matching what you have typed.

Keyword Search

This command allows you to search for objects based on keywords. You can search for the keywords in the object name or in the object description. Search for objects through the object description will take a longer time as it as to search through the object descriptions of all objects in your database.

See also [Searching for Information](#).

File Controls

This dialog box allows you to traverse the various drives and directories on your system.

For some operations, you can view and edit the files.

Multiselect is enabled for some operations for you to select several files. This includes the import of object descriptions and hierarchies outlines.

Inline Image

This dialog box allows you to define hypertext links to inline images. The standard hypertext links are provided for links to files in your local directories.

If you want to link to other objects in your InfoMap database, use the [Hypertext Link| Objects] menu command. This command will allow you to select objects from you database to link.

See also [Editing Object Descriptions.](#)

Kiosk View

This menu command provides you a full screen view of your objects descriptions.

This command is available from most forms where the object descriptions is available.

You can print the object description from this view.

Search List

Select Current Object

A [Select Current Object] button is also provided for the user to make another object the current object with any of the following methods:

- Browse through the whole database
- Search for objects by name and description
- Look at New objects by date of creation
- Look at objects by their Contributors
- Make Master Class Object the current object
- Select from the Class Objects Lists
- Make the Default Object the current object
- Select the model master object

Sort Order

You can define sort orders for the objects in any of the list in the MultiCentric Object View.. The sort order will arrange the objects in your desired order.

The sort order define are specific for that list.

Sort orders can be defined from **0.0 to 9.9** and two objects in the list can have the same sort order.

If you define the sort order as **0**, the numbers are not displayed but the object will be moved to the top of the list.

To clear the sort order, select the [Clear sort order] menu command.

What's New

This menu command allows you to view the new objects descriptions in your InfoMap database based on a cut-off date.

