


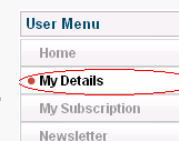


Instructions on how to get started

1. Go to www.comapping.com
2. Log in with your e-mail and password
3. Click on  (if Comapping application is not loaded automatically)
4. Once Comapping application is loaded, click on  to create a new map or  to open an existing/shared map
5. If you have any questions or problems please e-mail Comapping at support@comapping.com

NOTE: You can change the password after you log in under user menu/my details.



Quick start help guide

Manage maps

Use this for opening, saving, printing and creating new comaps

Clipboard

Use this for cutting, copying and pasting topics

Undo/redo

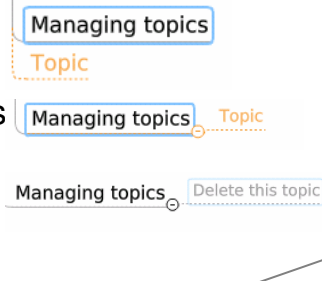
Undo or redo previous action taken

Manage topics

Create new topics

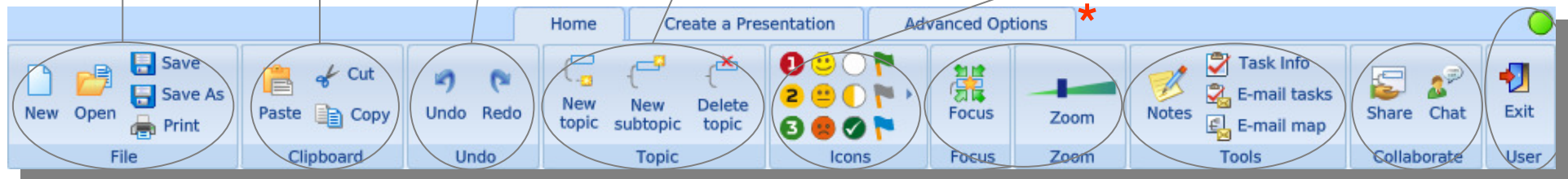
Create new subtopics

Delete topics



Icons

Use icons to attach task information to topics (criticality, completion level, smiley faces etc.)



Navigation

Use 'Focus' button to focus on specific set of topics

Use 'Zoom' to zoom in/out of comap

Use arrow keys or mouse to navigate through comap

Tools

Use 'notes' to add detailed information on topic

Use 'Task info' to add responsible person and deadline to topic

Use 'E-mail tasks' to send task to users

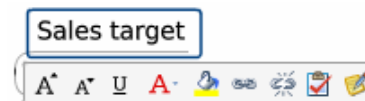
Use 'E-mail map' to e-mail static HTML picture of map

Collaborate

Use this to share your maps and chat with users

Changing format

Use the bottom menu on a topic to change format



Connectivity

Green: online mode (work automatically saved on server)

Red: offline mode (please save work offline)

Exit

Exit application