

# PiCoMap Pro Quick Start Guide

Version 2.2

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## What is PiCoMap Pro?

PiCoMap Pro™ is a revolutionary educational program that enables students to organize multiple tasks (write a FreeWrite™ document, create a Sketchy™ drawing or animation, or draw a PiCoMap concept map) into one screen.

PiCoMap Pro works similarly to PiCoMap™ in that students create nodes, and connect these nodes with directional links. The wonderful thing about the 'Pro' version is that files can be attached to these nodes, so a student can integrate multiple files into one overarching project.

Once synchronized to PAAM™ (see page 13), all associated work can be viewed, manipulated and printed from any desktop computer with Internet access.

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## System Requirements

- Palm OS 3.5 – 5 (Palm OS 4.1 – 5 recommended)
- Windows 98 or higher, running Palm Desktop 4.0.1 or higher. (Palm Desktop 4.1 recommended)
- Macintosh OS 9.x, or OS X running Palm Desktop 4.1.

- 74 KB memory on handheld for PiCoMap Pro, and additional 8KB memory for InterMedia application. (files: Picomap.prc and InterMedia.prc)

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### Creating a New PiCoMap Project

1. Tap the **PiCoMap** icon from the **GoKnow** folder to open PiCoMap.



Figure 1

2. Be sure the PiCoMap screen includes the line, “With InterMedia Capability” (Figure 1). This indicates that the InterMedia Enabler is installed. InterMedia is the “behind-the-scenes” program that allows PiCoMap to incorporate other programs into the nodes.
3. If you want to work on an existing project, tap **Open** or **Last**. If the **Open** or **Last** buttons do not appear, it simply means that there are no files to open yet.
4. Let’s create a new Project. To create a new PiCoMap Project, tap **New**. Note: if this is the first time you’re using PiCoMap, New will be your only option.
5. Type a title, then type your name on the lines provided (Figure 2). Tap **OK** to continue.



Figure 2

6. This is your PiCoMap canvas (Figure 3). To move about on your canvas, use the arrows on the bottom right-hand corner. To move left, tap the left arrow; to move right, tap the right arrow, and so on and so on. The **X** in the

middle of the arrows returns you to the center of your canvas (where you begin).

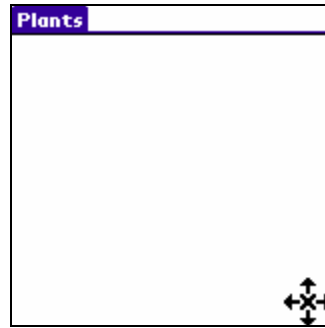


Figure 3

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### Nodes – To Hold your Content

1. To create a new node, draw an oval on your canvas (Figure 4).

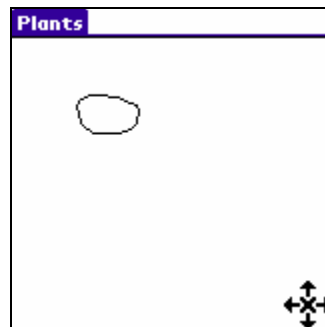


Figure 4

2. It doesn't have to be a perfect oval – look at mine! – but make sure it's a complete oval. PiCoMap won't recognize that you're trying to create a node if you only tap the screen, or draw a really small oval or dot.
3. Notice that a rectangle with blinking cursor appears in the center of your oval, awaiting a name (Figure 5). You don't have to name your nodes, but it's helpful to do so.

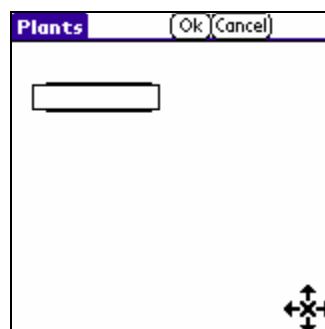


Figure 5

4. Type a name and tap **Ok** to complete the node. **Note:** A node's name can contain 15 characters. The node, however, does not expand until you tap **Ok** or begin another node.
5. Your node has a small empty box on its right side called the **content box** (Figure 6). The content box is where you add, edit and delete the contents of your nodes.

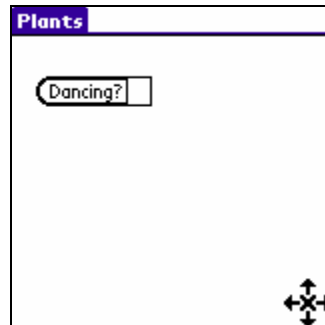


Figure 6

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### Adding Node Content

1. The context box is best explained by an example.
2. Tap the **content box**.
3. A drop-down menu appears with only one option: Add Content (Figure 7). Tap **Add Content**.

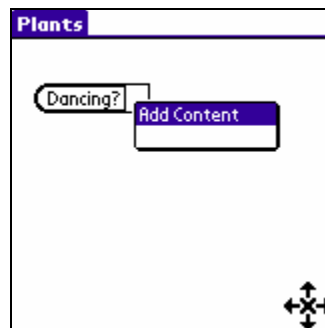


Figure 7

4. You arrive at the Add Node Content screen (Figure 8). Tap **Document Type**.

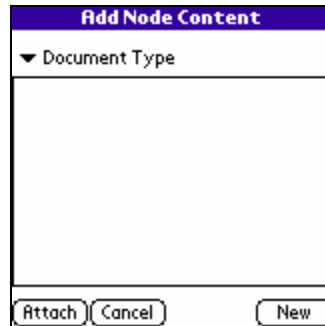


Figure 8

5. You can now pick (Figure 9) which type of file you'd like to put in this node:
  - a FreeWrite document
  - a PiCoMap concept map
  - a Sketchy animation, or ...
  - a Sketchy image

**Note:** if FreeWrite and Sketchy are not listed, it means they haven't been used yet! Open them once so they register with InterMedia.

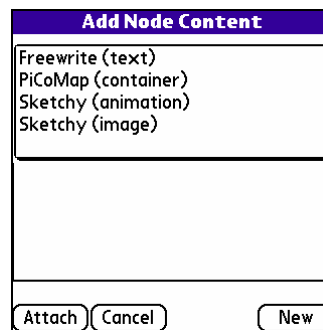


Figure 9

6. Tap the file type you'd like to use.
7. A list of pre-existing files appears (Figure 10). You can use one of these files or create a new one.

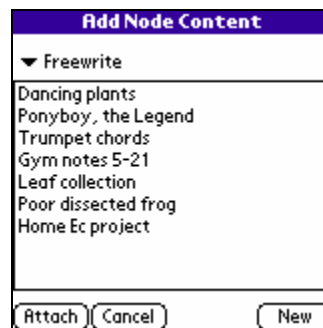


Figure 10

8. To create a new file, tap **New**, type a title, then tap **OK**. You can now create a new file and quickly return to your PiCoMap canvas.
9. Moving between the PiCoMap canvas and the files you integrate is a feature of key importance. For now, let's use an existing file. Tap the file you'd like to add from the list, then tap **Attach**.
10. You return to the PiCoMap canvas, and there's an icon in your node's content box (Figure 11). This is the FreeWrite icon.

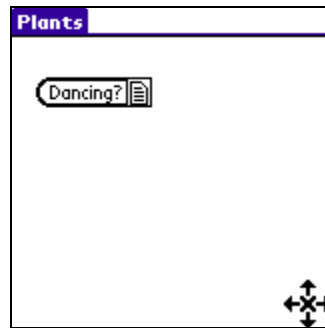


Figure 11

11. This node now has the associated file as its content. It is now at your fingertips. You can read the document in two taps of the stylus, tap once to return to PiCoMap, view a Sketchy animation that mirrors your text in two more taps, and return to PiCoMap with one. Never before has there been such an easy way to manage your schoolwork.

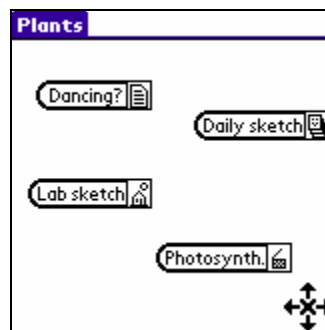






Figure 12

12. The icons (Figure 12) are:
  -  : FreeWrite document
  -  : Sketchy animation
  -  : Sketchy frame
  -  : PiCoMap concept map

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## Viewing/Editing/Removing Node Content

1. To remove a file from a node, tap the **node**, then tap **Remove Content** from the drop-down menu (Figure 13).

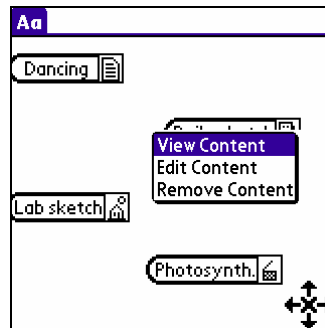


Figure 13

2. This **does not erase the file**. It simply un-associates it with the node, so you can add a different file.
3. To edit a file, tap its **node**, then tap **Edit Content** from the drop-down menu (Figure 13).
4. Tapping **View Content** will bring you to the same screen as **Edit Content**.

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### Moving To and From PiCoMap

1. When you tap **Edit Content** (or **View Content**), you immediately arrive at your file – in this case, a Sketchy masterpiece in process (Figure 14).



Figure 14

2. You can now edit the file to your heart's desire. Your changes are saved automatically.
3. Sketchy, FreeWrite and PiCoMap each have unique ways of returning to PiCoMap.
4. When you're ready to return to your PiCoMap canvas from Sketchy, tap the Home icon. Alternatively, you can tap the **Pull-Down Menu** button next to the graffiti area, then tap **Done Editing** from the **Project** menu (Figure 15).

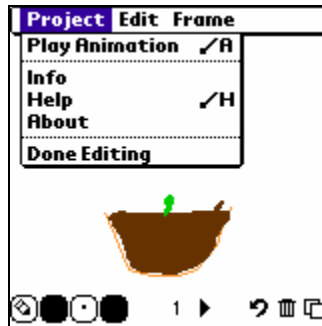


Figure 15

- When you're ready to return to your PiCoMap canvas from FreeWrite, tap the **Home** icon. Alternatively, you can tap the **Done** button, located at the bottom of the screen (Figure 16).

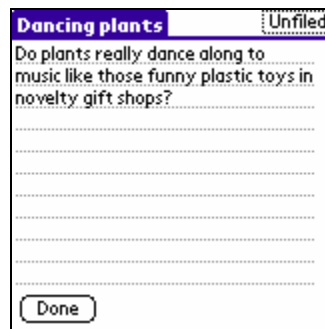


Figure 16

- When you're ready to return to your main PiCoMap canvas from one of your PiCoMap files, tap the **"Home"** icon (Figure 17).

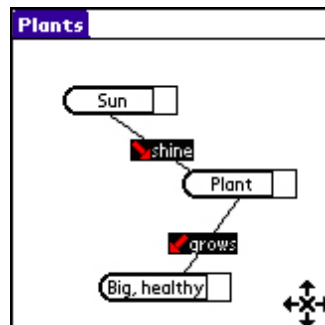


Figure 17

- You now know how to move between PiCoMap and its three major programs. Just go "Home!" This is much faster than opening each program individually and trying to find the correct document.

## Moving a Node

1. To move a node, tap and hold within the node's oval, then drag your stylus across the screen. Your node does not immediately move with your stylus; instead, a line traces your progress (Figure 18).

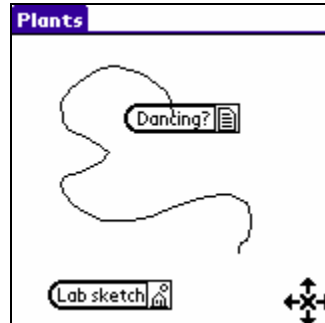


Figure 18

2. To place the node, remove the stylus from the screen.

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## Editing/Deleting a Node

1. To edit a node's name, tap on the node. Your node's name appears highlighted (Figure 19). You may now change the name of your node. Once you are happy with the edit, tap **Ok**.

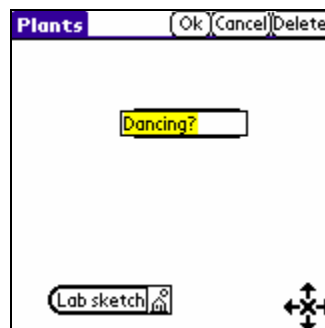


Figure 19

2. To delete a node, tap the node, then tap **Delete**.

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## Links – Connecting Two Nodes

1. Links are great ways to connect two nodes. There are numerous ways to use links, including branching of ideas, establishing causality or directionality, showing sequence, or detailing the correct order to present your project to the class.

2. To draw a link, draw a line between two nodes. A box appears to name your link (Figure 20). You don't have to name a link, but it's helpful to do so. **Tip:** When connecting nodes draw your line from *inside* one node and end *inside* the other.

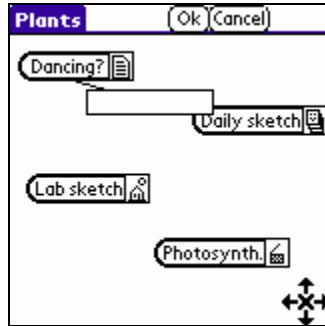


Figure 20

3. Type a name, and tap **Ok**. Your link appears with a directional arrow, drawn the same way you drew the link (Figure 21).

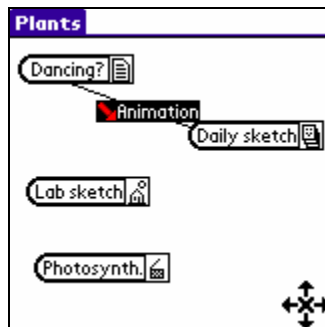


Figure 21

4. **Note:** You can have two links between the same two nodes, but they must go in opposing directions.
5. To delete a link, tap its name, then tap **Delete**.

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## Beaming

1. Beaming is a great way for students to share ideas. For teachers, beaming is great way to send rubrics and templates.
2. **Note:** Beaming your map to a peer only transfers the map's layout to them. It does **NOT** send the content held in each node.

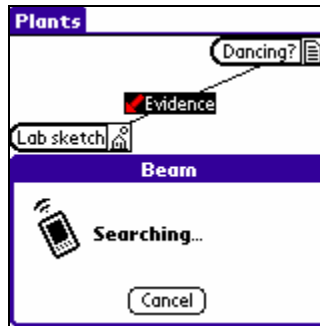


Figure 22

3. To beam your map layout, align your handheld's IR port with a peer's IR port, then tap **Beam Map** from the **Map** menu. Your handheld shares information with their handheld, and on their screen, the **Receive Beamed PiCoMap** window appears. They have the option to place the received PiCoMap layout:
  - in a **New Map**
  - in the **Current Map**, or ...
  - **Exchange Maps**.
4. Check the appropriate box, then tap **OK**.
  - Choosing **New Map** will put the received file in a new, separate PiCoMap file.
  - **Current Map** merges the two maps into one. If nodes have the same spelling, they will be integrated, automatically assimilating all links to the node as well. This is useful for sparking discussion in class.
  - **Exchange Maps** merges the received map into the current map and then automatically sends the receiver's map to the senders. The final outcome is that each person has a duplicate copy of the integrated maps.

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### The Rest of the Map Menu

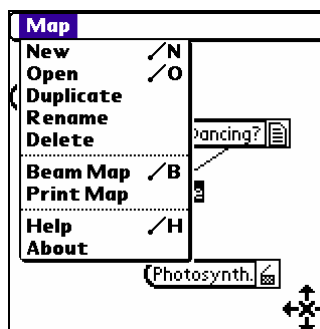


Figure 23

The rest of the Map menu (Figure 23) consists of:

- **New:** Creates a new PiCoMap Project.
- **Open:** Opens a pre-existing PiCoMap Project.
- **Duplicate:** Duplicates the current PiCoMap Project under a different name. This is a great way to make drafts of your Project.
- **Rename:** Renames the current PiCoMap Project.
- **Delete:** Deletes the current PiCoMap Project.
- **Beam Map:** See above
- **Help:** Briefly describes how to draw nodes.
- **About:** Details contact information if you're having problems using PiCoMap Pro.

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## Viewing and Printing your PiCoMap Projects from your Desktop Computer

You **MAY** have the ability to perform the action below to view and/or print your PiCoMap Projects. All registered users of PiCoMap and HLE™ have access to this solution.

- PAAM™—the Palm OS Archive and Application Manager, bundled as part of GoKnow's Handheld Learning Environment (HLE) is the best way to view and print PiCoMap projects and other work from student handhelds. With PAAM all content in PiCoMap nodes is linked on the Web as well, so with one click of the mouse, the entire student work can be printed and viewed.

PAAM is an Internet-based solution that allows students to synchronize their handhelds anywhere, and access work from any Internet-equipped computer. Teachers and students have powerful abilities to organize, archive, edit, and provide feedback on various pieces of work. To learn more about PAAM, visit <http://paam.goknow.com/guest.html>

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## Additional Support

Additional support and user information can be found at <http://www.goknow.com/Support/>.

If you have any questions or concerns, please contact: [support@goknow.com](mailto:support@goknow.com).