# CogNexus Institute

# How to Share Your Maps
## via CD
## or
# The Web

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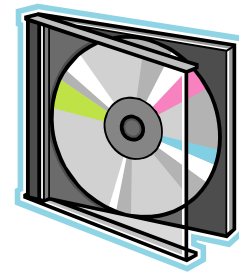
**Publishing a map to a CD**

*With many thanks to Elisabeth Shields, an Issue Mapping Webinar Series graduate, who provided the first version of these written instructions!*

1. Start Compendium, open the Project that contains the map you want to publish
2. Find the map that you want to publish and click on the top level map node. Note if you do not select the specific map that you want to publish, at its top level, you will export either to much or too little information!
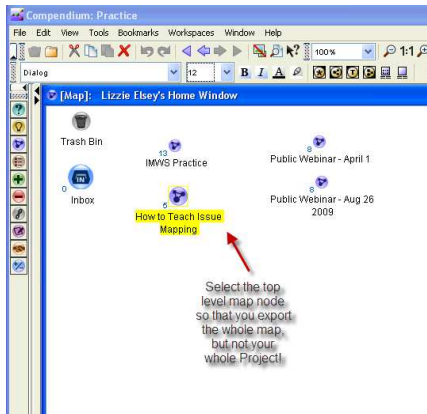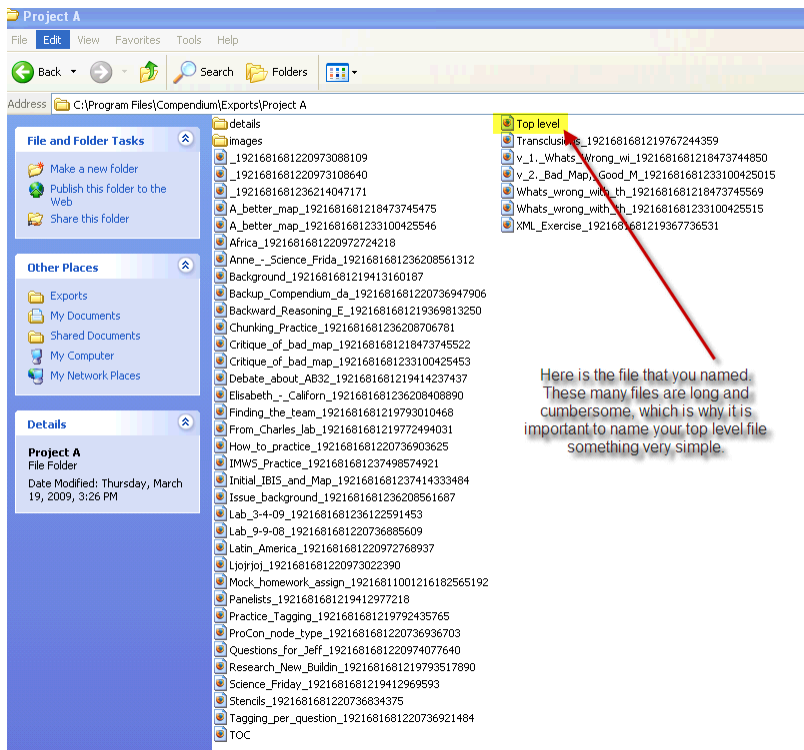
3. Choose File → Export → Web maps
4. Choose "Selected Views", "Full depth," and "Open export after completion" (the very last option). You may wish to choose other options from the additional choices shown below, but *don't* select "Export to zip archive" for this type of export.
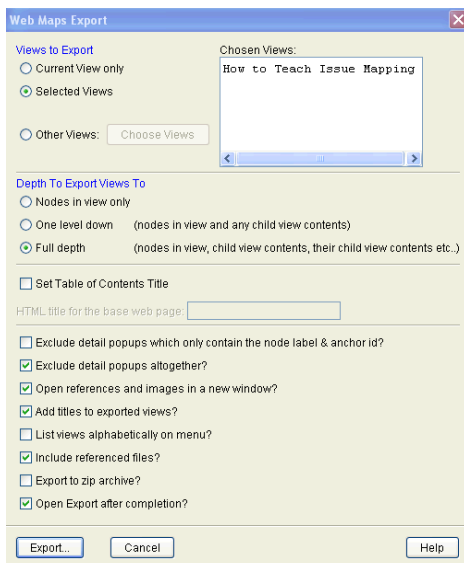
5. Click "Export."
   - The default location is the Exports folder under Compendium (in Program Files/Compendium/Exports), but you can choose another location.
   - Create a new folder for the map, named according to the contents of the map and then open that new folder.
   - Now it is time to name your file. Give it the name you'll tell people to open, such as "Top level".  When you are done, you will have many html files in the folder you created. They will be automatically named by Compendium and the names will be very long. But you will also see the one file that you named (i.e., "top level"). This is the file you will need to tell people to click on (see image, below).
   - Save it

Here is the file that you named. These many files are long and cumbersome, which is why it is important to name your top level file something very simple.

6. Your Web Map should open automatically if the process worked and if you did in fact select "Open export after completion" (described in step 4, above). Check to see that it looks as you want it to.
7. Now put a CD in the drive.
8. Open the folder in which you've saved the map
   - Select everything in the folder and drag it to the CD. Note again that there will be many html files with very long, numerical names. You should also be able to see the file that you named (i.e., "top level").
   - Write to the CD.

9. Check that you can open from the CD using a browser.

10. When you give people the CD, be sure to tell them which file to click on (i.e., "top level").

**Publishing a map to the web:**

1. Get a domain name.

2. Sign up with an ISP to host a website for your domain name.

3. Wait a couple of days for your new website address to propagate to the world's domain servers.

4. Follow all of the instructions for exporting web maps to a CD (above), stopping at the point where you would actually write your files to the CD. Instead of writing those files to a CD, you can FTP them to your website according to your host's directions.

5. Send people emails with links to your maps.