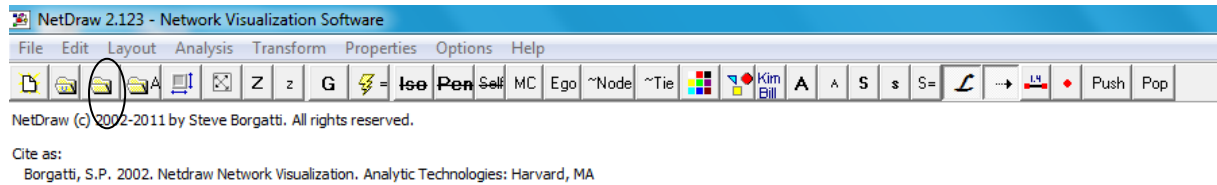


**Contents**

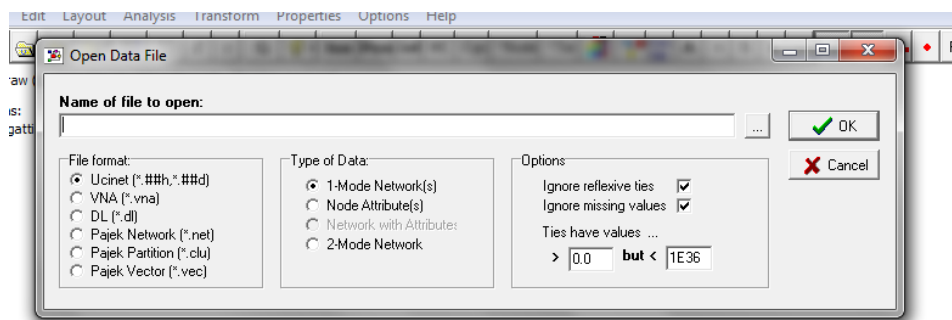
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# 1. Opening a file

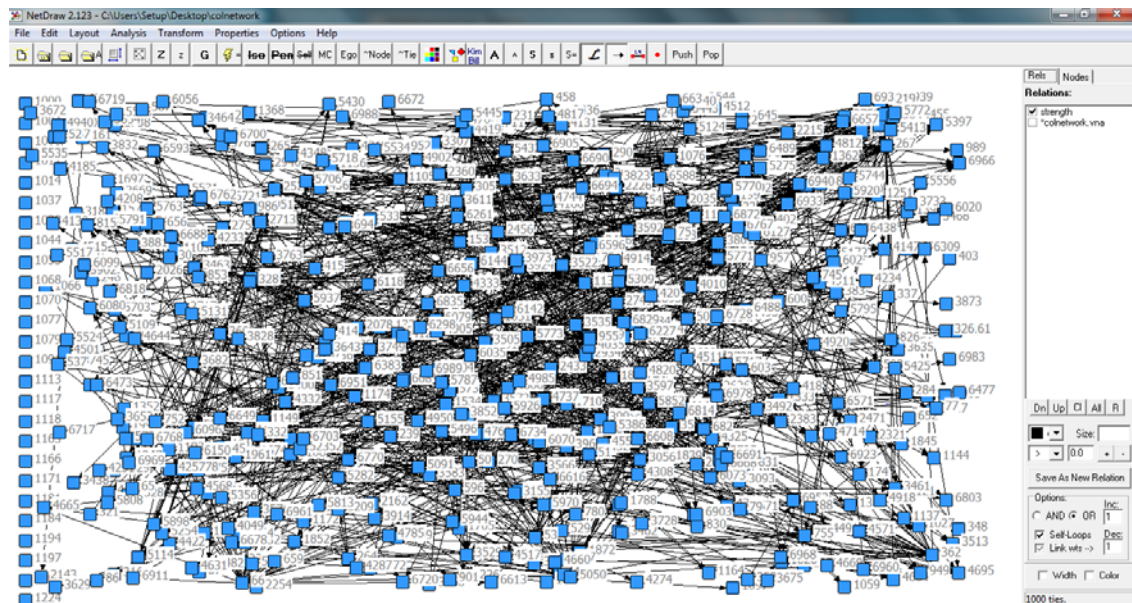
You can either click on the folder icon or click File/Open/Vna text file/Complete



Then you will see this box:

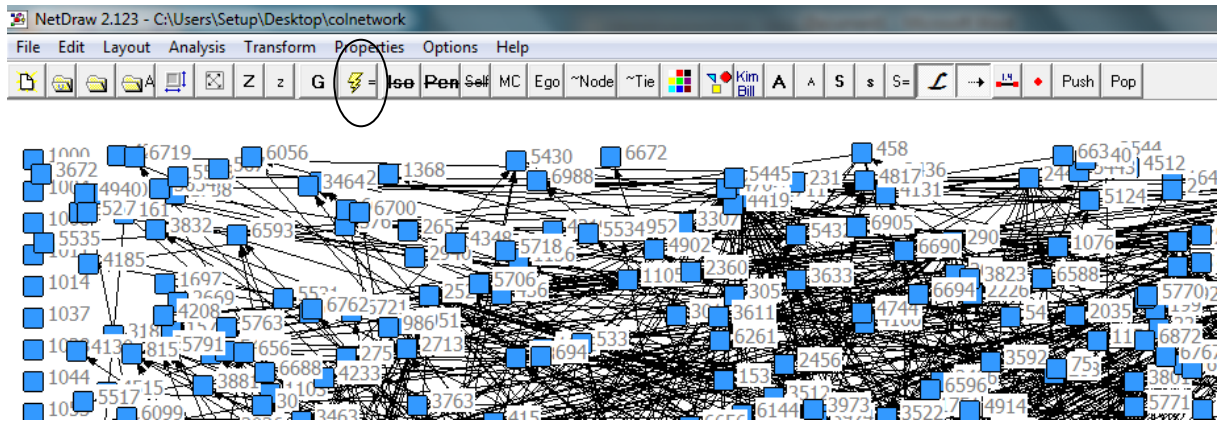


Now you navigate to the \*.vna file to load to the file in Netdraw. The initial layout is completely random, probably like this:

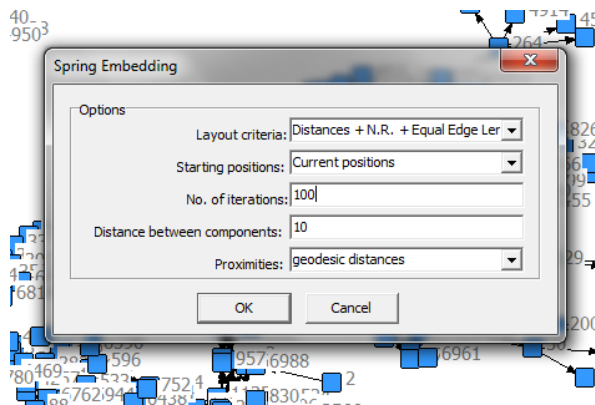


## 2. Basic visualization

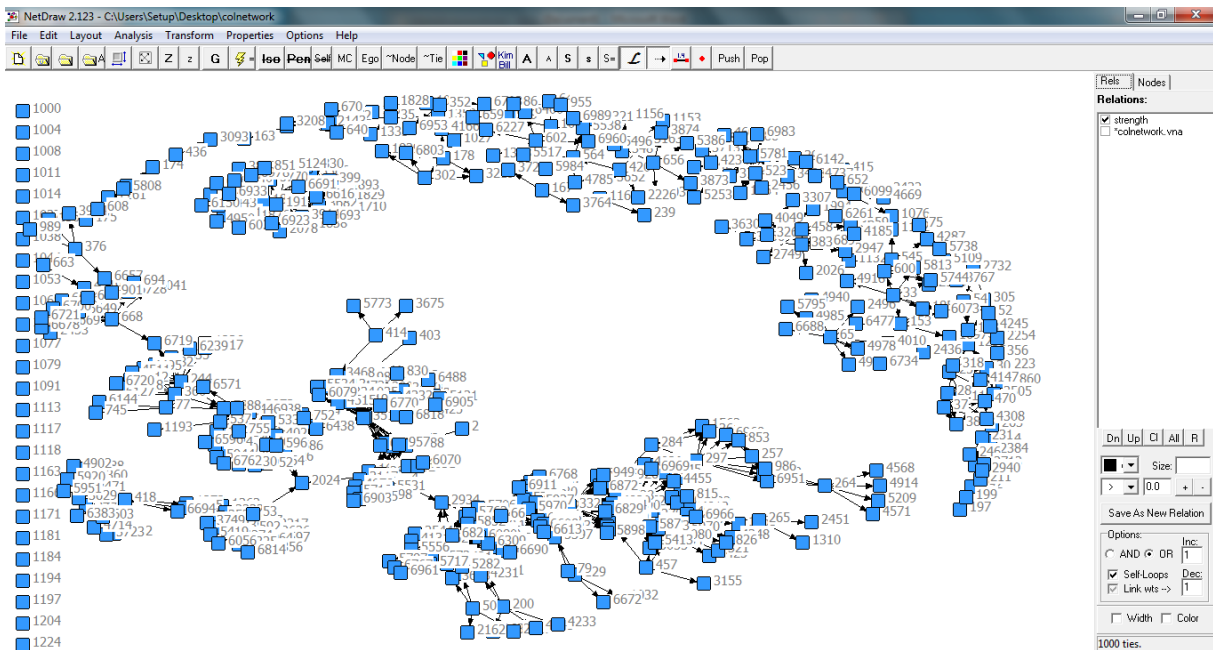
To make the map look more organized, you can (repeatedly) click on the flash icon



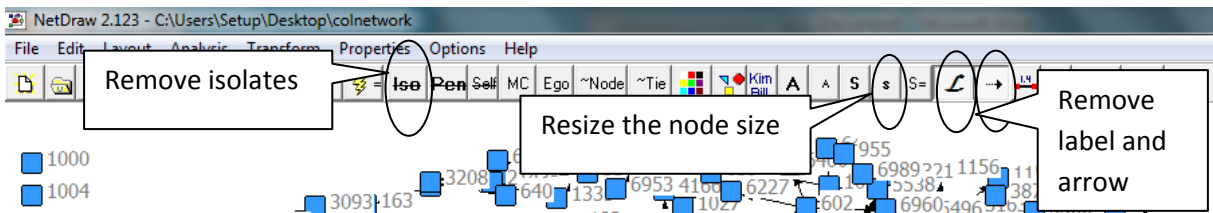
or use the menu and click on "Layout/Graph-Theoretic layout/Spring embedding" to change the settings of the layout.



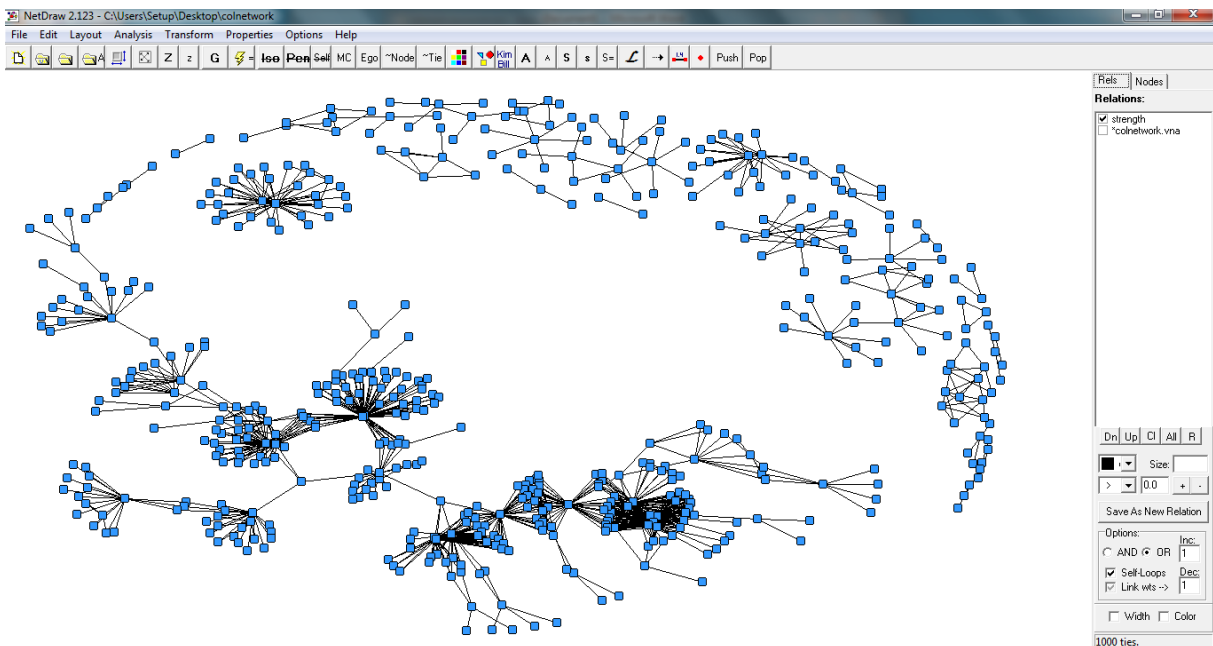
It should now look something like this:



You can also click the icons to remove the isolate nodes, resize the node size, remove labels or remove arrows.

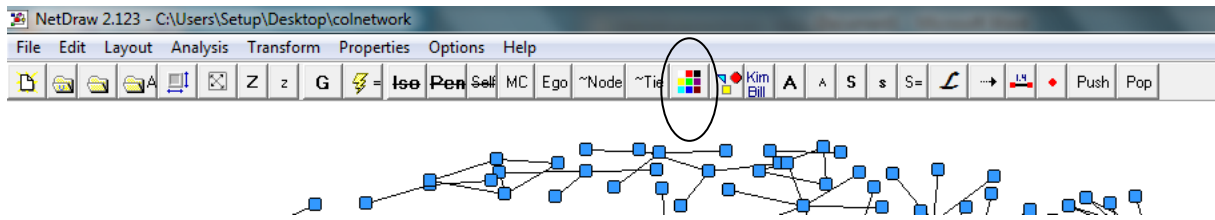


It should now look like this:

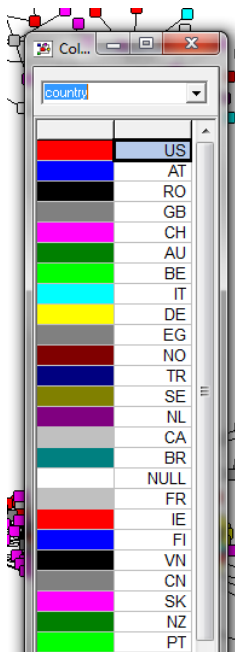


### 3. Choose the colors and shapes of the nodes

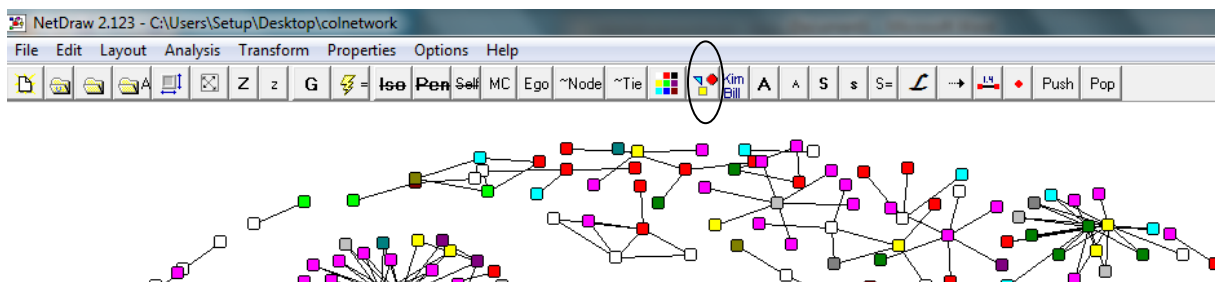
To color the nodes, you can click on the icon with the 9 small colored squares or click "Properties/Nodes/Symbols/Color/Attributes-based"



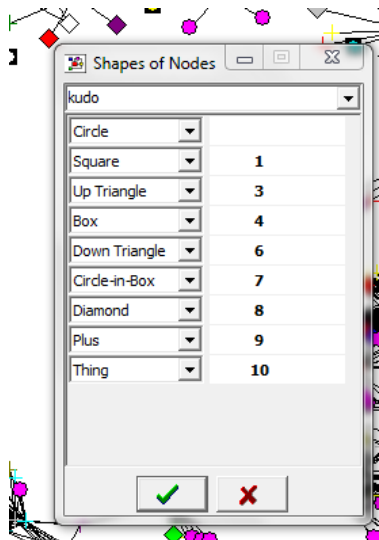
Then select an attribute from the drop-down (here we have chosen the country attribute):



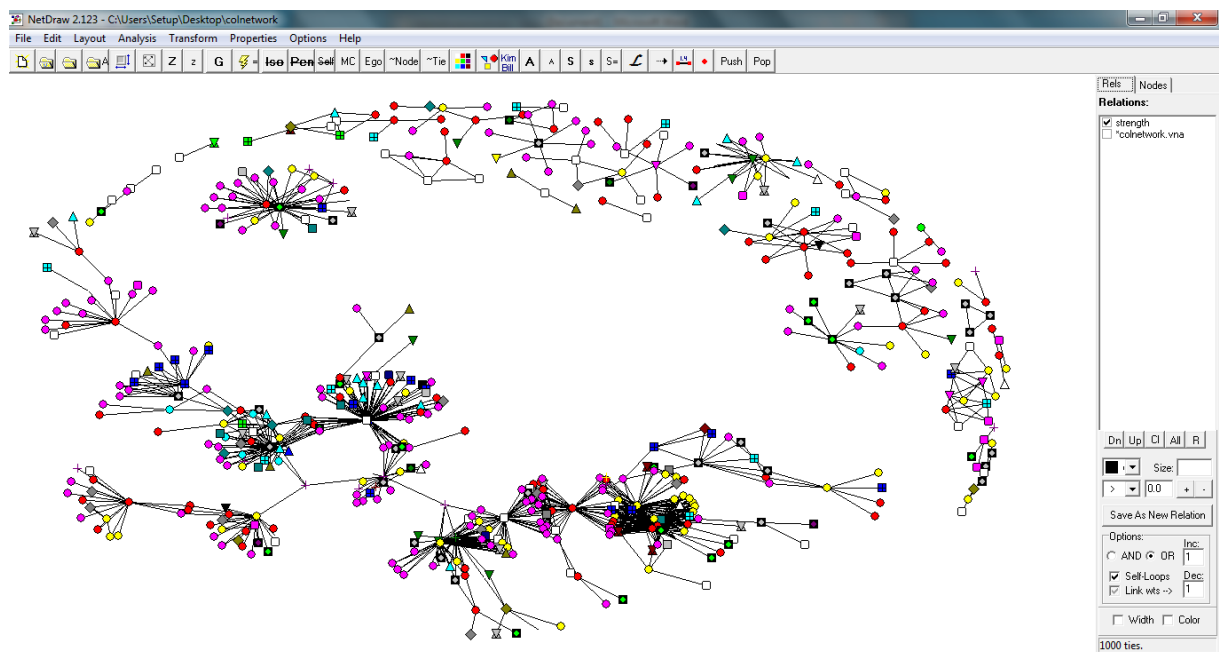
To change the shapes of the nodes according to the attribute, you can click the icon like this:



select an attribute from the drop-down (here we have chosen the kudo attribute):



Now the layout should look like this:

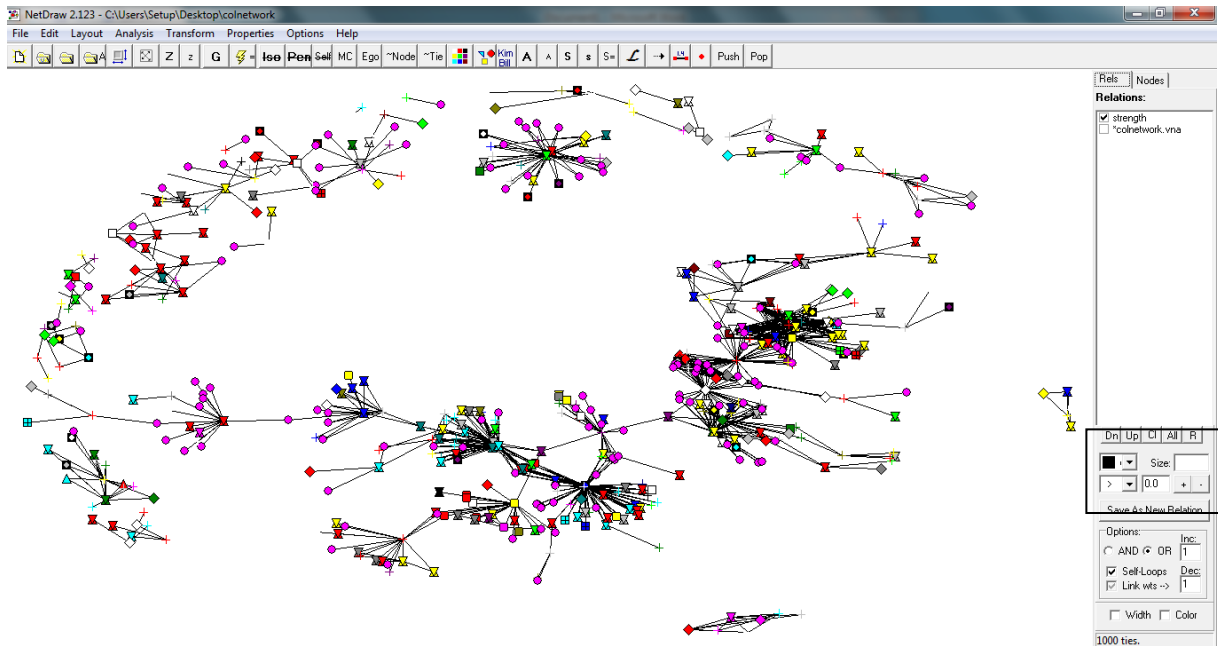


## 4. Filtering

You can filter the data in a couple of different ways:

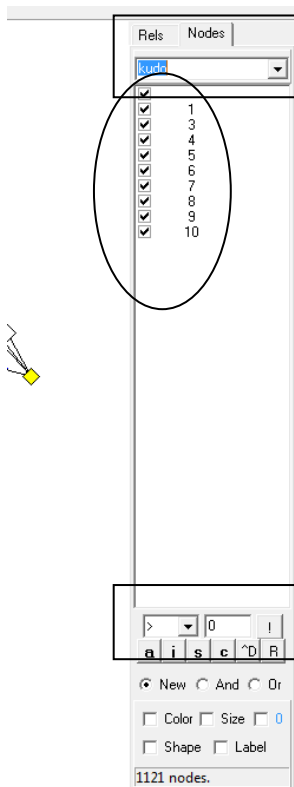
- Filter by the strength of the relationship (tie strength)
- Filter by attributes

To filter by the strength of the relationship you simply increase the tie strength box by clicking on the “+” symbol as shown below:



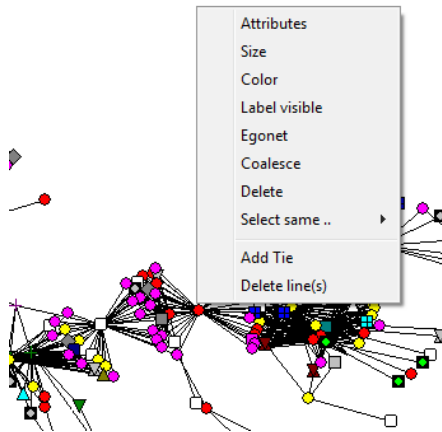
As you increase the number you will see fewer relationships. This is particularly useful if you, for example, want to compare a map of ALL relationships against the most important ones. Click on the “-” to show more relationships. You can also use the “>”, “<” or “=” to show the exact tie strength that you are interested in.

The other filtering method revolves around attributes. To get to this you need to click on the ‘Nodes’ tab as shown below:

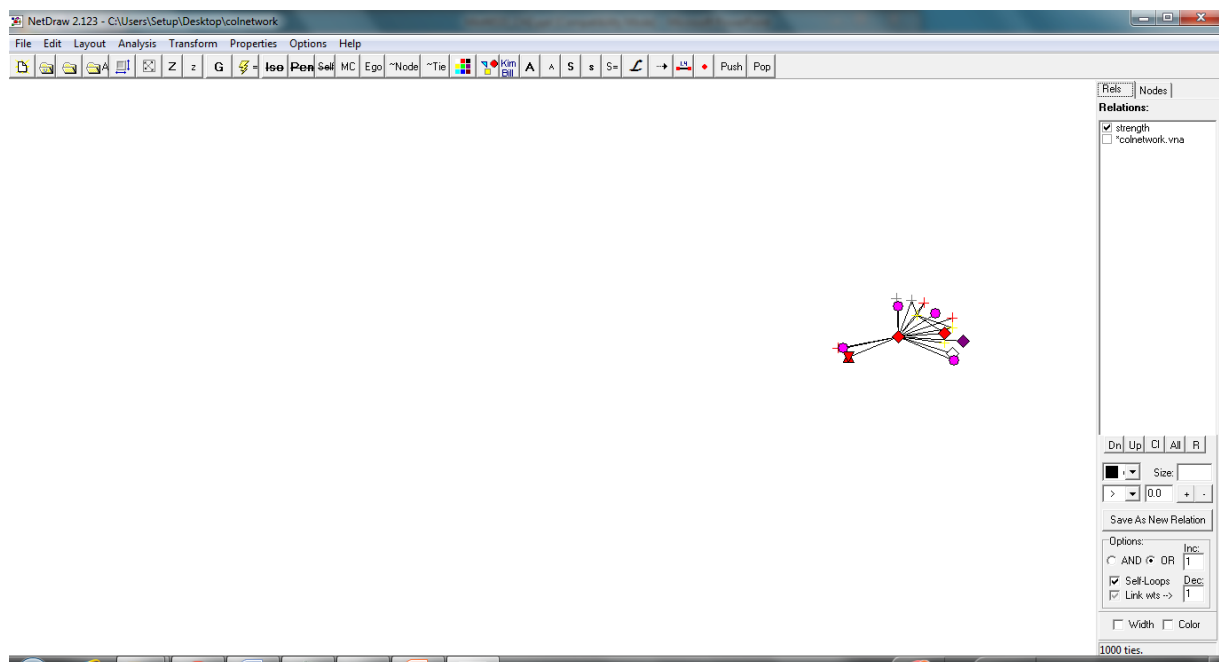


## 5. Ego network

To capture the ego network of a node, you can select the node and right click to choose the "Egonet" as below:



For example, we select one node and show its ego network as below:



## 6. Saving maps as pictures

Once you have a map that you are happy with you probably want to save the file such that it can be pasted in to a document. Netdraw offers 3 different formats:

- Jpeg
- Bitmap
- Metafile



Jpegs you are probably familiar with. They are typically smaller in file size, but the problem is that they can become coarse if you resize manually afterwards. Bitmaps are better in terms of resizing, but also take up a lot of space. Metafiles are probably the best as they scale really well and are also quite small in size.

You save the file by clicking on “File / Save Diagram As” and then select your chosen file type.