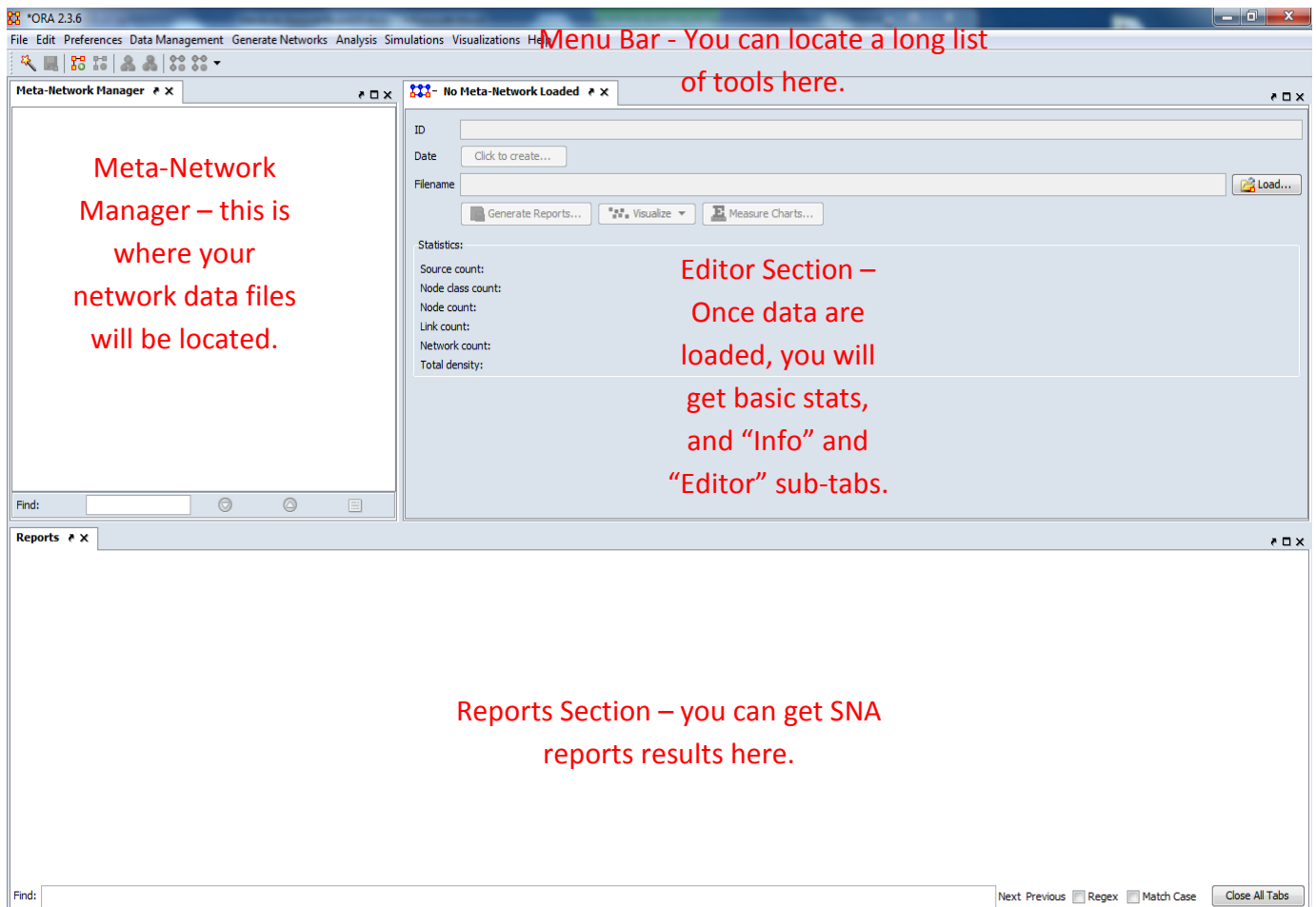


Words in italics denote actual ORA commands whereas non-italicized text that appears next to commands denotes an action, such as “right-click on a node.” Note the images and many of the commands are only meant to show you how to locate specific tools and reports. Some of the more obvious commands are not outlined below.

General ORA Tips

1. Save often – it is a free software (or at least 2.3.6 is), so it has bugs.
2. Create new meta-networks/social network files when applicable so you don’t overwrite your data.
 - A. Exiting the Visualizer - Always select “No” when asked to “Save Visualization options” when closing the visualizer. Selecting “Yes” will overwrite your existing network file with changes you made within the visualizer, including if you hid isolates.
3. If all else fails, close the program and open it back up if something looks strange or out of place (of course, save ahead of time).





Click on the question below to locate instructions for a specific topic.

Data Import and Saving Commands

- How do I open an existing network file? (pg.3)
- How do I save a “meta-network”? (pg. 3)
- How do I save a sub-network within a larger meta-network? (pg. 3)
- How do I change the title of a meta-network? (pg. 4)

Data Manipulation Commands

- How do I convert a two-mode network to a one-mode network? (pg. 4)
- How do I “aggregate” (i.e., combine) multiple networks/relations into a single network? (pg. 5)
- How do I extract (i.e., partition) nodes based on some attribute? (pg. 5)

Data Visualization and the Visualizer

- How do I visualize an entire meta-network?(pg. 6)
- How do I visualize a single network? (pg. 6)
- How do I visualize specific networks? (pg. 7)
- How do I locate the legend if it is hidden? (pg. 7)
- How do I hide all node labels? (pg. 8)
- How do I show all node labels? (pg. 8)
- How do I show only the labels of specific actors of interest? (pg.8)
- How do I search for specific nodes, or actors within the Visualizer? (pg. 9)
- How do I run a “MDS” layout? (pg. 9)
- How do I color ties by type? (pg. 10)
- How do I remove isolates? (pg. 11)
- How do I size nodes by an attribute or a measure? (pg. 12)
- How do I color nodes by an attribute or a measure? (pg. 12)
- How do I locate the “Sphere of Influence” tool? (pg. 13)
- How do I save a network file from within the Visualizer? (pg. 13)
- How do I save a network image to a file (e.g., JPEG)? (pg. 14)

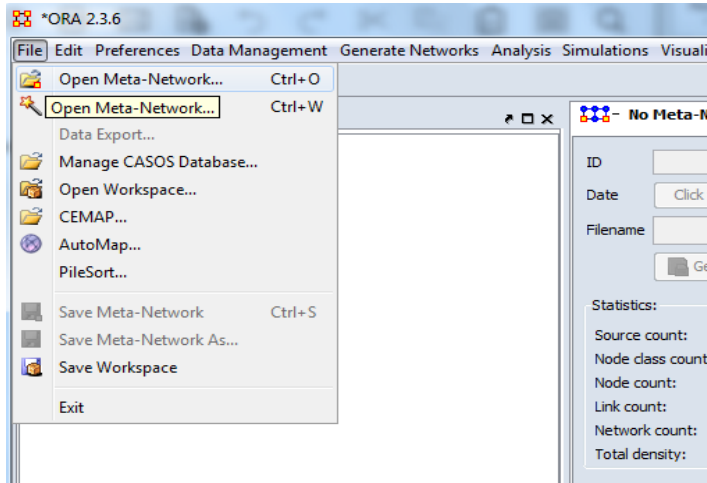
Running Reports

- What metrics do I get from the more commonly used reports?(pg. 14)
- How do I locate the “Standard Network Analysis Report,” which contains most of my centrality and topographic metrics? (pg. 15)

Data Import and Saving Commands

1. **How do I open an existing network file?** (Note: Select “Append as Additional Meta-Network” whenever you import a new meta-network file and one is already stored in the meta-network manager; that way, you will not overwrite the existing meta-network file.)

[ORA Main Interface] *File>Open Meta-Network* (then select the .xml file; e.g., “Noordin Combined Network”)

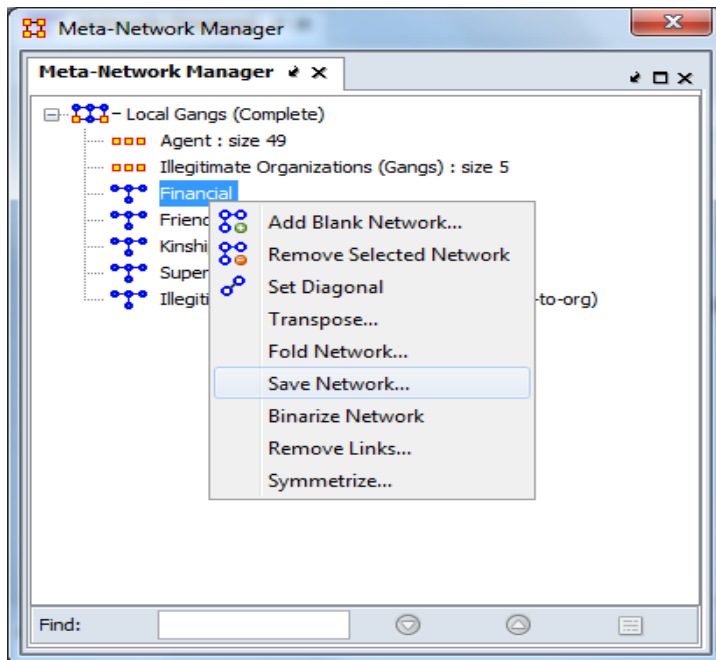


2. **How do I save a “meta-network”?**

[Meta-Network Manager] *File>Save Meta-Network as*

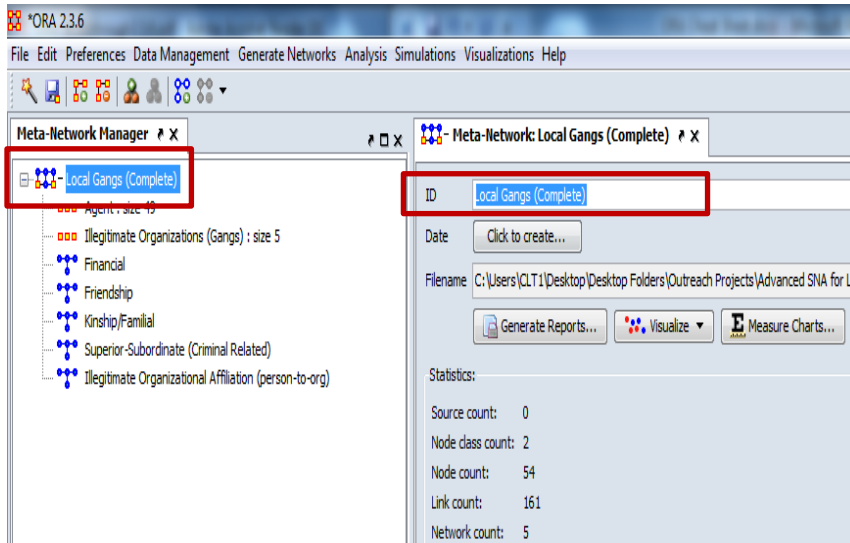
3. **How do I save a sub-network within a larger meta-network?**

[Meta-Network Manager] Select network of interest>Right-click>*Save Network*>Select DyNetML option



4. How do I change the title of a meta-network?

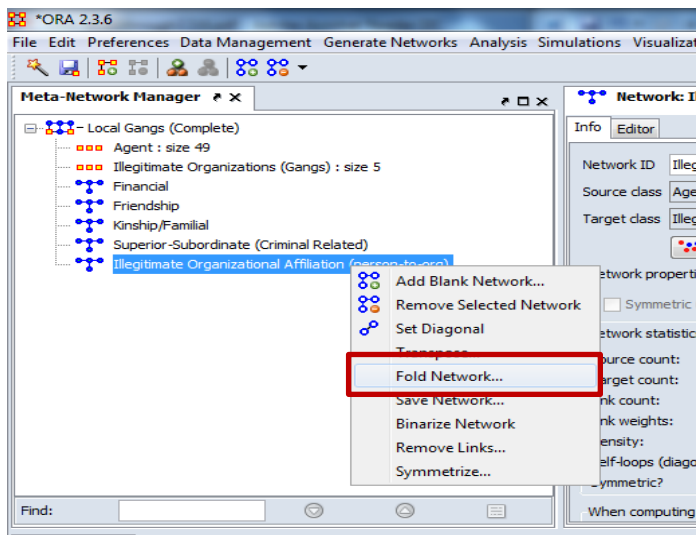
[ORA Main Interface] Select network file>Locate ID in Editor Section>Change network file name



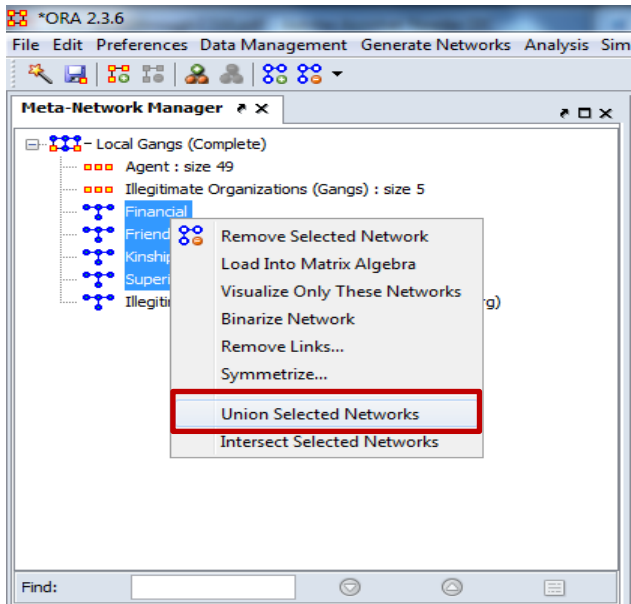
Data Manipulation Commands

1. **How do I convert a two-mode network to a one-mode network?** (Note: Once you see the “Fold Network” dialog box, you can accept the default “Fold method” at “Shared Links.” Select “Rows (Agent)” in the “Compare” drop-down if you want to convert a network to an agent-to-agent, one-mode network; select “Columns” if you want to convert to an organization-to-organization, event-to-event, etc. network.)

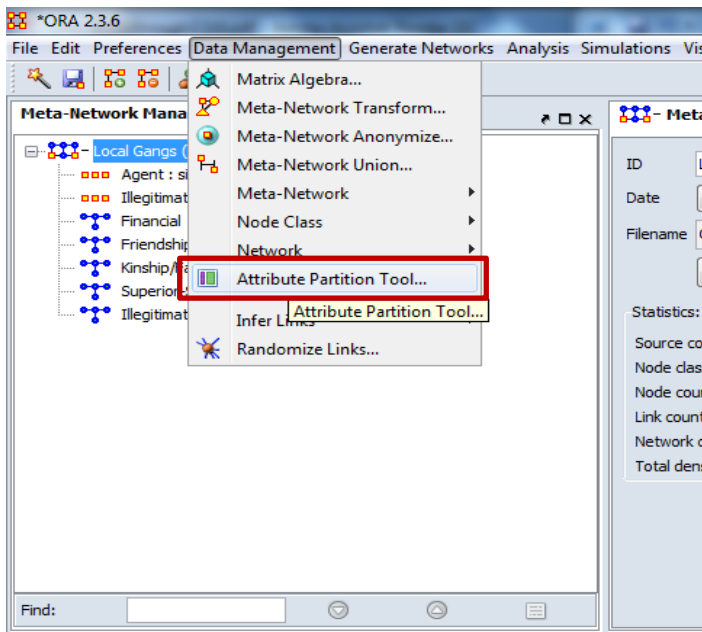
[Meta-Network Manager] Select network of interest>*Fold Network*



2. How do I “aggregate” (i.e., combine) multiple networks/relations into a single network?
[Meta-Network Manager] Select networks of interest>Right-click>*Union Selected Networks*>Select Sum>Retitle ID



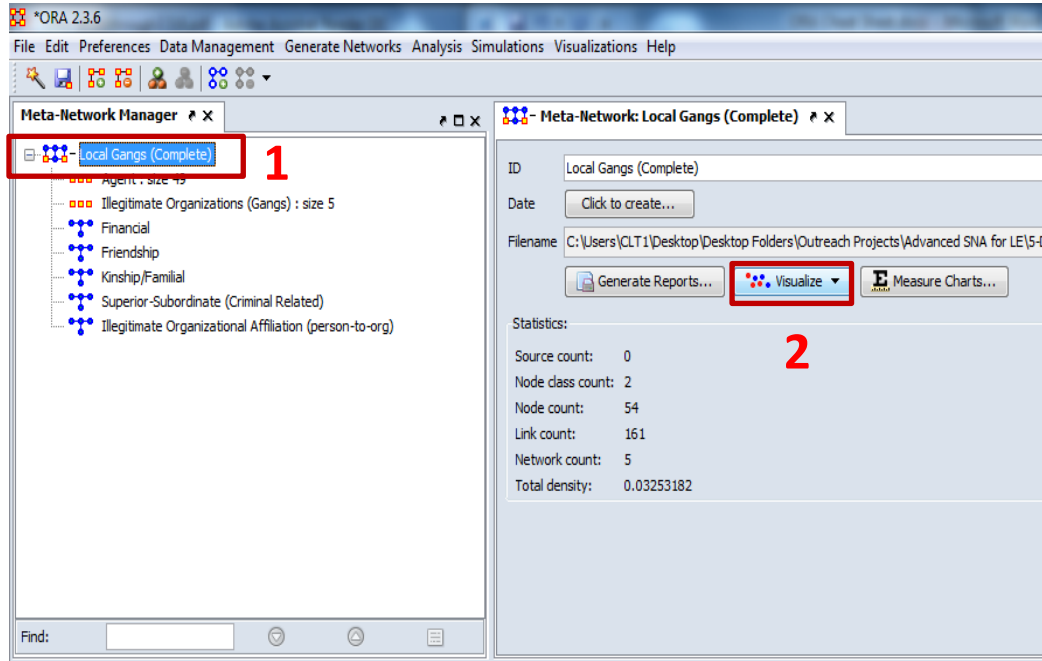
3. How do I extract (i.e., partition) nodes based on some attribute?
[ORA Main Interface] *Data Management*>*Attribute Partition Tool*



Data Visualization and the Visualizer

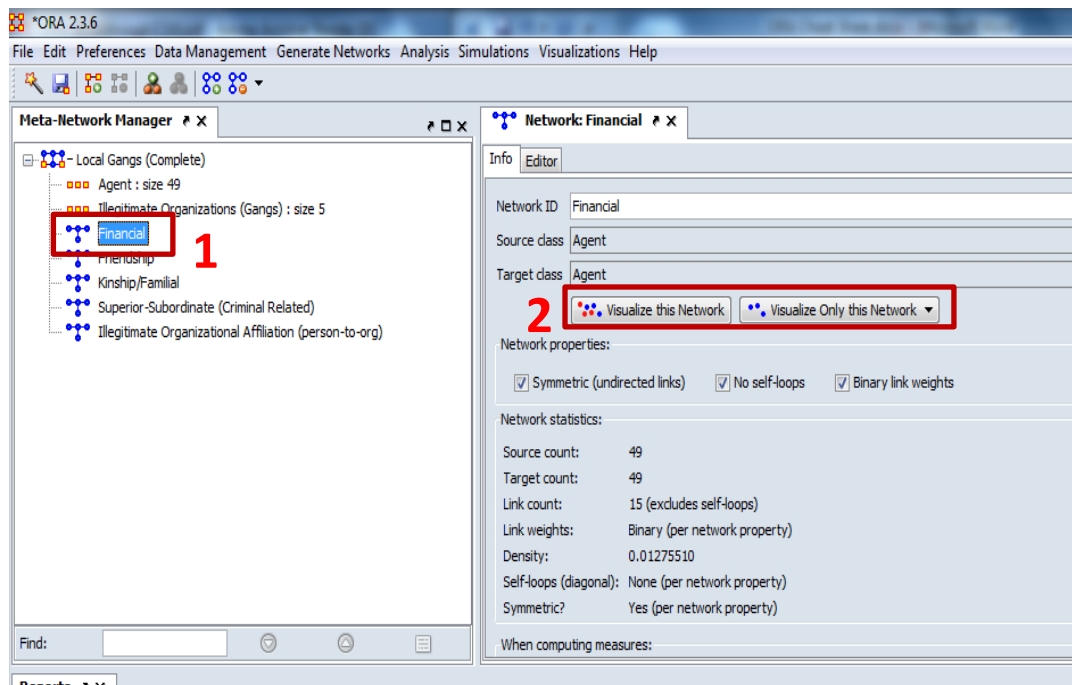
1. How do I visualize an entire meta-network?

[Meta-Network Manager] Select network file>click on Visualize in Editor Section



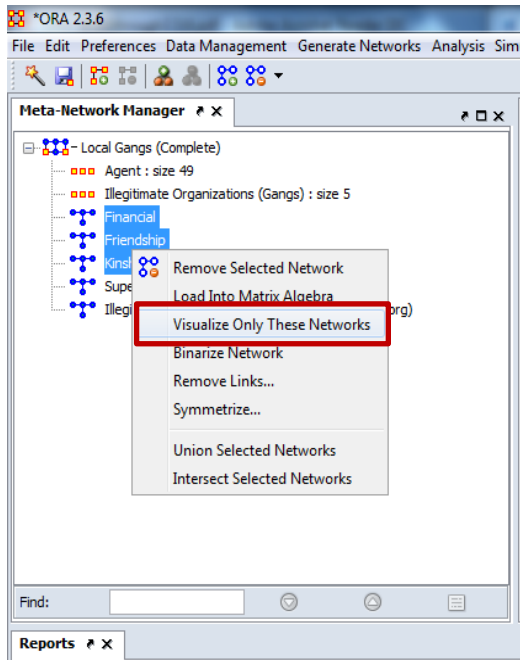
2. How do I visualize a single network?

[Meta-Network Manager] Select network of interest>click on Visualize this Network in Editor Section (you can also select Visualize only this Network)



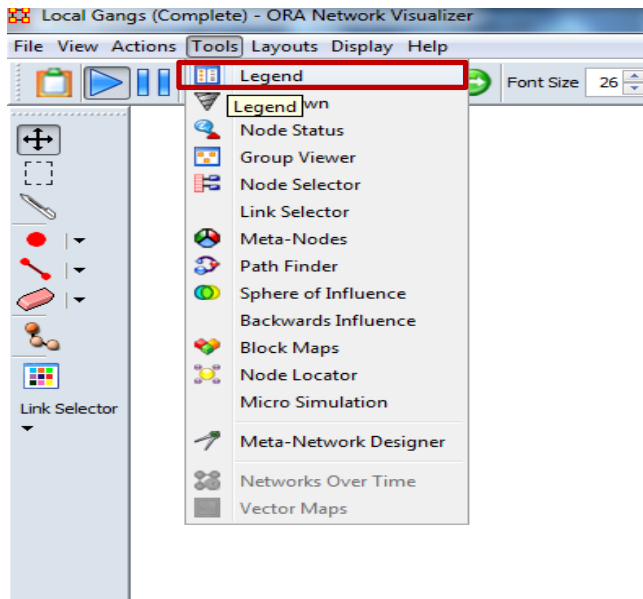
3. How do I visualize specific networks?

[Meta-Network Manager] Select networks of interest by clicking on them while holding down *Ctrl*>*Right-click*>*Visualize Only These Networks*



4. How do I locate the legend if it is hidden?

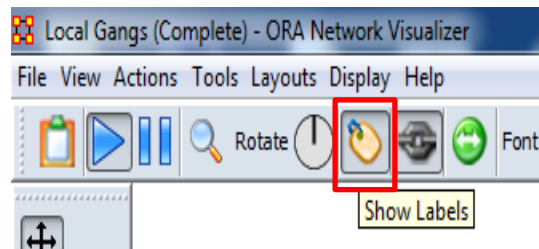
[Visualizer] *Tools*>*Legend*



5. How do I hide all node labels?

[Visualizer] *Display>Node Appearance>Show Labels*

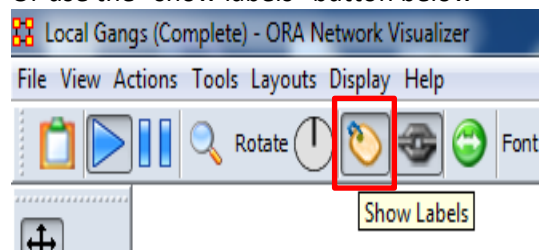
Or use the “show labels” button below



6. How do I show all node labels?

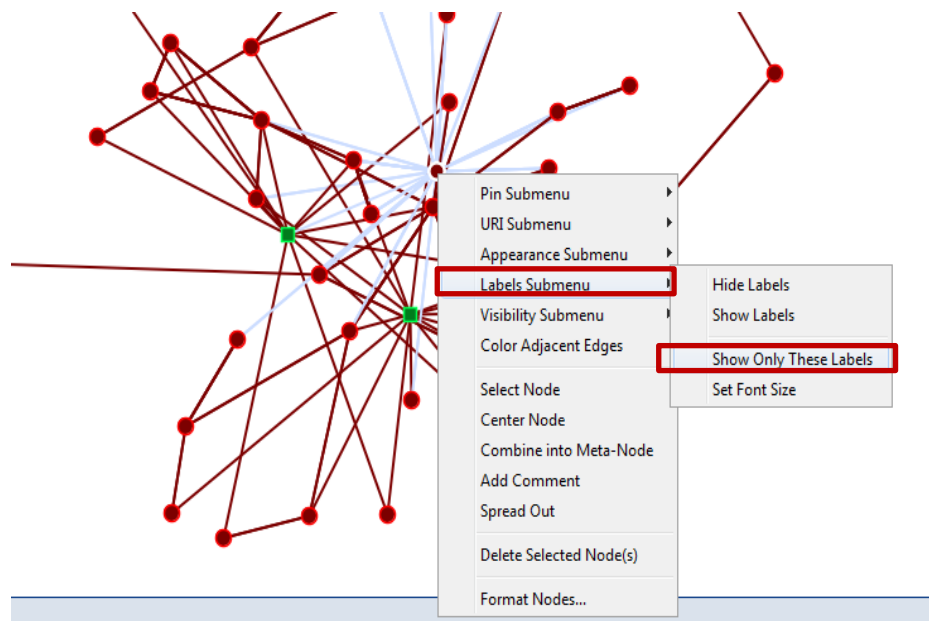
[Visualizer] *Display>Node Appearance>Show Labels*

Or use the “show labels” button below



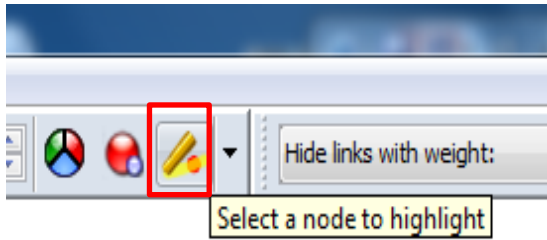
7. How do I show only the labels of specific actors of interest?

[Visualizer] Right-click on node>*Labels Submenu>Show Only These Labels*



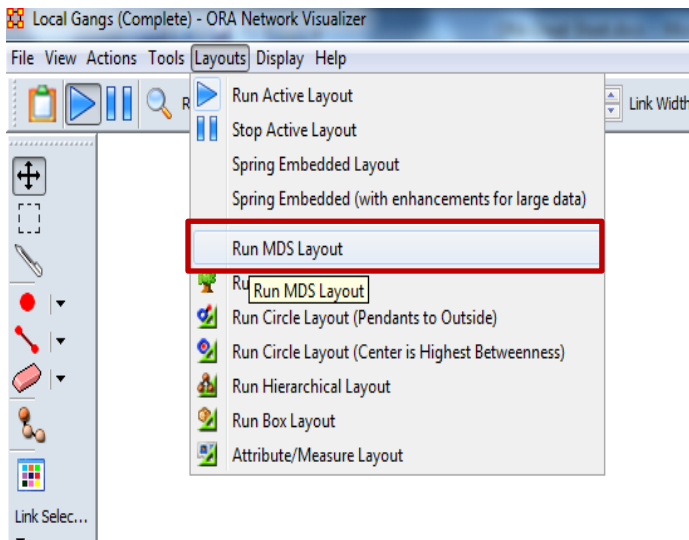
8. How do I search for specific nodes, or actors within the Visualizer?

Locate the “Select a node to highlight” button within the visualizer.



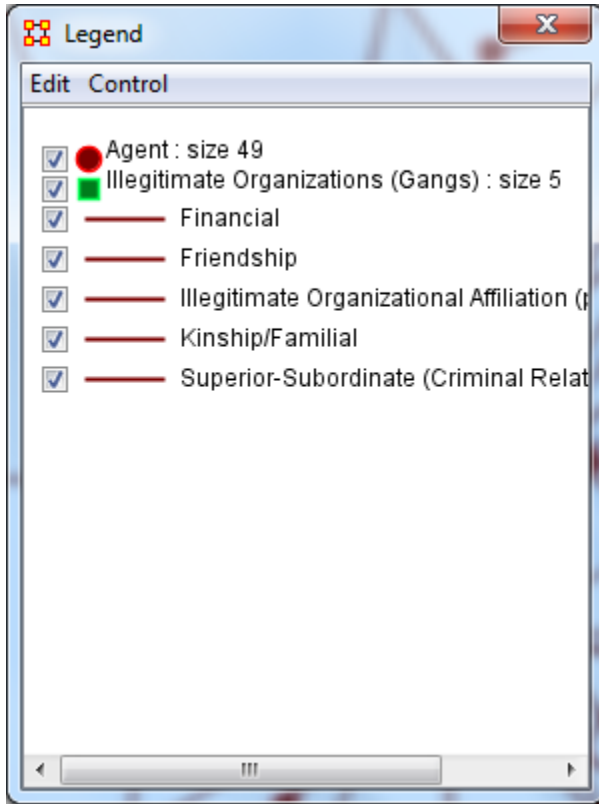
9. How do I run a “MDS” layout? (Note: ORA’s provides only a few layout options, and the MDS is one of them. It is computationally intensive, and it will shut down ORA at times when a user runs it. Consequently, we often skip it in the labs.)

[Visualizer] *Layouts>Run>MDS Layout*

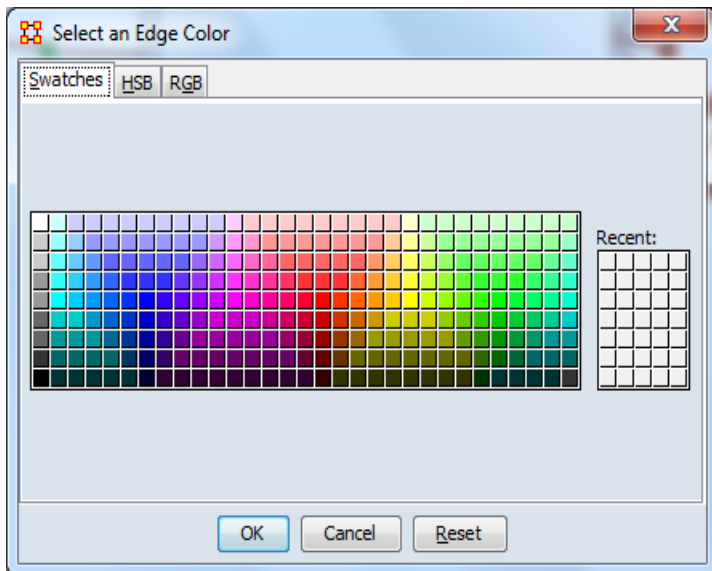


10. How do I color ties by type?

A. [Visualizer] Locate Legend> Select Relationship Line (below)

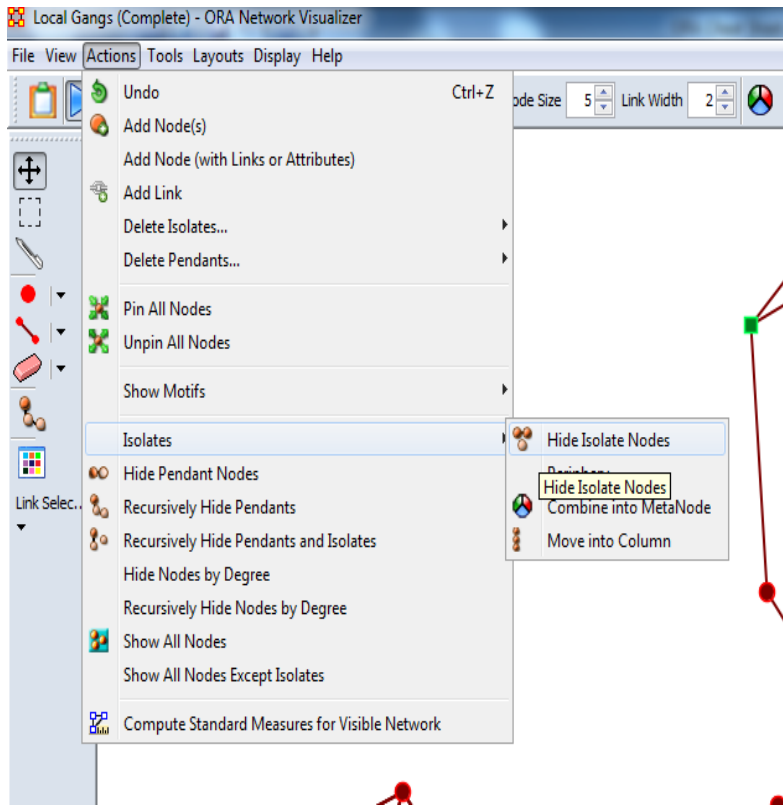


B. Select a color to represent relationship type (below). Once you've done that, select OK. Repeat as desired.



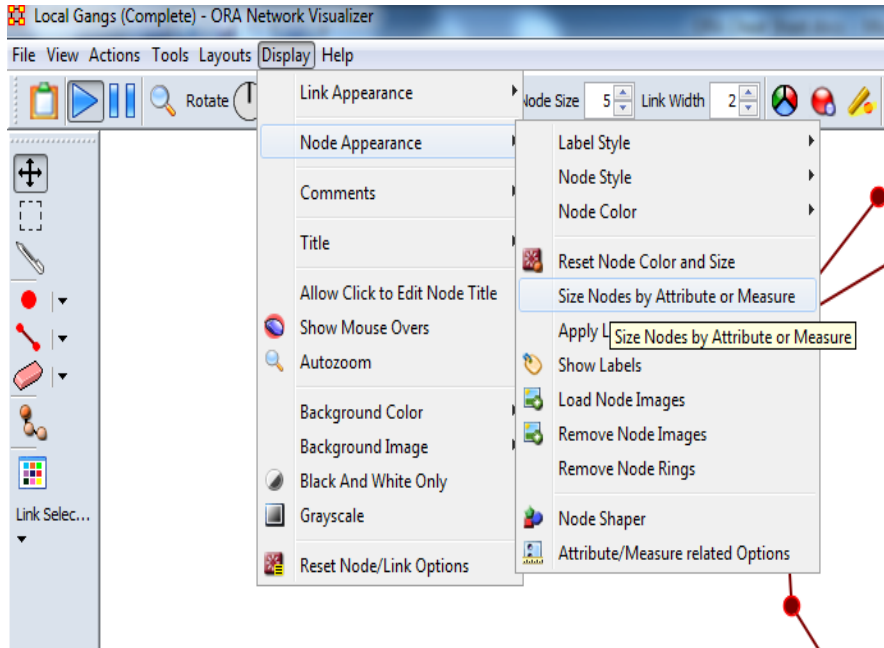
11. How do I remove isolates?

[Visualizer] *Actions>Isolates>Hide Isolate Nodes*



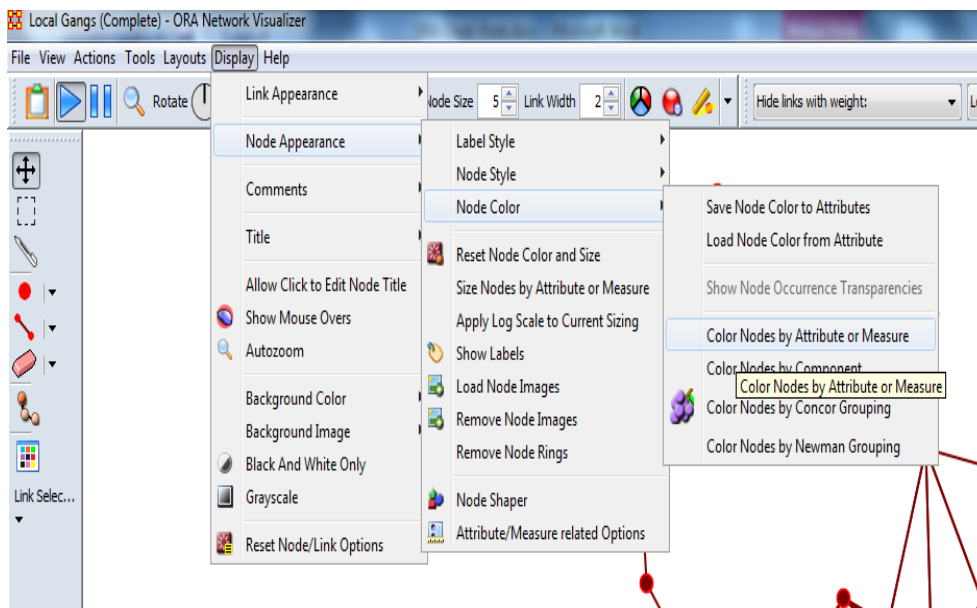
12. **How do I size nodes by an attribute or a measure?** (Hint: You typically want to size nodes by metric output (e.g., degree centrality) unless you have an ordinal variable such as “Education-level.” On the other hand, you want to typically color nodes by categorical variables, such as “Organizational Affiliation,” “Role,” or “Status.”)

[Visualizer] *Display>Node Appearance>Size Nodes by Attribute or Measure*

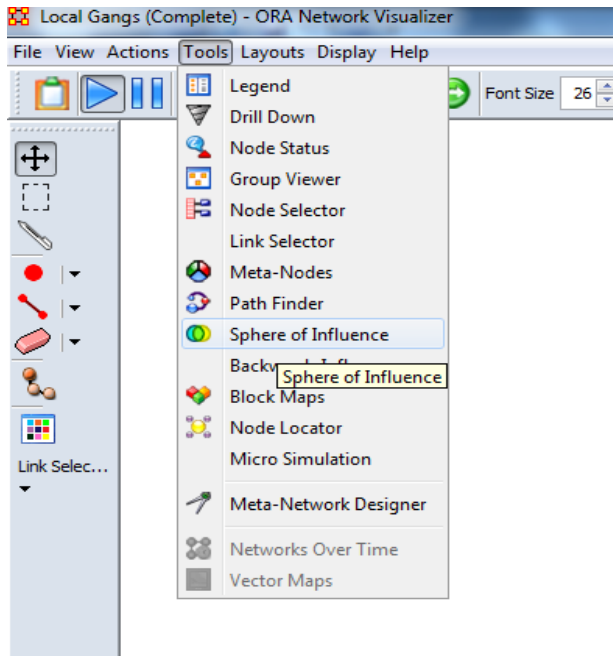


13. **How do I color nodes by an attribute or a measure?** (Hint: You want to typically color nodes by categorical variables, such as “Organizational Affiliation,” “Role,” or “Status.”)

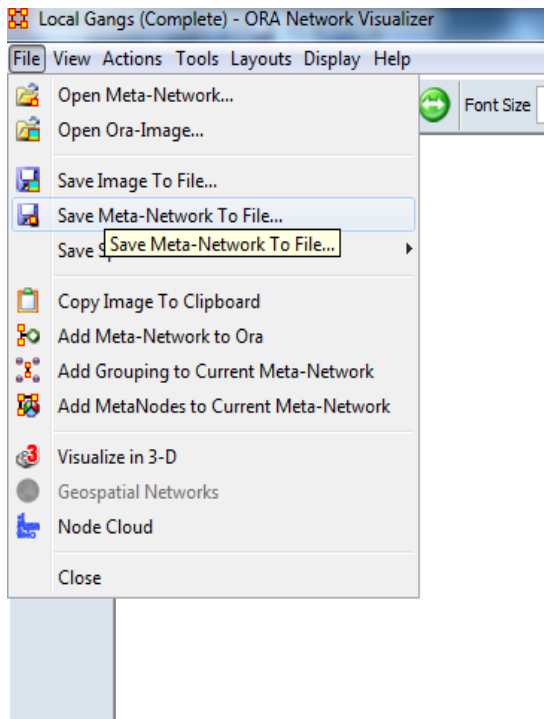
[Visualizer] *Display>Node Appearance>Node Color>Color Nodes by Attribute or Measure*



14. How do I locate the “Sphere of Influence” tool?
[Visualizer] *Tools>Sphere of Influence*

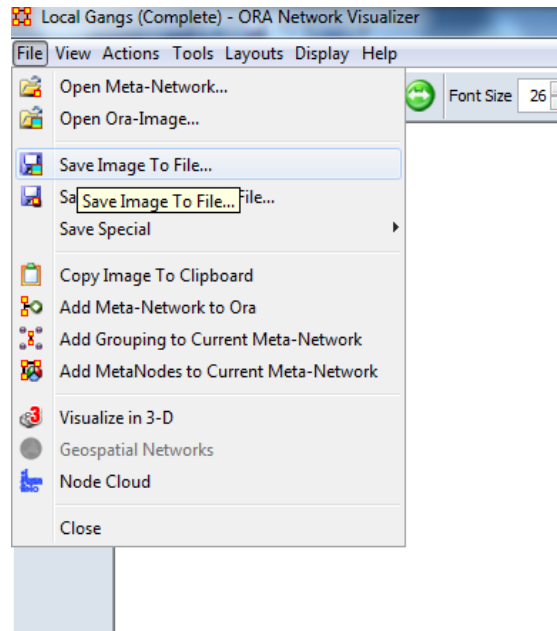


15. How do I save a network file from within the Visualizer? (Note: It will only save what is visible, so make sure users rename the file so they do not overwrite an existing file)
[Visualizer] *File>Save Meta-Network to File*



16. How do I save a network image to a file (e.g., JPEG)?

[Visualizer] *File>Save Image to File*



Running Reports

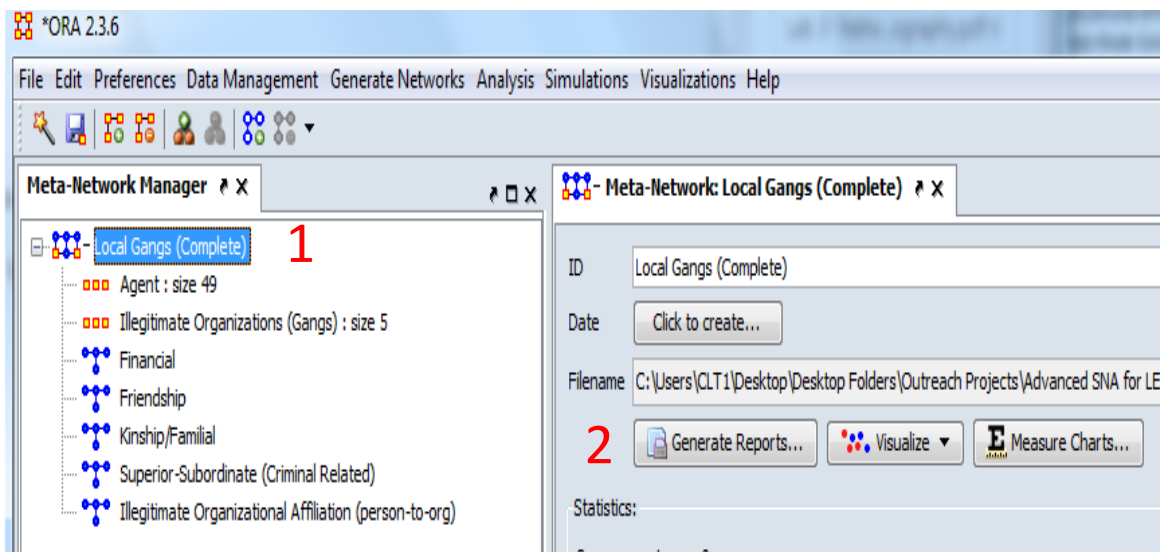
Note this section only shows you how to locate the “Standard Network Analysis Report.” However, you can follow the same steps to locate other reports, such as “Critical Sets,” and “Locate Subgroups.” Here is a summary of some of the measures you will get with each report.

1. What metrics do I get from the more commonly used reports?

Report	Sample Metrics
Standard Network Analysis	<p><i>Node-level:</i> Degree, betweenness, eigenvector, closeness, in-degree, and out-degree centralities along with hubs and authorities.</p> <p><i>Network-level:</i> Density, average degree, centralization, and clustering coefficient.</p>
Critical Sets	<p>Node-level: Fragmentation and Reach</p>
Locate Subgroups	<p>Sub-groups: Newman groups, Girvan-Newman, components, CONCOR, and cliques.</p>

2. How do I locate the “Standard Network Analysis Report,” which contains most of my centrality and topographic metrics? Two ways to do this:

A. [Meta-Network Manager] Select Meta-Network File> *Generate Reports*>Scroll down to or type in Standard Network Analysis



B. [Meta-Network Manager] *Analysis*>*Generate Reports*>*Locate Key Entities*>*Standard Network Analysis*

