

Tree of Life Productions

Systematic Thinking Method — Quick Guide

How to start, save, reopen, export, and import your projects

This guide covers both interactive tools on the website — the Standard Interactive Tool and the Enhanced Interactive Tool. Both work in exactly the same way for everything covered here, so one set of instructions applies to both.

Starting a New Project

When you first open either tool, it's ready to use straight away — you don't need to do anything to "start" it.

If you've been working on something already and want a completely blank version instead, use the NEW button:

1. Click the NEW button near the top of the tool.
2. A message will ask you to confirm. Click OK to continue.

Warning: this clears everything currently on screen. If you haven't saved your current work, it will be lost. Always save first if you're not sure.

Saving Your Work

Saving keeps your work inside your web browser on this computer, ready to reload later.

1. Click inside the box that says "Project name..." near the top of the tool.
2. Type a name for your project, e.g. "Community Garden Plan".
3. Click the SAVE button.
4. You'll see a brief confirmation message showing your project was saved.

This kind of save only works if you come back using the same computer and the same web browser (for example, always Chrome, not Chrome one day and Firefox the next). If you want a copy that works anywhere, use Export instead — see below.

Reloading (Reopening) a Saved Project

Use this to bring back a project you saved earlier, on the same computer and browser.

1. Click the LOAD button near the top of the tool.
2. A list of your saved project names will appear.
3. Click the name of the project you want to open.
4. Your project reloads exactly as you left it.

To delete a saved project you no longer need, click the small × next to its name in that same list.

Exporting a Project (Saving to a File)

Exporting saves your project as a real file on your computer — not just inside the browser. This file is yours to keep, move, back up, or share with anyone, and it will open on any computer or browser, even with no internet connection.

1. Type a project name in the "Project name..." box (if you haven't already).
2. Click the EXPORT FILE button.
3. Your browser will download a file — usually into your Downloads folder. It will have a name like "my-project.stmproject.json".

Keep this file safe, exactly as you would a photo or a document — store it in a folder, on a USB stick, or in cloud storage such as Google Drive, wherever suits you.

Importing a Project (Opening a File)

Use this to bring a previously exported project file back into the tool — on any computer or browser.

1. Click the IMPORT FILE button.
2. A file chooser window will open.
3. Find and click the project file you exported earlier (it ends in ".json").
4. Click Open.
5. Your project loads into the tool, ready to continue working on.

Save/Load vs Export/Import — Which Should I Use?

Situation	Use	Why
Working on the same computer and browser over several days	SAVE and LOAD	Quickest option — one click, no files to manage
Want a backup copy, or to move your work to another device	EXPORT FILE	Creates a real file you fully control
Sharing your project with someone else	EXPORT FILE, then send them the file	They can IMPORT FILE it on their own computer
Continuing work from a file you were sent, or restoring a backup	IMPORT FILE	Brings the file's contents into the tool

A Few Helpful Tips

- Give each project a clear, memorable name — it makes finding it again in the LOAD list much easier.
- Save regularly while you work, especially before closing the browser tab.
- If you plan to keep a project long-term, export it as a file as well as saving it — files are the safest backup.
- Downloaded export files can be opened, renamed, or moved just like any other file on your computer.
- If LOAD shows "No saved projects yet", it means nothing has been saved in this browser on this device yet — this is normal for a first visit.