

Quick Guide To Inspiration

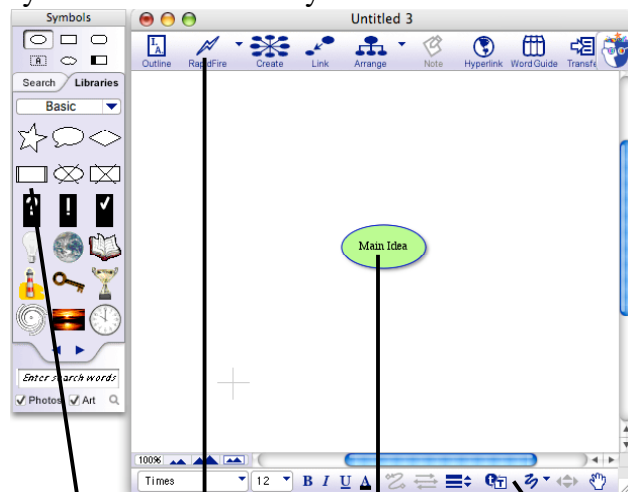
Start in Diagram View

Inspiration is a visual learning program that can help students organize their thinking by creating and modify concept maps, webs, other graphical organizers and outlines.

- **To start in Diagram View:** Start Inspiration, then click on Diagram.



⇒ In Diagram View, the Main Idea symbol appears in the center of the screen with place holder text selected (highlighted). Type in your own main idea and what you type will replace the selected text. Click anywhere outside of the symbol to end text entry.



Symbol Palette Diagram Toolbar Main Idea symbol Draw tools

Create New Idea Symbols

When you enter an idea into Inspiration, it appears on your diagram as an idea symbol. Symbols are connected to each other with links to show how ideas relate.

1. Select (click on) the idea symbol that you want the new idea connected to.
2. On the Diagram toolbar, click the point on the Create tool that corresponds to the direction in which your new symbol should appear.
3. Type your idea in the symbol.
4. Click outside the symbol to end text entry.



- **To create a symbol that is not connected to any other:** Click in any open area on your diagram and type in the text of the idea. When you are finished, click outside the symbol.

Move and Delete Symbols

- **Move a symbol:** Use the mouse to drag it.
- **Delete a symbol or link:** Click on the symbol or link, then press the Delete key.

Arrange Symbols

1. Click the Arrange tool.
2. Make the settings you want in the Arrange dialog box.
3. Click OK.



Add Text to Links

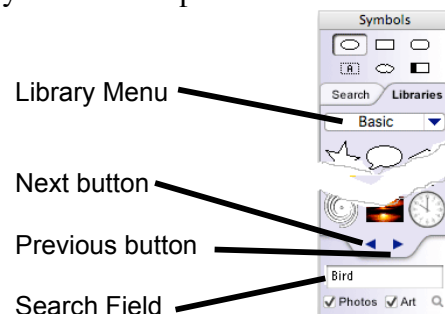
You can add text to a link to describe the relationship between the ideas.

- **Add text to a link:** Select (click on) the link and then type in the text. When you are finished typing, click outside the diagram.

Change Symbol Shapes

The Symbol palette contains hundreds of symbols you can use in a diagram.

- **Add a symbol from the palette:** drag the symbol it to the location you choose.
- **Change the shape of a symbol:** Click on the symbol you want to change, then click the new symbol on the palette.



Only one library of symbols is displayed on the Symbol palette at any one time. To display other

libraries, click on the palette's Previous or Next button. To select a different library by name, click the Select Library button. You can also type a word that describes the symbol you are looking for in the search field at the bottom of the palette.

You can also set any symbol on the palette to be the new default that appears whenever you create new ideas.

- **To set a default symbol:** Select (click on) the symbol that has the look you want to use, then choose Edit > Set default (shortcut: ⌘J).








Magnify the Diagram

- **To Magnify:** Click on the Percentage menu at the bottom left of the window and select the percentage you wish to scale to.








⇒ Another way of changing the scale is by clicking the Zoom controls.

Use Other Diagram Tools

	Switch to Outline View. View diagram as an outline.
	RapidFire Tool. Add a series of ideas quickly. Click on the symbol to which you want the new symbols linked, then click the RapidFire tool. Type in the ideas pressing Return after each one. Click on the RapidFire tool to turn it off.
	Link Tool. To quickly create links between symbols, click the Link tool, then click the symbols you want the link to go from and to. Click the Link tool to turn it off.
	Note tool. Add a note to an idea symbol or edit a previously created note.
	Hyperlink Tool. Create a link to the Internet.
	Word Guide. Look up words (definitions, synonyms, antonyms, pronunciation). Suspect words are indicated by a red underline. Select (drag over) a suspect word, then click Word Guide.
	Transfer Tool. Transfer your diagram to a Word or AppleWorks document.

Work in Outline View

	Switch to Diagram View. View outline as a diagram.
	Add Topic Tool Add a topic below and at the same level as the selected topic.
	Insert Subtopic Tool. Add a subtopic below and one level to the right of the selected topic.
	Move Topic Left. Move a topic and its subtopics to the left one level.
	Move Topic Right. Move a topic and its subtopics to the right one level.

Use Templates

Inspiration contains a number of templates or pre-designed diagrams you can use.









- **To open a template:** Choose File > Open Template, double-click a folder, then double-click the template you want.
- **To create your own template:** Create the document you want, then choose Utility > Template Wizard.

Edit and Format Symbols and Links

- **Edit symbol or link text:** Double-click the symbol, then edit the text. When you are finished, click anywhere outside of the symbol.
- **Format symbol or link text:** Select the text and then choose click the text formatting tool of your choice. Text formatting tools are at the bottom of the window.



- **Format symbol or link:** Select the text and then choose click the Draw tool of your choice. The Draw tools are at the bottom of the window.

	Link style
	Arrow direction
	Line thickness
	Set/Apply text defaults
	Set line type or shape
	Nudge up/down, left/right
	Position diagram
	Colors: (A) Revert, (B) Fill, (C) Line