

# Inspiration

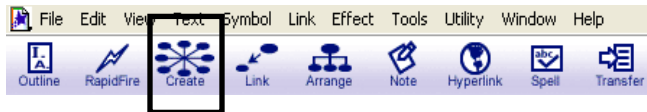
## Starting Inspiration

Double click on the Inspiration icon on your desktop or  
Click on *Start / Programs / Inspiration*

## Beginning a New Project

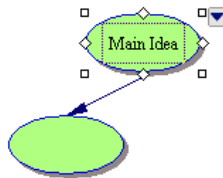
Inspiration opens a new, untitled diagram

### Adding a Linked Symbol



1. Click on the symbol you want it to connect to
2. Click the *Create* button

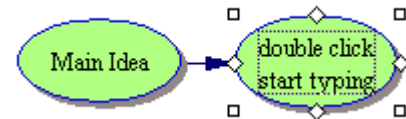
**Note:** The Create tool adds a new linked symbol in the direction you choose.



### Adding / Changing Text to Idea Symbol

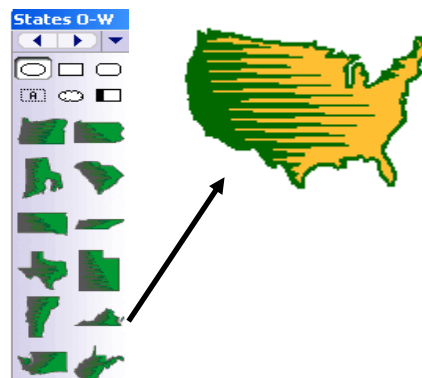
**Click twice** on the symbol to which you wish to add/change text and a box will appear inside your Idea symbol.

**Start typing.**



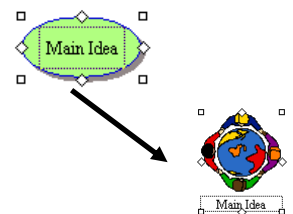
### Adding a Picture Symbol

1. Side toolbar – **click on down arrow** to access other picture categories
2. Once the category is selected – **click left & right arrows** to flip thru pictures
3. Find the Picture Symbol you want from the symbol library and click on it



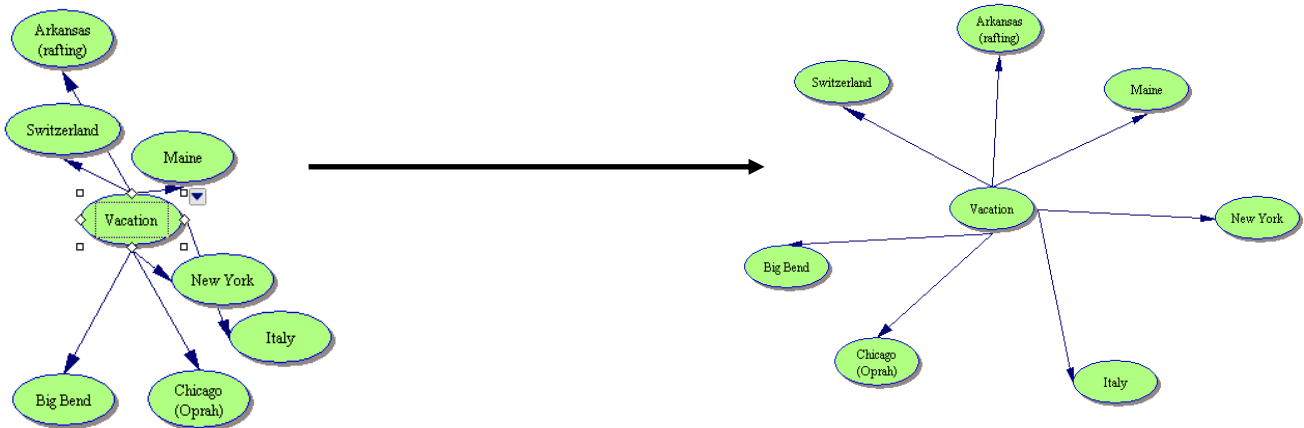
### Change an Idea Symbol to a Picture Symbol

4. Click on the Idea Symbol
5. Find the Picture Symbol you want and click on it



## RapidFire tool

1. Select your Idea Symbol
2. **Click the RapidFire button** (turns on)
3. **Type your idea** and press **Enter**
4. **Repeat # 3** as many times as necessary
5. **Click the RapidFire button again** (turns off)
6. Arrange ideas – **drag and drop idea symbols**

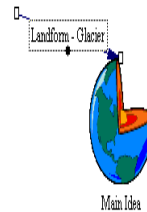


## Adding Text on the Link

**Note:** Adding text to this box defines the relationship between the symbols.



1. **Select the link** between the symbols
2. You will see the outline of the text box – **start typing**
3. **Click off the link** to deselect it



## Printing the Diagram

1. Diagram View defaults to 'Fit to 1 Page'
2. Click **File / Print**

## Exporting the Diagram

**Note:** You can export diagram or outline for use in a variety of other programs. (\*\*Diagram view – exports to Word only; Outline view – exports to Word or PPT)

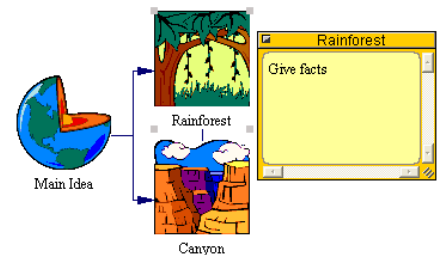
1. Click **File / Export**
2. **Save to My Documents**

## Toolbar Highlights



**Arrange** – rearrange Idea Symbols

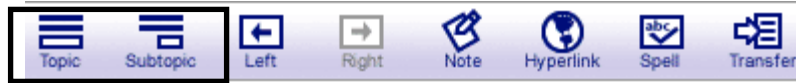
**Note** – click on Idea Symbol / click Note icon / type notes / click picture in left hand corner to close



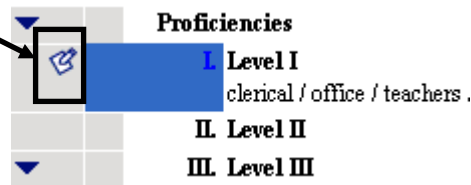
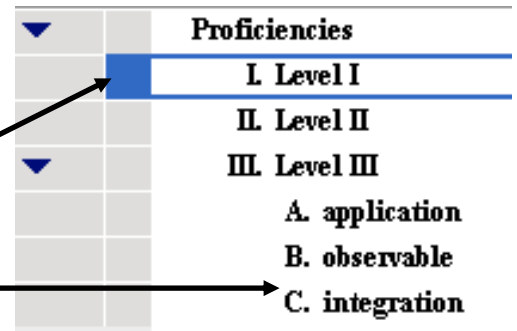
**Outline** – click Outline to go to Outline View (type notes & finish outline)

**Transfer** – transfers work to word processor (retains look & structure)

## Switching from Diagram View to Outline View



1. Click the *Outline icon*
2. **Adding a Topic** – click the *Topic icon*
3. **Adding a SubTopic** – click the *Subtopic icon*
4. **Moving a Topic by Dragging** – *click on the blue square* and hold the mouse down while you *drag to its new position*
5. **Changing the Level of a Topic** - select the topic / on the Outline Toolbar – click the *Right button*
6. **Adding Notes Text to a Topic** - (you can hide/show notes) select the topic / on the Outline Toolbar - click the *Notes icon* / click the *Notes icon next to the topic to hide notes*



7. **Change Text** – click on text and edit
8. **Changing Topic Prefixes** – click the *Prefix button* on the Formatting Toolbar



9. **Setting Topic Defaults** - select the topic / click the *Topics Default button* / *make selections* in Topic Defaults dialogue box / click *OK*

(*Note*: default options include – font, text size, text color and other style choices)

