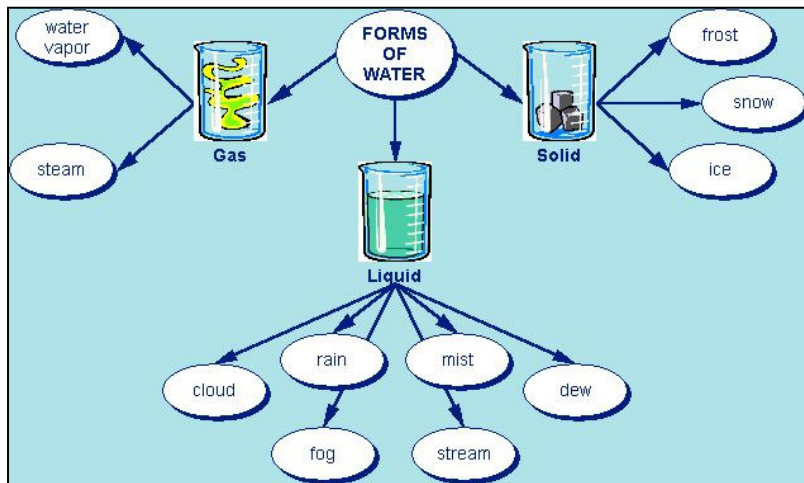


What is Inspiration?

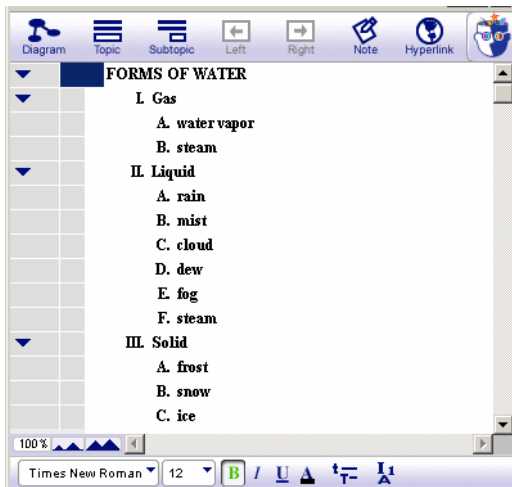


Inspiration helps you think and learn visually. It allows you to create a picture of ideas in the form of a diagram or concept map. Then it automatically displays the concept map in an outline format so you can develop and expand the ideas into organized written documents.

Example: Diagram View – Forms of Water

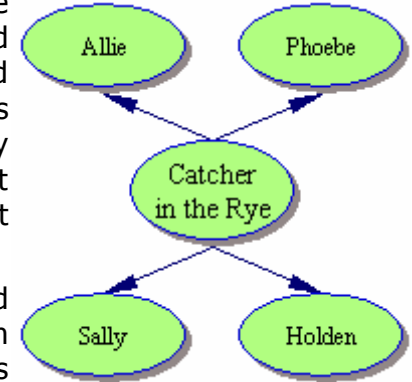


Example: Outline View – Forms of Water



Getting Started in Diagram View

Inspiration begins in **Diagram View** with a symbol representing a main idea. Change the text to reflect your topic or main idea. While the main idea is selected, use the **Create** or **RapidFire** tools to add linked ideas or subtopics that branch off from the main idea. When the main idea is selected, clicking the **Create** tool adds one linked subtopic to the main idea. To add another subtopic, reselect the main idea and click the **Create** tool again. Subtopics branch off of whatever symbol is currently selected. Choose the direction of the next linked symbol by clicking on one of the eight branches on the **Create** tool.



The **RapidFire** tool inserts a series of linked ideas quickly, allowing you to concentrate on adding ideas rather than creating symbols one at a time. When the main idea is selected, click the **RapidFire** tool. Type the next subtopic, press the **Enter** key, type another subtopic, press the **Enter** key, etc. Each time the Enter key is pressed, a new linked symbol appears. When finished adding subtopics, click the **RapidFire** button again to turn it off.

Diagram Toolbar

	Outline – Switch to Outline View		Note – Edit or add a note attached to a symbol
	RapidFire – Enter linked ideas quickly		Hyperlink – Create a hyperlink to another item such as a web site or file
	Create – Add new, linked symbol in horizontal, vertical or diagonal direction		Spell – Check spelling in a document
	Link – Create a link between two symbols		Listen – Listen to the computer read the information in a document
	Arrange – Arrange a diagram into selected layouts		Transfer – Transfer work to a word processor

Symbol Palette

Inspiration comes with over 1300 pictures organized into categories and libraries. To replace a symbol with a picture, click a symbol in the diagram. Use the symbol palette and click the **Select Library** button to navigate to different categories. Click a picture; it automatically replaces the pre-selected symbol. Pictures and symbols may be dragged to different locations on the diagram. Notice the links remain intact, even when moved.



Outline View



Inspiration's diagramming and outlining environments are fully integrated. Whenever a concept map is created in Diagram View, Inspiration automatically builds an outline reflecting the same concepts. Click the **Outline** button in the upper left corner to view your diagram as an outline. Click the **Diagram** button to return to Diagram view.



Outline View contains a number of useful tools. To add a topic in Outline view, click to select the Main Idea. On the Outline Toolbar, click the **Topic** button. Inspiration inserts a new topic and moves the cursor, allowing you to enter text for the new idea. To add a subtopic, click to select a topic in the outline. Then click the **Subtopic** button on the Outline Toolbar. Subtopics are automatically indented below the pre-selected topic. Use the **Left** or **Right** buttons on the Outline Toolbar to move a topic to a higher or lower level in the outline hierarchy. Don't forget to use the **Spell** tool to spell check your work.

Outline Toolbar

Diagram – Switch to Diagram View	Note – Edit or add a note attached to a topic
Topic – Add a topic below and at the same level as the selected topic	Hyperlink – Create a hyperlink to another item such as a web site or file
Subtopic – Add a subtopic below and 1 level to the right of the selected topic	Spell – Check spelling in a document
Left – Move a topic and its subtopics to the left 1 level	Listen – Listen to the computer read the information in an outline
Right – Move a topic and its subtopics to the right 1 level	Transfer – Transfer work to a word processor

Formatting Toolbar

The **Formatting Toolbar** appears along the bottom of the screen in both Diagram and Outline views. However, the formatting tools change slightly, depending on the view you are using. Use the formatting tools to adjust font, size, style (bold, italic, underline), text color and more.



Templates

Inspiration comes with dozens of templates that can be used as-is or modified to meet specific classroom needs. To access Inspiration templates, use the **File** menu to select **Open Template**. Available templates include:

Language Arts	Social Studies	Science	Thinking Skills
<ul style="list-style-type: none"> • Book Comparison • Character Web • Comparative Analysis • Literary Web • Vocabulary 	<ul style="list-style-type: none"> • Causality • Cause and Effect • Conflict Resolution • Historical Episode • Pro and Con 	<ul style="list-style-type: none"> • Classification • Experimental Design • Hypothesis Proof • Lab Report • Simple Cycles 	<ul style="list-style-type: none"> • Analogy • Comparison • Idea Map • Question Formation • Venn Diagram

Template Wizard: Use the **Utility** menu to select **Template Wizard**. The Template Wizard provides a step-by-step process for creating templates customized to individual needs.

Other Useful Features

Insert Graphic: Any image can be used in an Inspiration diagram. Use the **Edit** menu to select **Insert Graphic**. Navigate to the desired graphic.



Hyperlink: Enhance an Inspiration document by linking directly to web resources or other application files. Use the **Hyperlink** button on the Diagram or Outline toolbar or access it from the **Tools** menu.



Transfer to Word Processor: New in Version 7.5, the **Transfer** tool allows you to easily move Inspiration projects to a word processor (Microsoft Word or AppleWorks). The new document retains the look and structure of the Inspiration outline. When transferring from Diagram view, a picture of the diagram also appears.

Default Settings: Use the **Utility** menu to select **Default Settings** if you want to set attributes for the *current* Inspiration document.