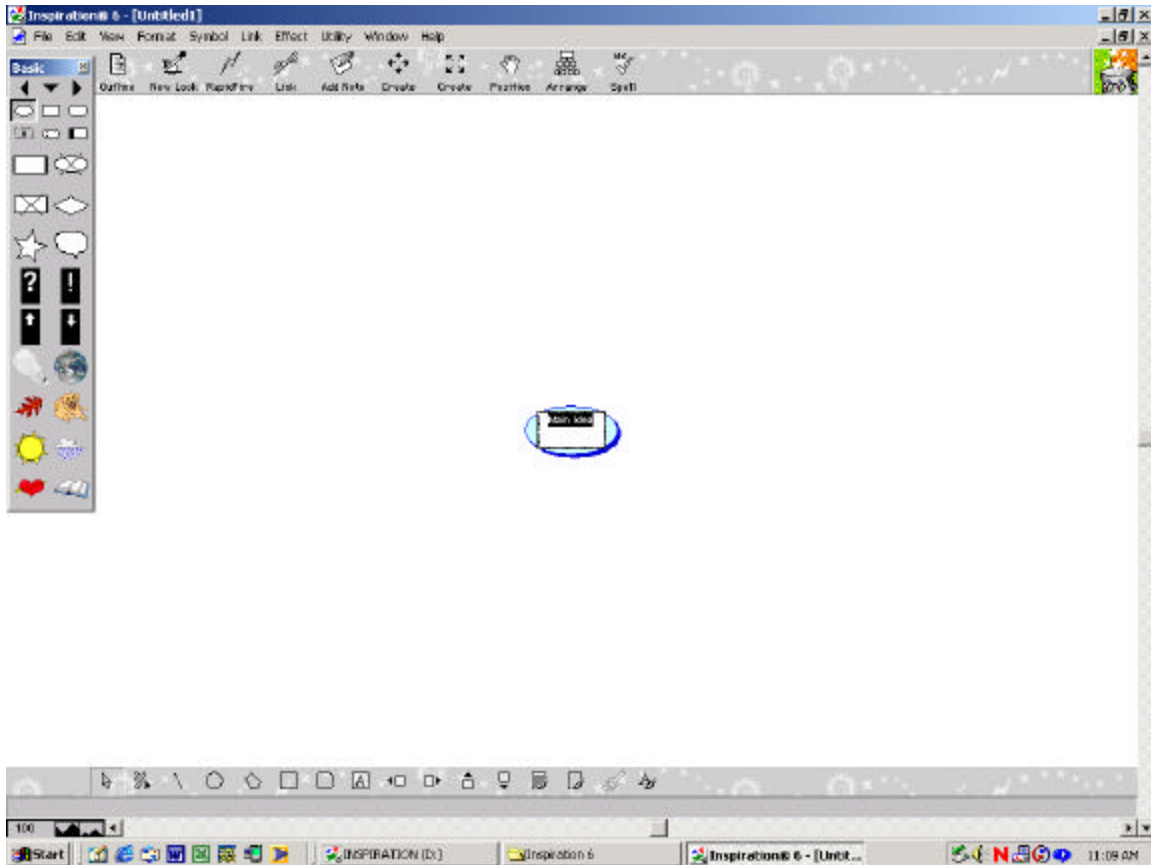




Inspiration



Getting Started



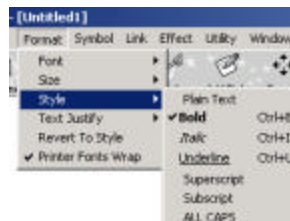
When you first begin working with Inspiration, the screen will look like this. You will see a blue oval symbol in the middle of the screen with “Main Idea” inside. This will begin your web.

Editing Text

At first, “Main Idea” is already highlighted. All you have to do is begin keying in letters and the text will change. If you add your own symbol, or would like to change the text in a new one simply **double-click** on the symbol and the text box will automatically highlight.

Changing Font, Point Size & Color

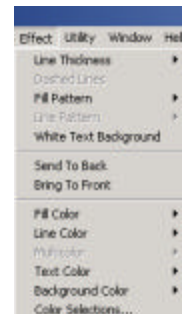
1. Highlight the text that you would like to change. You may have to click once on the symbol, and then click and drag to highlight the word(s).
2. From the “Format” pull-down menu, choose from the list.
 - a. **Font** will allow you to change the shape of the letters.
 - b. **Size** will allow you to make the text larger or smaller.
 - c. **Style** will allow you to make changes like **bold** *italisize* or underline.
 - d. **Text Justify** will allow you to align the text inside the symbol.
 - e. **Revert to Style** allows you to change text back to its original formatting.
 - f. **Printer Fonts Wrap** will automatically change the size and shape of the symbol to fit larger words as you change the size and font.



HINT: If you would like to change more than one symbol at once, simply hold down the “Shift” button on the keyboard while you click on the symbols.

To Change the Symbol

1. Click on the symbol one time. You will see the four red squares appear on the corners and red diamonds on the top, bottom, and sides.
2. To **resize** the symbol, click and drag on the corner squares.
3. To change the **line and color** of the symbol:
 - a. Click on the “Effect” tab.
 - b. Choose from Line Thickness, Fill Pattern, White Text Background, Send to Back, Bring to Front, Fill Color, Line Color, Fill Color, Text Color & Background Color.



Add a New Symbol

1. Click in the white area of the screen. You will see a mark like a plus sign appear.
2. From the “Symbol Palette”, choose the look of the new symbol that you would like.
3. If you would like to see more choices, click on the arrows at the top of the palette.
 - a. The left arrow will take you back one category at a time.
 - b. The right arrow will take you forward one category at a time.
 - c. The down arrow will show you a list of categories for you to choose from.
4. When you click on a symbol, it will appear on the screen.

Adding Your Own Pictures as Symbols


1. From the “Edit” pull-down menu, choose “Insert Graphic”.
2. Find the picture you would like to insert.
3. The picture will come in with a text box below it ready for text to be inserted.

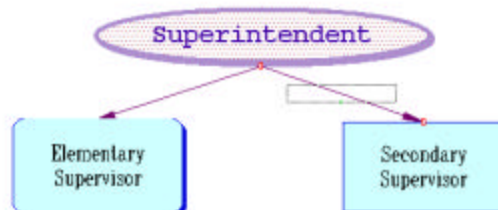


Moving & Deleting Symbols

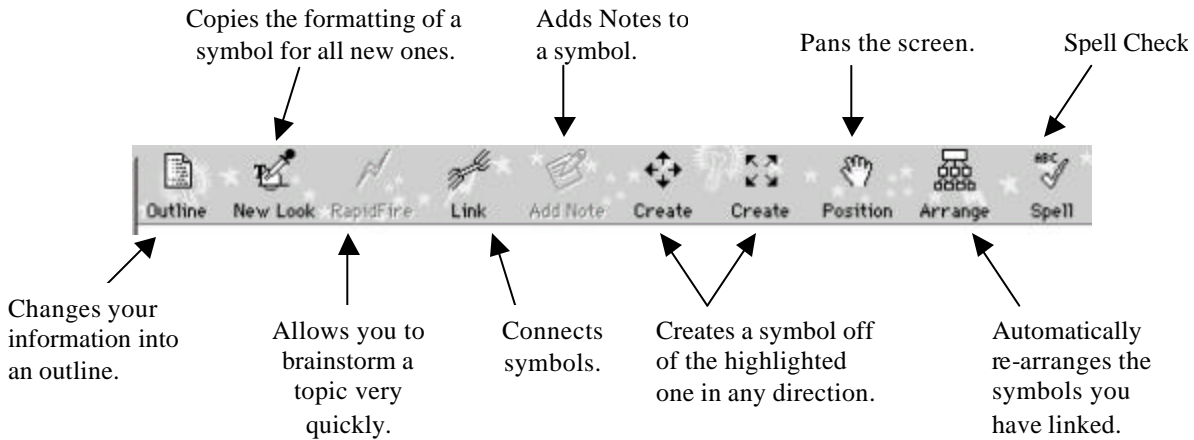
1. To **move** a symbol, simply click and hold down the mouse to drag the symbol to its new location.
2. To **delete** a symbol, simply click on it once to highlight it, and then hit “Delete” on the keyboard.

Connecting Symbols

1. Click on the “Link” button on the toolbar. 
2. Click on the symbol that you would like to link **from**.
3. Click on the symbol that you would like to link **to**.
4. Notices that a rectangular text box will automatically appear on the line. You may enter text into this box to describe a relationship between the items linked together.



The Toolbar



Outline: The outline button will take the information you have and re-arrange it in text outline form.

New Look: Click on the symbol that holds the formatting that you would like to use on all new symbols. Then click on the “New Look” button. All the new symbols will now look like the one you chose.

Rapid Fire: Highlight a symbol. Click on “Rapid Fire”, and then type a word that is related to that symbol and hit enter. Repeat the process until your brainstorming web is finished.

Link: Click on the symbol you would like to link from. Click on the symbol you would like to link to. There will now be a link with an arrow pointing to second symbol from the first.

Create: Highlight a symbol, and then click on any of the arrows on either of the “Create” buttons. This will add a linked symbol from the one that was highlighted.

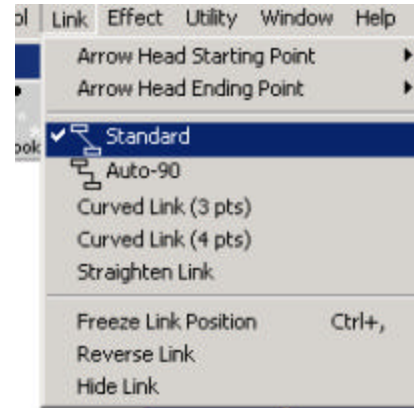
Position: Click and drag the pointer and the screen will pan across the top of the diagram.

Arrange: Click this button, and then choose how you would like to see your diagram re-arranged.

Spell: Click the spell button anytime you would like to check the spelling inside of the diagram.

To Change the Link Arrows

1. Highlight the link that you would like to change.
2. From the “Link” pull-down menu, choose from the following options:
 - a. **Arrow Head Starting Point** will allow you to determine which type of arrow will appear on the first symbol.
 - b. **Arrow Head Ending Point** will allow you to determine which type of arrow will appear on the second symbol.
 - c. **Standard** will allow the arrows to be drawn in a straight line from one to another.
 - d. **Auto 90** will force the line to be bent at a 90° angle.
 - e. **Curve link 3 points** makes a rounded link and allows you to change one aspect of the curve.
 - f. **Curve link 4 points** makes a rounded link and allows you to change two aspects of the curve.
 - g. **Straighten link** will force the link to go back to a straight link from one symbol to the other.
 - h. **Freeze link position** does not allow the link to change sides if the symbol is moved.
 - i. **Reverse link** will switch the direction of the arrow.
 - j. **Hide link** will make the link disappear.



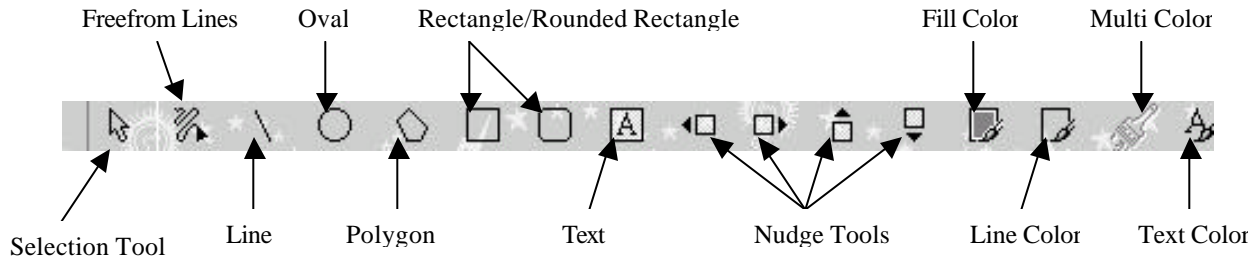
To Create a Hyperlink

1. Highlight the word that you would like to become a hyperlink.
2. From the “Utility” pull-down menu, choose “Internet”, and then “URL Hyperlink”.
3. In the following dialog box, insert the correct URL and click “OK”.
4. The link is now active and will take you to the Internet.



Drawing Your Own Shapes

Look to the bottom of your screen, you will see the following toolbar.



Freeform Lines

Allows you to draw like a pencil or pen.

Line

Draws straight lines. *HINT: If you hold down the “Shift” button while you draw the line, you can draw a line at 0°, 90°, and at every 45° increment.*

Oval

Draws ovals. *HINT: If you hold down the “Shift” button while you draw the line, you can draw a perfect circle.*

Polygon

Allows you to draw the shape of your choice.

Rectangles

Allows you to draw rectangles. *HINT: If you hold down the “Shift” button while you draw, you can draw a perfect square.*

Text

Allows you to place a text box anywhere on the screen. This text does not have to be associated with a symbol.

Nudge Tools

Allow you to move a shape or symbol one pixel at a time in any direction.

Fill Color

Allows you to change the color of the inside of a symbol or shape.

Line Color

Allows you to change the color of the outside line of a symbol or shape.

Multi Color

If you have a multi-colored symbol (like the sunshine), the multi color button allows you to change the colors of that symbol to better match your diagram.

Text Color

Changes the text color.



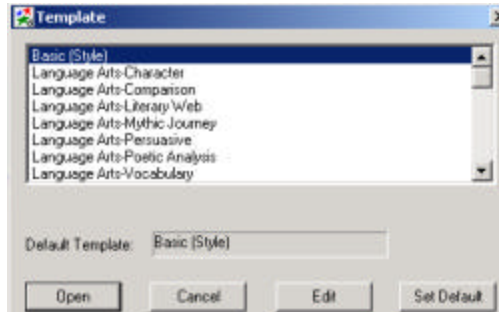
Before



After

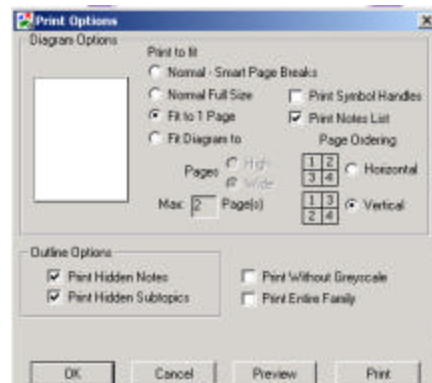
Using Templates

1. From the “File” pull-down menu, choose “Template”.
2. Choose from the many options in the following dialog box.
3. You will be given a skeleton diagram for you to fill in your own information and change as you wish.



Printing Your Diagram

1. From the “File” pull-down menu, choose “Print Preview”.
2. If the diagram is not going to print how you would like, click “Cancel” at the bottom of the page.
3. From the “File” pull-down menu, choose “Page Setup” if you would like to change the paper from landscape to portrait.
4. From the “File” pull-down menu, you may also choose “Print Options” for the following choices.



Changing Properties

From the “File” pull-down menu, you have three sets of properties you can change if you do like the way Inspiration organizes things.

1. Diagram Properties
2. Outline Properties
3. Application Properties