
Inspiration 8

The essential tool to visualize, think, organize and learn.



Jackie Gilmartin
Technology Staff Developer
Technology Department
Port Washington UFSD

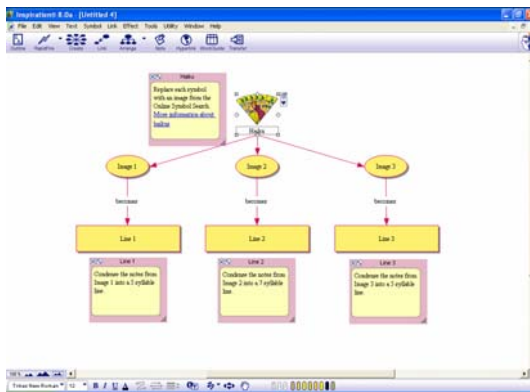
The Starter Screen

Begin projects quickly from the Inspiration Starter screen. Create a new diagram or outline, continue work on a recent file or jumpstart any assignment with the ready-made templates. You can also explore “how to” videos and curriculum resources by selecting “Learn to Use”.

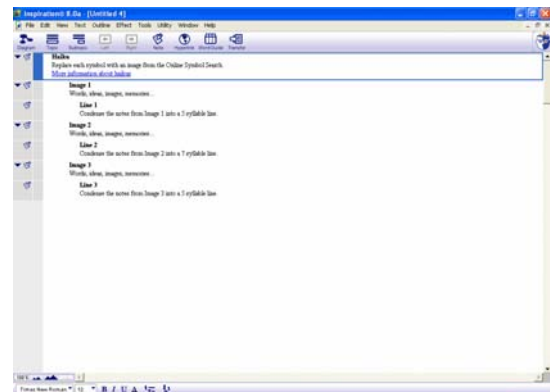


Inspiration has two views:

Diagram View



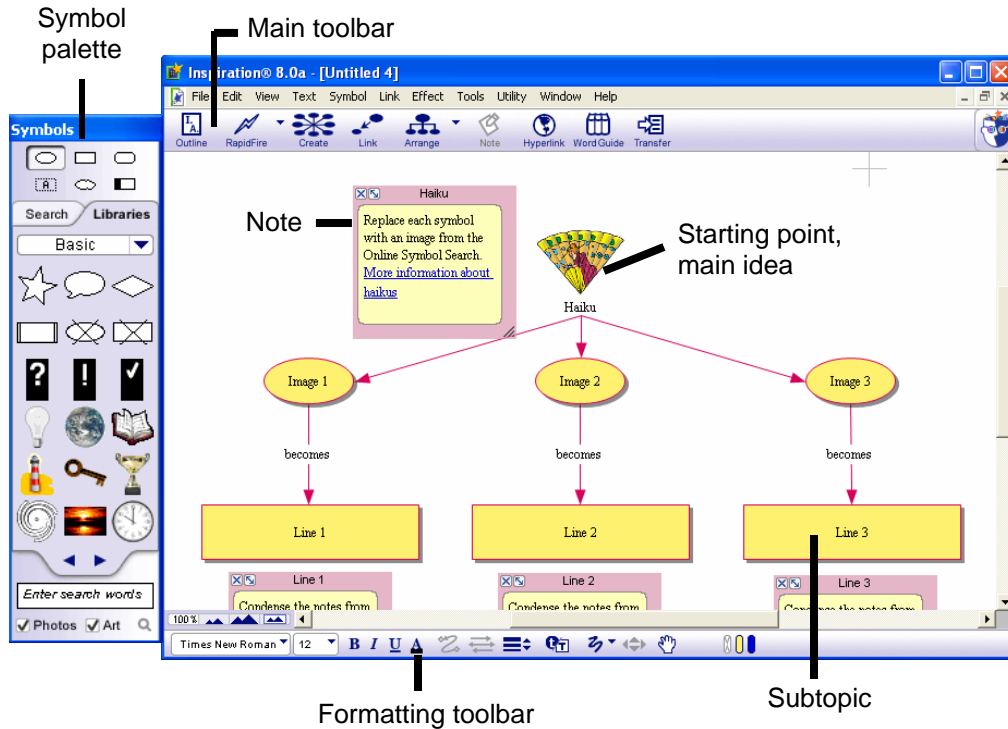
Outline View




As you work, both keep track of your ideas. Sometimes you will work exclusively in Diagram View to create a graphic organizer or a map showing how ideas or concepts relate. Other times you will work in Outline View where you might organize and write a report.

Diagram View

You can use Diagram View to create a diagram or a map that shows the relationship between ideas or concepts. Here's what Diagram View looks like:



Getting Started in Diagram View


- From the **Inspiration Starter**, select **Diagram**.
- The **Main Idea** symbol provides a starting point for your work. 
- Type a topic into the **Main Idea** symbol.
- Now you are ready to add topics that expand or explain your main idea.

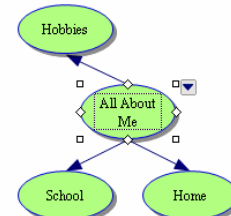
Adding Ideas

The RapidFire tool allows you to add a series of ideas that are connected to a symbol or to add a series of unconnected ideas.



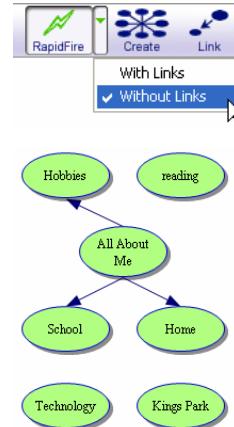
To add connected ideas:

- Select the **Main Idea** symbol.
- Click the **RapidFire** button. A red lightning bolt appears in the symbol. 
- Type a subtopic and press **Enter**.
- Repeat as necessary. Your web will grow. →
- Click the **RapidFire** button again to turn it off.



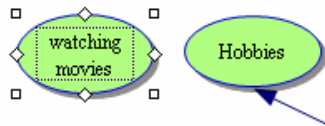
To add unconnected ideas with RapidFire:

- Select the main idea symbol.
- On the Main toolbar, click the **RapidFire** Options button. Select **Without Links**.
- The red lightning bolt appears in the symbol.
- Type a subtopic and press **Enter**.
- Repeat as necessary.
- Click the **RapidFire** button to turn the tool off.



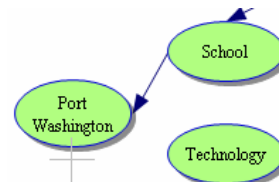
Point and type to add an unconnected symbol:

- Click in the open area of the diagram.
- Type a topic.
- A new symbol will be created.



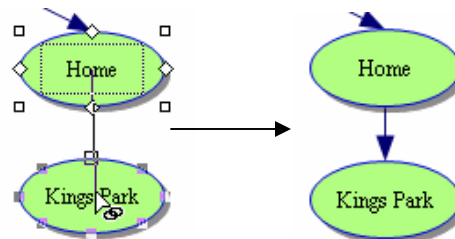
Use the Create tool to add a linked symbol:

- Select the symbol you want to have the new symbol connected to.
- Click the **Create** button on the Main toolbar. You can select the direction of the new link on the **Create** button.
- A new symbol appears.
- Type a topic.
- Click outside the symbol when finished.



Link Unconnected Symbols

- Click the symbol where the link will start.
- On the Main toolbar, click the **Link** button.
- Click the symbol where the link will end.
- Repeat as necessary.
- Click the **Link** button again to turn off.

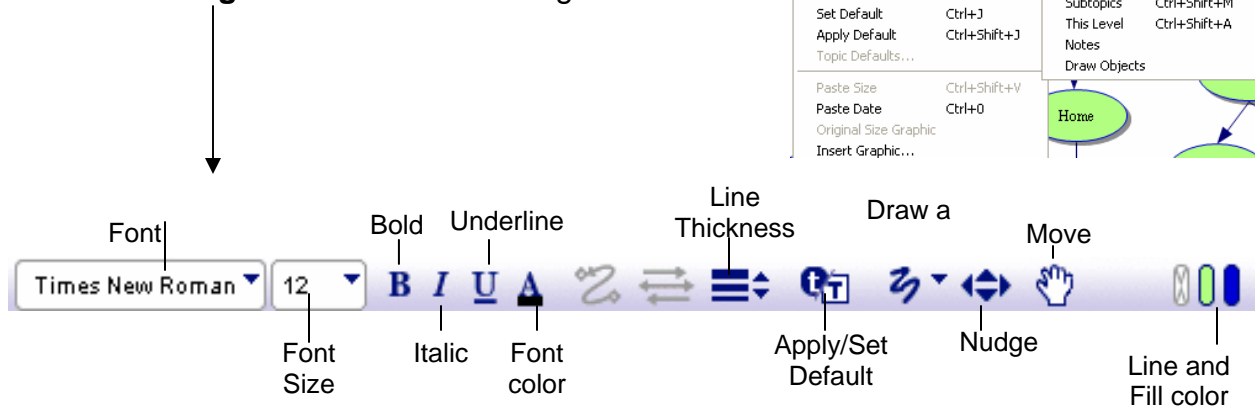


Changing the Look of a Diagram

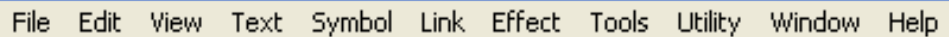
There are several ways to change the appearance of a symbol or group of symbols.

First select the symbol or symbols. To select multiple symbols, hold down the **Shift** key while selecting the symbols. To select all symbols, click **Edit> Select> Symbols**.

Once the symbols are selected, use the buttons on the **Formatting toolbar** to make changes.



You can use the menus to change text and symbol properties as well. Be sure to select a symbol or multiple symbols before using the menus to make changes.



The **Text** menu will allow you to make changes to the appearance of the text such as font, style, size, color, etc.

The **Effect** menu will allow you to make changes to the appearance of the symbol such as line thickness, line color, fill color, etc.

Adding Symbols

Inspiration provides more than 1,000 symbols to help represent concepts and ideas. You will find them organized in the symbol palette by curriculum-based categories.

Inspiration's search function makes finding just the right image very easy.

The **Symbol palette** should open when you begin in Diagram view. If you do not see the symbol palette, click **View> Symbol Palette** or press the F8 button on the keyboard.

See the next page for more details on how to use the Symbol palette.

The Symbol Palette

Use these tools to change the shape of a symbol. Be sure to select the symbol first, then the new symbol or shape.

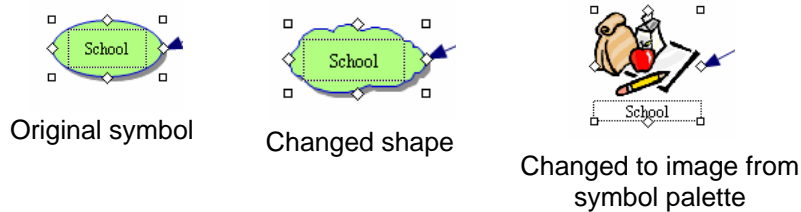
Type a keyword and press Enter
The symbols screen will switch to the Search tab and where you will see your results.

Click the down arrow to see a list of the library categories. Each category can expand further, just click on the arrow. To select a library, click on the name.

Click the arrows to turn the pages forward and back within a library.

Changing a Symbol to a New Shape or Image

- Select the symbol or symbols. (Hold **Shift** to select multiple images)
- Click the new shape or image from the library. (do not click and drag)
- If there is text in a symbol, it will be moved under the new image. It is still part of the symbol.



Resizing a Symbol

- Select a symbol.
- Use the square boxes to resize. Click and drag out to enlarge. Click and drag in to make smaller.



Adding Symbols to a Diagram

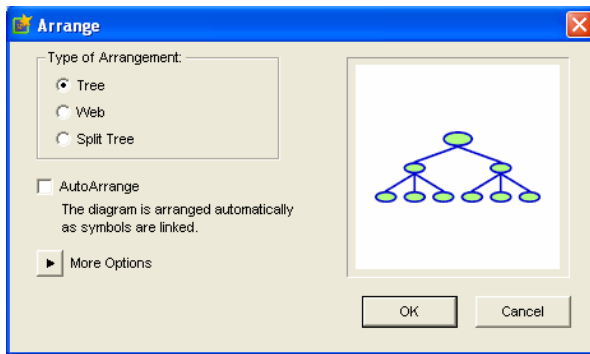
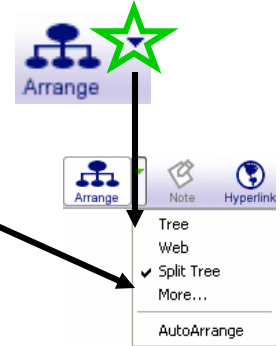
Images can be dragged from the symbol palette into Diagram view without having to replace a symbol.

Just click and drag an image to the Diagram view.

Arrange a Diagram Using the Arrange Tool

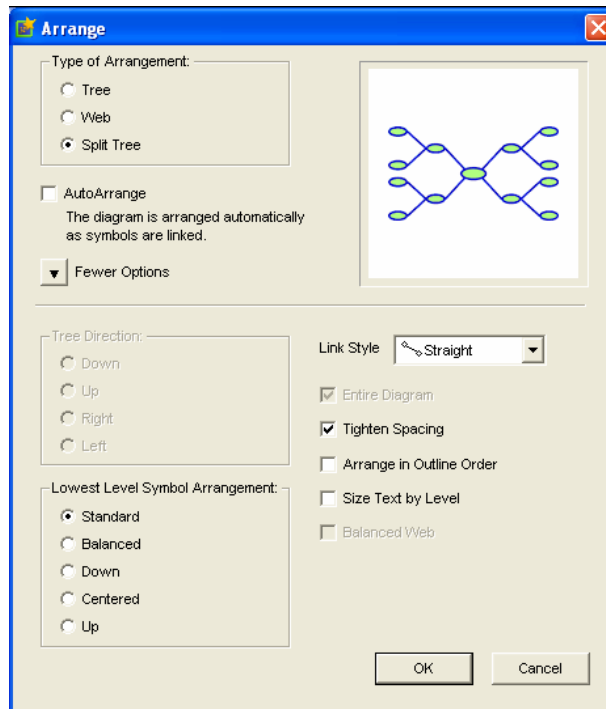
The **Arrange** tool changes a freeform diagram into a more structured layout. You can apply one of three basic arrangements to a diagram, then make refinements using the **Arrange** options.

- Select the main idea symbol.
- On the **Main** toolbar, click the arrow next to the **Arrange** button.
- Make a selection and the diagram will be arranged.
- For more Options, click the **Arrange** button or select **More**.
- The **Arrange** dialog box will open.
- Make a selection from the list or click **More Options**.
- Make your selections and click **OK**.



Fewer Options

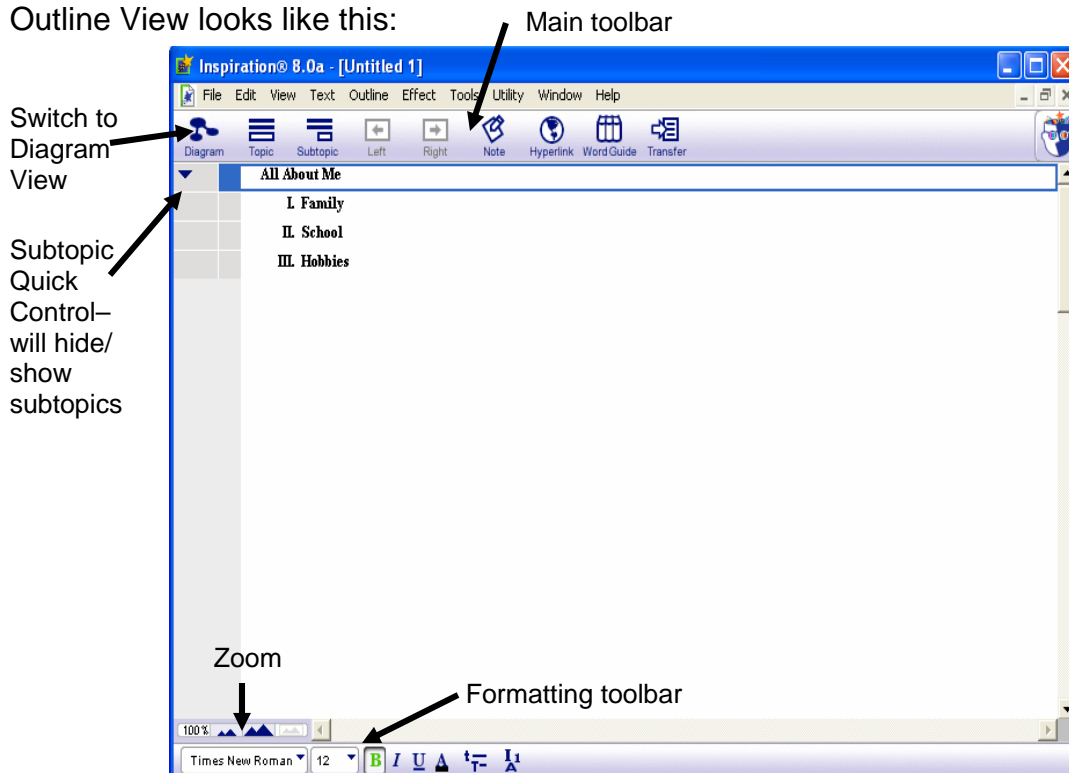
More Options



Outline View

Inspiration's diagramming and outlining views are fully integrated. While you have been creating a web of ideas in Diagram View, Inspiration has also been building an outline of your work in Outline View.

Outline View looks like this:

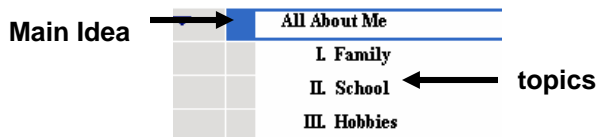


Switch from Diagram View to Outline View

To switch to **Outline View** from Diagram View, select the **Outline** button on the main toolbar.



The diagram is transformed into an outline. The symbols now appear as topics and subtopics. If you added a symbol, the picture-to-topic option automatically provides a label.



In **Outline View**, select the **Diagram** button on the main toolbar to switch back to the Diagram View.

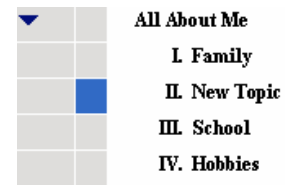


Add a Topic



Topics are the core ideas in your outline. You can add a new topic in Outline View as easily as you added a new symbol in Diagram View.

- Select a topic. A selection box will appear around the topic to show it's selected.
- On the **Main** toolbar, click the **Topic** button.
- Inspiration will insert a new topic and automatically assign it a prefix. The cursor moves to the new line so you are ready to enter text.

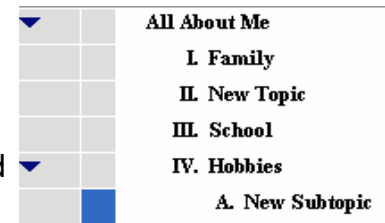


Add a Subtopic



In the same way you added a new topic, you can add new subtopics.

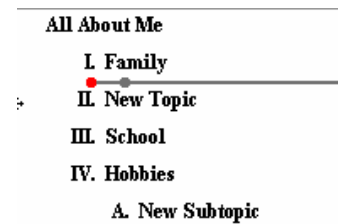
- Select a topic.
- On the **Main** toolbar, click the **Subtopic** button.
- Inspiration automatically indents it one level below the selected topic and assigns it a prefix. The cursor moves to the new line so you can enter text.



Move a Topic By Dragging

The most direct way to organize your outline is by dragging a topic up or down in the outline.

- Select the topic.
- Drag the topic so it is positioned where you want it and release the mouse button. The topic remains in its original position until you release the mouse. You can tell where the topic's new location will be by watching the gray line as you drag.
- The small highlighted dot indicates the indentation level. To move a topic to a become a subtopic in new location, drag up or down first, then to the right.



Change the Level of a Topic

- To move a topic to a lower level in the outline, use the **Right** tool to move it down in the hierarchy.
- To move a topic to a higher level in the outline, use the **Left** tool to move it up in the hierarchy.



Add a Note

Notes text is a good way to further develop ideas in Outline View. You can add anything from one sentence to multiple paragraphs to several pages of text.

- Select a topic.
- On the **Main** toolbar, click the **Note** button.
- The cursor moves to a new line so you can enter notes text.
- When you add a note, a **Note Quick Control** appears in the column to the left of the topic.
- Click the **Note Quick Control** to turn on and off.

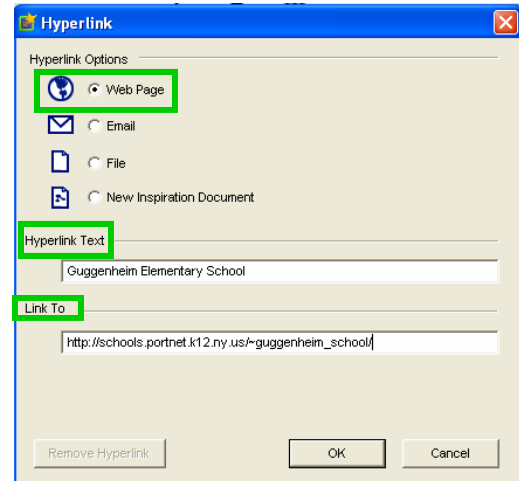


III. School
I attend Guggenheim Elementary School.

Insert a Hyperlink

You can integrate resources from the Internet by creating hyperlinks in your document. This can be done in Diagram or Outline View.

- Highlight the text you want to become the hyperlink.
- On the **Main** toolbar, click the **Hyperlink** button.
- Select **Web Page**.
- The selected text appears in the **Hyperlink Text** box.
- In the **Link To** box, type or paste the web address. Click **OK**.
- The text will become a hyperlink.



II. School

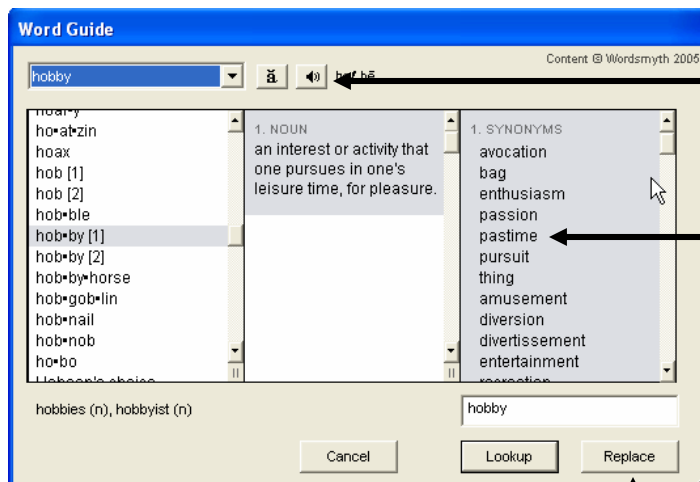
I attend [Guggenheim Elementary School](http://schools.portnet.k12.ny.us/~guggenheim_school/).

III. Hobbies |

Word Guide

The **Word Guide** helps you select words with precision while building vocabulary. This integrated dictionary and thesaurus links synonyms to specific definitions so word choices can be made with greater understanding.

To look up a word, select it and click the **Word Guide** button on the **Main** toolbar.



Click the speaker button to listen to the word.

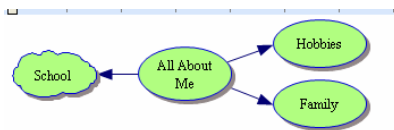
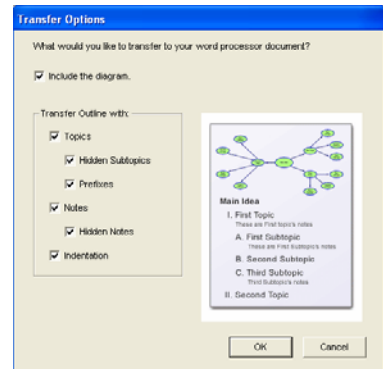
Double click on a word to see the definition and synonyms.

Select a word from the synonyms word list and click **Replace**.

Transfer to a Word Processor

When you are ready to finalize your work for publication, you can easily transfer it into Microsoft Word. **You must save your work first.**

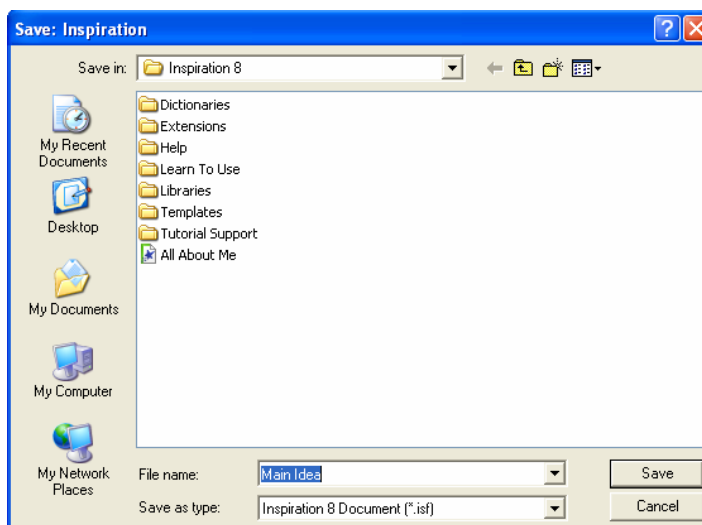
- Click the **Transfer** button on the **Main** toolbar. (You can do this in Outline or Diagram View)
- If you would like to include the diagram make sure it is selected and then make any selections for the outline to transfer over.
- Click **OK**.
- The file will open in Microsoft Word. If you have any links they will be active in Word as well.
- Save the Word file when finished.



All About Me
I. Family
II. School
I attend [Guggenheim Elementary School](#).
III. Hobbies

Saving Documents

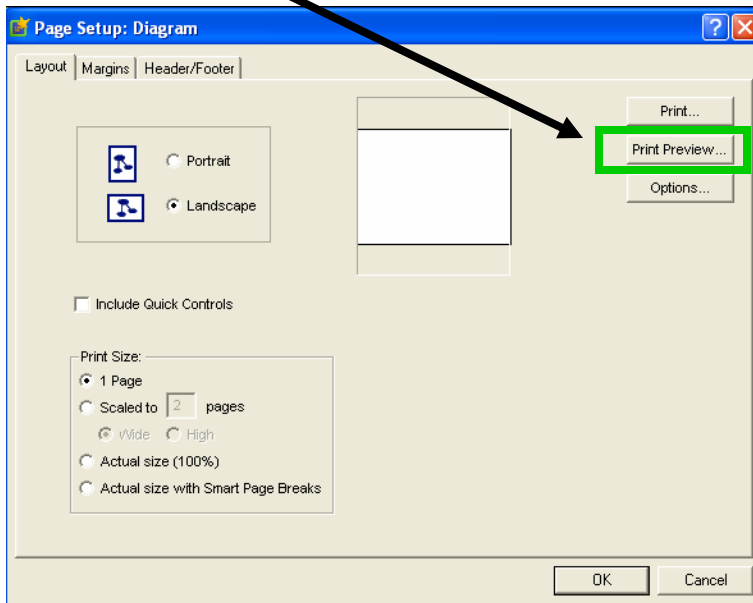
- On the **File** menu, choose **Save**
- Select the folder where you want to save the document. If you are going to have students open this, save in the **Shared Folder**.
- The file name is generated from the Main Idea. Keep or change before you save.
- Click **Save** (all Inspiration documents are saved with an .isf extension)
- When students open this file, be sure to have them immediately save the document in their *My Documents* so no changes are made to your file.



Printing Your Work

Before you print your project, you can determine layout, margins, headers and footers and more.

- On the **File** menu, select **Page Setup**.
- Make selections using the tabs (layout, margins, header/footer)
- Click the **Print Preview** button to view before printing.



- The **Print Preview** screen will open.
- To make additional changes click the **Page Setup** button.
- To print, click the **Print** button.

