



Inspiration 7.5 Basics

Table of Contents

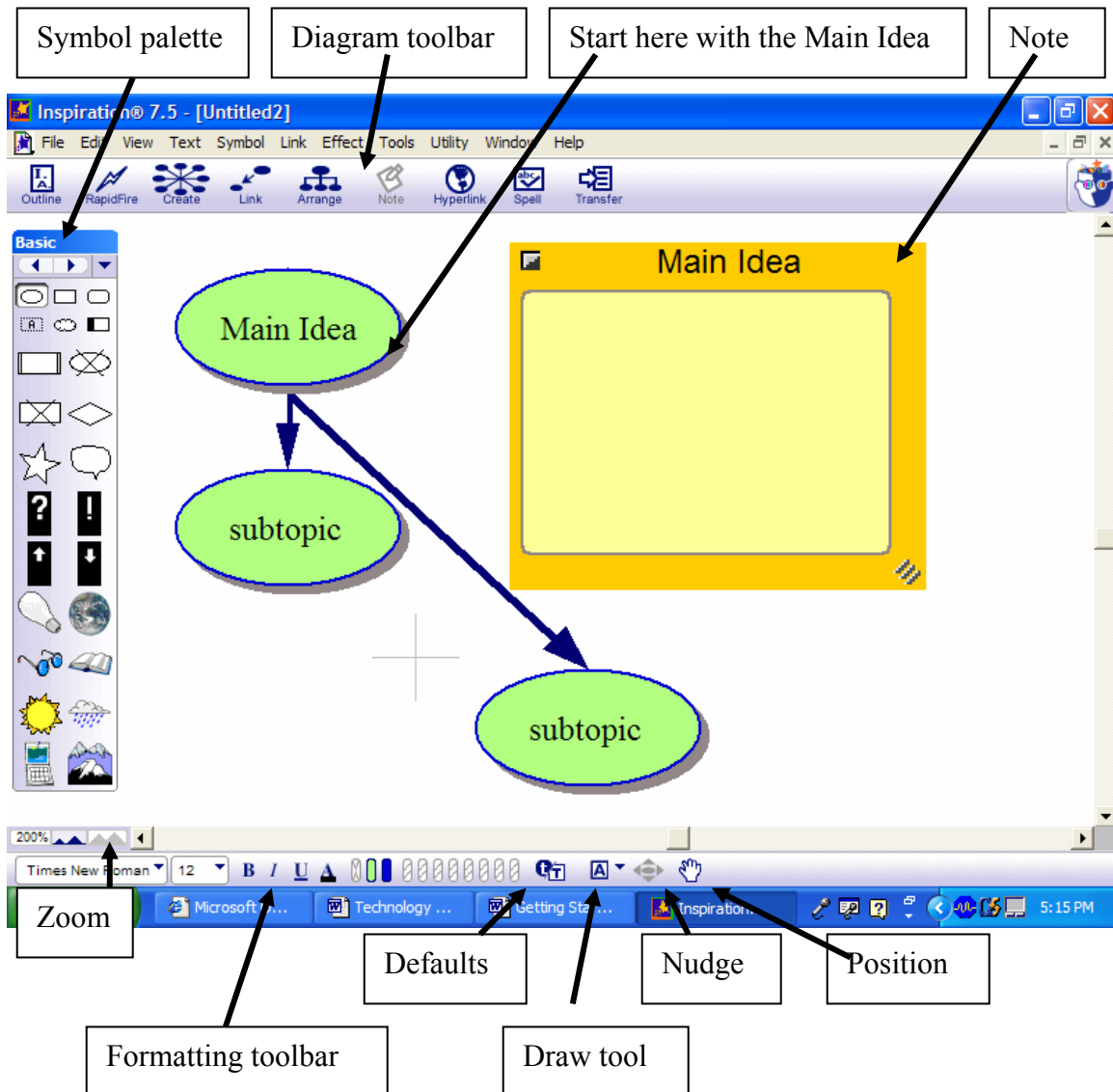
Intent	3
The Diagram View	3
Quick Tips Using Inspiration	4
The Diagram View Toolbar	5
The Diagram View Formatting Toolbar	10
The Outline View	12
The Outline View Toolbar	13
The Outline View Formatting Toolbar	15
Advanced Inspiration Options	17

Inspiration 7.5 Basics

Intent

Inspiration offers two integrated learning environments. The **Diagram view** is a tool to visually develop and represent ideas and organize thinking. The **Outline view** is a tool to organize thoughts in a hierarchical outline. Both views work simultaneously to keep an ongoing record of your ideas.

The Diagram View



Quick Tips Using Inspiration

Symbols: Using Inspiration requires learning about and using symbols.

1. Inspiration opens in the **Diagram View** with the **Main Idea** symbol in the center of the text already highlighted. You normally begin by typing your main idea.
2. Click to select a symbol. **Edit handles** will appear. *Then* you can:
 - a. Type your idea inside the symbol, and the symbol will automatically grow.
 - b. Resize a symbol by clicking and dragging the corner edit handle
 - c. Use a tool from the **Formatting Toolbar** (bottom of the screen) to modify the symbol's color, font size, font style, font color, and default.
 - d. Type **F8** to show (or hide) the **Symbol Library**. Click any symbol from the library to replace the selected symbol.
 - e. To delete a symbol, press the **backspace** or **delete** key.
 - f. Click outside the symbol to deselect. .
3. Automatic symbols - place the cursor anywhere on the white screen and type. A symbol will automatically appear. (Note: to write text outside of a symbol, from the **Formatting toolbar**, select **Draw tool** and use the **Text Box** feature).
4. Subtopics - expand your ideas by adding subtopics to a symbol. Use the **Subtopics Quick Control** located in the upper right corner of the symbol to show or hide the subtopics.

Multiple Selection

1. To select more than one symbol, object or topic at a time, hold down the **SHIFT** key while clicking the symbols.
2. To select more than one symbol, object or topic at a time, click and drag diagonally across the area where the symbols are located.

Other Tips

1. If you make a mistake or change your mind, select **Edit->Undo** to undo the work.
2. Inspiration comes with 50+ ready-made diagrams. Select **File->Templates** to find the diagram you want.
3. You can create **Notes** for each symbol and then hide them from view using the **Quick Control Button**.
4. As your diagram outgrows the screen, use **Zoom->Fit to Window** or type **CTRL+E**.
5. Inspiration 7.5 has hyperlinks. From the **Diagram** toolbar select **Hyperlinks**.
6. Inspiration 7.5 has text-to-speech. From the **Diagram** toolbar select **Listen**.
7. Inspiration 7.5 has animated gifs in the symbol library. NOTE: if the gifs are not moving, activate the animation from the **Utility** menu. Select: **Options->Application Properties->Animated gifs**
8. From the **Menu** select **Effect->Background Color** to change the background color for the entire screen.
9. To transfer the image and outline into a word document, click the **Transfer** icon.

The Diagram View Toolbar



Outline Button - select this button to switch to the **Outline** view.



RapidFire Button - select this button to brainstorm. This tool lets you quickly add a series of linked ideas to the same symbol.

1. Click to select the symbol you want to quickly add ideas.
2. Click to select the **RapidFire Button**. A lightning bolt appears. This is the **RapidFire** icon.
3. Type your idea and press **Enter**.
4. A linked symbol will appear.
5. Repeat step 3 adding more ideas. A webbed diagram will grow.
6. When you are finished, click outside the symbol to deselect OR click the **RapidFire Button** to turn off the tool.
7. The webbed diagram grows in a freeform structure. You can click and drag a symbol to move it, or you can use the **Arrange Button** to organize the diagram.



Create Button - select this button to add a new linked symbol in the direction you choose.

1. Click to select the symbol you want to add an idea.
2. Roll your mouse over the **Create Button** to select one of the nine points.
3. Click to select one of the points.
4. A new symbol appears.
5. Type in your idea.
6. Click outside the symbol to deselect.



Link Button - select this button to add a link between two symbols. Links show the connections and relationships between ideas in **both the Diagram view and the Outline view**.

1. Click to select the symbol you want to start the connection.
2. Click to select the **Link Button**.
3. The cursor becomes a black line with an arrow.
4. Click to select the second, connecting symbol.
5. A link with the arrowhead pointing to the second connecting symbol appears.
6. Click outside the symbol to deselect or click the **Link Button** to turn off the link tool.

Editing Links

1. **Adding text** - click to select a link. The outline of a text box will appear. Type in the text. Click and drag the black **Edit Circle** to slide the text box up and down the link. Click off the link to deselect it.
2. **Change the Connecting Point** - click to select a link. At the ends of the link are open square **Edit Handles**. Click to select one end of the link and drag across the symbol. As you drag across the symbol, connecting points are highlighted. Drop the end of the link on one of the connecting points.
3. **Change the Link's Thickness** - click to select a link. From the **Menu** select **Effect->Line Thickness** (you can also change the **Line Pattern** here too).
4. **Editing links** - From the **Menu** select **Link** to edit a link in a variety of ways, including reversing a link, straightening a link, hiding a link, and adding 32 connection points.



Arrange

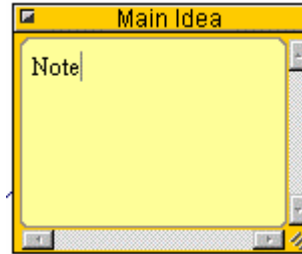
Button - select this button and the **Arrange Diagram** dialogue box appears. Select to automatically arrange your drawing into tree diagrams, webs, and clusters, with various stacking models.





Note Button - select this button to add a note to a symbol. This is a way to provide more information related to the symbol topic. Notes can be shown or hidden.

1. Click to select the symbol.
2. Click to select the **Note Button**.
3. A yellow text box appears. →
4. Type the information in the text box.
5. Close the note by clicking the upper left corner.

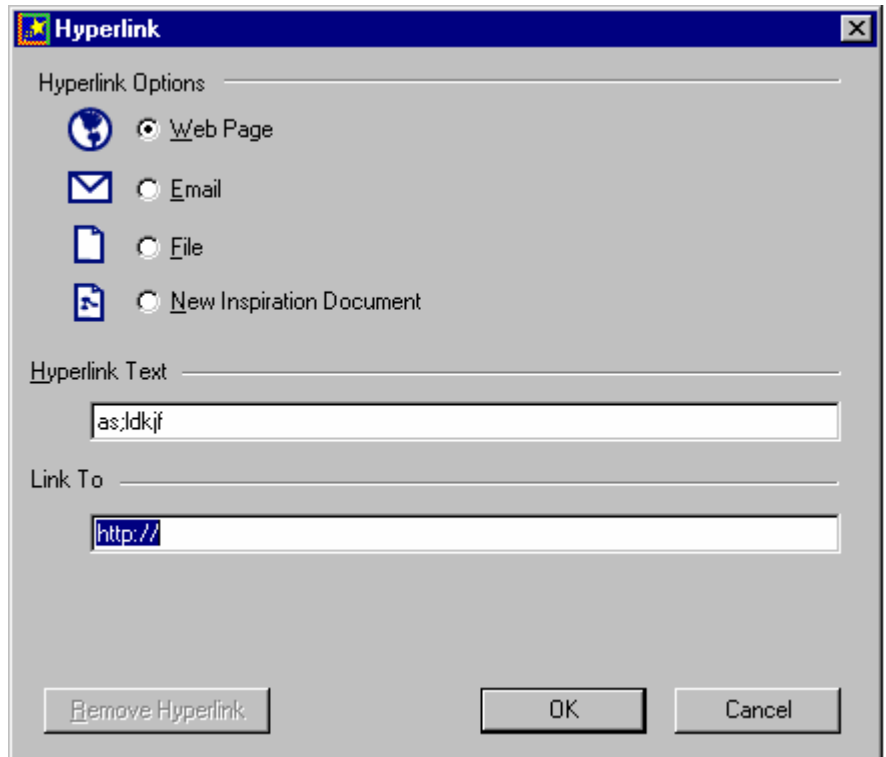


6. To reopen a note, click the symbol and the **Note Quick Control Button** appears in the upper right edit handle. Click the **Note Quick Control Button** to show the note.



Hyperlink Button - select this button to turn text into a hyperlink that will open an Internet site.

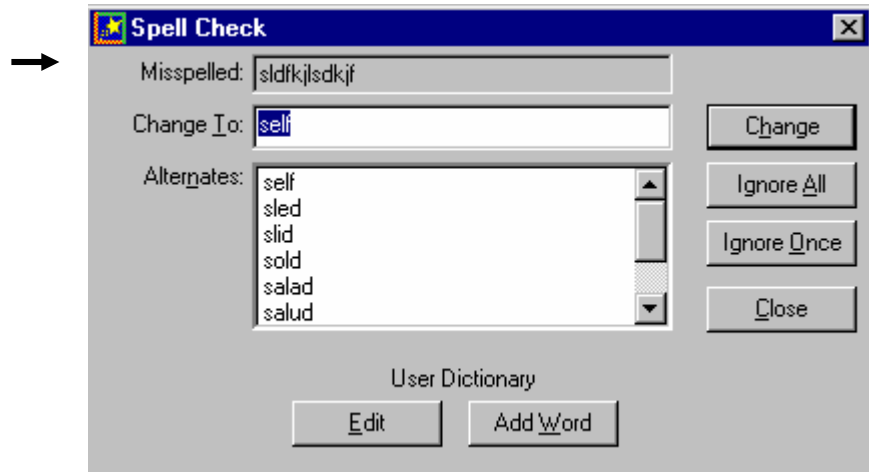
1. Click to select a symbol.
2. Click to select the **Hyperlink Button**.
3. A **Hyperlink** dialogue box appears. →
4. Select **Web Page**.
5. In **Hyperlink Text** type the information you want the reader to see.
6. In **Link To** text box, type the URL address.
7. Click **OK**.
8. The text in the symbol should now appear underlined in blue.



NOTE: to delete a hyperlink, click to select the symbol. Select **Hyperlink Button**->**Remove Hyperlink**.



Spell Button - select this button and the **Spell Check** dialogue box appears. You can change or ignore the suggested spelling as well as edit or add to the dictionary.



Transfer Button – select this button to insert the diagram and outline into a Word document. Before transferring, you must first save the Inspiration document. Inspiration automatically opens a blank Word document and inserts the image.



Listen Button - select this button to activate the talking interface feature. Select the button again to turn the talking interface feature off.

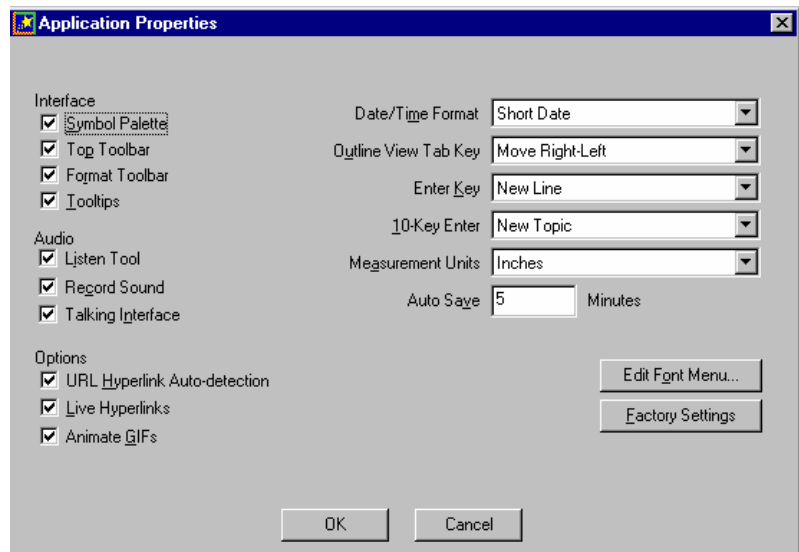
1. Select the **Listen Button**.
2. Select a symbol and listen to the text being read.

NOTE: if this button does not appear on the toolbar, you can activate it by:

1. From the **Menu** select **Utility**.
2. Select **Application Properties**.

3. In the dialogue box select the **Listen Tool** to have text read. Now the **Listen Button** will appear in the **Diagram** toolbar.

4. In the dialogue box select **Talking Interface** to have the tools and options read on a mouse rollover.



Change the sound of a voice - From the **Menu**, select **Tools->Sound->Voices** to change the sound of the voice.

Record a sound

NOTE: To activate this tool, from the **Menu** select **Utility->Application Properties->Record Sound**.

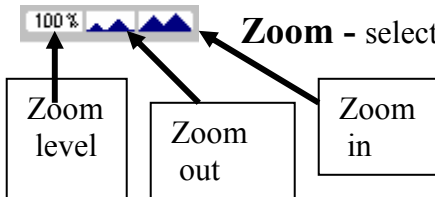
Also, the computer's input must be set to **microphone** to record.

To record a sound:

1. Select the symbol that will have the attached recording.
2. From the **Menu** select **Tools**.
3. Click **Sound**.
4. Click **Record**.
5. Recite the information.
6. Click **Stop**.
7. Click **Save**.
8. Open the note by clicking the symbol. The **Audio Quick Control Button** appears in the upper right **Edit Handle**.
9. Click the **Audio Quick Control** button to hear the recording.
10. To erase a recording, select the symbol, then from the **Menu** select **Tools->Sound->Erase**.



The Diagram View Formatting Toolbar



Zoom - select one of three buttons to change the screen view.

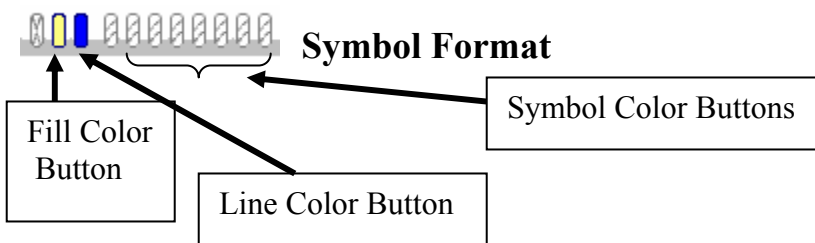
To reposition a diagram that has outgrown the screen:

1. Select **Zoom level**.
2. Select **Fit to Window**
OR type **CTRL-E**.



Text Format

1. Select the symbol or text box to edit.
2. Select the appropriate feature.
3. The text will automatically change (what you see is what you get).



Symbol Format

1. Select the symbol or drawing you want to edit.
2. Select the appropriate color button.
3. From the pop-up color palette, choose the new color.
4. The new color now appears in the formatting toolbar.



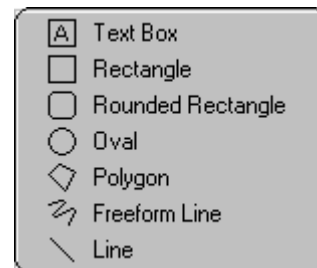
Defaults Format - select this button to create a new look.

1. Select a symbol to edit it (color, shape, size).
2. Select the **Defaults** button.
3. In the pop-up menu select **Set Default**.
4. Now everything you create will appear in the same format.
5. If you select **Apply Default**, then all symbols will take on the new look.



Change Draw Tool - select this button to add text boxes, squares, rectangles, circles, and lines to enhance your diagram.

1. Select the **Change Draw Tool Button**.
2. The cursor becomes a crosshair.
3. Position the crosshair on the diagram.
4. Click and drag diagonally across the screen to create the desired shape.
5. The shape will have edit handles in the corner. You can use the **Symbol Format** tools to change the colors.
6. If the shape covers your text, from the **Menu** select: **Effect->Send to Back**.



NOTE: use the **SHIFT** key to click and drag perfect squares and circles.

NOTE: to group objects, hold down the **SHIFT** key and click each element. From the **Menu** select **Symbol->Group**.



Nudge Button - select this button to fine tune the position of symbols in your diagram.

1. Click to select the symbol to move.
2. Click to select the arrow on the **Nudge Button** that points in the direction you want to move the object.
3. One click moves the object one pixel.

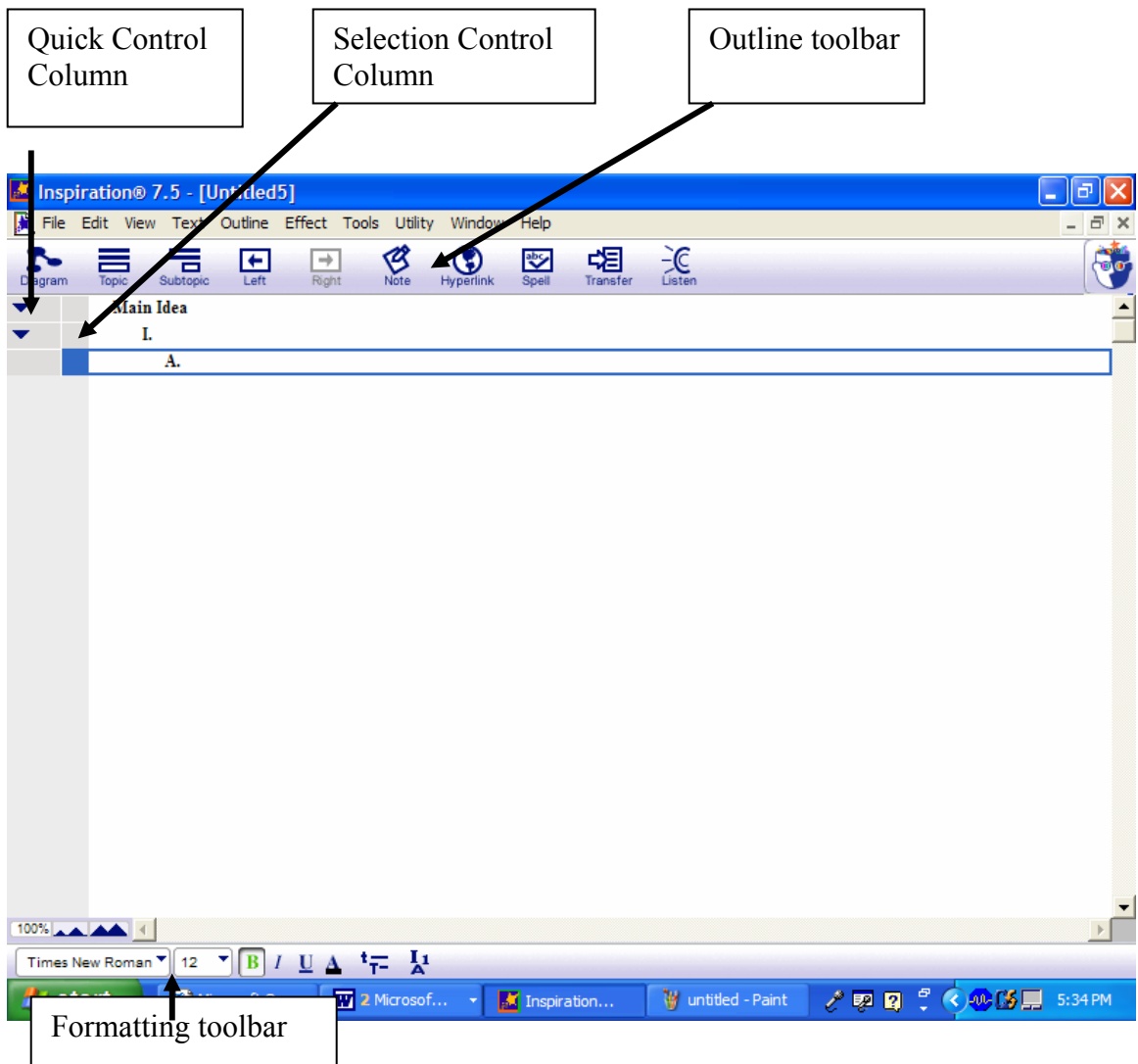
NOTE: to quickly align symbols, hold down the **SHIFT** key and click to select the symbols. From the **Menu** select **File->Align**. Select the appropriate alignment.



Position Button - select this button to move the entire diagram.

1. Click to select the **Position Button**.
2. The pointer becomes a grabber hand that you can click and drag to reposition the diagram on the screen.
3. Click the **Position Button** again to turn it off, or press the **ESC** button.

The Outline View



Quick Tips Using the Outline View

1. One of the easiest ways to organize an outline is to click and drag topics up or down the outline.
2. The **Picture-to-Topic** feature will automatically assign names to unlabeled pictures that are shown in the **Diagram** view. From the **Menu**, activate this feature by selecting: **Utility->Picture-to-Topic**.

The Outline View Toolbar

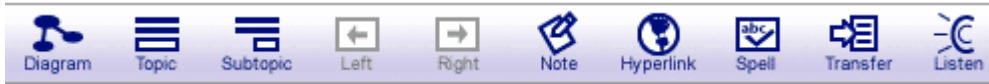


Diagram Button - select this button to switch to the **Diagram** view.



Topic Button - select this button to add another topic one level *below* in the hierarchy in the outline. (The symbols in the **Diagram** view will appear as topics with any **Notes** text visible).

1. Click in the **Selection Control Column**. A selection box appears around the topic to show it's selected.
2. Click the **Topic Button**.
3. A new topic line is inserted with the correct prefix one level *below* the selected topic. The cursor is located at the start so you're ready to enter text.



Subtopic Button - select this button to add another subtopic one level *below* in the hierarchy in the outline. (The symbols in the **Diagram** view that are subordinate to an idea will appear as subtopics with any **Notes** text visible).

1. Click in the **Selection Control Column**. A selection box appears around the topic or subtopic to show it's selected.
2. Click the **Subtopic Button**. A new subtopic line is inserted with the correct prefix one level *below* the selected topic or subtopic.
3. The cursor is located at the start so you're ready to enter text.
4. Click the **Subtopic Quick Control** to hide and reveal subtopics.



Left Button - select this button to move a subtopic or topic to a *higher* level in the hierarchy in the outline.

1. Click in the **Selection Control Column**. A selection box appears around the topic or subtopic to show it's selected.
2. Click the **Left Button**.
3. The selected topic or subtopic is inserted with the correct prefix at the next *higher* level.



Right Button - select this button to move a subtopic or topic to a *lower* level in the hierarchy in the outline.

1. Click in the **Selection Control Column**. A selection box appears around the topic or subtopic to show it's selected.
2. Click the **Right Button**.
3. The selected topic or subtopic is inserted with the correct prefix at the next *lower* level.



Note Button - select this button to add notes that can be as long as several pages of text.

1. Click in the **Selection Control Column**. A selection box appears around the topic or subtopic to show it's selected.
2. Click the **Note Button**.
3. The cursor moves to a new line to add notes text.
4. A **Note Quick Control** appears in the **Note Control Column** to the left of the topic.
5. Click the **Note Quick Control** to show and hide notes.



Hyperlink Button - select this button to turn text into a hyperlink that will open an Internet site. See directions in **Diagram View** (page 7).



Spell Button - select this button and the **Spell Check** dialogue box appears. You can change or ignore the suggested spelling as well as edit or add to the dictionary. See directions in **Diagram View** (page 8).

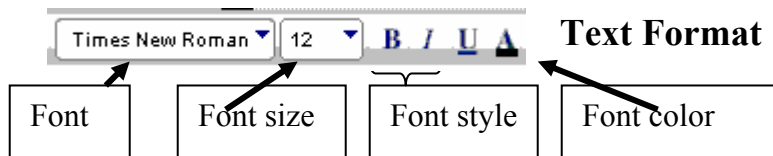
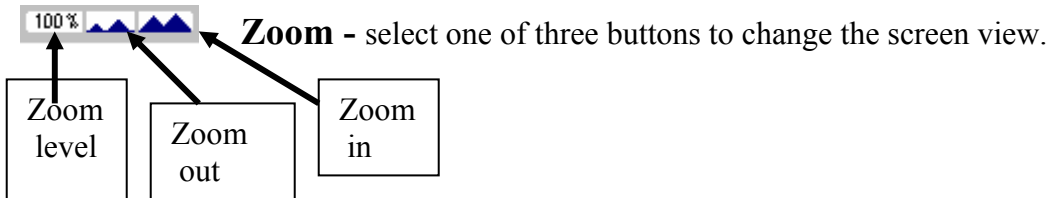


Transfer Button – select this button to insert the diagram and outline into a Word document. Before transferring, you must first save the Inspiration document. Inspiration automatically opens a blank Word document and inserts the image.




Listen Button -- select this button to activate the talking interface feature. Select the button again to turn the talking interface feature off. See directions in **Diagram View** (page 8).

The Outline View Formatting Toolbar



1. Click in the **Selection Control Column** to select the topic or subtopic to edit. (Hold down the **Shift** key to select more than one topic or subtopic).
2. Select the appropriate feature.
3. The text will automatically change (what you see is what you get).


 **Topic Defaults** - select this button to set the defaults for any or all topic levels and notes. Default options include **Font** size, color, and style.

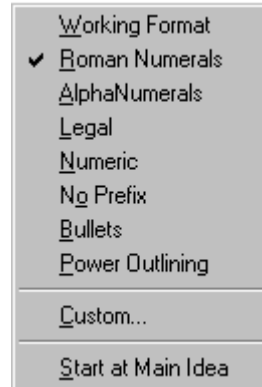
1. Click in the **Selection Control Column** to select the topic or subtopic to edit.
2. Click the **Topic Defaults Button**.
3. The **Topic Defaults** dialog box appears.
4. Select the appropriate **Level(s)** and **Notes Text**.
5. Select the desired **Font**, size, color, and style that you wish to see at the designated **Level(s)**.





Change Prefix Labels - select this button to change the prefix style in the entire outline.

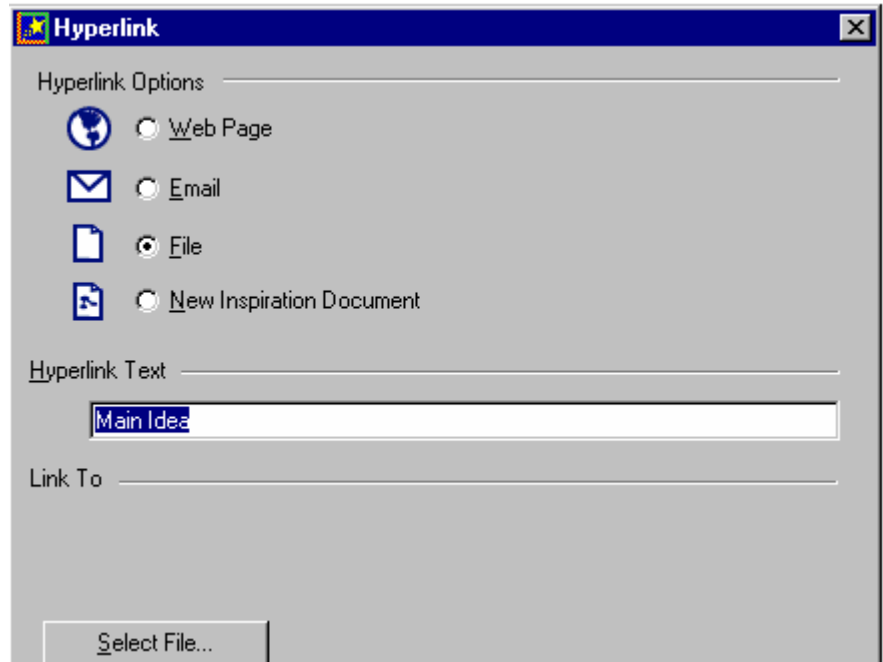
1. Select the **Change Prefix Labels Button**.
2. The selection box appears. 
3. Select a new prefix style.



Advanced Inspiration Options

Connect Inspiration documents with hyperlinks:

1. Select the symbol that will show the hyperlink.
2. Click the **Hyperlink Button**.
3. In the **Hyperlink Options** Select **File**.
4. Navigate to the previously saved Inspiration document.
5. Select the document and Click **Open**.



Share Inspiration and hyperlinked files:

From the **Menu**, select **File->Gather Hyperlinked Files**. Inspiration creates a folder and names the folder the same as the **Main Idea**. Copies of all the linked files are placed in the folder along with the Inspiration document.

Use Inspiration to design a web site:

From the **Menu**, select **File->Export as HTML->Site Skeleton Export**. After saving the Inspiration document in this fashion, open Internet Explorer. Each symbol is now a separate page in the web site. The **Notes** text appears on the page corresponding to its symbol. All of the links are now hyperlinks between pages.

Print Options

Inspiration defaults to printing the diagram on one page. From the **Menu** select **File->Page Setup->Layout** to select several popular print options, including:

1. **Normal full size**
2. **scale diagram to 1 page**
3. the **print notes** option.

Custom Libraries

To add a graphic to the **Symbol Library**:

1. From the **Menu** select **Utility->Edit Symbol Libraries**.
2. Select **Import Graphic**.
3. Navigate to and select the file. **Open** the file.
4. Select **Standard** size.
5. The image is automatically placed in the **Custom-User 1 Library**.
6. Click and drag the symbol to the **Trash can** to delete it.