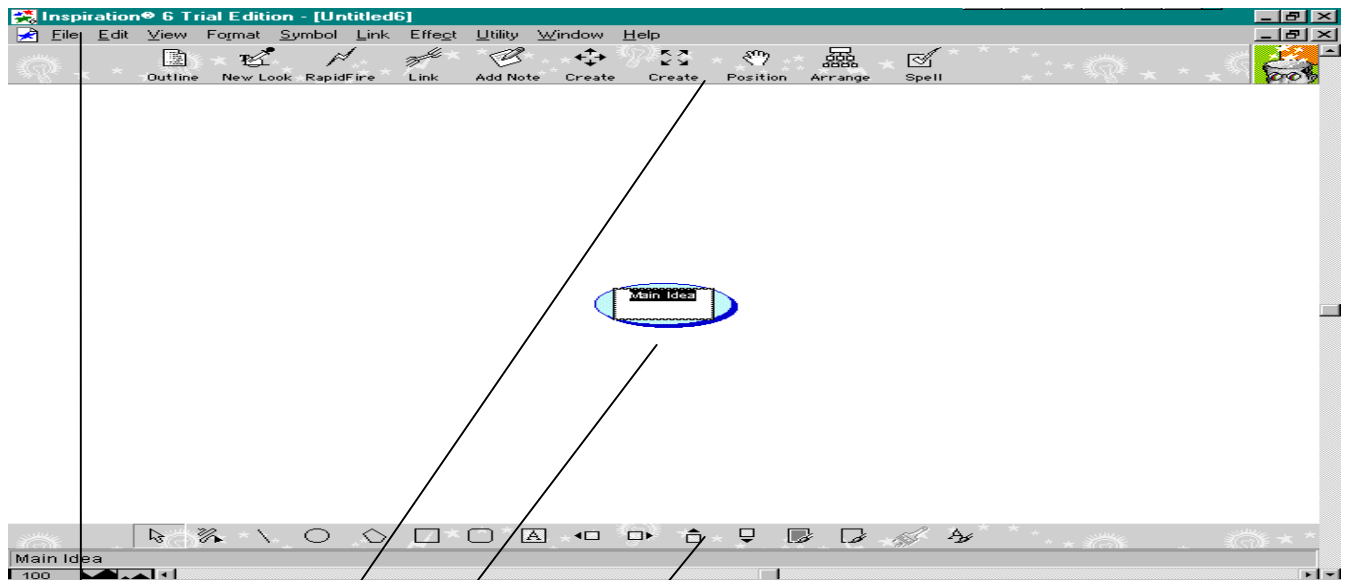


# Inspiration 6.0

Software for Visual Learning  
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Inspiration is really two software packages in one. The **Diagram Option** (shown below) lets you quickly create graphic organizers with hierarchical levels while an **Outline Option** (normally hidden) provides a continually updated version of your ideas in outline form.



**Main Menu** - This provides the standard File/Edit/Format features that are offered in a typical Windows environment.

**Diagram Toolbar** - This provides the tools for creating customized visual diagrams for organizing topics.

**Default Symbol** - This is the default symbol that appears on the screen when Inspiration is fully booted. Begin by typing in an idea.

**Zoom** - The mountain icons at the bottom of the scroll bar is available to zoom in and out in either Outline or Diagram. To the left is a zoom percentage.

**Drawing Toolbar** - Located at the bottom of the screen, this provides many drawing options (square, oval, nudge right, nudge left etc.).

## Getting Started

1. Begin by typing in a Main Idea or topic in the default symbol in the center of the screen. This is your highest level in the hierarchy.
2. Make the font larger if you are doing a demonstration and using an overhead display device. Select the font with click and drag. Select FORMAT/Style/Size. Select 24. To change the font color, select EFFECT/Text Color. (Note: 24 colors are available; the palette selection can be changed by selecting EFFECT/Color Selection)
3. Now make this size 24 font the default size for the rest of the diagram. With the font selected, select New Look from the Diagram toolbar. (Note: this will change any default symbol or link to a new default).

## RapidFire: showing ideas at hierarchical levels:

1. After typing in your Main Idea AND with the Main Idea selected, click RapidFire from the Main Menu. You will see a lightning bolt appear in the Main Idea. Type your subtopic idea that is linked with the Main Idea. Press Enter. A symbol with a subtopic is now linked to the Main Idea. Repeat this process for a brainstorming activity remembering to always SELECT the symbol that is the higher level idea, because **the lightning bolt places the new idea at a lower level.**

## Diagram VS Outline

2. Now that you have a diagram of your ideas linked to the Main Idea, switch to Outline, which is the first icon in the Diagram toolbar. Notice that your ideas are listed in an outline form.
3. In the Outline Option, you can:
  - a. Add topics - select an idea at the same level then click Add Topic
  - b. Add subtopics - select an idea that needs a subtopic then click Add Sub
  - c. Insert a Higher Level - select an idea that needs a higher level topic and click Insert Higher Level Topic
  - d. Change topic levels by using the → and ←. The → arrow will make a subtopic. The ← will move the topic out one level in the hierarchy
  - e. Hide subtopics - select the subtopic, click +- Sub
  - f. Hide Notes - select the topic, click +-Note
  - g. Add Margins/Headers/Footers - Select File/Outline Properties
  - h. Set each level with a different font - select the level you want to change, Select File/Outline Properties
  - i. Change everything at one level by selecting one of the ideas at the desired level, select Edit/ Select/This Level

## More Options With Diagram

1. Select VIEW/Symbol Palette (also **F8 to view**) to access a variety of graphics to change your symbols into meaningful icons. Select the symbol you want to change, click the new shape or picture in the symbol palette to replace it.
  - a. The down arrow shows the symbol library menu. This is the quickest way to select a symbol.
  - b. Flip through the various symbol libraries by clicking the → and ← arrows at the top of the palette to find the appropriate graphic to represent your idea
  - c. You can add a symbol from a graphics file with drag and drop, then can drag and drop the symbol to your desired symbol library
  - d. To create a customized symbol library, select Utility/Edit Symbol Libraries
  - e. You can change symbol arrow directions with Create/Click appropriate arrow
  - f. Animated symbols can be previewed as you roll the mouse over the symbol palette. You can import animated GIF's.
2. After the work is done in a Diagram, you can set the new work as a default by first selecting the look you want preserved, select EDIT/Paste/New Look
3. Type in a URL as an idea and connect to the Web (launches your browser)
4. To add or create a link: click LINK, **click the symbol you want to link from, and then click the symbol to link to.**
5. Arranging your diagram ideas
  - a. Webs - Select Arrange in the Diagram Toolbar, Select Web
  - b. Tree charts - - Select Arrange in the Diagram Toolbar, Select on of the tree charts
6. Change everything at one level by selecting one of the ideas at the desired level, select EDIT/ Select/This Level. Or use the SHIFT key to multiple select items.
7. Using Create - with one idea selected, click Create, click the directional arrow to control where the new symbol will appear; **this always creates at a lower level than the original selection**
8. Adding text to a link - Select Link and type in the text. Click and drag the dot in the bottom of the text box to move the text link

## UTILITY FEATURE

1. Select Grid Snap from UTILITY Menu
2. Can select Diagram and Option/Select Show Checklist to track progress with a checklist feature

## Templates

1. To change a font, select FILE/Diagram + Outline Properties/Save as Template/Set as Default
2. You can use and save existing templates.
3. To make a template of your own, select FILE/Diagram + Outline Properties/Save as Template/Set as Default

# The Edit Handles

The image shows the Inspiration 6 software interface with a central mind map diagram. The diagram consists of a large light blue oval containing a smaller rectangle labeled "Main Idea". Four red diamond-shaped edit handles are positioned at the top, bottom, left, and right points of the oval's perimeter. Four callout boxes with arrows point to these handles, providing instructions: "Double click this to access the note pad." (top handle), "Click this to access a linked Inspiration document (also called a child)." (right handle), "Click and drag this edit handle to re-size the symbol." (bottom handle), and "Double click this to hide subtopics." (left handle). The software's menu bar includes File, Edit, View, Format, Symbol, Link, Effect, Utility, Window, and Help. The toolbar contains icons for Outline, New Look, RapidFire, Link, Add Note, Create, Position, Arrange, and Spell. The bottom of the screen shows a Windows taskbar with a Start button, several open application windows, and a system tray displaying the time as 7:17 AM.

Double click this to access the note pad.

Click this to access a linked Inspiration document (also called a child).

Double click this to hide subtopics.

Click and drag this edit handle to re-size the symbol.

## **A Baker's Dozen Using Inspiration**

- 1. Main Idea Default:** the main idea is already selected, so just type in your idea.
- 2. RapidFire:** with the main idea selected, click RapidFire. Now type your ideas in the main idea area and hit Enter. Inspiration will automatically add to your web.
- 3. AutoArrange:** if your work gets too messy, select AutoArrange
- 4. Select to Elect:** always have the symbol selected to do anything to it (except for the LINK command).
- 5. F8:** a quick way to bring back the symbol palette.
- 6. View-Zoom-Fit to Window:** use this to keep your work on the screen.
- 7. Link:** when you select Link, the mouse pointer becomes a double-arrow. Now select the first symbol, followed by the second to connect the two ideas with a LINK.
- 8. Drawing Tool Bar:** these icons at the bottom of the screen offer important options. You can change the text color, symbols colors, line colors, and create a text box to add your name and date (text that should not be included in the diagram).
- 9. Edit-Select All:** a quick way to change the font size on all of your work.
- 10. Print-Show Page Lines:** look at the gray lines to see if your work will fit on one piece of paper.
- 11. Outline:** use this to see your work in an outline form. Use Add Topic and Add Subtopic to amend your outline.

- 12. URL - type in a URL (using www or http) and Inspiration will automatically link to your site. (Use Utility-Live Hyperlinks to edit the URL)**
- 13. Edit-Insert Graphic: use this to add images to your web**