

Inspiration®

Launching Inspiration

- Click Start > Programs > Inspiration®

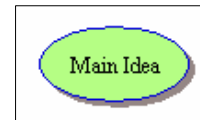


Starting a New File

- Click File > New

Adding a Main Idea

- Highlight the words *Main Idea* inside the symbol and type in your new information



Adding New Symbols

- Click on the symbol to which you would like to add a new symbol
- Click on the Create icon to add the new symbol
- Type in your content



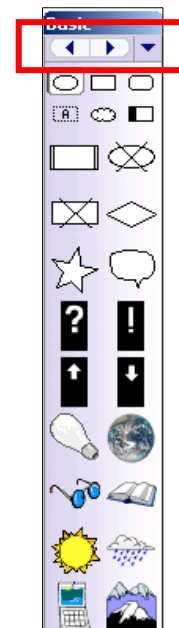
Adding New Symbols Using Rapid Fire

- Click on the symbol to which you would like to add a series of symbols
- Click on the RapidFire button
- Type in your content and then hit the *Enter* key
- Every time you type in information and hit the enter key, a new symbol will appear



The Graphic Library and Changing Symbols

- Click on the symbol to that you want to change
- Scroll through the Graphic Library using the arrows at the top of the box
- Click on the symbol you want to use

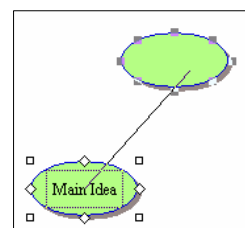


Changing the Effects of Symbols

- Click on the symbol you want to change
- Click on Effect > Fill Color or Line Color and choose the color you want to add

Linking Two Symbols

- Add a symbol by clicking on the white space and clicking on the Create icon
- Click on the Link icon
- Click on the symbol you want to start from
- Click on the symbol you want to link to



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Adding Label Connectors

- Click on the link
- Type your content in the box

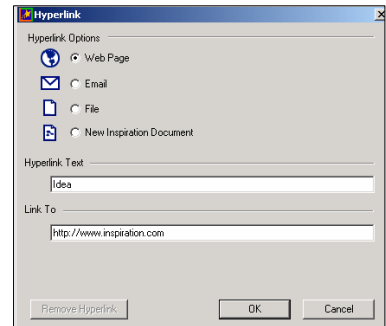
Adding Notes

- Click on the symbol to which you want to add a note
- Click on the Note icon
- Type in your content



Adding Hyperlinks

- Highlight the text you want to turn into a hyperlink
- Click on the Hyperlink icon
- Choose a Hyperlink Option
- Type in your link
- Click OK



Organizing Symbols

- Click and drag your symbols anywhere on the screen
- OR
- Click on the Arrange icon
- Select the appropriate diagram type
- Click OK



Spell Check

- Click on the Spell icon to spell check your content



Using the Outline View

- Click on the Outline icon
- In this view, you can add topics and subtopics by clicking on the appropriate icons
- You can also use the right and left icons to change topics to subtopics and visa versa
- Add notes, hyperlinks and use the spell check the same way you did in the Diagram View
- Switch back to Diagram View by clicking on the Diagram icon



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Exporting as a JPEG

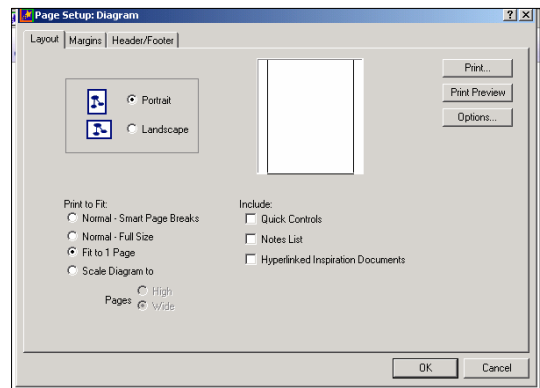
- In Diagram View, click File > Export
- Choose the radio button next to JPG
- Click Save
- Select the folder where you would like to save your file
- Type in a File Name
- Click Save

Saving your File

- Click File > Save As
- Select the folder where you would like to save your file
- Type in a File Name
- Click Save

Printing your File

- Click File > Print Preview
- Click Print if you are ready to print or Page Setup for more options
- In Page Setup:
 - Choose Portrait or Landscape
 - Select the Fit to One Page option
 - Click Print
 - Click OK



Opening a Template

- Click File > Open Template
- Select a template
- Click Open

Exiting Inspiration

- Click File > Exit