inspiration®

Version 7

Getting Started

TM

Inspiration® SOFTWARE, INC

Credits

Inspiration® is designed, developed, and marketed by Inspiration Software®, Inc.

Original Creators Don Helfgott and Mona Westhaver

Product Design Mary Chase, John Cromett, Don Helfgott, Linnea Johnsson, Jason Stafford, Mona Westhaver

Product Management John Cromett

Programming Management Jason Stafford

Programming Steve Bernard, Neil Essy, Dave Goldman, Don Helfgott, Craig Kemper, John Shankland, Sid Snyder, Jason Stafford, Craig Vaughan, Peter Wong

Quality Assurance Michael Beale, Mischa Boehr, Jonathan Clark, Brad DeWitt, Jienya Feldman, Jennifer Flashman, Jeff Hood, Laura Keith, Brunson Moody, Nghia Pham, Adrian Quan, Ken Rueckert, Kim Russell, Phillip Rutherford, Josh Snyder

Templates & Examples Mary Chase, Linnea Johnsson, Megan Murphy

Interface & Symbols Gomoll Research & Design, Mary Chase, Glenn Green, Linnea Johnsson Jonathan Maier, Carole Smith

Help System Rebecca Rudd

© 2002 Inspiration Software, Inc. Inspiration® and Inspiration Software® are registered trademarks of Inspiration Software, Inc. Kidspiration™, RapidFire™, Site Skeleton™, and the Inspiration design mark are trademarks of Inspiration Software, Inc.

Portions Copyright ©1990-94 Halcyon Software. All rights reserved. The Sentry Spelling-Checker Engine Copyright© 1993-1998 Wintertree Software Inc. GIF-LZW is licensed under U.S. Patent No. 4,558,302 and foreign counterparts from Unisys.

Other brands and trademarks are the property of their respective owners.

Contents

Chapter 1: Getting Started 1
Where to find more information 1
What's new in Inspiration 7 2
Inspiring new thinking tools 2
Inviting, intuitive interface 4
Flexible template functions 7
Rapid web site creation 8
Improved operational support 8
Installing Inspiration 9
System requirements 9
About upgrading from an earlier version of Inspiration 10
Macintosh installation 11
Windows installation 12
Network installation 13
Registering Inspiration 13
About Inspiration customer service 13
Viewing and printing Inspiration documentation 14
Removing Inspiration 15
Macintosh 15
Windows 15

Chapter 2: Introducing Inspiration 17
About the Inspiration views 18
Uses of diagrams 19
Concept map 20
Idea map 21
Web 22
Storyboard 23
Uses of outlines 24

Starting Inspiration 25

Chapter 3: Learning Inspiration, A Tutorial 27

Conventions we used 27

How we organized the tutorial 28

Mini-Lesson One: Getting Started 29

Starting Inspiration 29

Introducing Diagram View 30

Entering the main idea or topic 31

Using the Create tool to add a new linked symbol 31

Using the RapidFire tool to quickly capture ideas 32

Adding an unconnected symbol using point and type 34

Replacing a symbol with one from the Symbol palette 35

Using drag and drop to add a specific symbol 36

Linking symbols 37

Adding text on the link 38

Adding a note to a symbol 39

Moving a note 40

Moving symbols 42

Changing the color of symbols 43

Changing the colors in a multicolor symbol 43

Saving your work 44

Quitting Inspiration 44

Mini-lesson Two: Outline View 45

Switching from Diagram View to Outline View 45

Adding a topic 47

Adding a subtopic 47

Moving a topic by dragging 48

Changing the level of a topic 49

Hiding subtopics 49

Adding notes text to a topic 50

Hiding and showing notes text 50

Setting topic defaults 50

Changing topic prefixes 51

Printing the outline 52
Mini-lesson Three: Returning to Diagram View 53
Switching from Outline View to Diagram View 53
Arranging the diagram 55
Changing the view scale 56
Positioning the diagram in the window 56
Changing symbol defaults 56
Changing the color of a note 57
Adding a hyperlink 58
Recording a sound 60
Printing the diagram 62
Exporting the diagram 62

Inspiration Software, Inc. License Agreement 63

Index 65

Chapter 1: Getting Started

Get inspired with Inspiration® 7, the premier tool to develop ideas and organize thinking. This guide is designed to help you get started using Inspiration, quickly and easily. It contains:

- What's new in Inspiration 7
- System requirements
- Installation instructions
- Customer service information
- Introduction to Inspiration
- Tutorial

Where to find more information

The Inspiration Help system contains detailed information about using Inspiration commands and features. The *Inspiration User's Manual* is available as a PDF and contains all the information in the Help system.

- To access the Help system while you are using Inspiration, choose Inspiration Help on the Help menu.
- To view or print the *Inspiration User's Manual,* see "Viewing and printing Inspiration documentation" on page 14.

What's new in Inspiration 7

Inspiration includes the following improvements and new features:

Inspiring new thinking tools

Visually integrated notes. Begin the writing process while continuing to work in a visual format. Notes can now be included as an element in the diagram. Multiple notes can be viewed simultaneously and arranged as desired within the diagram. You can detach a note simply by dragging it away from its symbol and placing it anywhere in the diagram. Drop a note so it touches its symbol (or choose Reattach Note on the Symbol menu), and the note moves with its symbol.

Hyperlink to any file. Gather and present information from multiple sources, including documents created in Inspiration or any other application, by hyperlinking to any file. This functionality replaces the Family feature found in earlier versions of Inspiration. Any child documents in an Inspiration 5 or Inspiration 6 file automatically convert to a hyperlinked document in Inspiration 7.

- **Hyperlink button on the top toolbar**

  Add a hyperlink with just one click. This useful function is now right at your fingertips in both Diagram View and Outline View.

- **Gather Hyperlinked Files**

  Manage and distribute complex documents with ease. The Gather Hyperlinked Files command creates one folder that contains a copy of the original file and a subfolder containing a copy of each hyperlinked file. You can find Gather Hyperlinked Files on the File menu.

- **Print hyperlinked documents**

  Print a document and all the hyperlinked Inspiration documents in one quick step. From the File menu, choose Page Setup, and select Hyperlinked Inspiration Documents.

- **Search hyperlinked documents**

  For a quick and complete review, search a document and all Inspiration documents hyperlinked to it when using Find or Replace features. Find and Replace are found on the Tools menu.

Multiple main ideas. Brainstorm creatively and without limitation. When you switch from Diagram View to Outline View, an unlinked symbol appears as a topic at the main idea level rather than a miscellaneous thought.

Audio capabilities

- **Record**

  Illustrate and expand the information in your document by recording audio and attaching it to a symbol or topic. Simply point to Sounds on the Tools menu and select Record. To play a recorded sound, click the Audio Quick Control that appears by the symbol or topic.

- **Listen**

  Hear the computer read aloud any text in your work. When enabled in Application Properties, the Listen button appears on the top toolbar.

  Just click on any text in your document to hear it read. Choose from a variety of voices by pointing to Sound on the Tools menu and selecting Voices.

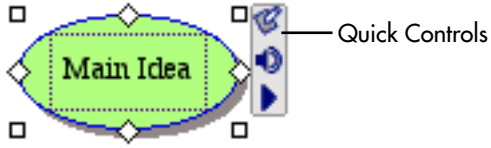
- **Talking Interface**

  Hear the computer read the text in program menus and buttons by enabling the Talking Interface in Application Properties. You can choose from a variety of voices by selecting Voices under Sound on the Tools menu.

Inviting, intuitive interface

New interface design. Inviting colors and a friendly look, combined with an intuitive design, help you focus on completing the project at hand.

Quick Controls. Efficiently manage information with easy access to notes, subtopics, and audio. Quick Controls appear automatically near the upper right corner of a symbol when you add a note, subtopic, or audio.

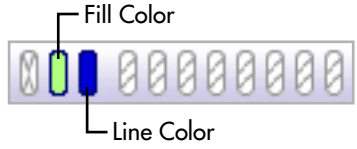


In Outline View, Quick Controls appear in control columns to the left of your outline. Just click the appropriate Quick Control to hide and show notes or subtopics, or to play recorded audio.

Formatting toolbar. Instantaneously change colors, fonts, and styling. The Formatting toolbar is conveniently located at the bottom of the Inspiration window.

- **Coloring model**

  Each color in a symbol appears on the Formatting toolbar. Just select the color you want to change and choose a new color from the palette. The coloring model includes fill and line color, as well as multicolor options.



- **Defaults for symbols, links, and notes**

  Quickly set the default look of symbols, links, and notes. If desired, you can then apply these settings to existing items in the diagram. The Defaults button is found on the Formatting toolbar in Diagram View.

- **Outline topic defaults**

  Customize the look of an outline by stylizing any topic level or notes text. The Topic Defaults button is located on the Formatting toolbar in Outline View.

Multiple level undo. Try new ideas with confidence and flexibility. Undo and redo are always available on the Edit menu.

Simplified outlining. Efficiently manage information in the Outline View. Easy-to-read control columns to the left of the outline help you instantly see and manage subtopics, notes, and audio. Selecting and moving topics is also clearer with improved highlighting and feedback.

Single create tool. Create linked symbols in any direction with a single tool, rather than the two tools in earlier versions of Inspiration.

Link tool feedback. Receive immediate and continuous visual feedback as you create a link.

Improved page setup. Set and preview your document margins, headers, and footers in a one-step process. Page Setup is found on the File menu.

- **Diagram enlargements**

  Enlarge a diagram up to 10 times the original size to create bulletin board-sized printouts. You can scale the diagram to the number of pages you'd like using the Page Setup options found on the File menu.

- **Headers and footers**

  Fully customize with your own text or insert specific items such as time, date, or page numbers. Headers and footers are found in the Page Setup options on the File menu.

Independent grid settings. Show Grid and Snap to Grid function independently. On the Tools menu, choose Grid Settings, and then select or clear the check boxes.

Enhanced checklist feature

- **Indented checklist**

  Check boxes are aligned at each level in the hierarchy, making the checklist a more effective tool for managing multiple parts of a project.

- **Sort option**

  Sort by the state of the check box associated with each topic. When you sort checklist items, topics at the level selected are rearranged with checked items first and unchecked items last.

Symbol shadow control. Shadows are now independent from line color. Symbol shadows can be turned on or off by choosing Shadow on the Symbol menu.

Expanded prefix options

- **Power outlining prefix**

  Display information at same level in the hierarchy as equal in importance. Click the Prefix button on the Formatting toolbar and select Power Outlining.

- **More prefix options**

  Begin prefix numbering at the main idea level. You can also turn off automatic sequencing to control the hierarchy of an outline. Click the Prefix button on the Formatting toolbar and select Custom.

Open previews. When opening Inspiration documents, a small preview helps you identify the correct project.

Easily modified default settings. Quickly change defaults for Diagram View and Outline View, restore factory defaults, or select any template to be the default when you start Inspiration. To modify the program default settings, select Default Settings on the Utility menu.

Flexible template functions

Template Wizard. Walk step-by-step through the process of creating and saving a template. To use the Template Wizard, select Template Wizard on the Utility menu.

Templates launch from any location. Save templates anywhere. This makes it easy to share and distribute them via email or by placing them on a server. In Windows®, templates appear with a .ist extension.

More than 50 built-in templates. A wealth of ideas from across the educational curriculum makes it easier than ever to integrate visual learning into the classroom. Select Open Template on the File menu to get started.

Rapid web site creation

Site Skeleton™ export. Build the "bones" of a new web site with the Site Skeleton export. Each symbol becomes a separate web page, complete with appropriate hyperlinks. Inspiration even creates a site map for you. These structured pages can then be finished and formatted using any web authoring tool. On the File menu, select Export as HTML, and choose Site Skeleton.

Refined HTML exports. Publish your diagrams or outlines as a web page with one of four comprehensive options. If desired, you can even make the background of your diagram transparent. Choose Export as HTML on the File menu.

Hyperlinked file exports. Broaden the scope of web pages created in Inspiration by hyperlinking to multiple Inspiration documents or files created in other applications.

Improved operational support

Save as Inspiration 6. Make Inspiration 7 documents available to Inspiration 6 users with this save option.

Kidspiration™ compatibility. Open Kidspiration files and easily convert them to Inspiration 7.

Better PowerPoint exports. Outlines convert to PowerPoint format more cleanly and intuitively, making Inspiration the perfect tool to plan your presentations.

OS X compatibility. Inspiration 7 supports Macintosh® OS X as a carbonized application.

Multiuser support. In multiuser configurations on Macintosh or Windows, users can create their own set of preferences, dictionaries, symbol libraries, and other personalized options.

Installing Inspiration

Before installing Inspiration, make sure your computer meets the following minimum requirements:

System requirements

Macintosh

- Macintosh or Power Macintosh
- System 7.1, 8.0, 9.0, OS X
- 2 MB available RAM
- 640 x 480, 256 color display
- 5 MB available hard drive; 30 MB for full install
- CD-ROM drive (for installation only)
- Optional:
  - Macintosh compatible printer
  - Internet browser
  - Microphone

Windows

- 486 processor or higher
- Windows 95, 98, 2000, NT 4.0, ME, XP
- 8 MB RAM
- 640 x 480, 256 color display
- 5 MB available hard drive; 20 MB for full install
- CD-ROM drive (for installation only)
- Optional:
  - Windows compatible printer
  - Internet browser
  - Soundcard and speakers
  - Microphone

About upgrading from an earlier version of Inspiration

When you install Inspiration 7, it does not overwrite any earlier version of Inspiration installed on your computer. This enables you to keep custom templates and custom symbol libraries created in the earlier version of Inspiration.

After you install Inspiration 7, you can copy custom templates and symbol libraries from the earlier version of Inspiration to the Inspiration 7 folder.

Copy symbol libraries from the earlier version of Inspiration to a folder inside the Inspiration Libraries folder. You can copy the libraries to an existing folder or to a folder you create. For example, you could create a new folder called “Inspiration 6 Symbols.”

Copy templates from the earlier version of Inspiration to the Inspiration Templates folder inside the Inspiration 7 folder. After you copy the templates and libraries you want to keep, you can remove the earlier version of Inspiration from your computer.

Any files you created with Inspiration 5 or Inspiration 6 can be opened by Inspiration 7.

Macintosh installation

1. Close all programs including screen saver and anti-virus programs.
2. Insert the Inspiration CD-ROM into your CD-ROM drive.
3. Double-click the icon for the Inspiration 7 CD-ROM, and then double-click the Inspiration 7 Install icon to install Inspiration. If you are using OS X, double-click Inspiration 7 Install OS X.

   If necessary, the installer will ask to add the required text-to-speech software to your computer. Click OK to install. After updating the computer's system software, your computer will restart and automatically continue the Inspiration installation.
4. On the drop-down menu, select Easy Install or Custom Install:
   - Select Easy Install to install the full Inspiration program, including symbols, templates, examples, and the Help system.

     –or–
   - Select Custom Install to selectively install Inspiration program components. Choose this option if you have limited hard disk space and you do not want to install the full Inspiration program.
5. Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.
6. Inspiration starts automatically and the Personalize Inspiration dialog appears.

   Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Inspiration; it is required to personalize your Inspiration application. Click OK.

To register your copy of Inspiration, see "Registering Inspiration" on page 13.

Windows installation

1. Close all programs including screen saver and anti-virus programs.
2. Insert the Inspiration CD-ROM into your CD-ROM drive.
3. Double-click My Computer, and then double-click the icon for your CD-ROM drive.
4. Double-click the Install.exe icon to install Inspiration.

   If necessary, the installer will ask to add the required text-to-speech software to your computer. Click OK to install. After updating the computer's system software, your computer will restart and automatically continue the Inspiration installation.
5. Select Easy Install or Custom Install**:**
   - Select Easy Install to install the full Inspiration program, including symbols, templates, examples, and the Help system.

     –or–
   - Select Custom Install to selectively install Inspiration program components. Choose this option if you have limited hard disk space and you do not want to install the full Inspiration program.
6. Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.
7. Inspiration starts automatically and the Personalize Inspiration dialog appears.

   Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Inspiration; it is required to personalize your Inspiration application. Click OK.

To register your copy of Inspiration, see "Registering Inspiration" on page 13.

Network installation

Refer to the network installation instructions provided with your volume license. Volume licenses are available from Inspiration Software, Inc. For more information, call 503-297-3004.

Registering Inspiration

If you purchased a single copy of Inspiration, you can register online or send in the printed registration card provided.

To register online, click Register Online after you personalize Inspiration. Your browser starts and opens Inspiration's online registration form. Follow the on-screen instructions. (*Note…* You must have a modem and a browser installed to register online.) If you are unable to register online, please complete and mail the printed registration form.

To register a volume license, please complete and mail or fax the printed license agreement.

When you register, you're entitled to special benefits from Inspiration Software, Inc. As a registered customer, you receive:

- Free telephone, fax, and email technical support
- Substantial discounts on Inspiration upgrades
- Tips on using Inspiration
- Information about new products or updates
- Flashes, the Inspiration Software, Inc. newsletter

About Inspiration customer service

Inspiration Software, Inc. is committed to assisting our customers. If you have comments, questions, or need assistance while working with Inspiration, please contact us by email, telephone, or fax. You can also connect directly to Inspiration Technical Support by choosing Help on the Web on the Help menu.

Inspiration Software, Inc. provides free customer service and technical support for registered users. Be sure to register so you can take advantage of our support services.

When you contact us, please be prepared to provide your serial number. Our support services are open Monday through Friday from 8 a.m. to 5 p.m. Pacific Time. Please email us at techsupport@inspiration.com, or contact us by telephone at 503-297-3004. You can also reach us by fax at 503-297-4676.

Viewing and printing Inspiration documentation

The *Inspiration User's Manual* and other written documentation is available in the form of PDF files. To view or print this information, you need Adobe® Acrobat® Reader installed on your computer. If your computer does not have Acrobat Reader, you can download a free copy from Adobe at www.adobe.com.

To view or print Inspiration documentation on a Macintosh:

1. Double-click the Inspiration® 7 folder on your hard drive.
2. Double-click the Inspiration Documentation folder to open it. The folder contains four PDFs:

Getting Started.pdf	*Getting Started Guide*, including installation instructions and tutorial
Users Manual.pdf	*Inspiration User's Manual*
Symbol Guide.pdf	Illustrated listing of all built-in symbol libraries
Template Guide.pdf	Overview of all built-in templates with instructions

3. Double-click a PDF to view or print it.

To view or print Inspiration documentation in Windows:

1. On the desktop, double-click My Computer.
2. In My Computer, double-click the icon for the drive where Inspiration is installed.
3. Double-click the Inspiration 7 folder to open it.
4. Double-click the Inspiration Documentation folder to open it. The folder contains four documents:

Getting Started.pdf	*Getting Started Guide*, including installation instructions and tutorial
Users Manual.pdf	*Inspiration User's Manual*
Symbol Guide.pdf	Illustrated listing of all built-in symbol libraries
Template Guide.pdf	Overview of all built-in templates with instructions

5. Double-click a PDF to view or print it.

Removing Inspiration

Macintosh

Drag the Inspiration® 7 folder to the Trash, and then empty the Trash.

Windows

1. Click the Start button, point to Settings, and then click Control Panel.
2. Double-click Add/Remove Programs.
3. Select Inspiration 7 in the list box, and then click Add/Remove.

Chapter 2: Introducing Inspiration

In Inspiration, you think and learn visually. Inspiration allows you to create a picture of your ideas or concepts in the form of a diagram. It also provides an integrated outlining environment to develop your ideas into organized written documents. Inspiration's combination of visual and linear thinking helps deepen understanding of concepts, increase memory retention, develop organizational skills, and tap creativity.

When you work with visual representations of ideas, you easily see how one idea relates to the others. Learning and thinking become active rather than passive. You discover where your deepest knowledge lies, and where the gaps in your understanding are. When you create a visual map of ideas, you can recall details better than if you had read a paragraph. That's because you can see it in your mind.

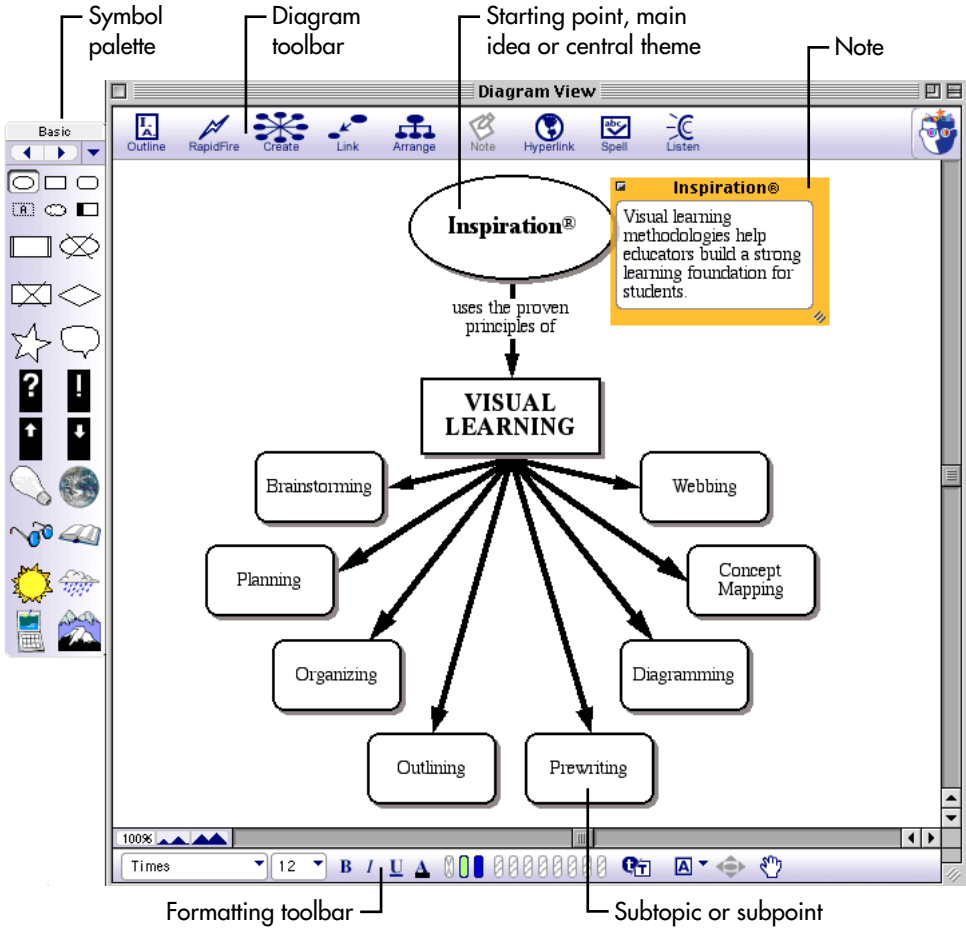
If you have an idea that you want to expand, whether it's an idea for a written document or to map out a plan, Inspiration can help you organize your thoughts and save you time. Use the visual diagramming part of the program to work with your ideas, to arrange them and group them—in other words, to clarify your thinking.

When you need a different kind of structure, you can use the outlining part of the program to organize your ideas in a hierarchical form. Inspiration's outlining environment is perfect for creating structure for written documents, speeches, and plans.

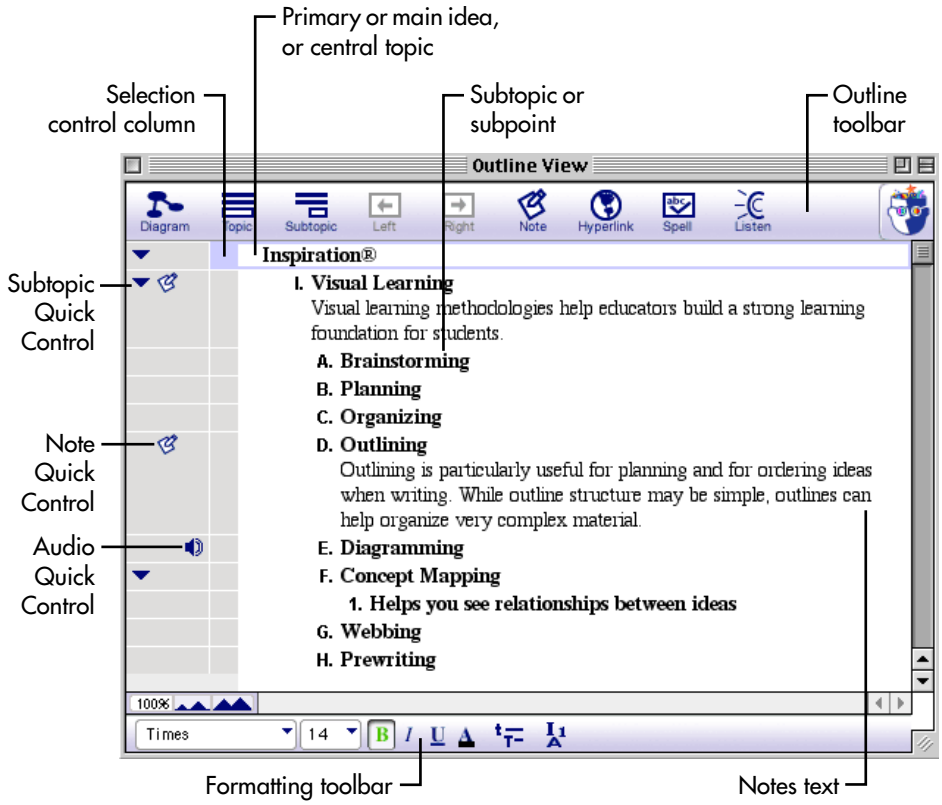
About the Inspiration views

Inspiration has two main views or environments: Diagram View and Outline View. As you work, both keep track of your ideas. Sometimes you will work exclusively in Diagram View to create a graphical organizer or a map showing how ideas or concepts interconnect. Other times you will work in Outline View where you might organize and write a report.

Here's what Diagram View looks like.



And here's what Outline View looks like.



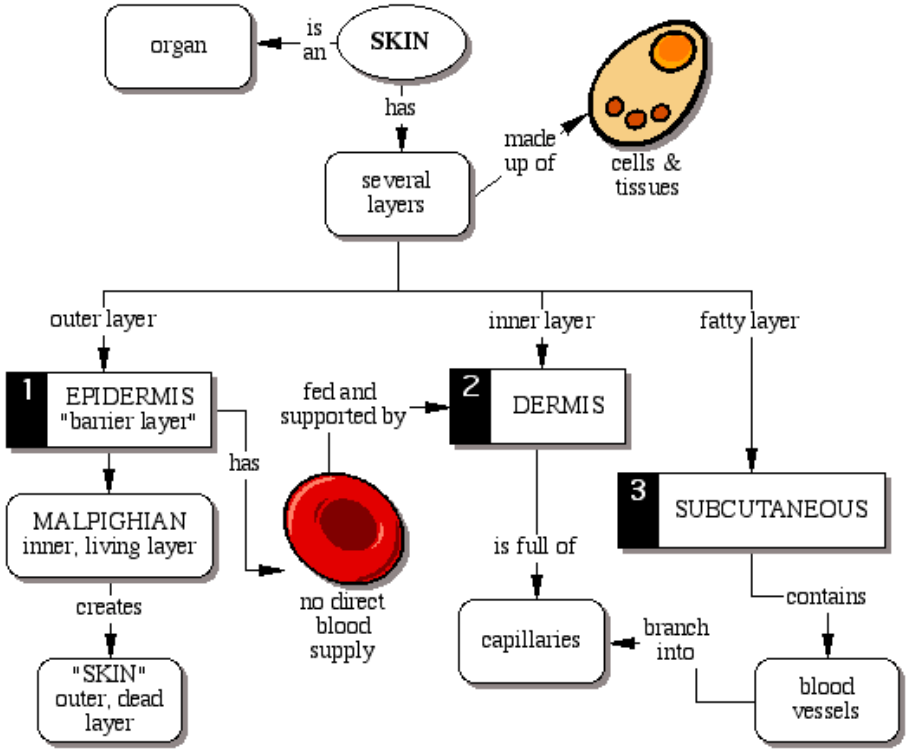
Uses of diagrams

In Inspiration, you can create many types of visual diagrams. It doesn't matter if you're planning a project, looking at cause and effect, or developing your understanding of a complex concept. The kind of diagram you create in Inspiration depends on the idea you want to develop. Here are some of the different types of diagrams you can easily build using Inspiration:

Concept map

A concept map is a hierarchical diagram used to represent a set of concepts, beginning with the most general or most important, and then working down to more specific detail. Key concepts are connected by links that have descriptive words on them explaining the relationship between the concepts.

Concept maps are often used to illustrate scientific or historical concepts or for other types of knowledge mapping.

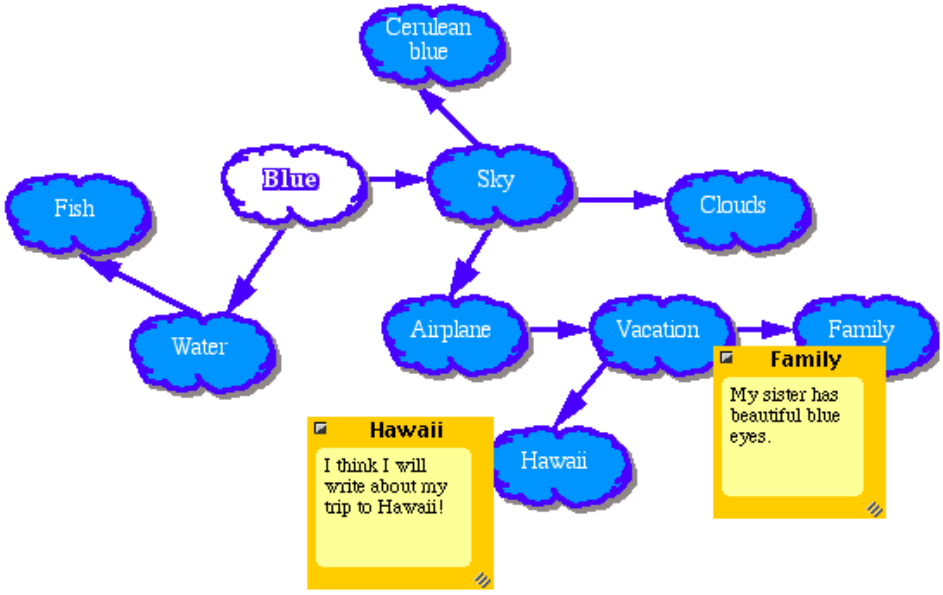


The *Skin* diagram is an example of a concept map.

Idea map

An idea map is used to brainstorm ideas and develop thoughts. Idea maps start with the main idea or problem in the middle of the screen. You record ideas associated with this topic in symbols that radiate from it. The symbols connect to the main idea with links. Subtopics or specific details are then added to those ideas. You let the ideas flow and then step back and look at main themes, patterns, or possible solutions.

Idea maps can be used for individual or group brainstorming, planning, problem solving, and report writing.

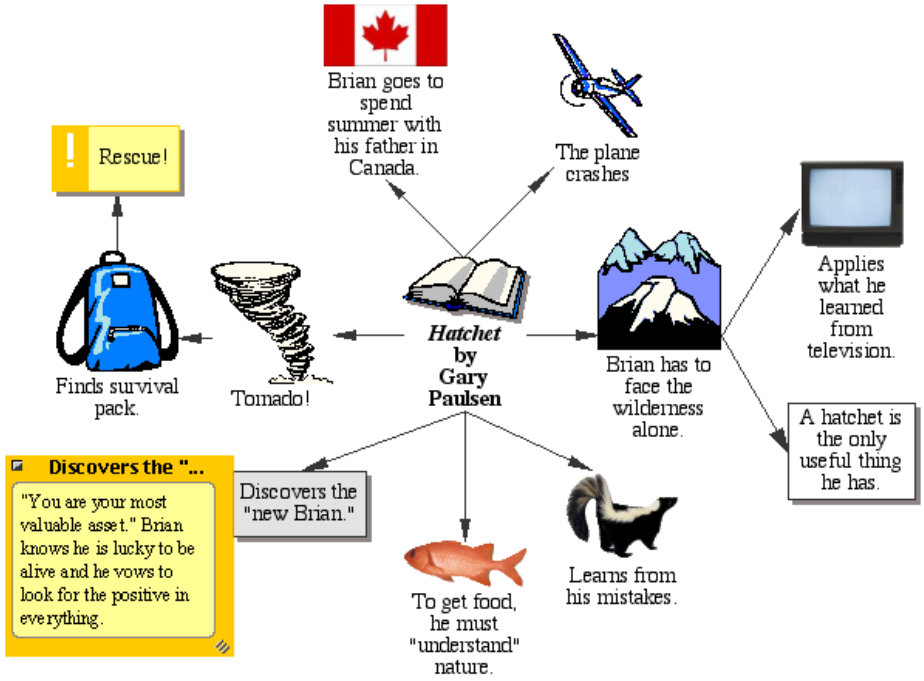


The *Blue* diagram is an example of an idea map.

Web

A web is a visual map that shows how different bits of information relate to each other. A web has a main idea or core concept at the center, with different categories of information connected to it. Ideas, facts, and information are connected to the categories to support them.

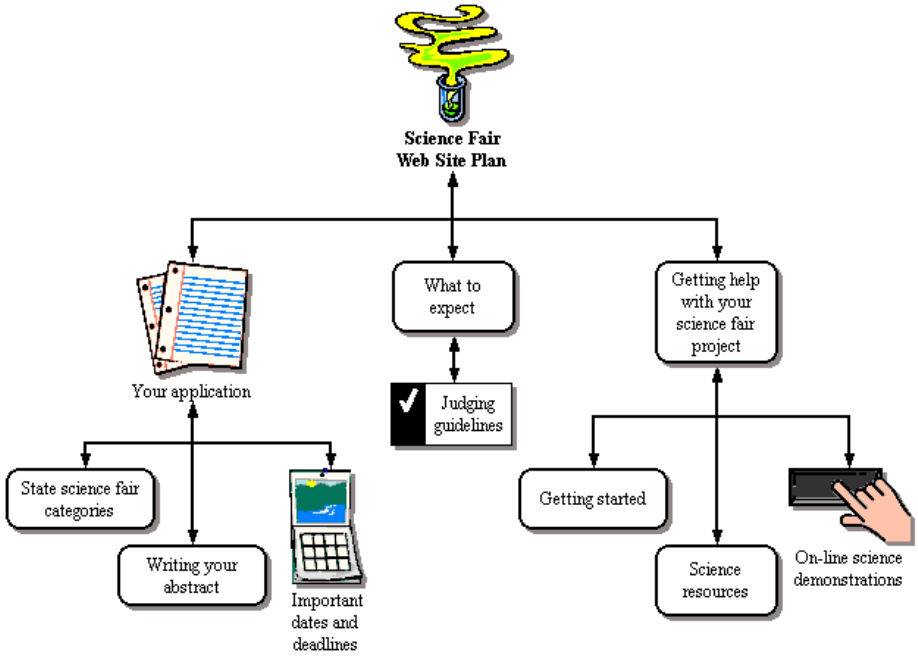
Webbing is particularly useful when you're analyzing a story, or brainstorming ideas for a plan or written report.



The *Hatchet* diagram is an example of a web.

Storyboard

A storyboard is a visual way to organize projects such as multimedia presentations or the design of a web page. A storyboard helps you plan what you're going to say and show, and figure out which ideas belong at the beginning, middle, and end. In a storyboard, each symbol can represent a different slide, screen, or page.



The *Science Fair Web Site Plan* diagram is an example of a storyboard.

Uses of outlines

When you make an outline, you create a hierarchical structure for your ideas. An outline helps organize written documents, speeches, or plans by providing a framework for ideas, and by letting you order the flow of information.

You will find outlining particularly useful for planning and for structuring information when writing. While the structure of an outline is simple, outlines can help you organize very complex material.

Outlining

- **I. Definition**
  An outline is like a jigsaw puzzle; you are working to fit pieces of information together into a cohesive picture.
  - **A. Summary or synopsis of information**
  - **B. An organizational pattern or schematic summary of ideas**
- **II. Hierarchical form**
  - **A. Supporting details are arranged beneath more important ideas**
    1. **See relationships among ideas**
    2. **Ideas are more supportive in nature as outline branches out**
  - **B. Display organization of ideas**
    1. **Show areas where you need additional details to support main topics**
    2. **Point out areas which have too much emphasis and need to be trimmed to avoid imbalance**
    3. **Make clear what information is not relevant to your topic**
- **III. Uses**
  - **A. Map out chronology**
  - **B. Show cause and effect relationships**
  - **C. Clarify processes**
  - **D. Expound logic**

Starting Inspiration

After you have your copy of Inspiration installed and personalized, you're ready to get to work. Here's how you open Inspiration.

To start Inspiration on a Macintosh:

- Open the folder that contains Inspiration, and then double-click the Inspiration icon.

To start Inspiration on a computer running Windows:

- Click the Start button, point to Programs, and click Inspiration 7.

  Inspiration opens, and a new, untitled diagram appears on your screen.

Chapter 3: Learning Inspiration, A Tutorial

This tutorial is a great starting point for learning how to use Inspiration. Please plan on about 45 minutes from start to finish.

If you're new to Inspiration and like to learn while working on screen, this tutorial is for you. We have kept the information in small, manageable chunks to make it easy to learn the basics quickly. Before you know it, you'll be using Inspiration to develop your own great ideas!

You use Inspiration the same way as most Mac OS and Windows programs. For example, as you work, you use the mouse to drag objects and to select text. You also click and double-click, as well as enter information using the keyboard. If you're not comfortable doing these things, take a moment now and refer to the user's guide that came with your computer.

Conventions we used

The tutorial has instructions for both Mac OS and Windows-based computers. When you're asked to press a key or click a command on a menu, the Mac OS instructions appear first, and the Windows instructions are in parentheses immediately afterward. Here are two examples: Press Return (Enter) and press the Command (Ctrl) key.

When you're asked to enter specific text, the text you will type appears in bold. For example, **Career Thoughts**. When referring to a symbol or name you already entered, it appears in italics, like *Career Thoughts*.

And a special note... Because people work in different ways, Inspiration offers many ways to do things—from toolbar buttons to menu commands to keyboard shortcuts. While these options are all readily available, this tutorial usually shows one way to do a task. By limiting the alternatives presented, we hope to make it

easier to learn the task. In the Help system and the *Inspiration User's Manual*, you will find many ways to do each task, so you can pick the one that's most comfortable for you. To access the Help system, see "Where to find more information" on page 1. To view or print the *Inspiration User's Manual*, see "Viewing and printing Inspiration documentation" on page 14.

How we organized the tutorial

In the Inspiration tutorial, you follow a series of straightforward, step-by-step instructions to create a simple visual representation of an idea called a diagram. You also work with an outline, a text-based, hierarchical display of the same idea.

The tutorial is organized in mini-lessons. They're designed to be completed in order, but you don't need to do them all at one time. Each mini-lesson introduces you to several of the unique features in Inspiration. When you finish the tutorial, you will be ready to create diagrams and outlines on your own.

Mini-Lesson One: Getting Started

This tutorial models a possible student brainstorm about career thoughts.

In the first mini-lesson, you will learn the following:

- How to open Inspiration
- How to enter a main idea for your diagram
- How to use the Create tool to add symbols
- How to use the RapidFire™ tool to add symbols
- How to use point and type to add an unconnected symbol
- How to replace a symbol with one from the Symbol palette
- How to use drag and drop to add a new symbol from the Symbol palette
- How to use the Link tool to link symbols
- How to add text on a link
- How to add a note to a symbol
- How to move a note
- How to move symbols
- How to change the colors of a symbol
- How to save an Inspiration document

Starting Inspiration

To start Inspiration on a Macintosh:

- Open the folder that contains Inspiration, and double-click the Inspiration icon.

Inspiration opens a new, untitled diagram.

To start Inspiration in Windows:

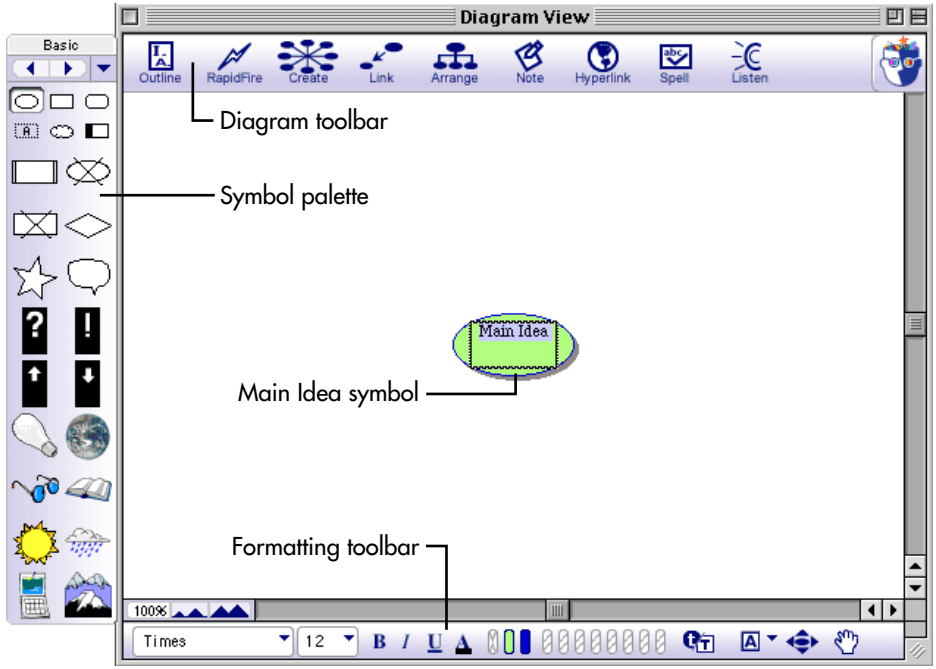
- Click the Start button, point to Programs, and click Inspiration 7.

  Inspiration opens a new, untitled diagram.

Note: Before you can start the program, Inspiration needs to be installed. If you haven't installed Inspiration on your computer yet, see "Installing Inspiration" on page 9.

Introducing Diagram View

Inspiration opens in Diagram View where you process, organize, and prioritize information visually. Key functions are right at your fingertips with the Diagram toolbar along the top, the Formatting toolbar at the bottom, and the Symbol palette on the left.



Entering the main idea or topic

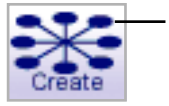
When you open Inspiration, a symbol appears in the center of the screen, with the placeholder text, *Main Idea*, selected. It's easy to get started—just enter a topic.

- Type the diagram topic, **Career Thoughts**, into the Main Idea symbol.

Using the Create tool to add a new linked symbol

There are many different ways to create new symbols in Diagram View. An easy way to add a linked symbol is to use the Create tool. The Create tool adds a new linked symbol in the direction you choose.

1. Select the *Career Thoughts* symbol. On the Diagram toolbar, position the cursor over the upper right point on the Create button.



Click the upper right point to create a new, linked symbol in that direction.

When you roll over a point on the Create button, it highlights to show the direction in which the new symbol will be created.

2. Click the upper right point. A new symbol appears connected to and diagonally above the *Career Thoughts* symbol. This symbol is selected and ready for you to enter an idea.
3. Type **Enjoy my job** into the new symbol.

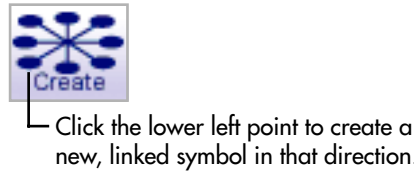
Trying it again

Now use the Create tool again to add a second linked symbol.

1. Select the *Career Thoughts* symbol.

This time, you'll notice there's a Subtopic Quick Control near the upper right corner of the symbol. The Subtopic Quick Control appears next to a symbol to show that it has a subtopic.

2. On the Diagram toolbar, position the cursor over the lower left point on the Create button.

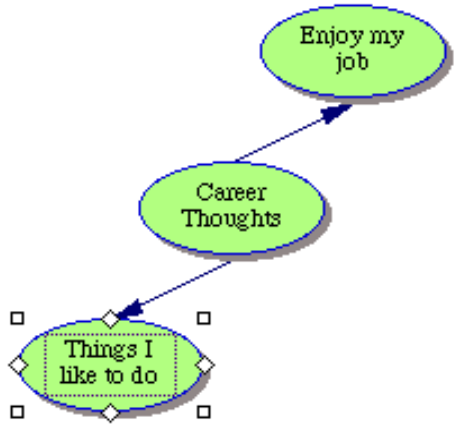


3. Click the lower left point.

   The new symbol appears connected to and diagonally below the *Career Thoughts* symbol.

4. Type **Things I like to do** into the new symbol.
5. Press Shift+Return (Shift+Enter) to end text entry and select the symbol.

Here's what the diagram looks like now.



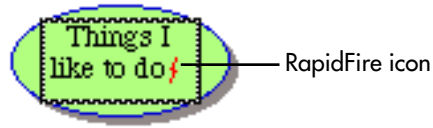
Using the RapidFire tool to quickly capture ideas

You're going to use the RapidFire tool to brainstorm things you like to do. The RapidFire tool adds a series of linked ideas to a symbol. This allows you to concentrate on entering information, rather than creating symbols one at a time.

RapidFire places ideas in a freeform structure. There's no need to think about organizing yet; you're still getting ideas down to "see" what you think. You'll learn more about organizing the information later in this tutorial.

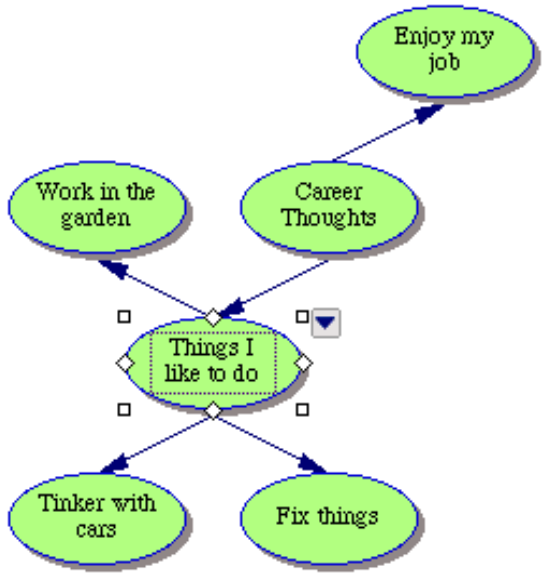
1. Select the *Things I like to do* symbol, if it's not already selected. On the Diagram toolbar, click the RapidFire button.

   The RapidFire icon appears in the symbol to show the tool is turned on.

2. Type **Fix things** and press Return (Enter).
3. Type **Tinker with cars** and press Return (Enter).
4. Type **Work in the garden**.
5. Click the RapidFire button again to turn the RapidFire tool off.

Here's what the diagram looks like now.



Tip: If you made a mistake while entering text into a symbol, don't worry. It's easy to fix. Simply double-click the text in the symbol. Then select the words to change and type over them. You can also insert text by clicking where you want to make a correction and entering the new text.

Adding an unconnected symbol using point and type

Sometimes you want to add an idea, but you're not exactly sure where it fits. You can easily add an unconnected idea to a diagram using point and type. Inspiration automatically creates a symbol to hold the text.

1. Click in the open area in the diagram directly to the right of the *Career Thoughts* symbol.
2. Type **Not in an office**.

   Inspiration automatically creates a symbol to hold the text. This symbol is not linked to any other symbol.
3. Click away from the *Not in an office* symbol to deselect it.

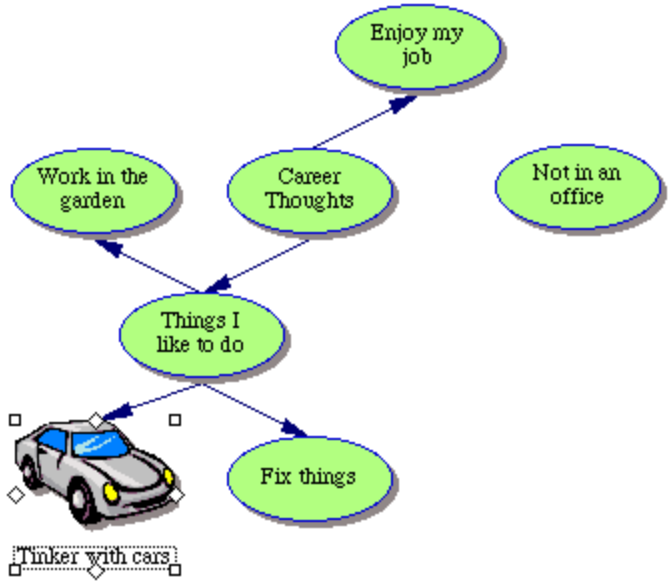
Replacing a symbol with one from the Symbol palette

Once you get some ideas down, it's easy to replace a symbol already in the diagram with one from the Symbol palette. Inspiration offers over 1,300 colorful, high-resolution symbols, including several hundred photographic-quality images and animated symbols. The symbols are organized into categories and libraries.

1. Select the *Tinker with cars* symbol.
2. On the Symbol palette, click the Select Library button to navigate to the Everyday category. Choose the Transport 1 library.
3. Click the gray car.

   The *Tinker with cars* symbol automatically changes to the shape of this car.

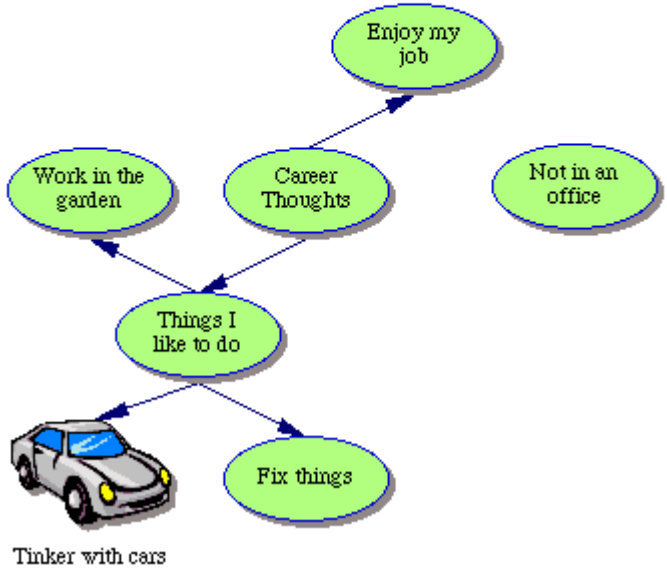
Here's what the diagram looks like now.



Using drag and drop to add a specific symbol

You can also use drag and drop to add a symbol from the Symbol palette to represent a new idea. When you add a symbol using drag and drop, the symbol is not connected to any other symbols.

1. On the Symbol palette, click the Select Library button to navigate to the Geography category. Select the Landforms library.
2. Drag the *Mountains* symbol until it's positioned above the *Work in the garden* symbol and release the mouse button.



Linking symbols

Now it's time to add links. Links show the connections and relationships between ideas.

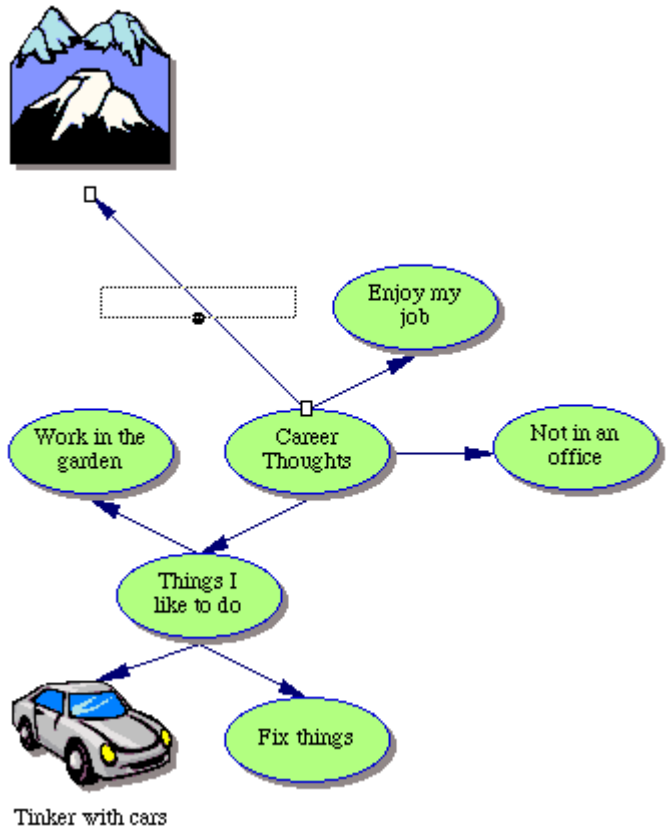
1. Select the *Career Thoughts* symbol. This is the symbol where the link will start.
2. On the Diagram toolbar, click the Link button to turn on the Link tool.

   The cursor now looks like this .
3. Click the *Not in an office* symbol. This is the symbol where the link will end.

   A link with the arrowhead pointing to the *Not in the office* symbol appears.
4. Click the *Career Thoughts* symbol again.
5. Now click the *Mountains* symbol.

   A second link appears and the arrowhead points to the *Mountains* symbol.
6. Click the Link button again to turn off the Link tool.

Here's what the diagram looks like now.



Adding text on the link

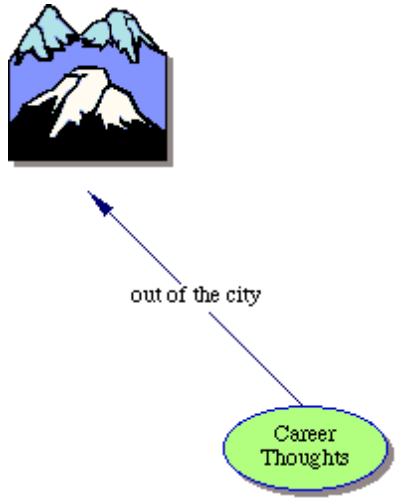
Each link has a text box that appears when the link is selected. Adding text to this box defines the relationship between the symbols.

1. Select the link between the *Career Thoughts* symbol and the *Mountains* symbol, if it's not already selected.

   When a link is selected, you see the outline of the text box associated with that link. It's ready for you to begin typing.

2. Type **out of the city**. Click off the link to deselect it.

Here's what this section of the diagram looks like now.



Adding a note to a symbol

For each symbol in a diagram, a note is available. Notes allow you to expand ideas and actually begin the writing process, while continuing to work in the visual format.

1. Select the *Mountains* symbol. On the Diagram toolbar, click the Note button.

   A note opens below the symbol.

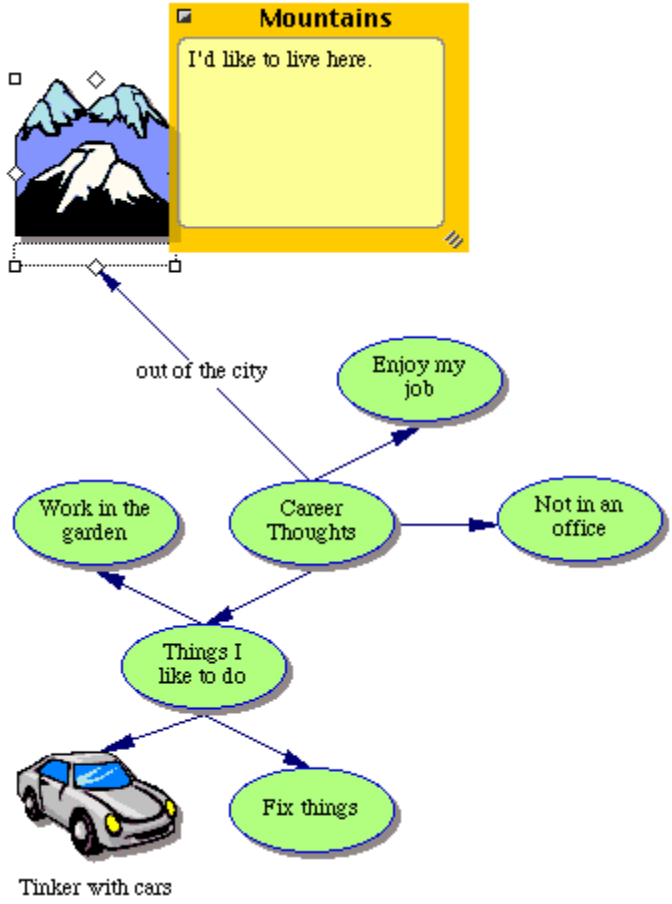
2. Type **I'd like to live here.** into the note.

Moving a note

Because people work in different ways, notes are flexible. After you add a note to a symbol, it's easy to move the note to another location on the symbol, or to any open place in the diagram.

1. Select the open note.
2. Click the note title bar and drag the note so that it touches the right side of the *Mountains* symbol.

Here's what the diagram looks like now.



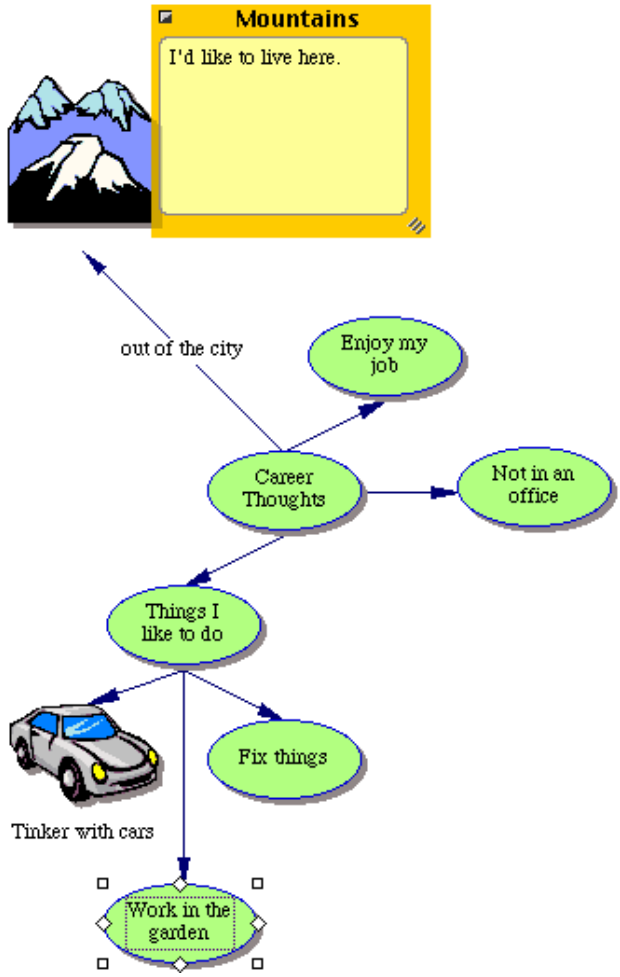
Moving symbols

You can also move a symbol to another location in the diagram.

1. Select the *Work in the garden* symbol.
2. Drag the symbol so it is directly below *Things I like to do*, and between the *Tinker with cars* and *Fix things* symbols. Release the mouse button.

   Inspiration keeps the link attached so you never lose the connection between ideas when you rearrange the diagram.

Here's what the diagram looks like now.



Changing the color of symbols

Color is great for customizing the look of symbols. It helps distinguish items in a diagram and is often used to identify a group of related ideas.

1. With the *Work in the garden* symbol still selected, also select the *Things I like to do* and *Fix things* symbols.

   To select more than one item, press the Shift key and click each item, or click and hold down the mouse to drag a selection box around the symbols.

2. On the Formatting toolbar, click the Fill Color button and choose a color from the palette.

   When you change the fill color of a symbol, the color inside the symbol changes.

   Select a light color, such as light purple. This lets the text continue to show up nicely against the symbol's fill color.

3. Click off the symbols to deselect them.

Changing the colors in a multicolor symbol

Changing the colors in a multicolor symbol allows you to further customize your work. You can change the colors in any multicolor symbol in the symbol libraries.

1. Select the *Tinker with cars* symbol. On the Formatting toolbar, the existing colors in the symbol appear in order of most frequently occurring to least frequently occurring.
2. Click the first color, light gray, and select a new color from the palette that matches the look of the other *Things I like to do* subtopics. This color will replace the light gray color that appears in the *Tinker with cars* symbol.

Saving your work

Whenever you're working on a document, it's a good idea to save it on a regular basis. To save a document for the first time, or to save a document you've already saved before under the current name, use the Save command.

1. On the File menu, choose Save. The dialog box appears with the main idea as the name of the file.
2. If necessary, navigate to the folder in which you want to save the diagram.
3. Click Save.

   In Windows, the file is saved with an .isf extension.

Quitting Inspiration

If you're ready to take a break from the tutorial, you can quit Inspiration after saving your changes. If you want to continue, just skip this procedure and turn to the next mini-lesson.

1. To close your file and quit Inspiration, on the File menu, choose Quit (Exit). If you've made changes to the document, Inspiration asks if want to save those changes.
2. Click Yes to save your changes and quit Inspiration. You can start again with the next mini-lesson.

Mini-lesson Two: Outline View

Inspiration's diagramming and outlining environments are fully integrated. While you've been creating a visual map of your ideas in Diagram View, Inspiration has also been working behind the scenes, building an outline of your work.

In this second mini-lesson, you open the diagram created in the previous lesson and work with it in Outline View. You will learn the following:

- How to switch to Outline View
- How to add a topic
- How to add a subtopic
- How to move a topic by dragging
- How to change the level of a topic
- How to hide and show subtopics and notes
- How to add notes text
- How to change topic defaults
- How to change topic prefixes
- How to print an outline

Tip: If you quit Inspiration, you need to start the program and open the Career Thoughts document.

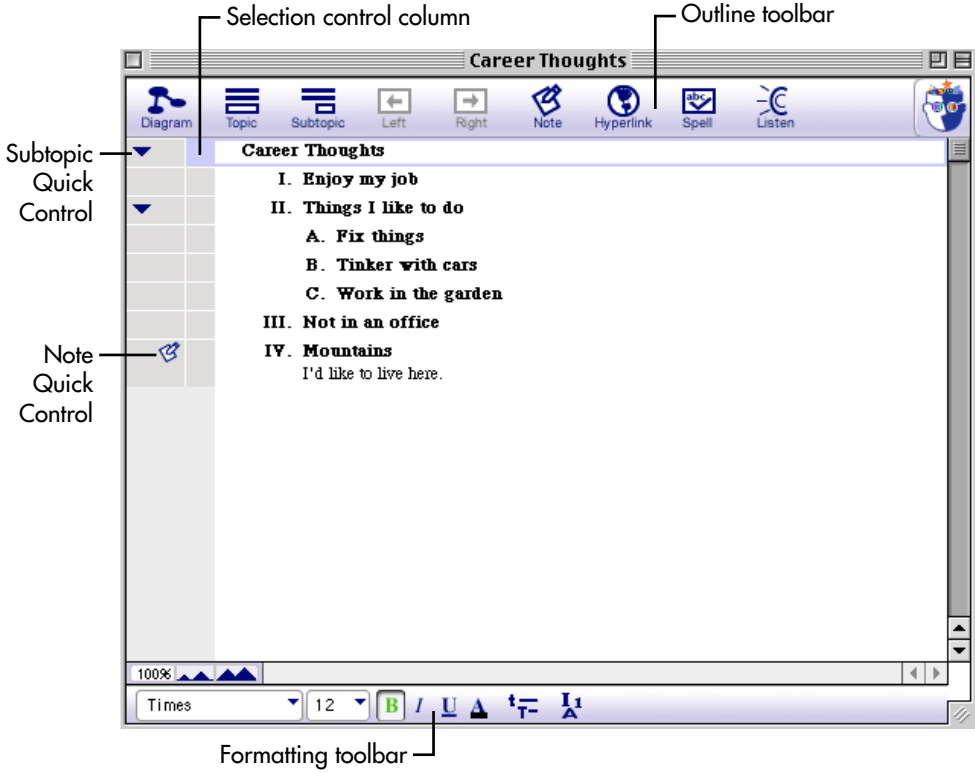
Switching from Diagram View to Outline View

When you switch to Outline View, your information is structured in a conventional hierarchy.

1. Select the *Career Thoughts* symbol.
2. To view a diagram in Outline View, click the Outline button on the Diagram toolbar.

The diagram is transformed into an outline. The symbols now appear as topics and subtopics and the notes text is visible. Even though you did not name the *Mountains* symbol in Diagram View, the Picture-to-Topic option automatically provided a label for the topic, to ensure you did not lose the relationships between ideas when you switched views.

Here's what your outline looks like now.



Adding a topic

You can add a new topic in Outline View as easily as you added a new symbol in Diagram View.

1. If it's not already selected, select the *Career Thoughts* topic by clicking in the Selection control column. A selection box appears around the topic to show it's selected.
2. On the Outline toolbar, click the Topic button.

   Inspiration inserts a new topic and automatically assigns it a prefix. The cursor moves to the new line so you're ready to enter text for your new idea.
3. Type **Work outside**.

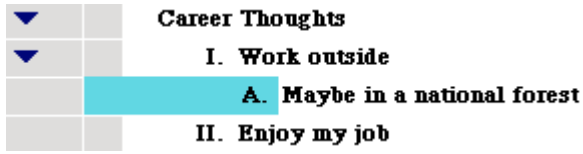
Adding a subtopic

It's also easy to add new subtopics. These ideas provide information subordinate to or supplemental to a topic.

1. With *Work outside* selected, click the Subtopic button on the Outline toolbar.

   When you add a subtopic to a topic, Inspiration automatically indents it one level below the selected topic and assigns it a prefix. The cursor also moves to the new line so you can enter text for the new idea.
2. Type **Maybe in a national forest**.

Here's what this section of the outline looks like now.



Moving a topic by dragging

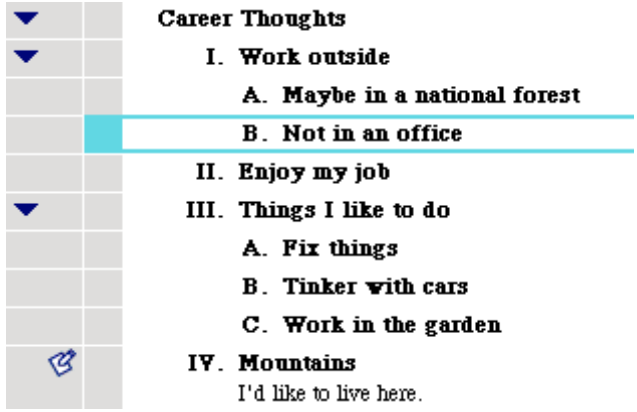
There are many ways to organize your outline. One of the easiest is simply dragging a topic (and its subtopics) up or down in the outline.

1. Select the *Not in an office* topic.
2. Drag the topic so it is positioned directly below the *Maybe in a national forest* subtopic. Release the mouse button.

While you drag, the topic remains in its original position until you release the mouse button. You can tell where the topic's new location will be by watching the black line as you drag. The small arrow on the line indicates the level of the topic's new location.

The *Not in an office* topic now appears as a subtopic of *Work outside*, at the same level as the *Maybe in a national forest* subtopic.

Here's what the outline looks like now.



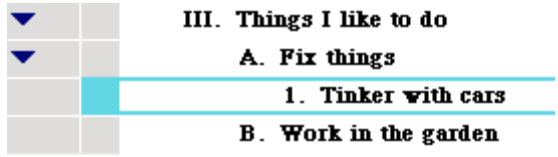
Changing the level of a topic

If you decide a topic belongs at a lower level in the outline, it's easy to move it down in the hierarchy.

1. Select the *Tinker with cars* topic.
2. On the Outline toolbar, click the Right button.

   The *Tinker with cars* topic moves to the right and is now a subtopic of *Fix things*.

Here's what this section of the outline looks like now.



Hiding subtopics

To make it easier to organize an outline, it's often useful to hide subtopics so you can concentrate on the main topics.

1. Click the Subtopic Quick Control to the left of the *Things I like to do* topic. The subtopics for this topic are now hidden.
2. Click the Subtopic Quick Control again to show the subtopics.

Adding notes text to a topic

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

1. Select the *Work in the garden* topic.
2. On the Outline toolbar, click the Note button.

   The cursor moves to a new line so you can enter the notes text.
3. Type **I've done some great plant experiments**.

   When you add a note, a Note Quick Control appears in the Note control column to the left of the topic.

Hiding and showing notes text

Just as you can hide and show subtopics, you can hide and show notes text.

1. With the *Work in the garden* topic selected, click the Note Quick Control to hide the notes text.

   The status of the Note Quick Control changes to show that the note is now hidden .
2. Click the Note Quick Control again to show the note.

Setting topic defaults

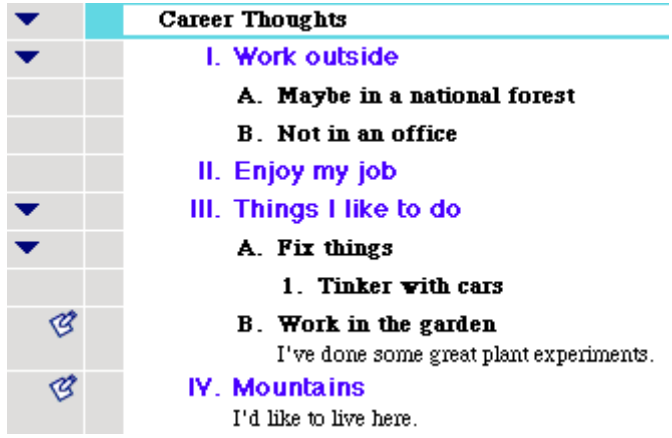
You can set the defaults for any or all topic levels and notes. The default options include font, text size, text color, and other style choices.

1. Select the *Career Thoughts* topic. On the Formatting toolbar, click the Topic Defaults button .

   The Topic Defaults dialog box appears.

2. Select Level 1 and change the color to bright blue. Click Preview.
3. Change the font to Helvetica. Click OK.

Here's what the outline looks like now.



Changing topic prefixes

You can also change outline prefixes. There are a variety of prefix styles available.

1. On the Formatting toolbar, click the Prefix button .
2. Select a new prefix style.

   All of the prefixes in the outline are changed to reflect your selection.

Printing the outline

Before you print the outline, you can determine layout, margins, headers and footers, etc. by selecting Page Setup on the File menu. Page Setup also allows you to preview the outline before printing and, once you're ready, to print the outline.

1. On the File menu, choose Page Setup.
2. Make your selections and choose Print Preview to preview your work.
3. Click Print to print your outline.

Taking a break

If you're ready to take a break from the tutorial, save your changes and quit Inspiration. If you want to continue, just skip this procedure and turn to the next mini-lesson.

Mini-lesson Three: Returning to Diagram View

Since the Inspiration views are fully integrated, when you return to Diagram View, you'll find the diagram has changed to reflect the work done in Outline View.

In this final mini-lesson, you return to Diagram View and complete the *Career Thoughts* diagram as you learn each of these procedures:

- How to switch to Diagram View
- How to automatically arrange a diagram
- How to change the view scale
- How to position a diagram in the window
- How to change symbol defaults
- How to change the colors of a note
- How to add a hyperlink
- How to record a sound
- How to print a diagram
- How to export a diagram

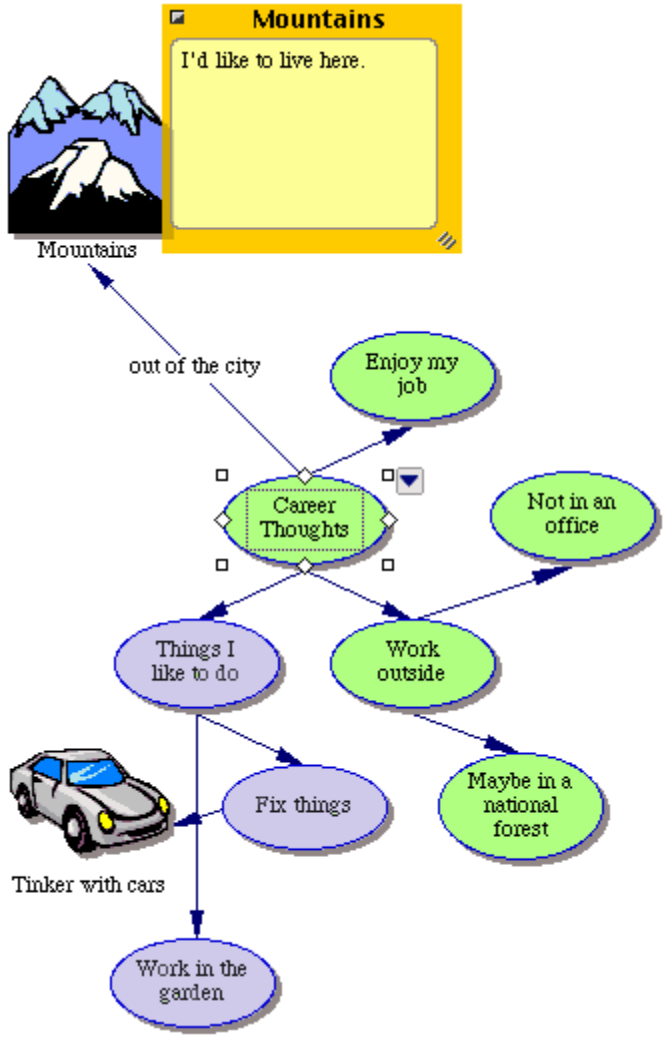
Tip: If you quit Inspiration, you need to start the program and open your Career Thoughts document.

Switching from Outline View to Diagram View

1. Select the *Career Thoughts* topic, if it's not already selected.
2. On the Outline toolbar, click the Diagram button.

The outline is transformed into a diagram.

Here's what the diagram looks like now, including the work done in Outline View.



Arranging the diagram

The Arrange tool arranges a diagram into various formats.

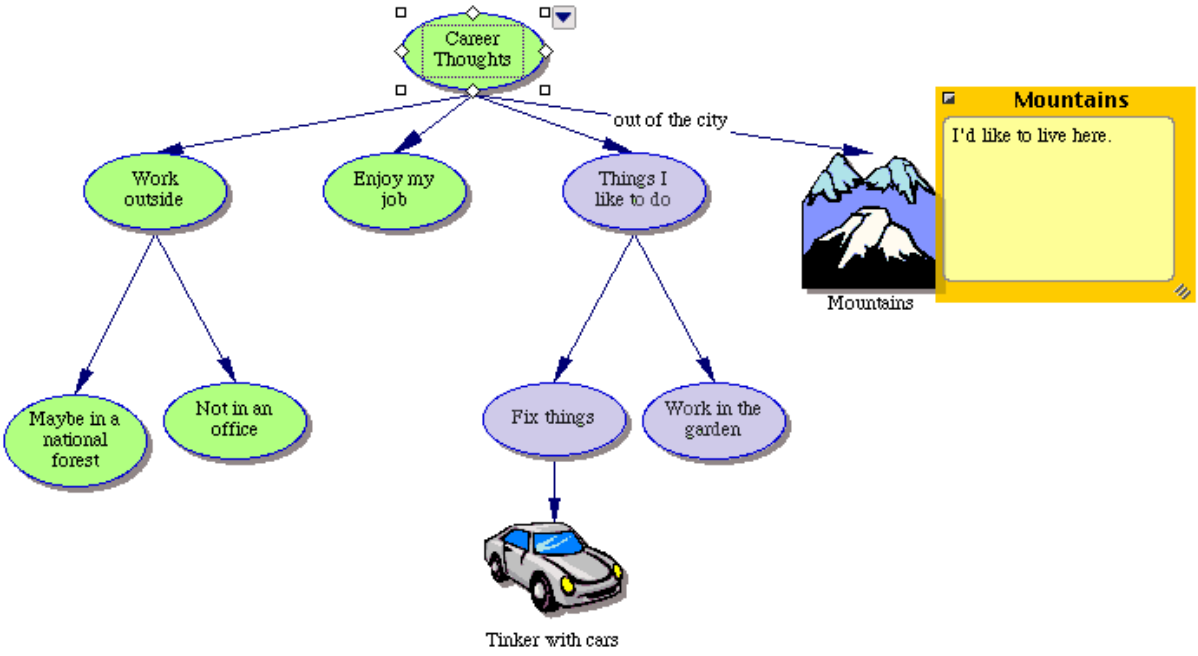
1. On the Diagram toolbar, click the Arrange button.

   The Arrange dialog box appears.

2. In the Links list, choose Standard.
3. In the Diagram Type list, choose Top Down Tree.
4. Click OK.

The diagram automatically rearranges in the new format.

Here's what it looks like now.



Changing the view scale

Magnifying and reducing the view allows you to work with specific parts of your diagram or outline, or to see the entire screen at one time. To see more of a diagram or outline in the window, you zoom out. To make symbols or topics look bigger, you zoom in. You can also zoom in or out to a specific percentage.

1. On the Scroll bar, click the Zoom In button one time. This makes the diagram appear larger on the screen.
2. If you'd like the diagram to appear smaller on the screen, click the Zoom Out button .

Positioning the diagram in the window

To work with a specific section of your diagram, you can also move the diagram around within the window.

1. On the Formatting toolbar, click the Position button .
2. Click and drag the diagram in the direction you want.

   You can click and drag as many times as you need until the diagram is where you want it in the window.
3. Click the Position button again to turn the Position tool off.

Changing symbol defaults

Changing the defaults for symbols allows you to easily create multiple symbols with the same characteristics.

1. Select the *Work outside* symbol.
2. On the Formatting toolbar, click the Fill Color button. Select a light blue color from the palette.

   The color inside the symbol changes to reflect your selection.

3. With the *Work outside* symbol still selected, click the Line Color button. Select a dark red color from the palette.

   The color of the line around the symbol changes to dark red.

4. On the Formatting toolbar, click the Defaults button . Choose Set Default.
5. Now select the *Not in an office* and *Maybe in a national forest* symbols.

   To select more than one item, press the Shift key and click each item, or click and hold down the mouse to drag a selection box around the symbols.

6. Click the Defaults button , and then choose Apply Default.

   These symbols now exhibit the same formatting as the *Work outside* symbol.

Changing the color of a note

Note colors are also changeable, so you can customize them to match the symbols.

1. Select the *Work in the garden* symbol. Click the Note Quick Control .

   The note opens.

2. On the Formatting toolbar, click the Fill Color button and choose a light purple color from the palette. This will change the color inside the note.

3. Then click the Line Color button and select a slightly darker purple color from the palette to change the color of the line around the note. Now the note matches this group of symbols.

Adding a hyperlink

You can further enhance a project by integrating resources from the Internet. You can also hyperlink to a document created with Inspiration or another application.

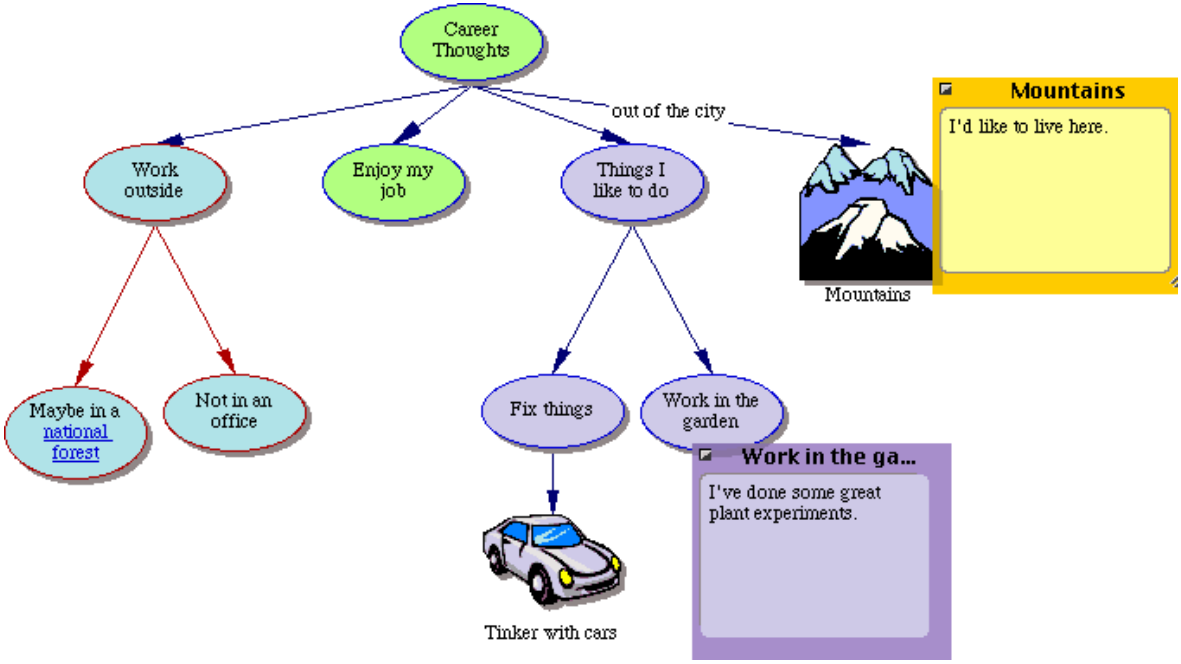
1. Select the words “national forest” in the *Maybe in a national forest* symbol.
2. On the Diagram toolbar, click the Hyperlink button.

   The Hyperlink dialog box appears.
3. Select Web Page.

   The selected text appears in the Hyperlink Text box.
4. In the Link To box, type **http://www.fs.fed.us/**. Click OK.

   This creates a hyperlink to the USDA Forest Service web page.
5. Click off the symbol to deselect it.

Here's what the diagram looks like now.

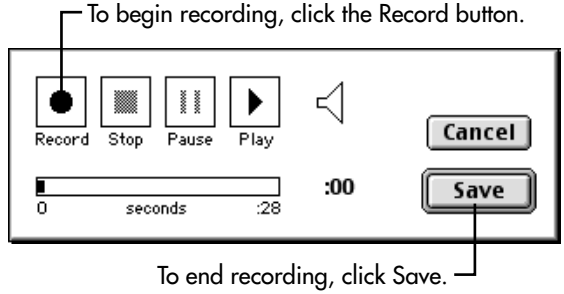


Recording a sound

You can annotate diagrams and outlines with recorded comments.

To record sounds, Record Sounds must be made available in Application Properties, and your computer must have a microphone. You will find Application Properties on the Utility menu.

1. Select the *Enjoy my job* symbol.
2. On the Tools menu, point to Sound, and then click Record.
3. In the recording control box, click Record to begin recording.



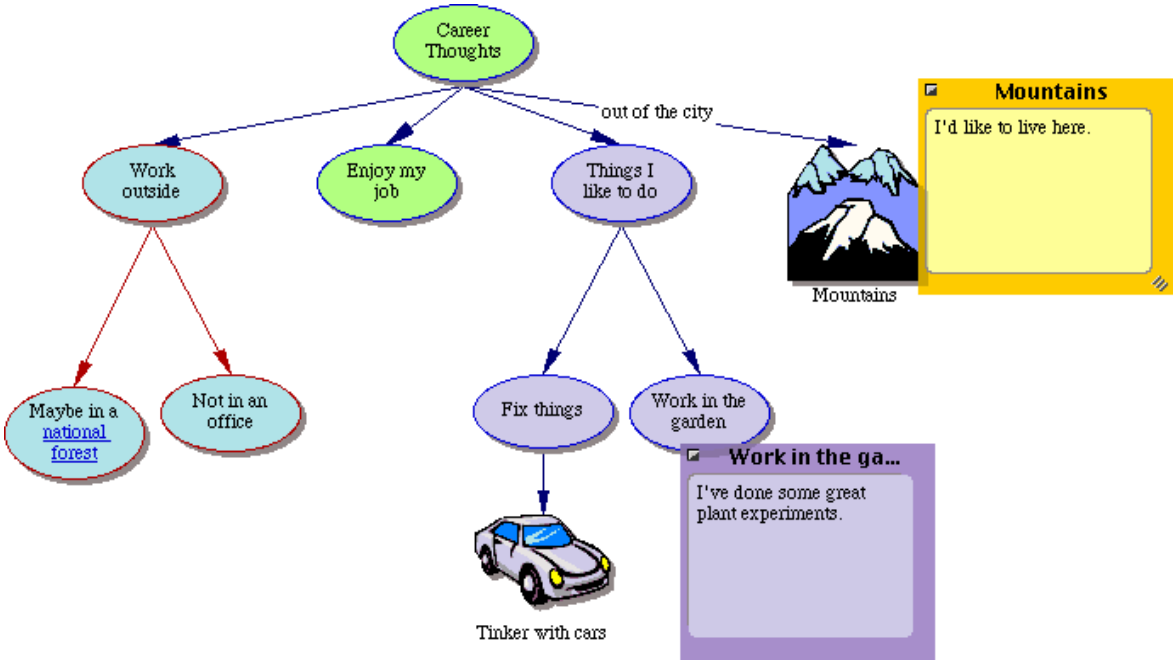
4. Say **It's important that I have balance in my life**.
5. When you finish recording, click Save.

   The Audio Quick Control is now displayed next to the *Enjoy my job* symbol. Click the Audio Quick Control to play your recorded sound.

Taking a final look

Congratulations! You've finished creating your *Career Thoughts* project.

Here's one more look at how the diagram appears on the screen.



Printing the diagram

When you print from Diagram View, the default is Fit to 1 Page, which automatically sizes the diagram to fit on one page. If desired, this can be adjusted so the diagram prints full size on multiple pages.

1. On the File menu, choose Page Setup.

   Here you set up the diagram layout, determine margins, headers and footers, and preview your diagram before printing.

2. Make your selections, and then choose Print Preview to preview your work.
3. Click Print to print your diagram.

Exporting the diagram

Once you create a diagram or an outline, you can export it for use in a variety of other programs. For example, you can save a diagram in graphic file format, which opens in other graphic and word processing documents.

- On the File menu, choose Export and make your selections.

  You can also save diagrams as HTML files (also called web pages) that can be viewed using a web browser such as Netscape Navigator or Microsoft Internet Explorer. Options include a single web page or even building an entire web site using the Site Skeleton export. To export your diagram as HTML files, on the File menu, choose Export as HTML and make your selections.

Congratulations! You're now ready to use the power of visual learning to develop all of your great ideas.

Inspiration Software, Inc. License Agreement

IMPORTANT—PLEASE READ THIS LICENSE AGREEMENT CAREFULLY BEFORE OPENING THE SOFTWARE PACKAGE: By opening this Software package (package containing the CD), you agree to be bound by the terms and conditions of this Agreement. If you do not agree with these terms, promptly return the unopened Software package, along with the rest of the package, to the place of purchase for a full refund.

This is a legal agreement between you, the end user, and Inspiration Software, Inc. The enclosed computer program ("Software") is licensed, not sold, to you by Inspiration Software, Inc. for use under the terms of this license.

GRANT OF LICENSE: Inspiration Software, Inc. grants you the following rights to the Software:

Single installation: You may install and use the Software on the temporary memory or hard drive or other storage device of any single computer used by one person at a time. You must license (purchase) an additional copy of the Software for each additional computer on which you want to use it. You must also license (purchase) additional copies of the software if the single computer is being used in a server-based computing environment, which allows multiple, concurrent users to run a single server.

Multiple licenses: If you have multiple Licenses of the Software, then at any time you may have as many computers with the Software installed as you have Licenses. You must license (purchase) an additional copy of the Software for each additional computer on which you want to use it.

Ownership: You admit and agree to the validity and enforceability in all respects of any copyright of Inspiration Software, Inc. You agree that you will not participate in any attack on the validity or enforceability of any of the present copyrights, or potential future copyrights of Inspiration Software, Inc. whether in court, the United States Copyright Office, or elsewhere except as may be required in response to a subpoena. All rights to the Software (including but not limited to any images, photographs, animations, video, audio, music, text, examples, templates, symbols and software modules incorporated into the Software) are owned or licensed by Inspiration Software, Inc. and are protected by the United States and International copyright laws and International trade provisions.

OTHER RESTRICTIONS: You may not:

a) Reverse-engineer, disassemble, decompile, modify or create derivative works of this software.

b) Sublicense, rent, loan or lease any portion of the Software or accompanying materials.

c) Use the backup or archival copies of the Software (or allow someone else to use such copies) for any purpose other than backup.

You may transfer the Software and the accompanying written materials to a recipient provided you retain no copies and the recipient agrees to the terms of this Agreement.

LIMITED WARRANTY: Inspiration Software, Inc. warrants that the media on which the Software is recorded will be free of defects in materials and workmanship under normal use for 90 days after the date of original purchase. If a defect occurs during the 90-day

period, you may return the media (disks or CD) to Inspiration Software, Inc. for free replacement. Inspiration Software, Inc. will replace the media, provided that you have previously returned the product registration card accompanying the Software to Inspiration Software, Inc. Any replacement Software will be warranted for the remainder of the original warranty period or 30 days, whichever is greater. These remedies are not available outside of the United States of America.

Inspiration Software, Inc. disclaims all other warranties, either express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the product. This limited warranty gives you certain legal rights. You may have others, which vary from state to state. In no event will Inspiration Software, Inc. be liable to you for damages, whether based on contract, tort, warranty or other legal or equitable grounds, including any loss of profits, cost savings or other incidental or consequential damages arising out of your use or inability to use the Software, even if Inspiration Software, Inc. or an authorized representative of Inspiration Software, Inc. has been advised of the possibility of such damage. Inspiration Software, Inc. does not warranty that the Software will meet your requirements or that the operation of the Software will be uninterrupted or error-free.

GENERAL: This License will be construed under the laws of Oregon, except for that body of law dealing with conflicts of law. If there is any dispute under the present agreement, you consent to the jurisdiction and venue of all state and federal courts of Oregon. If any provision of this License shall be held by a court of competent jurisdiction to be contrary to law, that provision will be enforced to the maximum extent permissible, and the remaining provisions of this License will remain in full force and effect. If you are a U.S. Government user, then the Software is provided with “RESTRICTED RIGHTS” as set forth in the sub paragraphs c(1) and (2) of the Commercial Computer Software-Restricted Rights clause at FAR 52.277-19 or subparagraph c(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.277-7013, as applicable.

Index

A

adding a note
  to symbols 39
adding hyperlinks 58
adding notes text
  to topics 50
adding subtopics 47
adding symbols
  using drag and drop 36
  using point and type 34
  using the Create tool 31
  using the RapidFire tool 32
adding text to links 38
adding topics 47
Arrange tool 55
arranging diagrams 55
audio 3
  Listen tool 3
  recording 3
  Talking Interface 4
Audio Quick Control 60
automatic topic labels 46

C

changing prefixes 51
changing symbol defaults 56
changing the level of topics 49
changing the view scale 56
checklist 6
child documents 2
closing Inspiration 44
colors
  multicolor symbols 43
  notes in Diagram View 57
  symbols 43
compatibility with other programs 8
concept map 20
copying
  symbol libraries 10
  templates 10
Create tool 5, 31
creating templates 7
creating web pages 8, 62
customer service 13–14

D

defaults
  Inspiration program 7
  links 5
  notes 5
  symbols 5, 56
  topics 5, 50
Defaults tool 5, 57
Diagram View
  defined 18
  switching to 53
  tools 30
diagrams
  arranging 55
  exporting 62
  notes 2
  positioning 56
  printing 62
  scaling 6
  symbols 31, 32, 34, 35, 36
  types and uses 19
drag and drop 36, 48

E

enlarging diagrams 6
entering the main idea or topic 31
exiting Inspiration 44
exporting diagrams 62
exporting outlines to Powerpoint 8

F

Families 2
files
  saving 44
Fill Color tool 43, 56, 57
footers 6
Formatting toolbar
  coloring model 4
  link defaults 5
  new features 4
  note defaults 5

symbol defaults 5
topic defaults 5

G

gathering hyperlinked files 2
grid
settings 6
showing 6
snap 6

H

headers and footers 6
Help 1
hiding notes text 50
hiding subtopics 49
HTML exports 8
Hyperlink tool 2, 58
hyperlinks 2
adding 58
gathering hyperlinked documents 2
printing hyperlinked documents 3
searching hyperlinked documents 3

I

idea map 21
Inspiration
compatibility with Inspiration 6 8
compatibility with Kidspiration 8
compatibility with Mac OS X 8
compatibility with other programs 8
earlier versions 10
installing 9–13
introducing 17
multiuser support 8
new features 2
PDF files 1
quitting 44
registering 13
removing 15
starting 25, 29–30
system requirements 9
theory 17
tutorial 27
upgrading 10
User's Manual 1
views 18
Inspiration 6
compatibility with Inspiration 7 8
installing Inspiration
Macintosh 11
networks 13
Windows 12

K

Kidspiration
compatibility with Inspiration 8
knowledge mapping 20

L

license agreement 63
Line Color tool 57, 58
link text 38
Link tool 5, 37
linking symbols 37
links
adding text 38
Listen tool 3

M

Mac OS X
compatibility with Inspiration 8
Macintosh
installing Inspiration 11
starting Inspiration 25
magnifying the view 56
main idea or topic
entering 31
multiple 3
moving notes 40
moving symbols 42
moving topics 48
multicolor symbols
changing colors 43
multiple main ideas 3
multiuser support 8

N

networks
installing Inspiration 13
new features 2
Note Quick Control 50
Note tool 39, 50
notes
changing color in Diagram View 57
diagrams 2
moving 40
notes text
hiding in Outline View 50

showing in Outline View 50

O

online Help 1
Outline View
  defined 18
  switching to 45
outlines
  notes text 49, 50
  printing 52
  subtopics 47
  topics 47
  uses 24
overview 17

P

page setup 5
PDF files 1
Picture-to-Topic 46
point and type 34
Position tool 56
positioning diagrams 56
power outlining 7
Powerpoint exports 8
preferences
  user specific 8
Prefix tool 51
prefixes
  changing 51
  new features 7
  options 7
  power outlining 7
previewing documents 7
printing
  diagrams 62
  hyperlinked documents 3
  outlines 52
  Symbol Guide 14
  Template Guide 14
  User's Manual 14

Q

Quick Controls 4
  Audio 60
  Note 50
  Subtopic 31, 49
quitting Inspiration 44

R

RapidFire tool 32
recording audio 3, 60
reducing the view 56
registering Inspiration 13
removing Inspiration 15
replacing symbols 35
Right tool 49

S

saving files 44
scaling diagrams 6
searching hyperlinked documents 3
serial number
  location 11, 12
setting symbol defaults 56
setting topic defaults 50
shadows
  symbols 6
showing notes text in Outline View 50
showing the grid 6
Site Skeleton export 8
sorting topics 6
sounds
  recording 60
starting Inspiration 25, 29–30
storyboard 23
Subtopic Quick Control 31, 49
Subtopic tool 47
subtopics
  adding 47
  hiding 49
switching to Diagram View 53
switching to Outline View 45
Symbol Guide 14
symbol libraries
  copying 10
Symbol palette
  dragging and dropping symbols 36
  replacing symbols 35
symbol shadows 6
symbols
  adding a note 39
  adding using drag and drop 36
  adding using point and type 34
  adding using the Create tool 31
  adding using the RapidFire tool 32
  changing colors 43
  linking 37

moving 42
replacing 35
setting defaults 5, 56
shadows 6
system requirements 9

T

Talking Interface 4
Template Guide 14
Template Wizard 7
templates
copying 10
creating 7
location 7
topic defaults 5
setting 50
Topic Defaults tool 5, 50
Topic tool 47
topics
adding 47
adding notes text 50
changing level 49
moving 48
setting defaults 5, 50
sorting 6
tutorial 27
conventions 27

U

undo 5
upgrading Inspiration 10
User's Manual 1
printing 14
user-specific preferences 8
uses of diagrams 19

V

view
magnifying and reducing 56
views
Diagram View 18, 30, 53
Outline View 18–19, 45, 45–46
switching between 45
visual learning 17

W

web 22
web pages
creating using Inspiration 8
web sites 8
building using Inspiration 8
Windows
Installing Inspiration 12
starting Inspiration 25