

inspiration®  
Version 7

# User's Manual



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

<b>Chapter 1: Introduction .....</b>	<b>1</b>
About this manual .....	1
Conventions .....	1
Learning Inspiration.....	2
What's new in Inspiration 7! .....	2
Inspiring new thinking tools.....	2
Inviting, intuitive interface .....	3
Flexible template functions .....	5
Rapid web site creation .....	6
Improved operational support .....	6
Customer service .....	7
 <b>Chapter 2: Creating a diagram .....</b>	 <b>9</b>
Tools for creating diagrams.....	10
The Diagram toolbar.....	11
The Formatting toolbar in Diagram View.....	12
The Symbol palette .....	13
Adding symbols.....	13
Entering your main idea.....	13
Using the RapidFire tool to add ideas quickly .....	14
Using the Create tool to add a new linked symbol in any direction.....	14
Using point and type to add an unconnected symbol .....	15
Inserting a new symbol between linked symbols.....	15
Using Command (Ctrl) to add a connected symbol.....	16
Using Command (Ctrl) to add an unconnected symbol .....	16
Using the Symbol palette .....	17
Using the Symbol palette to add a specific symbol .....	17
Adding a specific symbol using point and click .....	17
Moving symbols.....	17
Connecting ideas using links .....	18
Using the Link tool to connect symbols .....	18
Connecting symbols by dragging a link .....	19
Changing a link's connection.....	20
Labeling the connections between ideas .....	21
Moving text on a link.....	22
Adding notes .....	22
Creating an outline from a diagram.....	23

<b>Chapter 3: Working with your diagram .....</b>	<b>25</b>
Viewing your diagram as you work .....	25
Magnifying and reducing the view .....	25
Fitting the entire diagram into the window .....	26
Positioning the diagram in the window .....	26
Hiding parts of the diagram .....	26
Scrolling to the first Main Idea symbol .....	27
Scrolling to a selected object .....	27
Showing or hiding Quick Controls .....	27
Showing or hiding subtopics .....	28
Showing and hiding notes .....	28
Selecting all or parts of your diagram .....	29
Copying, cutting, and pasting objects .....	30
Copying and pasting symbols .....	30
Cutting and pasting symbols .....	31
Deleting a symbol and its links .....	31
Deleting a symbol without deleting its links .....	32
Deleting a link .....	32
Deleting a note in Diagram View .....	32
Undoing changes .....	33
Changing the first main idea .....	33
<b>Chapter 4: Enhancing your diagram .....</b>	<b>35</b>
Formatting text in Diagram View .....	35
Changing the font .....	35
Using fonts not on the Inspiration Font menu .....	35
Changing text size .....	36
Applying bold formatting to text .....	36
Italicizing text .....	36
Underlining text .....	36
Changing text color .....	37
Justifying text .....	37
Applying superscript formatting .....	37
Applying subscript formatting .....	37
Changing text to all capital letters .....	37
Returning text to the default style .....	37
Using the symbol libraries .....	38
Changing a symbol shape using the Symbol palette .....	38
Using animated symbols .....	38
Using the custom strip symbol .....	39
Importing graphics for symbols .....	41
Inserting a graphics file into a diagram .....	41
Copying and pasting a graphic onto a diagram .....	42
Dragging and dropping a graphic onto a diagram .....	42
Changing the location of the caption on an imported graphic .....	42

Formatting symbols .....	43
Adding a frame to a symbol .....	43
Adding a shadow to a symbol .....	43
Changing the line thickness of a symbol.....	43
Changing the fill color of a symbol.....	43
Changing the line color of a symbol .....	44
Changing the colors of a multicolor symbol.....	44
Adding a fill pattern to a symbol .....	45
Changing text background to white .....	45
Adding a caption to a symbol .....	46
Resizing symbols and graphics.....	46
Changing the way symbols grow as you add text.....	46
Making symbols the same size .....	47
Working with links .....	48
Making a standard link.....	48
Making a 90-degree link .....	48
Making a curved link.....	49
Adjusting a curved link .....	49
Drawing a custom link .....	50
Removing all segments from a link .....	51
Reversing a link.....	51
Freezing connecting points between a link and attached symbols .....	51
Showing 32 connection points for links .....	52
Drawing links under symbols .....	52
Showing and hiding links .....	52
Formatting links .....	53
Changing arrowhead direction.....	53
Changing arrowhead style .....	53
Changing the thickness of a link.....	53
Changing the color of a link.....	54
Adding a pattern to a link .....	54
Changing a link to a dashed line.....	54
Working with notes.....	54
Moving a note in Diagram View .....	54
Reattaching a note in Diagram View .....	55
Inserting a graphic into a note in Diagram View .....	56
Formatting notes in Diagram View .....	56
Changing the fill color of a note.....	56
Changing the line color of a note.....	57
Working with draw objects.....	57
Selecting a draw object .....	58
Resizing a draw object .....	59
Drawing a freeform shape .....	60
Drawing a straight line .....	60
Drawing an oval or circle .....	61

Drawing a triangle or polygon .....	61
Drawing a rectangle or square .....	62
Drawing a rounded rectangle or square .....	62
Drawing a text box.....	63
Arranging objects on the diagram .....	63
Arranging a diagram using the Arrange tool .....	63
Positioning objects using the grid.....	64
Positioning symbols using grid snap.....	64
Showing or hiding the grid .....	64
Setting the height and width of the grid .....	65
Positioning objects precisely .....	65
Spacing objects evenly .....	65
Aligning objects .....	66
Sending a symbol or draw object to the back of a stack .....	66
Bringing a symbol or draw object to the front of a stack .....	67
Grouping symbols and draw objects.....	67
Changing the color of the background.....	68
Changing the defaults of your current diagram .....	68
Changing symbol defaults in your current diagram .....	68
Changing link defaults in your current diagram.....	69
Changing note defaults in your current diagram .....	69
Applying defaults in your current diagram .....	70
Adding the date to your diagram .....	70
<b>Chapter 5: Creating an outline .....</b>	<b>71</b>
Tools for creating outlines .....	72
The Outline toolbar.....	73
The Formatting toolbar in Outline View .....	74
Switching to Outline View .....	74
Entering your main idea in Outline View.....	75
Automatically use symbol labels as topic text.....	75
Turning off automatic topic labeling .....	75
Adding topics and subtopics.....	76
Adding a subtopic .....	76
Inserting a higher level topic .....	78
Inserting topics or subtopics using smart insert .....	79
Inserting a new main idea in Outline View.....	79
Adding notes text to a topic.....	79
Inserting a graphic into notes text in Outline View .....	80
Editing text in an outline .....	80
Ending text editing.....	80
Creating a diagram from an outline.....	81
<b>Chapter 6: Organizing your outline .....</b>	<b>83</b>
Viewing your outline as you work .....	83

Specifying how many outline levels to show .....	83
Focusing on one topic and its subtopics .....	83
Magnifying and reducing the view.....	84
Showing and hiding subtopics .....	84
Hiding a topic's subtopics .....	85
Showing and hiding notes.....	85
Selecting all or parts of your outline .....	86
Selecting all topics at a particular level.....	86
Selecting all subtopics for a specific topic .....	86
Selecting everything in your outline .....	87
Selecting the first Main Idea topic .....	87
Copying, cutting, and pasting topics .....	87
Deleting a topic .....	87
Copying and pasting a topic .....	88
Cutting and pasting a topic .....	88
Moving topics .....	88
Moving a topic by dragging it.....	88
Moving a topic to the right .....	89
Moving a topic to the left.....	90
Promoting a set of subtopics to topics .....	91
Demoting a set of topics .....	91
Moving a topic up in an outline .....	92
Moving a topic down in an outline.....	93
Consolidating several topics under one topic .....	93
Splitting a topic into two topics .....	94
Creating a topic that includes line breaks .....	94
Sorting topics .....	95
<b>Chapter 7: Enhancing your outline .....</b>	<b>97</b>
Formatting text in Outline View .....	97
Changing the font.....	97
Using fonts not on the Inspiration Font menu .....	97
Changing text size.....	98
Applying bold formatting to text .....	98
Italicizing text.....	98
Underlining text.....	98
Changing text color.....	99
Justifying text .....	99
Applying superscript formatting.....	99
Applying subscript formatting .....	99
Changing text to all capital letters .....	99
Returning text to the default style .....	99
Working with prefixes.....	100
Formatting prefixes.....	100
Adding a prefix at the main idea level.....	101

Creating custom prefixes .....	101
Showing and hiding prefixes .....	101
Changing the color of the background .....	102
Changing the defaults in your current outline .....	102
<b>Chapter 8: Enriching the content of your documents .....</b>	<b>103</b>
Working with hyperlinks .....	103
Automatic formatting of hyperlinks .....	103
Turning off automatic formatting of hyperlinks .....	103
Inserting a hyperlink to a web page .....	104
Inserting a hyperlink to another file .....	104
Inserting a hyperlink to a new Inspiration document .....	105
Gathering hyperlinked files .....	106
Inserting a hyperlink to an email address .....	106
Following a hyperlink .....	107
Editing a hyperlink .....	107
Removing a hyperlink .....	107
Making hyperlinks unavailable .....	108
Working with sound .....	108
Choosing the computer's voice .....	108
Automatically read text in program menus and buttons .....	108
Listening to ideas in a document .....	109
Recording and playing sounds .....	109
Playing a recorded sound .....	109
Erasing a recorded sound .....	109
Working with the checklist .....	110
Sorting checklist items .....	110
Working with numbers and dollars .....	111
Working in Notes List View .....	112
Switching to Notes List View .....	113
Formatting text in Notes List View .....	113
<b>Chapter 9: Managing and proofing documents .....</b>	<b>115</b>
Opening, closing, and saving documents .....	115
Opening a new document .....	115
Opening an existing document .....	115
Saving a document .....	115
Saving a document in Inspiration 6 format .....	116
Reverting to the last saved document .....	116
Renaming a document .....	117
Closing a document and keeping Inspiration open .....	117
Closing a document and quitting Inspiration .....	117
Working with templates .....	117
Opening a template .....	118
Creating a template .....	118

Editing a template .....	119
Sharing a template with another computer .....	120
Importing documents .....	120
Opening a document created in another program .....	120
Opening a file created in an earlier version of Inspiration .....	121
Exchanging an Inspiration document between Mac OS and Windows.....	122
Exporting Inspiration documents.....	123
Saving an outline as a text file .....	123
Saving a diagram as a graphic.....	124
Saving diagrams as HTML files .....	125
Publishing a diagram as a single web page.....	125
Starting a web site based on the structure of your diagram.....	126
Saving outlines as HTML files .....	127
Tips for saving outlines as web pages .....	127
Publishing an outline as a single web page.....	127
Publishing an outline as a single web page with a separate table of contents .....	128
Publishing an outline as multiple web pages with a table of contents .....	129
Checking the spelling in a document .....	130
Finding and replacing text .....	130
Replacing text in a document.....	131
<b>Chapter 10: Managing the symbol libraries .....</b>	<b>133</b>
Working with symbol categories and libraries .....	133
Creating a symbol category .....	133
Creating a symbol library .....	134
Copying a symbol library .....	134
Deleting a symbol library .....	135
Editing symbol libraries .....	136
Copying a symbol to another library.....	136
Deleting a symbol from a library.....	137
Installing custom graphics into the symbol libraries .....	137
Copying and pasting a graphic into a symbol library .....	138
Dragging and dropping a graphics file into a symbol library .....	139
Importing a graphic into a symbol library.....	139
Sharing symbol libraries with other computers .....	140
<b>Chapter 11: Printing .....</b>	<b>141</b>
Quickly printing a document .....	141
Previewing a document before printing.....	141
Showing the page lines.....	142
Printing notes text for a diagram.....	142
Printing hyperlinked documents .....	143
Setting print options.....	143
Setting page layout options.....	143

Setting page orientation .....	143
Setting margins.....	144
Setting line spacing in a printed outline .....	144
Setting topic spacing in a printed outline .....	144
Indenting the notes in a printed outline .....	145
Setting page breaks .....	145
Adjusting a diagram for page breaks .....	145
Setting page breaks in an outline .....	145
Sizing diagrams for printing .....	146
Printing a diagram on one page .....	146
Printing a diagram at full size .....	146
Printing a diagram at full size without breaking across symbols .....	146
Scaling a diagram for printing .....	147
Showing and hiding parts of a printed document.....	147
Hiding notes in a printed outline .....	147
Hiding subtopics in a printed outline .....	148
Hiding the prefixes in a printed outline .....	148
Showing Quick Controls in a printed diagram .....	148
Adding headers and footers .....	149
Adding page numbers.....	149
Adding headers and footers .....	149
Tips for improving printing .....	150
Tips for printing multiple-page diagrams.....	150
Improving font spacing with laser printers .....	151
<b>Chapter 12: Customizing Inspiration.....</b>	<b>153</b>
Setting Application Properties .....	153
Working with default settings .....	153
Selecting a new default template .....	153
Changing the default settings for the Inspiration program .....	154
Restoring the factory default settings .....	154
Customizing the toolbars .....	154
Showing or hiding the toolbars .....	154
Showing or hiding Tooltips .....	155
Showing or hiding the Symbol palette.....	155
Showing or hiding the rulers .....	155
Customizing keyboard operations .....	156
Setting the operation of the Return key (Mac OS) or Enter key (Windows).....	156
Setting the operation of the Tab key .....	156
Setting the operation of the Enter key on the numeric key pad .....	157
Customizing the font menu.....	157
Customizing the color menu.....	158
Setting the date and time format .....	158
Setting the measurement units .....	158
Setting the Auto Save time .....	158

<b>Chapter 13: Reference .....</b>	<b>159</b>
Using shortcut menus .....	159
Using keyboard shortcuts.....	159
Shortcuts for common commands .....	160
Shortcuts for navigating in Diagram View .....	161
Shortcuts for selecting and moving objects in Diagram View.....	162
Shortcuts for adding symbols.....	163
Shortcuts for adding links .....	163
Shortcuts for changing symbol shapes.....	164
Shortcuts for navigating in Outline View.....	165
Shortcuts for selecting and moving topics in Outline View .....	166
Shortcuts for adding outline topics.....	167
Shortcuts for editing text.....	168
Shortcuts for selecting text .....	169
Shortcuts for formatting .....	170
Shortcuts for working with notes.....	170
Shortcuts for using the Listen tool.....	170
Shortcuts for viewing documents .....	171
Transferring an outline from AlphaSmart to Inspiration .....	172
<b>Chapter 14: Accessibility for people with disabilities .....</b>	<b>173</b>
<b>Inspiration Software, Inc. License Agreement .....</b>	<b>175</b>
<b>Index.....</b>	<b>177</b>



# Chapter 1: Introduction

Welcome to Inspiration® 7, the premier tool to develop ideas and organize thinking. 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 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 the 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 play 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 integrated 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 this manual

The *Inspiration User's Manual* contains detailed information about how to use Inspiration, including special features, tools, and commands. It is designed for you to reference quickly and easily as you create your own diagrams and outlines. This manual assumes you have a working knowledge of your computer and its operating conventions, including how to use a mouse and standard menus and commands. It also assumes you know how to open, save, and close files. If you need to review these procedures, refer to the documentation that came with your computer.

## Conventions

This manual has instructions for both Mac OS and Windows-based computers. When you are asked to press a key or click a command on a menu, the Mac OS instructions appear first, and the Windows® instructions appear second. For example:

- On the **File** menu, choose **Quit** (Macintosh) or **Exit** (Windows).
- or—
- Press the **Command** key (Macintosh) or **Ctrl** key (Windows) and drag.

## Learning Inspiration

Inspiration includes the following printed and online documentation:

- The *Inspiration® Getting Started Guide* contains system requirements, installation instructions, an introduction to Inspiration, and a tutorial.
- The Inspiration Help system contains detailed information about Inspiration commands and features. To access Help, choose **Inspiration Help** on the **Help** menu. If the Help system isn't available, you must install it using the Inspiration CD-ROM.
- This *User's Manual* contains all the information in the Inspiration Help system.

## What's new in Inspiration 7!

Inspiration 7 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.

## 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**

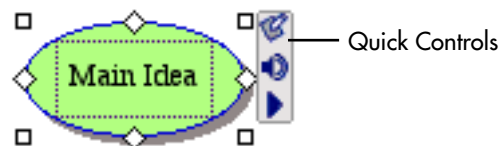
Hear the computer read the text in program menus and buttons by enabling the Talking Interface in Application Properties. You can choose from a variety of voices by selecting Voices under Sound on the Tools menu.

**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.

## 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.

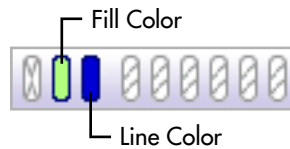


In Outline View, Quick Controls appear in control columns to the left of your outline. Just click the appropriate Quick Control to hide and show notes or subtopics, or to play recorded audio.


**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.

## Customer service

Inspiration Software, Inc. is committed to assisting our customers. If you have comments, questions, or need assistance while working with Inspiration, you can 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 customer service and technical support for registered users. Be sure to register so you can take advantage of our support services.

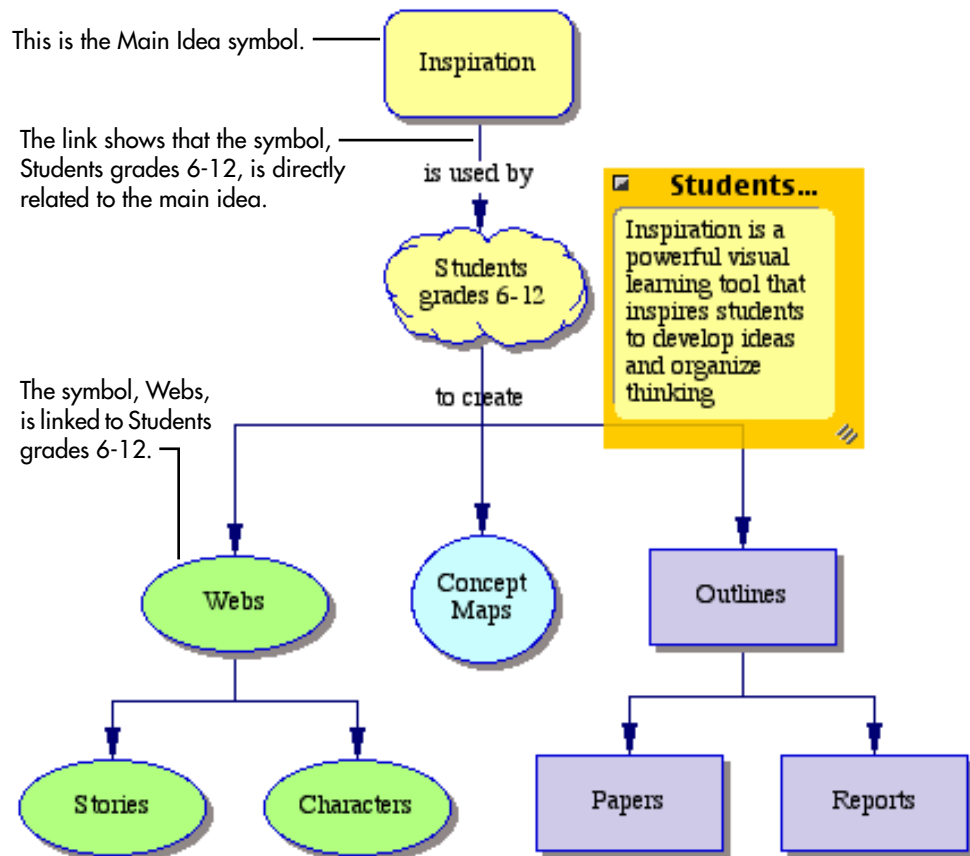
When you contact us, please be ready to provide your serial number. We look forward to hearing from you!

<b>Telephone</b>	503-297-3004 Monday–Friday 8 a.m. to 5 p.m. Pacific Time
<b>Fax</b>	503-297-4676
<b>Email</b>	techsupport@inspiration.com



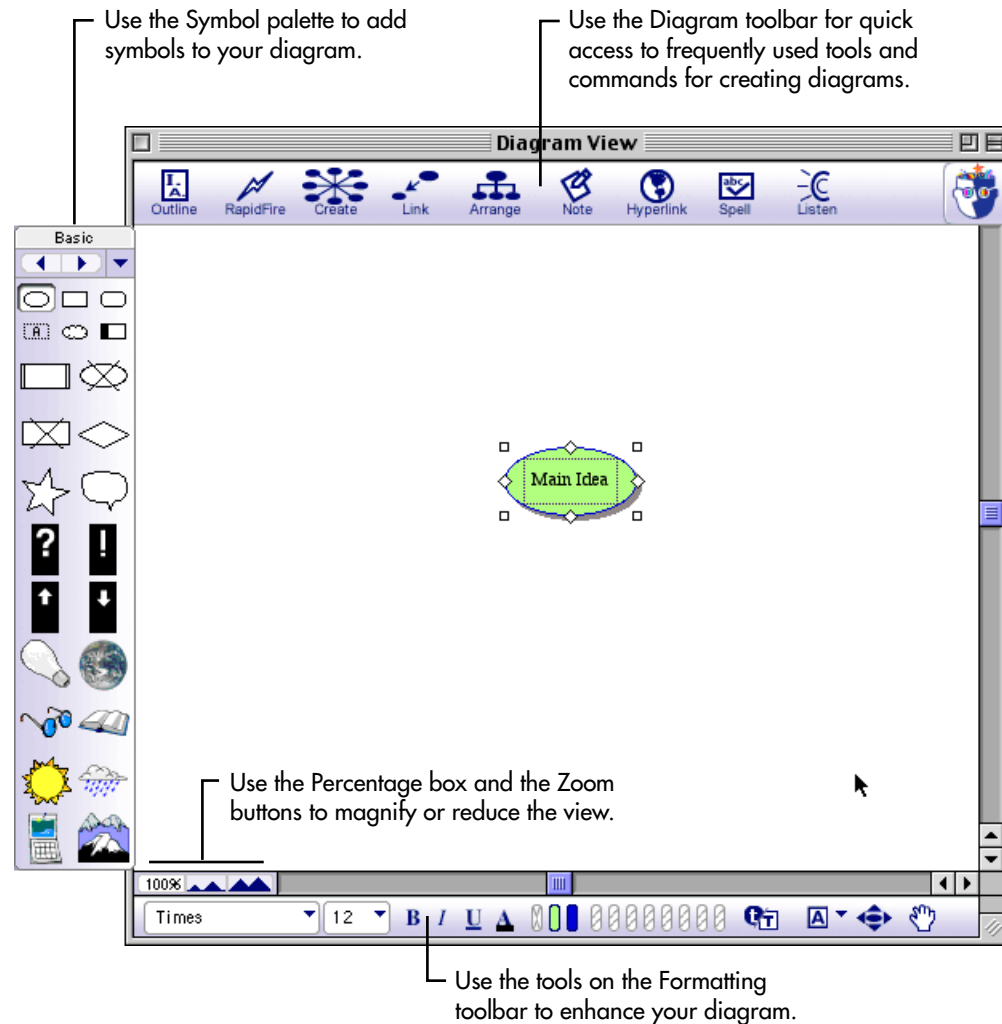
# Chapter 2: Creating a diagram

When you create a diagram using Inspiration, you use symbols to represent your ideas. As you get your ideas down in visual form, it becomes easier to see how you want the ideas to relate to each other. You use links, lines that connect symbols, to show the way ideas and concepts flow and how they relate to each other.












## Tools for creating diagrams

Inspiration gives you lots of different tools to make it easy for you to capture and organize your ideas in diagrams. In Diagram View, you have two toolbars: the Diagram toolbar and the Formatting toolbar. There are also over 1,300 symbols that come with Inspiration. The Symbol palette displays the libraries where you select symbols to put in your diagram.



## The Diagram toolbar

When you're working in Diagram View, the Diagram toolbar appears at the top of the screen. The Diagram toolbar offers quick access to frequently used tools and commands for creating diagrams.

Click this button ...	... to do this
	Go to Outline View.
	Enter linked ideas quickly.
	Add a new, linked symbol in a horizontal, vertical, or diagonal direction.
	Create a link between two symbols.
	Arrange a diagram into selected layouts.
	Add or edit a note attached to a symbol.
	Create a hyperlink to another item such as a web site or file.
	Check the spelling in a document.
	Listen to the computer read the information in a document.

## The Formatting toolbar in Diagram View

The Formatting toolbar has tools for formatting text, symbols, and links; Draw tools for creating symbols or enhancing a diagram with items you do not want to appear in Outline View; and tools that enable you to position the diagram on the page and position symbols precisely.

### Use this ...



Font



Text Size



Bold



Italic



Underline



Text Color



Symbol Color



Defaults



Draw



Change Draw Tool



Nudge



Position

### ... to do this

Change the font.



Change the text size.


Apply bold formatting to text.

Italicize text.

Underline text.

Change the color of text.

Change the fill color  or line color  of a selected object. The colors of the current selection appear on the Formatting toolbar.

Click  to revert to the object's original colors.

Set defaults to those of the current selection, or apply defaults to the current selection.

Turn on the selected Draw tool. The selected Draw tool shown here is the Text Box tool.




Select a Draw tool.

Move a symbol or draw object up, down, left, or right one pixel at a time.

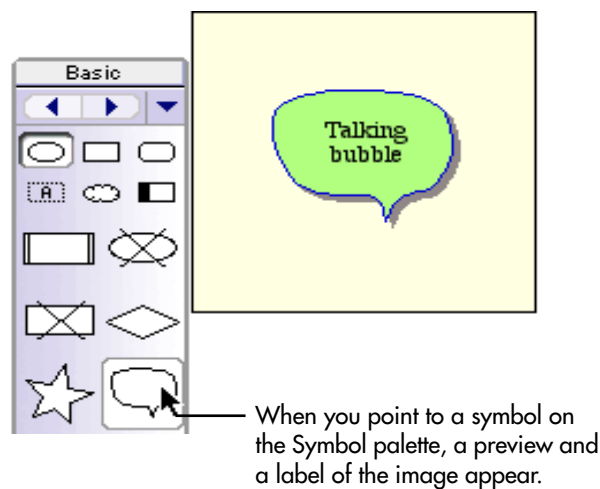
Position the diagram on the page.

## The Symbol palette

Inspiration comes with libraries of symbols for you to use in your diagrams. To see the contents of a library, use the Symbol palette. You can choose from among the library symbols for your diagram, or you can add your own symbols to the libraries.

- To display the different libraries on the palette, click the **Next Library** button  or the **Previous Library** button .
- To go directly to a specific library, click the **Select Library** button , choose a symbol category, and then choose a symbol library.

If you hold the cursor over a symbol on the Symbol palette for a few seconds, a preview and a label of the image appears.



**Note:** The first six images are the same in each library.

## Adding symbols

You choose the way you build your diagram. You might want to add all your main topics first, then expand each of them. Or you might want to add the first main topic, and expand it with related ideas before continuing to another main topic.

### Entering your main idea

When you start Inspiration, a new untitled diagram with a Main Idea symbol appears.



- The text “Main Idea” is selected. Simply start typing to replace this text or enter your idea into the Main Idea symbol.

Now you’re ready to add topics that expand or explain your main idea.

## Using the RapidFire tool to add ideas quickly

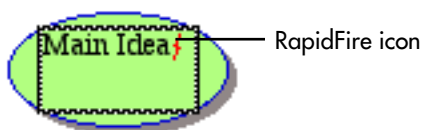
You can use the RapidFire™ tool when you want to add a series of connected ideas to a symbol. The advantage of using the RapidFire tool is that you can concentrate on adding the ideas, rather than creating symbols one at a time. Each symbol you add is automatically linked to the symbol you start with.

### To use the RapidFire tool to add ideas quickly:

1. Select the symbol to which you want to add a series of related ideas.
2. Click the **RapidFire** button on the **Diagram** toolbar.



The RapidFire icon appears in the symbol to show you the tool is turned on. You’re ready to begin typing ideas.



3. Type an idea, and then press **Return** (Macintosh) or **Enter** (Windows) after each idea.  
Your ideas appear as symbols on the diagram. They’re all connected to the symbol where you started, and they progress around that symbol in a clockwise direction.
4. To turn off the RapidFire tool, click the **RapidFire** button again or click anywhere on the background of your diagram.

## Using the Create tool to add a new linked symbol in any direction

You can use the Create tool on the Diagram toolbar to add a new linked symbol to any symbol on a diagram. The symbol appears in the direction you choose.

### To use the Create tool to add a new linked idea in any direction:

1. Select the symbol to which you want to connect the new symbol.
2. On the **Diagram** toolbar, click the point on the **Create** button that aims in the direction where you want to add the new symbol.



Each point on the button works like a separate tool. Position the cursor over the one you want to use, and then click. The new symbol appears on your diagram connected to the

selected symbol in the direction you chose. The new symbol is selected and ready for you to enter an idea.

**3. Type your idea in the symbol.**

You can now add another symbol to the one you just created or select another symbol in the diagram and repeat the process described above.

## Using point and type to add an unconnected symbol

To add a symbol quickly, point to the place on your diagram where you want to add the symbol and begin typing. Inspiration will automatically create a symbol to hold your text. In Outline View, the unconnected idea appears at the main idea level.

### To use point and type to add an unconnected symbol:

- Click an open space in the diagram where you want to add the symbol, and then type. The unconnected symbol appears where you entered your idea.

**Note:** You can link the unconnected symbol to another symbol in the diagram at any time. For information about drawing links, see “Connecting ideas using links” on page 18.

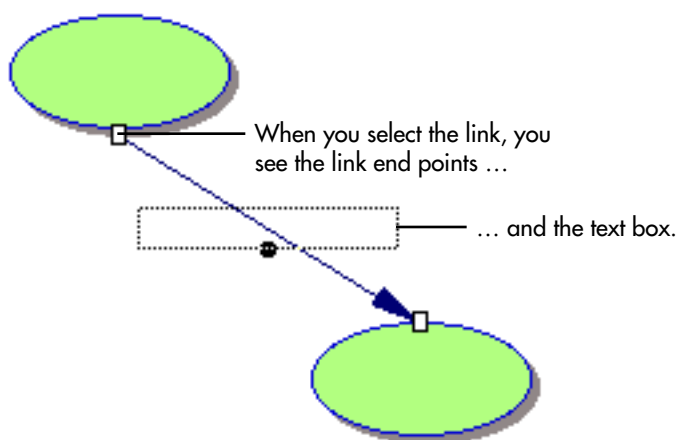
You can also use a key stroke to add an unconnected idea. For more information see “Using Command (Ctrl) to add an unconnected symbol” on page 16.

## Inserting a new symbol between linked symbols

While working on your diagram you may decide to add a symbol between two linked symbols you’ve already created. The Insert Symbol on Link command lets you do this quickly, adding a new symbol linked to the two original ones.

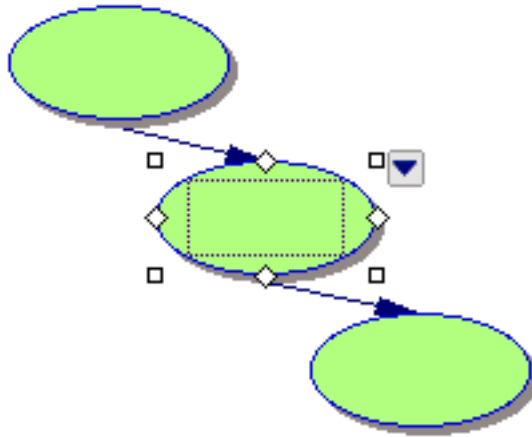
### To insert a symbol between linked ideas:

1. Select the link that connects the two symbols.



2. On the **Symbol** menu, choose **Insert Symbol on Link**.

The new symbol appears linked to both of the original symbols.



3. Type the idea in the new symbol.

For information about moving symbols, see “Moving symbols” on page 17.

### Using Command (Ctrl) to add a connected symbol

You can use a keyboard command to add linked symbols. This lets you control where your symbols are located. For a complete list of keyboard shortcuts, see “Using keyboard shortcuts” on page 159.

#### To use Command (Ctrl) to add a connected symbol:

1. Select the symbol to which you want to connect a new symbol.
2. Press and hold the **Command** key (Macintosh) or **Ctrl** key (Windows), and then click where you want to place the new symbol.

The new linked symbol appears on your diagram.

3. Type your idea in the new symbol.

—or—

Without typing any text, continue to add symbols by clicking a primary symbol, pressing **Command** (Macintosh) or **Ctrl** (Windows), and then clicking where you want the next new symbol to appear.

### Using Command (Ctrl) to add an unconnected symbol

You can use the Command key (Macintosh) or the Ctrl key (Windows) to add a new unconnected symbol in any location you want.

#### To use Command (Ctrl) to add an unconnected symbol:

1. Make sure no symbol is selected.
2. Press and hold the **Command** key (Macintosh) or the **Ctrl** key (Windows), and then click where you want to place the new symbol.

The new unconnected symbol appears on your diagram.

3. Type your idea in the new symbol.

You can also point and type to add an unconnected symbol. For more information, see “Using point and type to add an unconnected symbol” on page 15.

## Using the Symbol palette

You can select a specific symbol on the Symbol palette and have it appear as an unconnected symbol anywhere on your diagram. You can also replace a symbol with one from the palette. To replace a symbol with one from the palette, see “Changing a symbol shape using the Symbol palette” on page 38.

### Using the Symbol palette to add a specific symbol

1. On the **Symbol palette**, click the symbol you want, and then drag it onto the diagram.
2. When the symbol is in the location you want, release the mouse button.

The unconnected symbol appears where you dropped it.

**Note:** You can link the unconnected symbol to another symbol in the diagram at any time. For information about drawing links, see “Connecting ideas using links” on page 18.

### Adding a specific symbol using point and click

1. Click on the diagram where you want to add the symbol.

A crosshair marks the spot where you click.



2. On the Symbol palette, click the symbol you want to add to the diagram.

The unconnected symbol appears where you clicked on the diagram.

3. Type your idea in the new symbol.

**Note:** You can link the unconnected symbol to another symbol in the diagram at any time. For information about drawing links, see “Connecting ideas using links” on page 18.

## Moving symbols

As you’re building your diagram, you will often want to move a symbol to another location. One of the simplest ways to move symbols around on your diagram is to drag them.

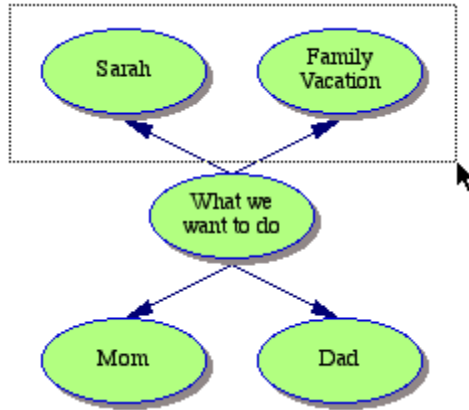
### To move a symbol:

1. Select the symbol or symbols you want to move.

To select multiple symbols, press the **Shift** key, and then select each symbol.

—or—

If the symbols are next to each other, you can drag the cursor across the symbols until the marquee appears around them.



2. Drag the selection to the new location.

You can also move selected symbols one pixel at a time. For more information, see “Positioning objects precisely” on page 65.

## Connecting ideas using links

Links show the relationships and connections between ideas. When you use the RapidFire and Create tools, your ideas are automatically linked. Even though Inspiration sometimes adds links for you, you may want to create your own.

### Using the Link tool to connect symbols

As you are working, you can use the Link tool to quickly create links between symbols.

#### To use the Link tool to connect symbols:

1. On the **Diagram** toolbar, click the **Link** button.



2. Select the symbol where you want the link to start.

The cursor looks like this .

3. Select the symbol where you want the link to end.

The link appears and the arrowhead points to the second symbol you selected.

4. To continue creating links between symbols, repeat steps 2-3.
5. To turn off the Link tool, click the **Link** button again, or click anywhere in the diagram background.

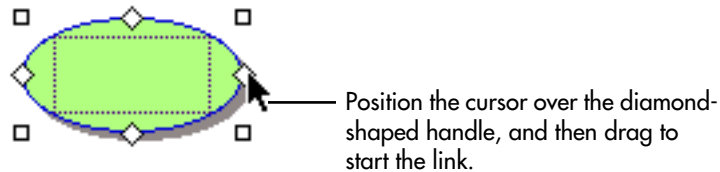
For information about changing a link’s connection, see “Changing a link’s connection” on page 20. For information about adding text to a link, see “Labeling the connections between ideas” on page 21.

## Connecting symbols by dragging a link

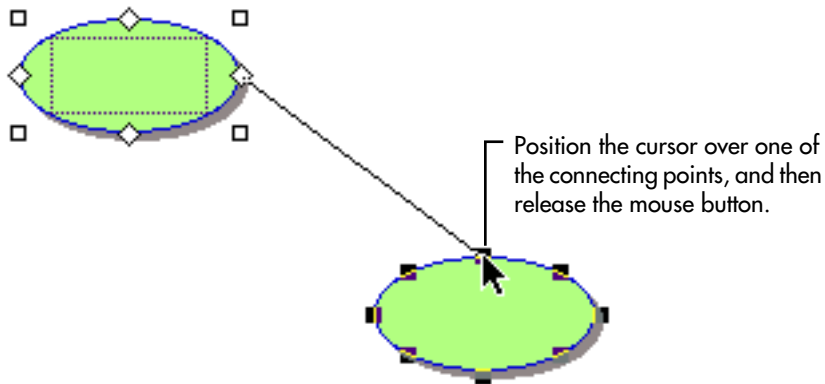
You can drag a link from one symbol to another to connect the symbols.

### To connect symbols by dragging a link:

1. Select the symbol where you want the link to begin.
2. Position the cursor over the diamond-shaped handle where you want the link to begin.



3. Click and drag until the cursor touches the symbol where you want the link to end.



4. Position the cursor where you want to attach the link, then release the mouse button.

Inspiration draws the link between the two symbols.

**Tip:** A symbol can have 8 or 32 connection points. To show 32 connection points, choose **32 Link Connection Points** on the **Link** menu. Or, press the **Command** key (Macintosh) or **Ctrl** key (Windows) at the same time you drag the link.

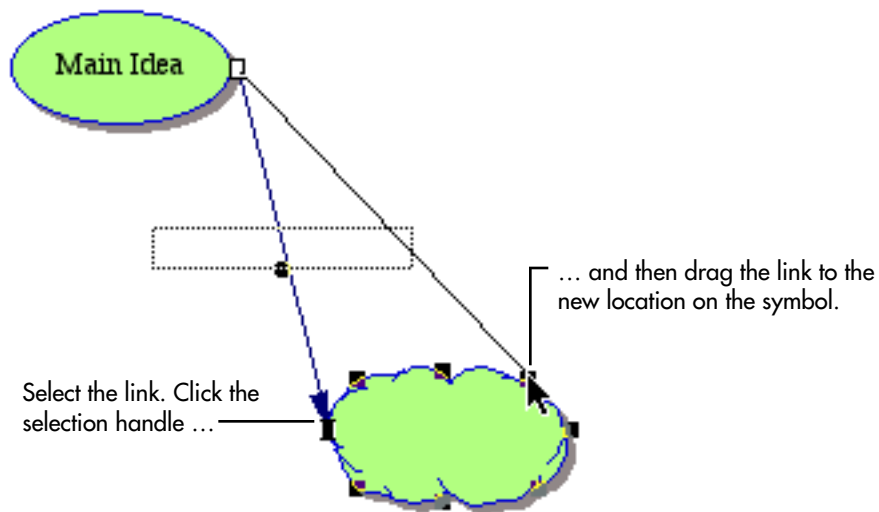
## Changing a link's connection

You can move either end of a link—the end that's attached to the primary idea or the end that's attached to the secondary idea.

### To change a link's connection:

1. Select the link you want to move.
2. Click the selection handle at the end of the link you want to move, then drag the link until you reach the place on the symbol where you want to connect.

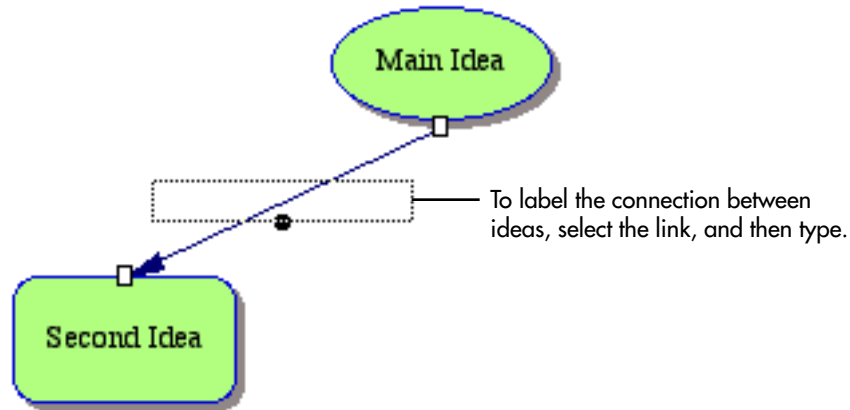
As you drag the link, the connecting points on the symbol are displayed to show you where you can attach it. When the cursor covers the connecting point where you want the symbol to attach, release the mouse button.



**Tip:** A symbol can have 8 or 32 connection points. To show 32 connection points, choose **32 Link Connection Points** on the **Link** menu. Or, press the **Command** key (Macintosh) or **Ctrl** key (Windows) at the same time you drag the link.

## Labeling the connections between ideas

Each time a link is drawn, either by you or automatically by Inspiration, a text box appears along the link when the link is selected. You can add text to describe the link connection.



### To label the connection between ideas:

1. Select the link to which you want to add text.
2. Type your text.
3. When you finish typing, click elsewhere on the diagram.

The text appears across the link on your diagram.

**Tip:** You can always edit the text you add to a link. Click the link to select it, and then click in the text area and type.

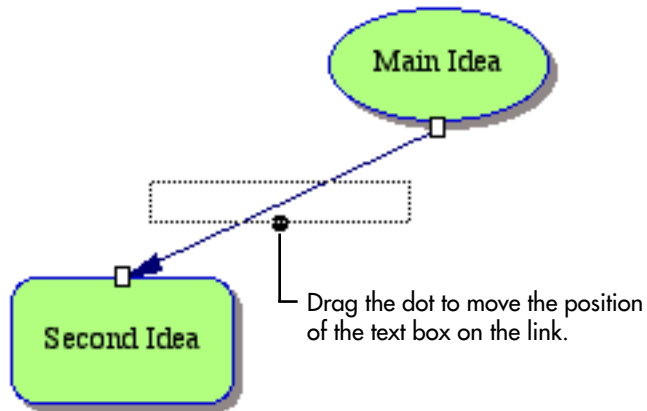
## Moving text on a link

After you add text to a link, you can move the text so that it appears in a specific location along the link.

### To move text on a link:

1. Select the link that has the text you want to move.

The text box is displayed, and a dot appears beneath the text.



2. Click the dot, and drag the text box along the link to its new location.

## Adding notes

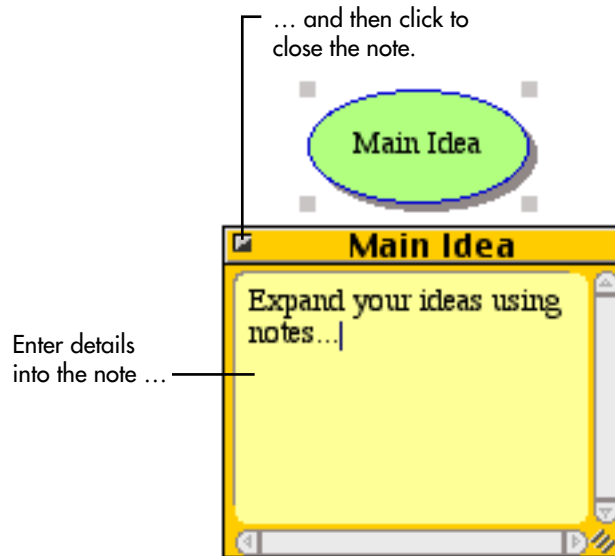
For each symbol in a diagram, a note is available. Notes allow you to expand your ideas and actually begin the writing process, while continuing to work in the visual format. Notes are flexible. You can choose to keep a note attached and move it with its symbol, or it can be detached from its symbol and placed anywhere on a diagram.


### To add a note to a symbol:

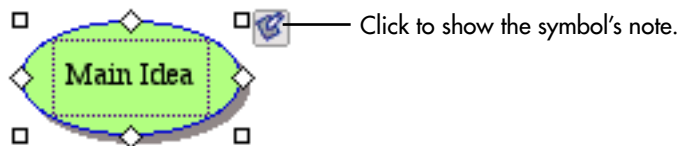
1. Select the symbol to which you want to add a note.
2. On the **Diagram** toolbar, click the **Note** button.



3. Enter your text into the note.
4. To close the note, click the button in the upper-left corner of the note window.



5. To show or hide the note, select the symbol, and then click the **Note Quick Control** .



**Tip:** Press **Command+Y** (Macintosh) or **Ctrl+Y** (Windows) to show or hide the note for the selected symbol.

For more information about showing and hiding notes, see “Showing and hiding notes” on page 28. For information about moving a note, see “Moving a note in Diagram View” on page 54.

## Creating an outline from a diagram

After you have your ideas in a visual format, you can easily create an outline from your diagram by switching to Outline View. Here, you can continue to develop your information in a written form. Changes you make in Outline View are automatically made in Diagram View and vice versa.

### To create an outline from a diagram:

- On the **Diagram** toolbar, click the **Outline** button.



—or—

On the **View** menu, choose **Outline**.



# Chapter 3: Working with your diagram

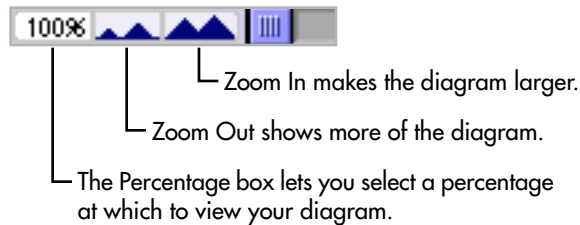
After you have some of your ideas down, and you begin to make connections and add links, you can organize and rearrange your diagram.

## Viewing your diagram as you work

Inspiration gives you many different ways to view your diagram.

### Magnifying and reducing the view

When you want to see more of your diagram or outline in the window, you zoom out. When you want to make your symbols or topics look bigger, you zoom in. You can also zoom in or out to a specific percentage. Use the buttons in the lower left of the window to zoom in or out.



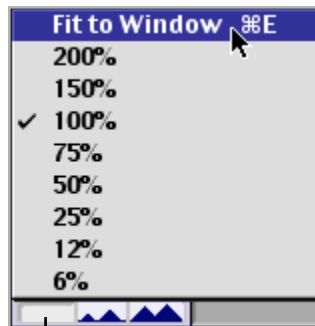
**Note:** Zooming in and out does not change the actual size of the document, only the magnification at which you see it. To scale symbols, see “Resizing symbols and graphics” on page 46.

## Fitting the entire diagram into the window

- On the **View** menu, choose **Zoom**, and then select **Fit To Window**.

—or—

Click the **Percentage box** in the lower left of the window, and then select **Fit To Window**.




Click the percentage box, and then choose Fit to Window.

**Tip:** You can also use **Command+E** (Macintosh) or **Ctrl+E** (Windows) to do a Fit To Window.

## Positioning the diagram in the window

Sometimes you will want to position a diagram in the window so you can see parts of it more easily. The Position tool makes it easy to move the diagram around within the window.

### To position the diagram in 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 you get the diagram where you want it in the window.

3. Click the **Position** button  again to turn it off.

**Tip:** You can also hold down **Command+Option** (Macintosh) or **Ctrl+Alt** (Windows) and drag to move the diagram in the window.

## Hiding parts of the diagram

You may want to single out an idea or concept so you can develop it more completely. To do that, it's helpful to show only that portion of your diagram while you are working.

### To hide all but a specific part of the diagram:

1. Select the symbol you want to view.
2. On the **View** menu, choose **Focus In**.

The symbol and its subtopics appear on the screen. The rest of your diagram is hidden.

3. To view your complete diagram again, on the **View** menu, choose **Focus Out**.

The whole diagram reappears.

## Scrolling to the first Main Idea symbol

You can quickly scroll to the first Main Idea symbol.

### To scroll to and select the first Main Idea symbol:

- On the **Edit** menu, choose **Select First Main Idea**.

The first Main Idea symbol appears and is centered in the screen.

*Tip:* You can also press **Command+M** (Macintosh) or **Ctrl+M** (Windows) to select the first Main Idea symbol.

## Scrolling to a selected object

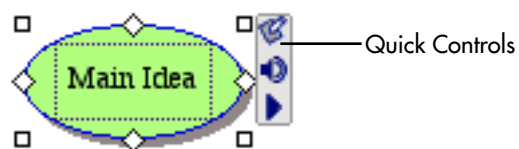
If you have scrolled away from a selected object in a diagram, you can easily return to it and have it appear in the center of the window.

### To scroll to and center a selected object in the window:

- On the **Edit** menu, choose **Scroll to Selection**.

## Showing or hiding Quick Controls

Depending on your project, you may want to display the Quick Controls for notes, recorded audio, and subtopics in different ways.



### To show or hide Quick Controls:

1. On the **View** menu, choose **Quick Controls**.

2. Do one of the following:

To show Quick Controls for selected symbols only, choose **Show on Selection**.

—or—

To show Quick Controls for all symbols at all times, choose **Always Show**.

—or—

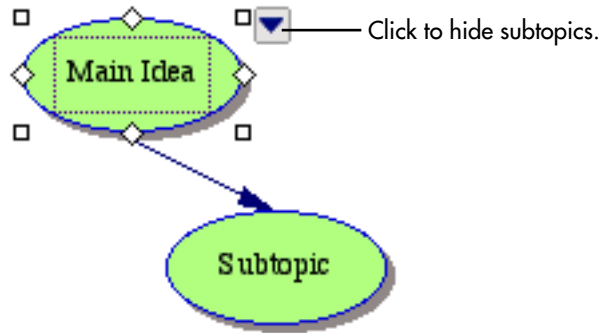
To hide Quick Controls, choose **Never Show**.

## Showing or hiding subtopics

After you add subtopics to symbols in your diagram, you can show and hide the subtopics.

### To hide subtopics for a symbol:

1. Select the symbol for which you want to hide the subtopics.



2. Click the Subtopic Quick Control .

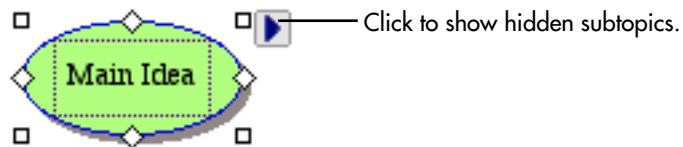
—or—

On the **View** menu, choose **Subtopics**, and then select **Hide**.

**Tip:** You can press **Command+H** (Macintosh) or **Ctrl+H** (Windows) to show or hide subtopics for the selected symbol.

### To show subtopics for a symbol:

1. Select the symbol that has hidden subtopics.



2. Click the Show Subtopics Quick Control .

—or—

On the **View** menu, choose **Subtopics**, and then select **Show**.

**Tip:** You can press **Command+H** (Macintosh) or **Ctrl+H** (Windows) to show or hide subtopics for the selected symbol.

### To show all subtopics in a diagram:

- On the **View** menu, choose **Subtopics**, and then select **Show All**.

## Showing and hiding notes

After you add a note to a symbol, you can view and edit the text. You can also view all notes in a diagram.

### To show a note in Diagram View:

1. Select the symbol.



2. Click the **Note Quick Control** .

—or—

On the **Diagram** toolbar, click the **Note** button.



—or—

On the **View** menu, point to **Notes**, and then choose **Show**.

### To show all notes in a diagram:

- On the **View** menu, choose **Notes**, and then select **Show All**.

### To hide all notes in a diagram:

- On the **View** menu, choose **Notes**, and then select **Hide All**.

## Selecting all or parts of your diagram

Inspiration has some special commands that you can use to quickly select all or parts of a diagram as you organize information.

### To select the first Main Idea symbol:

- On the **Edit** menu, choose **Select First Main Idea**.

### To select all objects in the diagram:

- On the **Edit** menu, choose **Select All**.  
Everything in your diagram is selected.

### To select all links in the diagram:

- On the **Edit** menu, choose **Select**, and then select **Links**.

### To select all symbols in the diagram:

- On the **Edit** menu, choose **Select**, and then select **Symbols**.

**To select all symbols at a specific level:**

You can work on all the symbols at a particular level at once. For example, you might want to change the fill color of all symbols at a specific level at one time.

**To select all symbols at a specific level:**

1. Select a symbol at the level that you want to work on.
2. On the **Edit** menu, choose **Select**, then select **This Level**.

All symbols at that level are selected.

**To select a symbol's subtopics:**

1. Select the symbol for which you want to select subtopics.
2. On the **Edit** menu, choose **Select**, and then select **Subtopics**.

**To select all notes in the diagram:**

- On the **Edit** menu, choose **Select**, and then select **Notes**.

**To select all draw objects in the diagram:**

- On the **Edit** menu, choose **Select**, then select **Draw Objects**.

## Copying, cutting, and pasting objects

Cutting, copying, and pasting work the same way in Inspiration as they do in other programs. You might want to copy a section of a diagram, for example, to paste it into another program.

**Note:** To import graphics from other programs, see “Importing graphics for symbols” on page 41. To export diagrams you create in Inspiration to other programs, see “Exporting Inspiration documents” on page 123.

### Copying and pasting symbols

1. Select the symbol or symbols you want to copy.
2. On the **Edit** menu, choose **Copy**.
3. Click the place on the background of the diagram where you want the copy of the symbol to appear.
4. On the **Edit** menu, choose **Paste**.

The copy of the symbol appears in its place.

**Tip:** If you're not sure where you want the copy to appear, paste it in any empty space on the diagram. You can always move it later.

## Cutting and pasting symbols

1. Select the symbol or symbols you want to cut.
2. On the **Edit** menu, choose **Cut**.

The selected symbol disappears from the diagram.

3. Click the place on the background of the diagram where you want the symbol to appear.
4. On the **Edit** menu, choose **Paste**.

The symbol appears in its new location.

**Note:** Any links contained within the area you cut and paste are retained. Any links to symbols outside that area are deleted.

## Deleting a symbol and its links

As you're working, you may want to delete some symbols and links from your diagram.

### To delete a symbol and its links:

1. Select the symbol you want to delete.
2. Press the **Delete** or **Backspace** key.

—or—

On the **Edit** menu, choose **Clear**.

**Note:** When you delete a symbol using this method, you automatically delete any links that connect it to other symbols. The text in the symbol, any notes text, and any text in the links are also deleted.

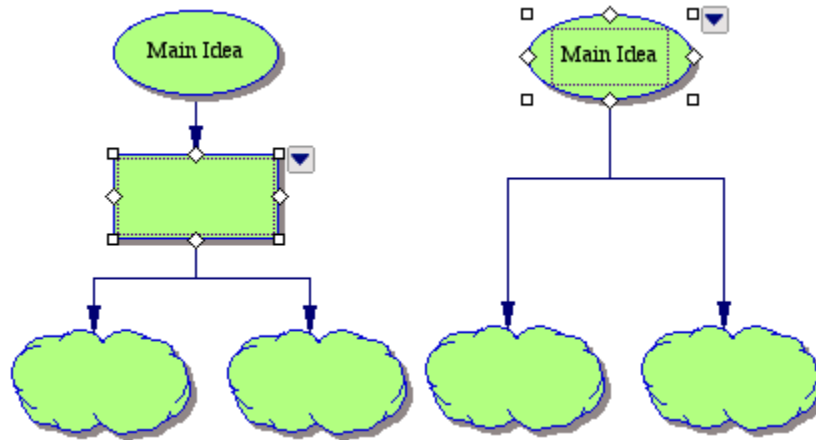
## Deleting a symbol without deleting its links

If you've created a symbol that is linked between two or more other symbols, you can delete that symbol and the links will reattach to the other symbols.

### To delete a symbol without deleting its links:

1. Select the symbol that you want to delete.
2. On the **Symbol** menu, choose **Delete Symbol (Keep Links)**.

The symbol disappears and any broken links reconnect.



## Deleting a link

You can delete any link. When you delete a link, you remove the relationship between the primary and secondary symbols. The remaining symbol or symbols become unconnected ideas.

### To delete a link:

1. Select the link you want to delete.
2. Press the **Delete** or **Backspace** key.

—or—

On the **Edit** menu, choose **Clear**.

The link and any text on the link disappear.

## Deleting a note in Diagram View

1. Select the note you want to delete.
2. Press the **Delete** or **Backspace** key.

—or—

On the **Edit** menu, choose **Clear**.

The note disappears.

## Undoing changes

Undo cancels the last change you made. You can undo up to the last 50 changes.

- On the **Edit** menu, choose **Undo**.

—or—

Press **Command+Z** (Macintosh) or **Ctrl+Z** (Windows).

To cancel an undo, choose **Redo** on the **Edit** menu.

## Changing the first main idea

You can change your diagram so that another symbol replaces the first Main Idea symbol as the center of your diagram. You will find this useful when you discover that the flow of your diagram has shifted focus as you develop your ideas. When you change the first main idea, the outline also reflects the change.

### To change the first main idea:

1. Select the symbol that you want to be the first main idea.
2. On the **Symbol** menu, choose **Set First Main Idea**.

A message appears, telling you that Inspiration will rebuild your outline to reflect the change.

3. Click **Yes**.



# Chapter 4: Enhancing your diagram

After you organize and rearrange your diagram, you can enhance your diagram using the many options for formatting text, symbols, links, and notes. You can import graphics from other programs to use as symbols. You can even create your own symbols and add graphic elements using the Draw tools.

## Formatting text in Diagram View

You can change the way the text in your symbols, links, and notes looks using the tools on the Formatting toolbar and the commands on the Text menu. For example, you can select your favorite font, change the text size, and make text bold or italic.

For contrast, you might want to make the text that appears in your links look different from the text that describes your ideas. Or you could give a group of related symbols and links one text style to maintain a certain theme, while giving another group on the diagram a different look.

### Changing the font

Select the text or items for which you want to change the font. For example, if you want to change the color of a single word within a symbol, you select that word. If you want to change the color of all the text in a symbol, you select the symbol.

#### To change the font:

1. Select the text or items for which you want to change the font.

To select all text, choose **Select All** on the **Edit** menu.

2. On the **Formatting toolbar**, click the **Font** box , and then choose a font on the list.

—or—

On the **Text** menu, choose **Font**, and then select the font.

### Using fonts not on the Inspiration Font menu

If you are using Inspiration on a computer running Windows, you can use fonts that do not appear on the Inspiration Font menu.

#### To use fonts not on the Inspiration Font menu (Windows):

1. Select the text or items where you want to use the new font.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Text** menu, choose **Fonts**, and then select **More Fonts**.

The Font dialog box appears.

3. On the **Font** menu, choose the font you want to use for the selected items.
4. Select the size you want to use for the selected items.

The font and size are applied to the selected items.

**Tip:** If you're using Windows, you can change the fonts that appear on the Inspiration Font menu. For more information, see "Customizing the font menu" on page 157.

## Changing text size

1. Select the text or items for which you want to change the text size.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting toolbar**, click the **Text Size** box , and then choose a text size on the list.

—or—

On the **Text** menu, choose **Size**, and then select the text size.

3. To use a size that doesn't appear on the text size menu, choose **Other**. In the dialog box, enter the size you want, and then click **OK**.

**Note:** To increase or decrease the size of selected text one point size at a time, on the **Text** menu, choose **Size**, and then select **Increase** or **Decrease**.

## Applying bold formatting to text

1. Select the text or items to which you want to apply bold formatting.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting toolbar**, click the **Bold** button .


—or—

On the **Text** menu, choose **Style**, and then select **Bold**.

## Italicizing text

1. Select the text or items for which you want italicized text.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting toolbar**, click the **Italic** button .


—or—

On the **Text** menu, choose **Style**, and then select **Italic**.

## Underlining text

1. Select the text or items which you want to underline.


To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting** toolbar, click the **Underline** button .

–or–

On the **Text** menu, choose **Style**, and then select **Underline**.

## Changing text color

1. Select the text or items for which you want to change color.
2. On the **Formatting** toolbar, click the **Text Color** button , and then select the color you want.

–or–

On the **Text** menu, choose **Color**, and then select the color you want.

## Justifying text

1. Select the text or items for which you want to justify text.
2. On the **Text** menu, choose **Justify**, and then select **Left**, **Center**, or **Right**.

## Applying superscript formatting

1. Select the text or items that you want to format as superscript.
2. On the **Text** menu, choose **Style**, and then select **Superscript**.

## Applying subscript formatting

1. Select the text or items that you want to format as subscript.
2. On the **Text** menu, choose **Style**, and then select **Subscript**.

## Changing text to all capital letters

1. Select the text or items that you want to format with capital letters.
2. On the **Text** menu, choose **Style**, and then select **ALL CAPS**.

## Returning text to the default style

If you select text and make changes to its appearance, you can easily return the text to its original style by using the **Revert To Style** command on the **Text** menu.



### To return text to the default style:

1. Select the text or items that you want to change back to the default style.
2. On the **Text** menu, choose **Revert to Style**.


## Using the symbol libraries

Inspiration ships with over 1,300 colorful, high-resolution symbols, including several hundred photographic-quality images and animated symbols. The symbols are organized into categories and libraries. You can display each library, one at a time, on the Symbol palette so you can see what's in each one.

### To use the symbol libraries:

- On the **Symbol palette**, click the **Previous Library** button  or the **Next Library** button  to display the next or previous symbol library.

—or—

To go directly to a different library, click the **Select Library** button , choose a symbol category (for example, Animals-Plants), and then select the library you want to view.

The symbols from that library appear on the palette.

For more information about adding symbols to your diagram using the Symbol palette, see “Using the Symbol palette” on page 17.

## Changing a symbol shape using the Symbol palette

1. Select the symbol you want to change.
2. On the **Symbol palette**, click the symbol shape you want.

**Note:** If you hold the cursor over a symbol on the Symbol palette for a few seconds, you see a larger preview of the image.

## Using animated symbols

Animated symbols can add a new dimension to your diagrams. A number of animated symbols are included in the symbol libraries. You can also create your own animated symbols by importing animated GIF files. For more information, see “Importing graphics for symbols” on page 41. To determine if a symbol is animated, point to a symbol on the Symbol palette to view a preview of the symbol. For example, preview the Lightbulb symbol in the Basic library. The lightbulb flashes on and off. You can turn off animated symbols if you want the symbols to appear without animation.

When you turn off animated symbols, only the first frame of an animated symbol is displayed.

### To turn off animated symbols:

1. On the **Utilities** menu, choose **Application Properties**.
2. Under **Options**, clear the **Animate GIFs** check box.

## Using the custom strip symbol

You can use the custom strip symbol to easily create a special symbol with a name or icon in it.



### Custom strip symbol

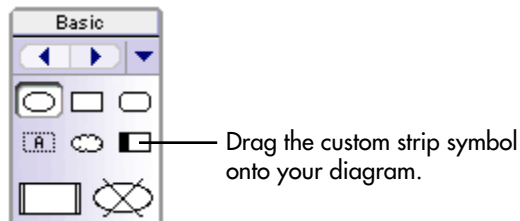
The custom strip symbol is one of the six standard symbols that appear in each symbol library on the Symbol palette. When you place the custom strip symbol in your diagram, the strip area is blank. You can enter text or draw a simple picture in the blank area.

First, you place the custom strip symbol in your diagram. Then you add the text or graphic. After you create a custom strip symbol, you can save it to use in other diagrams by installing it in a symbol library.

**Note:** If you display your diagram at a reduced size, strip symbols may appear solid because the image in the symbol is too small to reproduce.

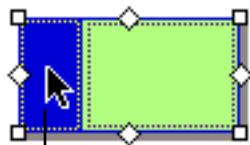
### To add a custom strip symbol:

- On the **Symbol palette**, click and drag the custom strip symbol to the location on the diagram where you would like it to appear.



### To add text to a custom strip symbol:

1. Add the custom strip symbol to your diagram.
2. Select the custom strip symbol.
3. Click the strip area in the symbol, or on the **Symbol** menu, choose **Edit Custom Strip**.



The Strip Symbol Editor dialog box appears.

4. Click **Text Editor**.

5. Enter the text you want to appear in the strip area.

The text appears in the text box in the middle of the dialog box. The Preview image shows what the strip will look like.

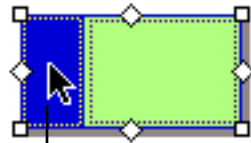
**Tip:** To display a person's name vertically one character at a time, enter the name one character at a time, pressing **Return** (Macintosh) or **Enter** (Windows) after each letter.

6. If necessary, change the font and text style using the lists.
7. When you finish, click **OK**.

The custom strip symbol appears in your diagram with the text you entered in the strip.

### To add a picture to a custom strip symbol:

1. Add the custom strip symbol to your diagram.
2. Select the custom strip symbol.
3. Click the strip area in the symbol, or on the **Symbol** menu, choose **Edit Custom Strip**.



Click the strip area to add a graphic to the custom strip symbol.

The Strip Symbol Editor dialog box appears.

4. Click **Fat Bits Editor**.
5. Use the cursor to create a picture in the **Fat Bits Editor** box.

Here are some techniques you can use.

- Click a location to change a black pixel to white.
- Click and drag to draw a continuous line.
- To draw a thinner line, hold down the **Command** key (Macintosh) or **Ctrl** key (Windows) as you draw.
- To draw an even thinner line, press the **Option** key (Macintosh) or **Ctrl+Shift** keys (Windows) while you draw.

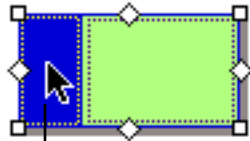
6. To erase your drawing and begin again, click the **Clear** button.
7. When you finish, click **OK**.

The custom strip symbol appears in your diagram with the picture you drew in the strip.

### To copy and paste a graphic into a custom strip symbol (Mac OS only):

On a Macintosh, you can copy and paste a graphic into a custom strip symbol.

1. In a drawing or graphics program, copy the graphic to the clipboard.
2. Open the Inspiration document in which you want to add the graphic to a custom strip symbol.
3. Add a custom strip symbol to your diagram.
4. Click the strip area in the symbol.



Click the strip area, and then click Paste to copy a graphic on the Clipboard into the custom strip symbol.

The Strip Symbol Editor dialog box appears.

5. Click **Fat Bits Editor**.
6. Click **Paste**.

The graphic appears in the strip. It is automatically resized to fit inside the strip area.

7. Click **OK**.

## Importing graphics for symbols

You can use a graphic from a draw or paint program to represent an idea. You can also use a scanned photograph or any other graphic image as a symbol. On the Macintosh, you can import GIF, JPEG, and PICT files. In Windows you can import BMP, GIF, JPEG, and WMF files. There are several ways to import a graphic:

- Copy and paste a graphic into a diagram
- Drag and drop a graphic onto a diagram
- Insert a graphics file into a diagram

Inspiration automatically assigns a captioned text area below an imported graphic, making the graphic a captioned symbol. You can also position the caption inside the graphic. For more information, see “Changing the location of the caption on an imported graphic” on page 42.

**Note:** You can also install imported graphics into the symbol libraries. For more information, see “Installing custom graphics into the symbol libraries” on page 137.

### Inserting a graphics file into a diagram

1. Click on the diagram where you want to place the graphic.
2. On the **Edit** menu, choose **Insert Graphic**.
3. Select the file you want to insert, and then click **Open**.

The graphic appears in the diagram.

## Copying and pasting a graphic onto a diagram

1. In the draw or paint program, copy the graphic you want to use to the clipboard.
2. Open the Inspiration diagram where you want to use the graphic.
3. Select the symbol you want to replace.

*Tip:* You can also click anywhere on the diagram to paste the graphic without replacing a symbol.

4. On the **Edit** menu, choose **Paste**.

Your graphic replaces the selected symbol. If the original symbol had text in it, the text appears as a caption below the new symbol. Or, if the symbol did not have text, there is now a captioned text area below the symbol.

## Dragging and dropping a graphic onto a diagram

1. Open the folder containing the source file (the graphic you want to place in your diagram). Arrange the program windows so that both the source file and the Inspiration window are visible. You must be able to see the information you want to drag as well as the location where you want to drop it.
2. Select the graphics file, and then drag it into the location you want it to appear.

*Tip:* You can also select multiple files and drag them onto the diagram.

3. Release the mouse button.

*Note:* You can also open the file containing the graphic and drag and drop the graphic onto your diagram; however, support for drag and drop of graphics varies from program to program. If you experience difficulty dragging and dropping a graphic directly from another program into Inspiration, make sure the program supports drag and drop.

## Changing the location of the caption on an imported graphic

When you import a graphic into a diagram, Inspiration automatically displays the text area beneath the graphic, making it a captioned symbol. You can also place the caption inside the graphic if you wish.

### To change the location of the caption on an imported graphic:

1. Select the graphic.
2. On the **Symbol** menu, choose **Captioned Symbol**.

The text box is now inside the graphic.

3. To place the text below the symbol, choose **Captioned Symbol**.

When the text is displayed as a caption, a check mark appears next to the menu item. To display a symbol's text area as a caption, see "Adding a caption to a symbol" on page 46.

## Formatting symbols

You have many options available to make your symbols more distinctive. After you create a symbol you like, you can use the Defaults tool on the Formatting toolbar to save the look as the new default. All new symbols you draw will reflect this style. For more information, see “Changing the defaults of your current diagram” on page 68.

### Adding a frame to a symbol

You can add a frame to any multicolor or photo-quality symbol. After you add a frame, you can change the line thickness of the frame, the line color of the frame, and the fill color of the frame. You can also add a fill pattern to the frame.

#### To add a frame to a symbol:

1. Select the symbol to which you want to add a frame.
2. On the **Symbol** menu, choose **Frame**.  
A frame appears around the symbol.
3. To remove the frame, choose **Frame** on the **Symbol** menu.

### Adding a shadow to a symbol

1. Select the symbol or symbols to which you want to add a shadow.
2. On the **Symbol** menu, choose **Shadow**.

When a check mark appears next to the menu item, the symbol has a shadow.

To remove the shadow, choose **Shadow** on the **Symbol** menu.

**Note:** To add a shadow to an animated symbol, you must first add a frame to the symbol. For more information, see “Adding a frame to a symbol” on page 43.

### Changing the line thickness of a symbol

When you change the line thickness of a symbol, you change the thickness of the line around the symbol or, if the symbol has a frame, the thickness of the frame.

#### To change the line thickness of a symbol:

1. Select the symbol or symbols for which you want to change line thickness.
2. On the **Effect** menu, choose **Line Thickness**, and then select the line thickness you want to use.

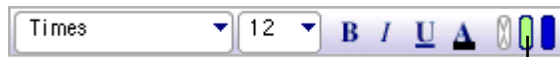
### Changing the fill color of a symbol

When you change the fill color of a symbol, you change the color inside the symbol or, if the symbol has a frame, the area inside the frame.

### To change the fill color of a symbol:

1. Select the symbol or symbols you want to change.
2. Do one of the following:

On the **Formatting** toolbar, click the **Fill Color** button, and then select the color you want.



Click the Fill Color button to change the fill color of the selected symbol.

—or—

On the **Effect** menu, choose **Fill Color**, and then select the color you want.

To change the colors of a multicolor symbol, see “Changing the colors of a multicolor symbol” on page 44.

### Changing the line color of a symbol

When you change the line color of a symbol, you change the color of the line around the symbol or, if the symbol has a frame, the frame.

#### To change the line color of a symbol:

1. Select the symbol or symbols you want to change.
2. Do one of the following:
3. On the **Formatting** toolbar, click the **Line Color** button, and then select the color you want.



Click the Line Color button to change the line color of the selected symbol.

—or—

On the **Effect** menu, choose **Line Color**, and then select the color you want.

### Changing the colors of a multicolor symbol

You can change the colors of any multicolor symbol in the symbol libraries. You can also change the color of multicolor GIFs you import. If you add a frame to a multicolor symbol, you can change the color of the frame using the Symbol Color tool.

#### To change the colors of a multicolor symbol:

1. Select the symbol for which you want to change colors.

On the **Formatting** toolbar, the existing colors on the symbol appear in order of most frequently occurring to least frequently occurring.




When you select a multicolor symbol, its colors are displayed on the Formatting toolbar. Click a color to change it.

2. Click the color you want to change, and then choose a new color to replace the existing color.

–or–

On the **Effect** menu, point to **Multicolor**, and then point to the color you want to change. Choose a new color to replace the existing color.

The existing colors on the symbol appear in order of most frequently occurring to least frequently occurring.

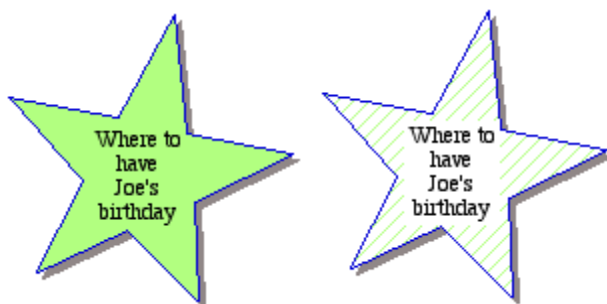
**Tip:** After you choose new colors, you can click the **Revert** button  on the **Formatting** toolbar or choose **Multicolor** on the **Effect** menu, and then select **Revert** to return the symbol to its original colors.

## Adding a fill pattern to a symbol

When you add a fill pattern to a symbol, the pattern is applied inside the symbol or, if the symbol has a frame, inside the frame.

### To add a fill pattern to a symbol:

1. Select the symbol or symbols to which you want to add a fill pattern.
2. On the **Effect** menu, choose **Fill Pattern**, and then select the pattern you want.



We added a white text background to the symbol with the fill pattern. For more information, see “Changing text background to white” on page 45.

## Changing text background to white

1. Select the symbol or symbols with the text background you want to change.
2. On the **Effect** menu, choose **White Text Background**.

The area directly behind the text turns white.

## Adding a caption to a symbol

You can display a symbol's text area as a caption below the symbol, rather than inside the symbol. This is especially useful for symbols that are detailed images.

### To display a symbol's text area as a caption:

1. Select the symbol.
2. On the **Symbol** menu, choose **Captioned Symbol**.

Inspiration displays the text area below the symbol.

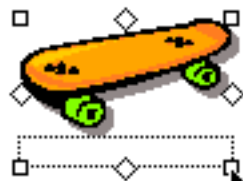
If you decide later that you want the text area to appear inside the symbol, select the symbol, and then choose **Captioned Symbol** on the **Symbol** menu.

## Resizing symbols and graphics

You can manually change the size of any symbol or imported graphic.

### To resize a symbol or graphic:

1. Select the graphic.
2. Drag a handle at any corner of the graphic to increase or reduce the size of the graphic.



Position the cursor over one of the resize handles and then drag to change the size of the symbol.

**Tip:** To retain the height to width proportions of the graphic, press the **Command** key (Macintosh) or **Ctrl** key (Windows) as you drag.

### To return a symbol or graphic to its original size:

1. Select the graphic.
2. On the **Edit** menu, choose **Original Size Graphic**.

The graphic changes back to the size it was when you added it to your document.

## Changing the way symbols grow as you add text

You can change the way symbols grow to fit your text.

### **To change the way symbols grow as you add text:**

1. On the **Symbol** menu, choose **Auto Symbol Grow**.

2. Select one of the following:

To have the symbol grow vertically from the middle as you add text, select **Standard**.  
(This is the default setting.)

–or–

To have the symbol maintain its height-to-width ratio as you add text, select **Proportional**.

–or–

To have the symbol remain the same size as you add text, select **Off**. If the text does not fit wholly within the symbol, part of your text is displayed followed by an ellipsis.

–or–

To set a width for the symbol by dragging it to a specific width, and then have the symbol grow vertically down the screen as you add text, select **Fixed Width**.

**Note:** If your symbol has captioned text, the settings for Auto Symbol Grow don't affect the symbol size because the text is outside the symbol image area.

### **Making symbols the same size**

If you want to make a symbol the exact same size as another symbol, but you don't want to change anything else, you can use the Paste Size command.

#### **To make symbols the same size:**

1. Select the symbol that has the size you want to use.

2. On the **Edit** menu, choose **Copy**.

A copy of the symbol is now available on the clipboard.

3. Select the symbols you want to make the same size.

4. On the **Edit** menu, choose **Paste Size**.

You can also size symbols by level using the Arrange tool. For more information, see "Arranging objects on the diagram" on page 63.

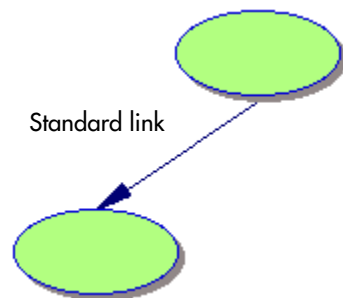
## Working with links

You can change the shape of a link between symbols to reinforce the relationship between ideas, to give the link specific meaning, or to make links appear more formal or more casual.

- Standard links attach symbols using straight lines.
- Auto-90 links attach symbols with 90-degree angles.
- Curved links can have a single bend or a double bend.
- Custom links bend in the directions in which you draw them. You might use a custom link to show a communication link or to bend a link around another unrelated symbol.

### Making a standard link

Standard links attach symbols using straight lines.

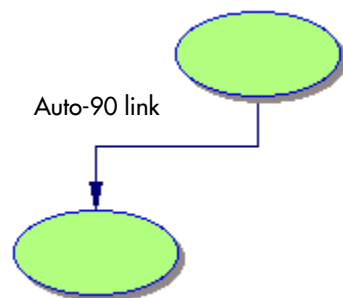


#### To make a standard link:

1. Select the link or links you want to change.
2. On the **Link** menu, choose **Standard**.

### Making a 90-degree link

Auto-90 links attach symbols with 90-degree angles.

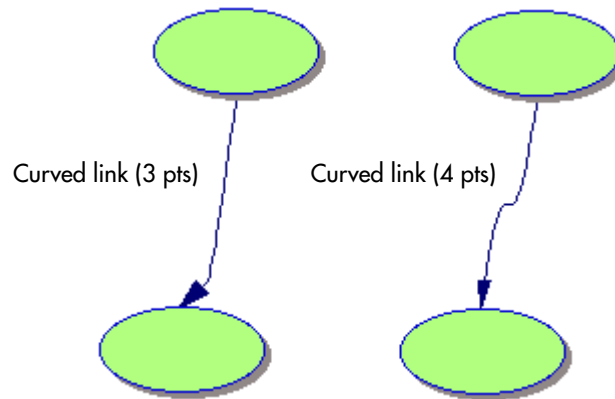


#### To make a 90-degree link:

1. Select the link or links you want to change.
2. On the **Link** menu, choose **Auto-90**.

## Making a curved link

There are two types of curves you can use—one with a single bend (3 pts) and one with a double bend (4 pts).



### To make a curved link:

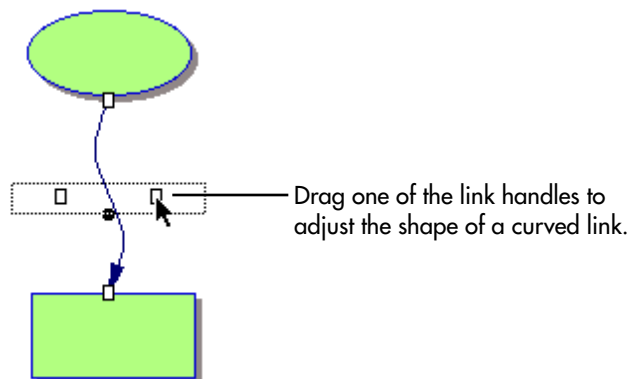
1. Select the link or links you want to change.
2. On the **Link** menu, choose **Curved Link (3 pts)** for a rounded curve.  
—or—  
On the **Link** menu, choose **Curved Link (4 pts)** for a snake-like curve.

## Adjusting a curved link

You can change the degree of the curves in both types of curved links.

### To adjust a curved link:

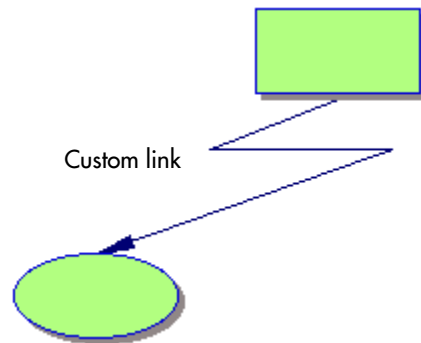
1. Select the curved link you want to adjust.
2. Drag one of the link handles that appears at the ends or in the middle of the link.



**Tip:** You may want to move the end of a link so it attaches at a different place. For more information, see “Changing a link’s connection” on page 20.

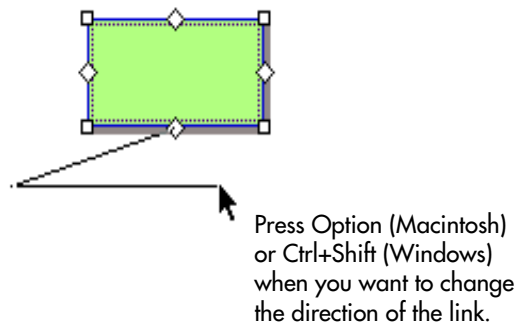
## Drawing a custom link

Custom links are made up of segments. They are often used to show that communication occurs between two symbols.



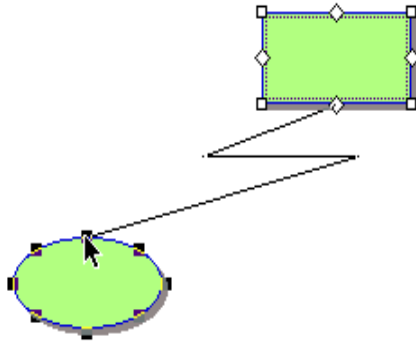
### To draw a custom link:

1. Select the symbol where you want the link to start.
2. Drag one of the diamond-shaped handles and draw the first segment of the link.
3. Press **Option** (Macintosh) or **Ctrl+Shift** (Windows) and drag in the new direction to draw the second segment of the link.



You don't need to hold down the **Option** (Ctrl+Shift) key(s). Just press and release it whenever you want to change direction.

4. Make as many segments as you need.
5. To complete the link, drag it over the symbol to which you want to attach the link, then release the mouse button when the link is in the position you want.



**Tip:** You can make new segments in a link you've already drawn. Select the link, then press **Option** (Macintosh) or **Ctrl+Shift** (Windows) as you click on the link where you want to make the segment, then drag the segment.

## Removing all segments from a link

You can remove all segments you've added to a custom link.

### To remove all segments from a link:

1. Select the link or links where you want to remove the segments.
2. On the **Link** menu, choose **Straighten Link** to return the link to a straight line.

## Reversing a link

Changing the direction of a link reverses the relationship between the ideas and affects your outline structure.

### To reverse a link:

1. Select the link you want to reverse.
2. On the **Link** menu, choose **Reverse Link**.

The link changes so that the arrow points in the opposite direction.

**Note:** When you reverse a link, it changes the relationship of topics in Outline View.

## Freezing connecting points between a link and attached symbols

Whenever you move a symbol on your diagram, Inspiration automatically moves the link with it, adjusting where the link attaches to the symbol, if necessary. If you don't want Inspiration to reposition the link—that is, you want to keep the link attached to an exact connecting point—you can freeze it in place.

### **To freeze connecting points between a link and attached symbols:**

1. Select the link or links you want to freeze.
2. On the **Link** menu, choose **Freeze Link Position**.

Now when you drag a symbol, the point at which the link connects will not change.

Although freezing stops Inspiration from repositioning a link when you move a symbol, you can always move the link yourself. Just click on the end of the link and drag it to another position on the symbol.

## **Showing 32 connection points for links**

To align a link more precisely, you can show 32 connection points on a symbol rather than 8.

### **To show 32 connection points for links:**

- To show 32 connection points for links, choose **32 Link Connection Points** on the **Link** menu.

There are 32 connection points for links when a check mark appears next to the menu item.

## **Drawing links under symbols**

When you add new links, they may overlap existing symbols. You can prevent this by drawing links under symbols.

### **To draw links under symbols:**

- On the **Link** menu, choose **Draw Links Under Symbols**.

## **Showing and hiding links**

You can hide a link between two symbols on your diagram. When you hide a link, the relationship between ideas remains the same and continues to show in your outline.

### **To hide a link:**

1. Select the link or links that you want to hide.
2. On the **Link** menu, choose **Hide Link**.

When the link is hidden, a check mark appears next to the menu item. Any text you added to the link remains visible, even though the link is hidden.

### **To show a hidden link:**

1. To show a hidden link, click where the link would be to select it.  
When the two handles and the text box appear, you know the link is selected.
2. On the **Link** menu, choose **Hide Link**.

## Formatting links

You have several options available to make your links—both the lines and the arrowheads—more distinctive. You might use a patterned link or a dashed line to show a tentative connection between ideas, for example, and a thicker, solid line to show a stronger connection. Inspiration lets you:

- Change arrowhead direction
- Change arrowhead style
- Change the color of a link
- Change the thickness of a link
- Add a pattern to a link
- Change a link to a dashed line

After you create a link you like, you can use the Defaults tool on the Formatting toolbar to save the look as the new default. All new links you draw will reflect this style. For more information, see “Changing the defaults of your current diagram” on page 68.

### Changing arrowhead direction

You can change the direction of the arrowheads on links. To show a two-way relationship between two symbols, for example, you could add arrowheads to both ends of the link. Other times, you may want no arrowheads for a link. Changing the arrow direction on a link has no effect on the relationship between the symbols. To change the relationship between symbols, you must reverse the link. For more information, see “Reversing a link” on page 51.

#### To change arrowhead direction:

1. Select the link for which you want to change the arrowhead direction.
2. On the **Link** menu, choose **Arrow Direction**, and then select the style you want.

*Tip:* If you don’t want any arrowheads, select **No Arrows**.

### Changing arrowhead style

You can change the style of the arrowheads on links.

#### To change arrowhead style:

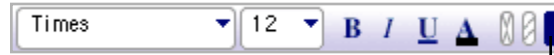
1. Select the link for which you want to change the arrowhead.
2. On the **Link** menu, choose **Arrowheads**, and then select the style you want.

### Changing the thickness of a link

1. Select the link or links you want to change.
2. On the **Effect** menu, choose **Line Thickness**, then select the thickness you want.

## Changing the color of a link

1. Select the link or links for which you want to change color.
2. On the **Formatting** toolbar, click the **Line Color** button, and then select the color you want.



Click the Line Color button to change the color of the selected link.

—or—

On the **Effect** menu, choose **Line Color**, and then select the color you want.

**Tip:** To select all the links in your diagram so you can change them all at the same time, on the **Edit** menu, choose **Select**, then select **Links**. Then make the changes you want.

## Adding a pattern to a link

1. Select the link or links to which you want to add a pattern.
2. On the **Effect** menu, choose **Line Pattern**, then select the pattern you want.

All parts of the link lines, including the arrowheads, are filled with the pattern you selected.

## Changing a link to a dashed line

1. Select the link or links you want to convert to dashed lines.
2. On the **Effect** menu, choose **Dashed Lines**.


The selected links change to dashed lines. The arrowheads remain solid.

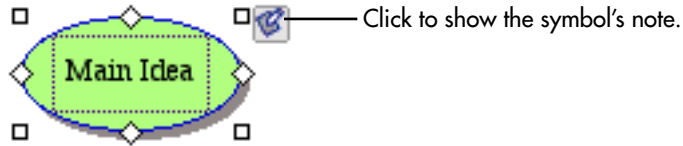
# Working with notes

## Moving a note in Diagram View

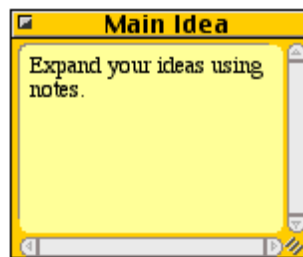
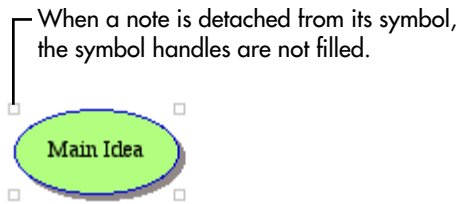
After you add a note to a symbol, you can move the note to another location on the symbol or to any open place on the diagram. Once you detach a note from its symbol, it does not move when you move the symbol. If you later decide that you want the note to move with the symbol, you can reattach it.

### To move a note in Diagram View:

1. Select the symbol.
2. Click the **Note Quick Control** .



3. Drag the note to another location on the symbol or to an open place on the diagram.



## Reattaching a note in Diagram View

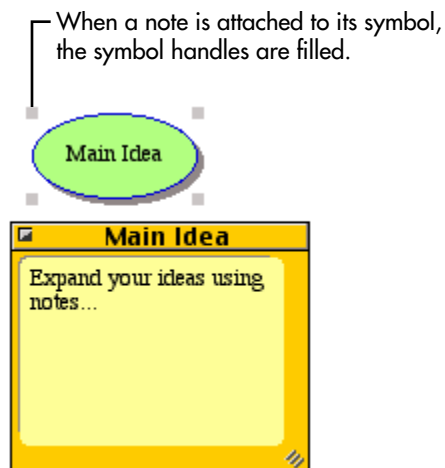
If you detach a note from its symbol, you can easily reattach it.

### To reattach a note in Diagram View:

1. Select the detached note.
2. On the **Symbol** menu, choose **Reattach Note**.

—or—

Drag the note back to its symbol.





## Inserting a graphic into a note in Diagram View

On the Macintosh, you can insert GIF, JPEG, and PICT files into a note. In Windows you can insert BMP, GIF, JPEG, and WMF files. You can insert only one graphic per note. The graphic is inserted at the end of any text you've already entered. If you try to insert a second graphic, it replaces the first.

### To insert a graphic into a note in Diagram View:

1. Select the note into which you would like to insert the graphic.
2. On the **Edit** menu, choose **Insert Graphic**.
3. Select the file you want to insert, and then click **Open**.

### Notes:

- You can drag and drop a graphic into a note. Select the symbol where you want to drop the graphic, and then click the **Note Quick Control**  or the **Note** button to show the note. Open the folder containing the source file (the graphic you want to place in the Note). Arrange the program windows so that both the source file and the Inspiration window are visible. You must be able to see the information you want to drag as well as the location where you want to drop it. Select the source file, and then drag it to the note. You cannot drag a graphic into a note from within the same diagram.
- You can copy and paste a graphic into a note. In the paint or draw program, copy the image you want to paste. Select the symbol where you want to paste the graphic, and then click the **Note Quick Control**  or the **Note** button to show the note. On the **Edit** menu, choose **Paste**.

## Formatting notes in Diagram View

You can format notes in Diagram View using font, text style, and color just as you would format symbols and links. For information about formatting text in a note, see “Formatting text in Diagram View” on page 35.

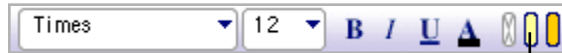
### Changing the fill color of a note

When you change the fill color of a note, you change the color inside the note.

#### To change the fill color of a note:

1. Select the note or notes you want to change.
2. Do one of the following:

On the **Formatting** toolbar, click the **Fill Color** button, and then select the color you want.



Click the Fill Color button to change the fill color of the selected note.

—or—

On the **Effect** menu, choose **Fill Color**, and then select the color you want.

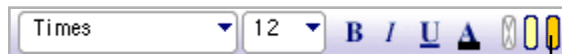
## Changing the line color of a note

When you change the line color of a note, you change the color of the line around the note.

### To change the line color of a note:

1. Select the note or notes you want to change.
2. Do one of the following:

On the **Formatting** toolbar, click the **Line Color** button, and then select the color you want.



Click the Line Color button to change the Line color of the selected note.

—or—

On the **Effect** menu, choose **Line Color**, and then select the color you want.

## Working with draw objects

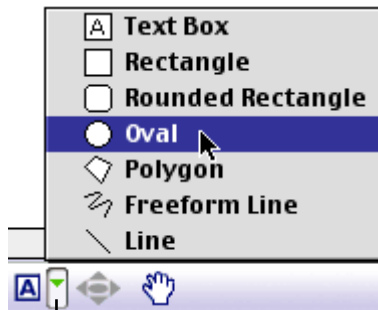
You can use the Draw tools to enhance your diagrams with special lines and boxes and to create your own symbols that you can install in the symbol libraries.

Objects you create with the Draw tools are not treated as symbols unless they are installed in the symbol libraries. They appear in Diagram View, but don't have a corresponding topic in Outline View. Also, draw objects cannot have a note and you cannot link to them.

You can enhance draw objects just as you can enhance symbols. For instance, you can fill them with color and change their line color.

### To use a Draw tool:

1. Click the **Change Draw Tool** button  on the **Formatting** toolbar, and then choose the Draw tool that you want.



Click the Change Draw Tool button, and then choose a Draw tool.

2. The selected Draw tool is displayed on the **Formatting** toolbar.



The selected Draw tool is displayed on the Formatting toolbar.

3. To turn the Draw tool off, click the **Draw** button on the **Formatting** toolbar.

### For tips on drawing specific shapes:

- See “Drawing a freeform shape” on page 60.
- See “Drawing a straight line” on page 60.
- See “Drawing an oval or circle” on page 61.
- See “Drawing a triangle or polygon” on page 61.
- See “Drawing a rectangle or square” on page 62,
- See “Drawing a rounded rectangle or square” on page 62,
- See “Drawing a rounded rectangle or square” on page 62.

To add a custom graphic to a symbol library, see “Installing custom graphics into the symbol libraries” on page 137.

### Selecting a draw object

Before you can work with an object you’ve drawn, you need to select it.

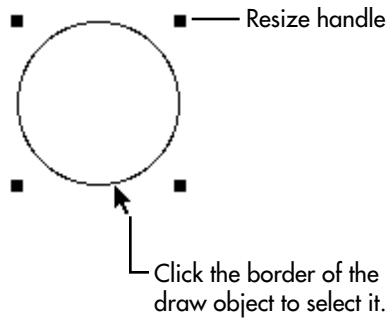
#### To select a draw object:

- If the draw object has no fill color, click anywhere on the line or border of the object.

—or—

If the draw object has a fill color, click anywhere in the object.

When you select the object, its resize handles appear.

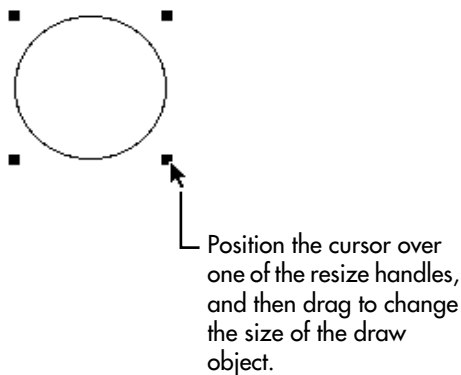


## Resizing a draw object

You can proportionally resize most shapes you draw; that is, keep the same height to width ratio. Besides resizing polygons as a shape, you can change the length of individual polygon segments.

### To resize a draw object:

1. Select the object.
2. Position the cursor over one of the resize handles and drag to change the size.



As you drag, a dotted rectangle indicates the new size of the object.

3. When the object is the size you want, release the mouse button.

### To change the length of a polygon segment:

1. Select the segment.
2. Position the cursor over one of the resize handles and drag to change the size.
3. When the segment is the length you want, release the mouse button.

**Note:** When you resize a straight line, the line itself changes size. You don't see a dotted rectangle.

**Tip:** If you want to proportionally resize a draw object, press the **Command** key (Macintosh) or **Ctrl** key (Windows) as you drag. If you hold down the **Shift** key as you resize a draw object, the draw object is constrained to a 45-degree, horizontal or vertical angle.

## Drawing a freeform shape


You use the Freeform Line tool to make freehand drawings.

### To draw a freeform shape:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , and then choose **Freeform Line**.

The cursor turns into a crosshair.

2. Position the crosshair where you want your drawing to begin.
3. Press the mouse button and draw.
4. When you finish a line, release the mouse button.
5. Draw as many lines as you wish.

6. To turn the Freeform Line tool off, click the **Draw** button  on the **Formatting** toolbar.

## Drawing a straight line

You use the Line tool to draw straight lines at any angle. You can also draw exact horizontal, vertical, or 45-degree lines.

### To draw a straight line at any angle:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , and then choose **Line**.

The cursor turns into a crosshair.

2. Position the crosshair where you want the line to begin, drag to where you want the line to end, and then release the mouse button.

As you draw, you can adjust the angle of the line.

3. To turn the Line tool off, click the **Draw** button  on the **Formatting** toolbar.

**Tip:** To draw a horizontal, vertical or 45-degree line, hold down the **Shift** key, then drag the line. As you drag, the line snaps to a 45-degree angle or a vertical or horizontal position. When you finish drawing, release the mouse button first, then release the **Shift** key.

## Drawing an oval or circle

You use the Oval tool to draw ovals and circles.

### To draw an oval or a circle:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , and then choose **Oval**.

The cursor turns into a crosshair.

2. Position the crosshair in the approximate location where you want one side of the oval.
3. To draw an oval, drag the shape until it's the size you want, then release the mouse button.

—or—

To draw a circle, press the **Shift** key, drag the circle, release the mouse button, and then release the **Shift** key.

As you drag, the circle becomes proportionally larger.

4. To turn the Oval tool off, click the **Draw** button  on the **Formatting** toolbar.

## Drawing a triangle or polygon

You can use the Polygon tool to draw objects such as triangles. A polygon is a series of attached straight lines.

### To draw a polygon:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , and then choose **Polygon**.

The cursor turns into a crosshair.

2. Click where you want your polygon to begin.
3. Click again where you want the first line to end.

If you want to constrain the line to a 45-degree, vertical, or horizontal line, press the **Shift** key when you click.

4. Continue to click where you want each succeeding line to end.



To complete the polygon, do one of the following:

If you want a closed polygon, click on the starting point.

—or—

If you want an open polygon, double-click at the point where you want to complete the shape.

5. To turn the Polygon tool off, click the **Draw** button  on the **Formatting** toolbar.

## Drawing a rectangle or square

You use the Rectangle tool to draw rectangles and squares.

### To draw a rectangle or square:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , and then choose **Rectangle**.

The cursor turns into a crosshair.

2. Position the crosshair where you want a corner of the rectangle or square to begin.
3. To draw a rectangle, drag the shape you want, then release the mouse button.

—or—

To draw a square, hold down the **Shift** key, drag the square, release the mouse button and then release the **Shift** key.

As you drag, the square becomes proportionally larger.

4. To turn the Rectangle tool off, click the **Draw** button  on the **Formatting** toolbar.

## Drawing a rounded rectangle or square

You use the Rounded Rectangle tool to draw a rounded rectangle or square. A rounded rectangle or square has straight sides and rounded corners.

### To draw a rounded rectangle or square:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , and then choose **Rounded Rectangle**.


The cursor turns into a crosshair.

2. Position the crosshair where you want a corner of the rounded rectangle to begin.
3. To draw a rounded rectangle, drag the shape you want, then release the mouse button.

—or—

To draw a rounded square, hold down the **Shift** key, drag the square, release the mouse button and then release the **Shift** key.

As you drag, the square becomes proportionally larger.

4. To turn the Rounded Rectangle tool off, click the **Draw** button  on the **Formatting** toolbar.

## Drawing a text box

You use the Text Box tool to add a title to a diagram, for example, or to add a text box to a draw object you want to use as a symbol.

### To draw a text box:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , and then choose **Text Box**.

The cursor turns into a crosshair.

2. Position the crosshair where you want the corner of the text box to begin.
3. Drag the text box until it's the size you want.
4. Enter your text in the box.

The box grows vertically from the bottom down as you add more text.

5. To turn off the Text Box tool, click the **Draw** button  on the **Formatting** toolbar.

**Tip:** To change the width of the text box, click the frame of the box to select it so that the resize handles show, then drag any of the four handles to the right or left.

## Arranging objects on the diagram

### Arranging a diagram using the Arrange tool

You can use the Arrange tool to arrange a diagram into various types of tree charts or into a web in which your ideas radiate from your main idea. You can arrange the whole diagram or selected parts.

**Note:** Any objects or text you created using the Draw tools are not included when you rearrange your diagram.

### To arrange a diagram using the Arrange tool:

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



—or—

On the **Symbol** menu, choose **Arrange**.

The Arrange dialog box appears.

2. In the Diagram Type box, select the type of arrangement you want.

To retain a cluster arrangement, select **Cluster**. Inspiration will adjust the arrangement for you.

**Tip:** To preserve the left-to-right order between symbols and make only minor adjustments to the arrangement, select **Clean Up Arrange**.

**Tip:** To size the symbols on your diagram by level, select **Size By Level**. The symbols at each level in the hierarchy are sized equivalently. The symbols at the top of the hierarchy are largest, and the symbols at the bottom are smallest.

3. Click **OK**.

**Note:** You can also arrange a selected part of your diagram. To do so, select the symbol from which you want to start the arrange. Click the **Arrange** button on the toolbar. In the Arrange dialog box, clear the **Entire Diagram** check box.

## Positioning objects using the grid

You can use the grid to align objects as you add them to your diagram. On your screen, the grid looks like graph paper.

### To position objects using the grid:

- On the **Tools** menu, choose **Grid Settings**, and then select the **Show Grid** check box.

To show or hide the grid, see “Showing or hiding the grid” on page 64. To set grid measurements, see “Setting the height and width of the grid” on page 65.

## Positioning symbols using grid snap

You can use grid snap to automatically position symbols within the squares of the grid. When grid snap is on, the symbols snap to the grid when you move them.

**Note:** Grid snap doesn’t affect notes or draw objects.

### To position symbols using grid snap:

- On the **Tools** menu, choose **Grid Settings**, and then select the **Snap to Grid** check box.

To turn off grid snap, clear the **Snap to Grid** check box.

**Tip:** To temporarily suspend grid snap, press the **Option** key (Macintosh) or **Ctrl+Shift** keys (Windows) while dragging a symbol, then release the **Option** key (Macintosh) or **Ctrl+Shift** keys (Windows) when the symbol is where you want it.

To show or hide the grid, see “Showing or hiding the grid” on page 64. To set grid measurements, see “Setting the height and width of the grid” on page 65.

## Showing or hiding the grid

- On the **Tools** menu, choose **Grid Settings**, and then do one of the following:

To show the grid, select the **Show Grid** check box.

—or—

To hide the grid, clear the **Show Grid** check box.

**Note:** You can use grid snap without showing the grid lines.


## Setting the height and width of the grid

1. On the **Tools** menu, choose **Grid Settings**.
2. Enter measurements in the **Grid Width** box and the **Grid Height** box.
3. Click **OK**.

## Positioning objects precisely

Sometimes, you just want to move an object a tiny bit to get the alignment just right. Inspiration lets you move symbols, notes and draw objects one pixel at a time using the Nudge tool on the Formatting toolbar.

### To position an object precisely:

1. Select the object or objects you want to move.
2. On the **Formatting** toolbar, click the arrow on the **Nudge** button  that points in the direction you want to move the object.

One click moves the object one pixel.

**Tip:** You can also use **Command+Shift+Arrow** key (Macintosh) or **Ctrl+Shift+Arrow** key (Windows) to nudge an object using your keyboard.

**Note:** You don't have to turn grid snap off to use the Nudge tool. It works the same way, whether grid snap is on or off.

## Spacing objects evenly

Use the Evenly Space command when you want an even amount of space between selected symbols, notes, or draw objects.

### To space symbols or draw objects evenly:

1. Select the symbols you want to arrange.  
You need to select at least three symbols or draw objects to make the **Evenly Space** command available.
2. On the **Effect** menu, choose **Evenly Space**, and then select **Horizontal** or **Vertical**.

### To space notes evenly in Diagram View:

1. Select the notes you want to arrange.  
You need to select at least three notes to make the **Evenly Space** command available.
2. On the **Effect** menu, choose **Evenly Space**, and then select **Horizontal** or **Vertical**.

## Aligning objects

When you are fine tuning your diagram you may find it useful to align symbols, draw objects, or notes in various ways.

### To align symbols or draw objects:

1. Select the symbols or draw objects you want to align.  
You need to select at least two symbols or two draw objects to make the **Align** command available.
2. On the **Effect** menu, choose **Align**, and then select the arrangement you want.  
Each choice on the **Align** submenu shows how the selected objects will align.  
The objects rearrange themselves to reflect your choice.

### To align notes with each other in Diagram View:

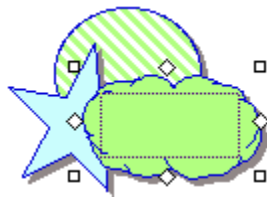
1. Select the notes you want to align.  
You need to select at least two notes to make the **Align** command available.
2. On the **Effect** menu, choose **Align**, and then select the arrangement you want.  
Each choice on the **Align** submenu shows how the selected notes will align.  
The notes rearrange themselves to reflect your choice.

## Sending a symbol or draw object to the back of a stack

You can draw an object and place it behind a symbol. You can position draw objects so they overlap, or create a stack of symbols or objects. To get the right effect, you may need to change the order of the objects in the stack.

### To send a symbol or draw object to the back of a stack:

1. Select the symbol or draw object you want to send to the back of a stack.



2. On the **Effect** menu, choose **Send to Back**.  
The symbol or object moves to the back.
3. To deselect the symbol or draw object, click the background of the diagram.



You can now move the other symbols or objects to make the arrangement you want.

## Bringing a symbol or draw object to the front of a stack

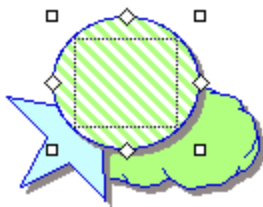
1. Select the symbol.

You may need to move one or more of the symbols or objects that cover the one you want to bring to the front.



2. On the **Effect** menu, choose **Bring to Front**.

The symbol or object moves to the front and is selected.



3. To deselect the symbol or draw object, click the background of the diagram.

You can now move the other symbols or objects to make the arrangement you want.

## Grouping symbols and draw objects

Once you group a set of objects, they all move as a unit, and any enhancements you make (such as fill color or line width) affect the whole group.

### To group a set of symbols or draw objects:

1. Select the symbols or objects you want to group.

To select more than one item, press the **Shift** key and click each one, or drag a selection box, called a marquee, around the items.

2. On the **Symbol** menu, choose **Group**.

—or—

Press **Command+G** (Macintosh) or **Ctrl+G** (Windows).

The selection boxes on each individual item disappear, and a selection box for the group appears around the items.

To ungroup, select the group and choose **Ungroup** on the **Symbol** menu.

## Changing the color of the background

When you're working in Diagram View or Outline View, you can change the color of the background that appears on your screen.

### To change the color of the background:

- On the **Effect** menu, choose **Background Color**, and then select the color you want.

## Changing the defaults of your current diagram

You can set the defaults for symbols, links, or notes. The default options include symbol shape, font, text size, text color, line color, fill color, and other style choices.

Once you set the defaults for a symbol, link, or note, all new items will reflect these choices. You can also apply the new defaults to any existing symbols, links, or notes.

When you change the defaults, the changes apply only to the document you are working on, not to new Inspiration documents.

To change the default settings for the Inspiration program, see “Working with default settings” on page 153.

### Changing symbol defaults in your current diagram

Changing the defaults for symbols allows you to easily create multiple symbols that have the same characteristics. For instance, you may want to choose a common look for all symbols used in a diagram, or change to a new style for each different class of symbols.


#### To change symbol defaults:

1. Click the background of the diagram so that nothing is selected.
2. Change the symbol attributes to reflect your preferences using the Formatting toolbar or menu items. For example, this may include fill color, text color, text size, or line thickness.

New symbols you add to your diagram will reflect these changes.

—or—

3. Select a symbol.
4. Change the symbol attributes to reflect your preferences using the Formatting toolbar or menu items. For example, this may include symbol shape, fill color, text color, text size, or line thickness.

5. On the **Formatting** toolbar, click the **Defaults** button , and then choose **Set Default**.


New symbols you add to your diagram will reflect these changes.

To apply defaults to existing symbols in the current diagram, see “Applying defaults in your current diagram” on page 70.

## Changing link defaults in your current diagram

Changing the defaults for links allows you to easily create multiple links that have the same characteristics. For instance, you may want to choose a common look for all links used in a diagram, or change to a new style for each different class of links.

### To change link defaults:

1. Select a link.
2. Change the link attributes to reflect your preferences using the tools on the Formatting toolbar or menu items. For example, this may include line color, arrowhead, arrow direction, text color, text size, or line thickness.
3. On the **Formatting** toolbar, click the **Defaults** button , and then choose **Set Default**.


New links you add to your diagram will reflect these changes.

To apply defaults to existing links in the current diagram, see “Applying defaults in your current diagram” on page 70.

## Changing note defaults in your current diagram

Changing the defaults for notes allows you to easily create multiple notes that have the same characteristics. For instance, you may want to choose a common look for all notes used in a diagram, or change to a new style for each different class of notes.

### To change note defaults:


1. Select a note.  
You can select multiple notes as well.
2. Change the note attributes to reflect your preferences using the tools on the Formatting toolbar or menu items. For example, this may include fill color, line color, text color, or text size.
3. On the **Formatting** toolbar, click the **Defaults** button , and then choose **Set Default**.

New notes you add to your diagram will reflect these changes. To apply defaults to existing notes in the current diagram, see “Applying defaults in your current diagram” on page 70.

## Applying defaults in your current diagram

After you change the defaults of symbols, links, or notes, you can apply these changes to existing objects in your diagram.

### To apply defaults:

1. Select the object to which you want to apply the new defaults.  
You can select multiple objects of the same type, for example several symbols.
2. On the **Formatting** toolbar, click the **Defaults** button , and then choose **Apply Default**.

## Adding the date to your diagram

You can add today's date to your diagram.

### To add today's date to your diagram:

1. Click on your diagram where you want the date to appear.
2. On the **Edit** menu, choose **Paste Date**.

Inspiration pastes the date onto your diagram.

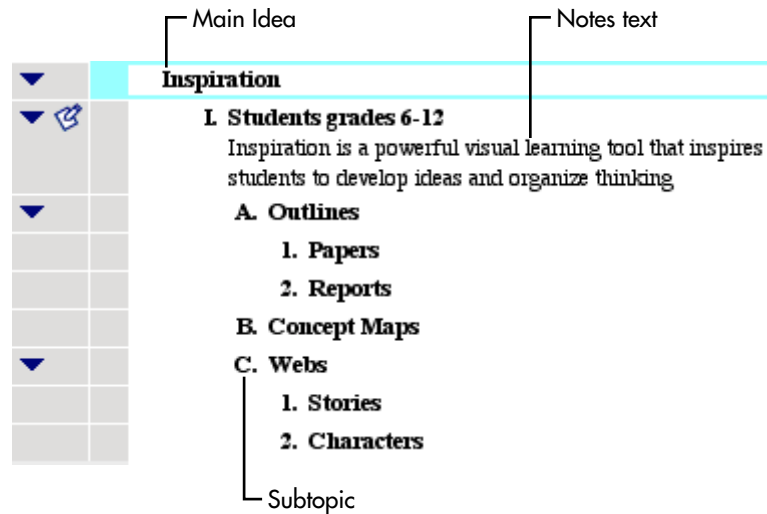
**Tip:** You can change the format in which the date will appear when you use the Paste Date option. On the **Utility** menu, choose **Application Properties**, then select another format on the **Date/Time Format** menu. Now when you choose **Paste Date** it will provide the date in the format you specified.

# Chapter 5: Creating an outline

Outlining is useful for planning and for structuring ideas when writing. When you create an outline in Inspiration, you use topics to represent your ideas. You begin with your main idea, which is the focus of your document. Then you add the topics you want to cover. A topic generally contains one idea or piece of information. Topics can have subtopics, which provide more detail. An outline can have up to 99 levels of subtopics.

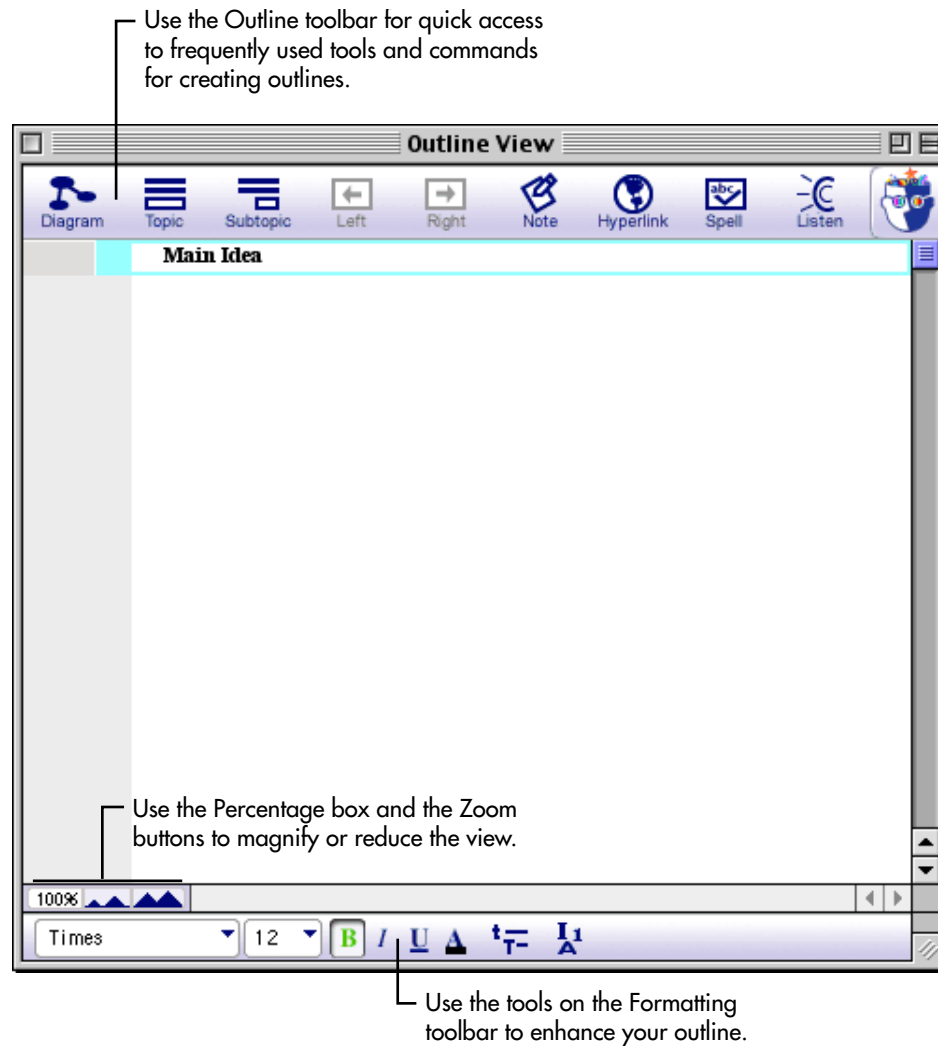
In Inspiration outlines, as in diagrams, you can add a note to any topic or subtopic. Notes are the tool you use to flesh out your ideas. Notes text can be one or two sentences, several paragraphs or even several pages. When you add notes to an outline, you're well on your way to developing an organized report, essay, or story.

Here's an example of an outline:












## Tools for creating outlines

When you switch to Outline View from Diagram View, the toolbars and menus change to provide you with the tools you need to create, organize, and edit an outline. When you work in Outline View, you have two toolbars: the Outline toolbar and the Formatting toolbar.



## The Outline toolbar

When you're working in Outline View, the Outline toolbar appears at the top of the screen. The Outline toolbar offers quick access to frequently used tools and commands for creating outlines.

Click this button ...	... to do this
 Diagram	Switch to Diagram View.
 Topic	Add a topic below and at the same level as the selected topic.
 Subtopic	Add a subtopic below and one level to the right of the selected topic.
 Left	Move a topic and its subtopics to the left one level.
 Right	Move a topic and its subtopics to the right one level.
 Note	Add or edit a note attached to a topic.
 Hyperlink	Create a hyperlink to another item such as a web site or file.
 Spell	Check the spelling in a document.
 Listen	Listen to the computer read the information in a document.

## The Formatting toolbar in Outline View

The Formatting toolbar has tools for formatting text, changing default settings, and changing outline prefixes.

Use this ...



Font



Text Size



Bold



Italic



Underline



Text Color



Topic Defaults



Prefix

... to do this

Change the font.

Change the text size.

Apply bold formatting to text.

Italicize text.

Underline text.

Change the color of text.

Set default formatting for topics, subtopics, and notes.

Change the prefix labels for the outline.

## Switching to Outline View

- On the **Diagram** toolbar, click the **Outline** button.



—or—

On the **View** menu, choose **Outline**.

The Main Idea topic is already selected, ready for you to type your own main idea.

**Tip:** You can set Inspiration to always open in Outline View by creating a template, and then selecting it as the default template for new documents. For more information, see “Creating a template” on page 118 and “Selecting a new default template” on page 153.

## Entering your main idea in Outline View

- To enter the main idea on your outline, type your main idea for the project.  
The text you type appears in place of the words “Main Idea.”

## Automatically use symbol labels as topic text

After you create a diagram and switch to Outline View, Inspiration creates an outline using the symbol labels. For example, a symbol with the label “Sun” becomes a topic “Sun” in the outline. The symbol labels serve as placeholders for topics as you develop your outline. When you return to Diagram View, the topic text appears in the symbols.

### To automatically use symbol labels as topic text:

1. On the **Utility** menu, choose **Picture-to-Topic** to select it.  
When a check mark appears next to the menu item, it is selected.
2. In Diagram View, use the Symbol palette to add symbols to your diagram.  
For example, add the “Sun” and “Moon” symbols to your diagram.
3. On the **Diagram toolbar**, click the **Outline** button to switch to Outline View.



The symbol labels are displayed as the topics: “Sun” and “Moon.”

4. To return to Diagram View, click the **Diagram** button on the toolbar.



## Turning off automatic topic labeling

Sometimes you may not want symbol labels to appear as topic text in Outline View.

### To turn off automatic topic labeling:

- Before switching to Outline View, on the **Utility** menu, choose **Picture-to-Topic** to clear the check mark next to the menu item.

## Adding topics and subtopics

Topics are the main areas you want to include, or points you want to make, in your outline.

### To add a topic:

1. Select the topic under which you want to add a new topic.

To select a topic, click to the left of its prefix. A selection box appears around the topic to show you it's selected.

2. On the **Outline** toolbar, click the **Topic** button.



—or—

On the **Outline** menu, choose **Add Topic**.

Inspiration inserts a new topic below the selected topic and automatically assigns it a prefix.

If you selected **Dad**, then added a topic, here's where it would appear.

▼		<b>Family Vacation</b>
▼		<b>I. What we want to do</b>
		<b>A. Mom</b>
		<b>B. Dad</b>
		<b>C.</b>

3. Enter your text.

**Tip:** Here's a quick keyboard shortcut—to add a topic at the same level at which you've been working, press **Command+G** (Macintosh) or **Ctrl+G** (Windows). For a complete list of keyboard shortcuts, see “Using keyboard shortcuts” on page 159.

### Adding a subtopic

Subtopics are ideas or pieces of information that are subordinate to or add supplemental information to a topic. When you add a subtopic, it is indented under the topic you have selected.

Here's an example of an outline that includes both topics and subtopics:

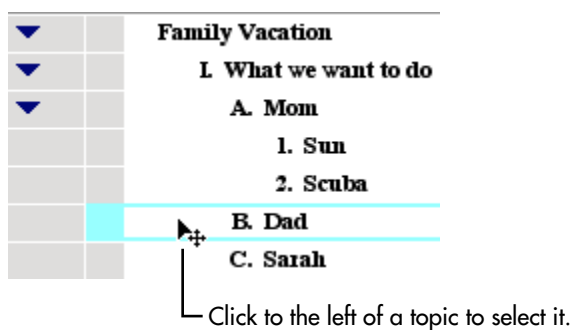
▼		<b>Family Vacation</b>	
▼		<b>I. What we want to do</b>	
▼		<b>A. Mom</b>	Mom is a subtopic of
		<b>1. Sun</b>	What we want to do
		<b>2. Scuba</b>	Scuba is a subtopic of Mom.
		<b>B. Dad</b>	
		<b>C. Sarah</b>	

When you add a subtopic to a topic, it's indented one level below the selected topic.

### To add a subtopic:

1. Select the topic to which you want to add the subtopic.

A selection box appears around the topic to show you it's selected.




2. On the **Outline** toolbar, click the **Subtopic** button.

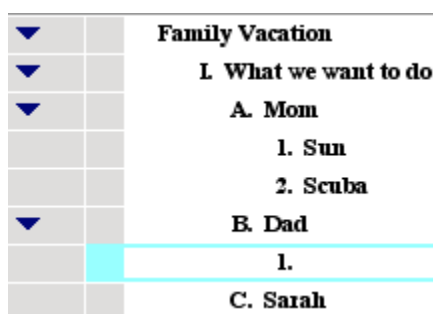


—or—

On the **Outline** menu, choose **Insert Subtopic**.

Inspiration inserts a new indented subtopic below the selected topic.

A Subtopic Quick Control  appears next to the topic to show that it has a subtopic.

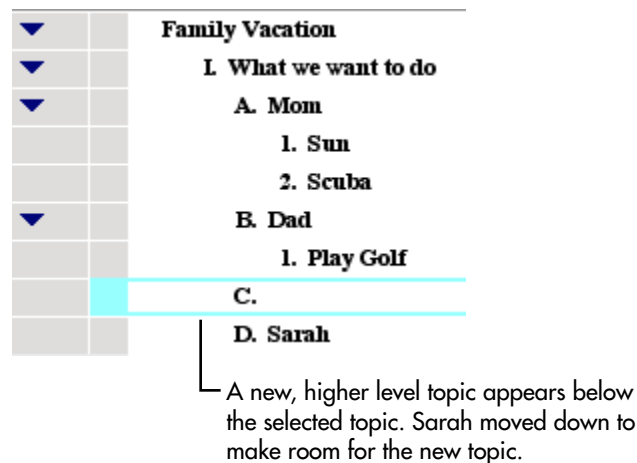
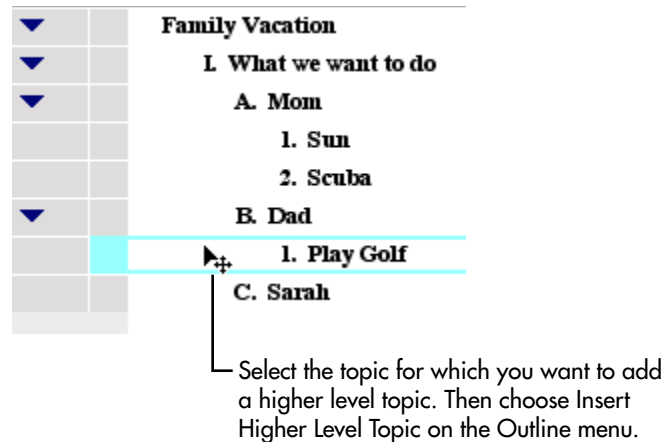


3. Enter the text for the subtopic.

## Inserting a higher level topic

As you add topics and subtopics to your outline, you may want to add a new topic that is at a higher level than the topic you are currently working on.

Here's an example:



### To insert a higher level topic:

1. Select the topic after which you want to insert a higher level topic.
2. On the **Outline** menu, choose **Insert Higher Level Topic**.

A new topic appears below the topic you selected and at the next higher level in your outline.

3. Enter the text for the new topic.

**Note:** You can use the Insert Higher Level Topic command for all topics and subtopics except for the Main Idea topic and first level topics. To insert a new main idea, see “Inserting a new main idea in Outline View” on page 79.

## Inserting topics or subtopics using smart insert

As you develop your outline, you will find smart insert helpful. Here's how it works:

- If you select a topic that is followed by another topic at the same level, a new topic is inserted after the selected topic.
- If you select a topic that is followed by one or more visible subtopics, a new subtopic is inserted after the selected topic.

### To insert a new topic or subtopic using the smart insert feature:

1. Select the topic under which you want to insert a new topic or subtopic.
2. Press the **F9** key.

–or–

On the **Outline** menu, choose **Smart Topic Insert**.

3. Enter your text.

## Inserting a new main idea in Outline View

You can add a topic at the same level as the main idea.

### To insert a new main idea:

- On the **Outline** menu, choose **Insert New Main Idea**.

A new topic appears at the main idea level.

## Adding notes text to a topic

Once you've created an outline that includes topics and subtopics, you can develop your ideas by adding notes text. This is where you do your writing. You can add anything from one sentence to multiple paragraphs to several pages of text.

### To add notes text to a topic:

1. Select the topic to which you want to add notes.
2. Press **Return** (Macintosh) or **Enter** (Windows).

–or–

On the **Outline** toolbar, click the **Note** button.



The cursor appears below the selected topic so you can type your notes text.

3. Enter your notes.

## Inserting a graphic into notes text in Outline View

On the Macintosh, you can insert GIF, JPEG, and PICT files into a note. In Windows you can insert BMP, GIF, JPEG, and WMF files. You can insert only one graphic per note. The graphic is inserted at the end of any notes text you've already entered. If you insert another graphic, the second graphic replaces the first.

### To insert a graphic into notes text in Outline View:

1. In Outline View, select the topic where you want to insert the graphic into the note.
2. On the **Edit** menu, choose **Insert Graphic**.
3. Select the file you want to insert, and then click **Open**.

### Notes:

- You can drag and drop a graphic into a note. Open the folder containing the source file (the graphic you want to place in your note). Arrange the program windows so that both the source file and the Inspiration window are visible. You must be able to see the information you want to drag as well as the location where you want to drop it. Select the source file, and then drag it to the note where you want it to appear.
- You can copy and paste a graphic into a note. In the paint or draw program, copy the image you want to insert in your note. In Outline View, select the topic where you want to paste the graphic. On the **Edit** menu, choose **Paste**.

## Editing text in an outline

You can change the text you've entered for any topic, subtopic, or note.

### To edit text in an outline:

1. Click the cursor where you want to begin editing.
2. Do one of the following:

Type the new text.

—or—

Drag to select the text you want to replace, and then type the new text.

### Ending text editing

When you finish typing your text, here are two common ways you can leave text editing mode:

- Click outside the topic you're working on.

—or—

Press **Shift+Return** (Macintosh), or **Shift+Enter** (Windows), or the **Escape** key to leave text editing and select the item you've been working on.

## Creating a diagram from an outline

You can easily transform your outline into a diagram by changing to Diagram View. Changes you make in Outline View are automatically made in Diagram View, and vice versa.

### To create a diagram from an outline:

- On the **Outline** toolbar, click the **Diagram** button.

—or—

On the **View** menu, choose **Diagram**.



# Chapter 6: Organizing your outline

## Viewing your outline as you work

Sometimes it's helpful to limit how many levels of the outline you see while you're working. You may also want to zoom in so you can see a larger view of your outline on screen as you're working. You can also focus your attention on a particular topic and its subtopics by displaying only that topic and its subtopics on your screen.

### Specifying how many outline levels to show

As you work, it's sometimes helpful to show only some levels of subtopics below a topic. You can do this by selecting a topic that has subtopics, and then specifying how many levels of subtopics you want to see.

#### To specify the number of levels of subtopics to display:

1. Select the topic or subtopic you want to start with.

You're going to be specifying how many levels of subtopics below the selected topic you want to show on your outline.

2. On the **View** menu, choose **Show Levels**.

The Show Levels dialog box appears.

3. In the **Show Levels** box, type the number of levels you want to display below the selected topic, and then click **OK**.

Only the subtopics you chose appear for the selected topic. All subtopics below the level you specified are hidden.

To hide subtopics for selected topics, see "Hiding a topic's subtopics" on page 85.

### Focusing on one topic and its subtopics

You can hide parts of your outline while you work so you can focus in on a specific section of your outline. When you focus in, you have the entire screen to work in.

#### To focus on one topic and its subtopics:

1. Select the topic you want to focus on.

2. On the **View** menu, choose **Focus In**.

The topic and its subtopics appear alone on the screen where you can work on them without being distracted by the rest of the outline.

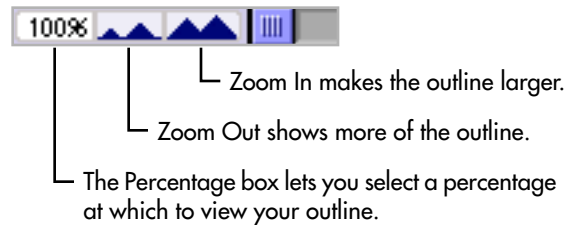
3. To display your complete outline again, on the **View** menu, choose **Focus Out**.

The entire outline reappears, including the topic you focused in on and its changes.

**Tip:** You can use the Focus In command as often as you want to isolate topics and subtopics as you work.


## Magnifying and reducing the view

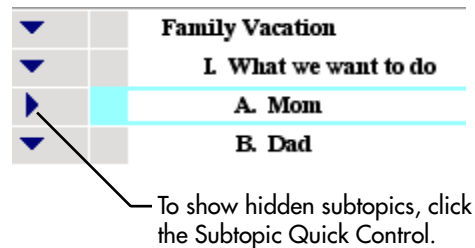
When you want to see more of your diagram or outline in the window, you zoom out. When you want to make your symbols or topics look bigger, you zoom in. You can also zoom in or out to a specific percentage. Use the buttons in the lower left of the window to zoom in or out.



**Note:** Zooming in and out does not change the actual size of the document, only the magnification at which you see it.

## Showing and hiding subtopics

To make it easier to organize your outline, it's often useful to hide the subtopics so you can concentrate on the main topics. You can hide subtopics for individual topics as well as for the entire outline. When the Subtopic Quick Control  is displayed in the column to the left of a topic, the topic has hidden subtopics.



### To show a topic's subtopics:

- Click the Subtopic Quick Control .

—or—

- Select the topic for which you want to show subtopics.
- On the **View** menu, choose **Subtopics**, and then select **Show**.

**Tip:** You can also double-click a topic's prefix to show hidden subtopics.

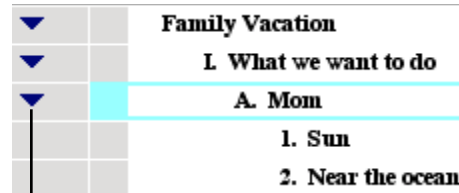
### To show all subtopics in an outline:

- On the **View** menu, choose **Subtopics**, and then select **Show All**.

To make it easier to organize your outline, it's often useful to hide the subtopics so you can concentrate on the main topics. You can hide subtopics for individual topics as well as for the entire outline.


## Hiding a topic's subtopics

To make it easier to organize your outline, it's often useful to hide the subtopics so you can concentrate on the main topics. You can hide subtopics for individual topics as well as for the entire outline.



To hide subtopics, click the Subtopic Quick Control.

### To hide a topic's subtopics:

- Click the Subtopic Quick Control .

—or—



1. Select the topic for which you want to hide subtopics.
2. On the **View** menu, choose **Subtopics**, and then select **Hide**.

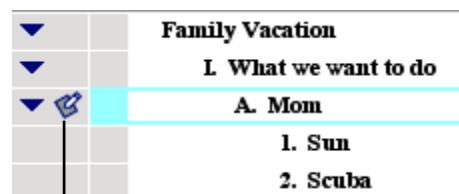
*Tip:* You can also double-click a topic's prefix to hide subtopics.

### To hide all subtopics in an outline:

- On the **View** menu, choose **Subtopics**, and then select **Hide All**.


## Showing and hiding notes

The Note Quick Control indicates the state of the topic's note, as either hidden  or showing . You may want to hide your notes so you can work with the high-level organization of the outline. You can hide notes for selected topics, and you can hide notes for all the topics in an outline.



To show a topic's note, click the Note Quick Control.

**To show a topic's note:**


- Click the **Note Quick Control** .
- or—

1. Select the topic for which you want to show a note.
2. On the **View** menu, choose **Notes**, and then select **Show**.

**To show all notes in an outline:**

- On the **View** menu, choose **Notes**, and then select **Show All**.

**To hide a topic's note:**

- Click the **Note Quick Control** .
- or—

1. Select the topic for which you want to hide the note.
2. On the **View** menu, choose **Notes**, and then select **Hide**.

**To hide all notes in an outline:**

- On the **View** menu, choose **Notes**, and then select **Hide All**.

## Selecting all or parts of your outline

You can use special commands on the **Edit** menu to select all or part of your outline.

**Selecting all topics at a particular level**

You can work on all the topics at a level at one time.

**To select all topics at a particular level:**

1. Select a topic at the level you want to work on.
2. On the **Edit** menu, choose **Select**, then select **This Level**.

All topics at that level are selected.

**Selecting all subtopics for a specific topic**

1. Select the topic that has the subtopics you want to select.
2. On the **Edit** menu, choose **Select**, then select **Subtopics**.

The topic and its subtopics are selected.

## Selecting everything in your outline

1. Select a topic.
2. On the **Edit** menu, choose **Select All**.

Everything on your outline is selected.

**Tip:** You can also press **Command+A** (Macintosh) or **Ctrl+A** (Windows) to select everything in your outline.

## Selecting the first Main Idea topic

- On the **Edit** menu, choose **Select First Main Idea**.

# Copying, cutting, and pasting topics

## Deleting a topic

As you're working, you may want to delete a topic in your outline. Whenever you delete a topic, you automatically delete its subtopics. If you don't want to delete the subtopics, you can copy them and paste them elsewhere, or you can promote them one level so they're no longer subtopics.

### To delete a topic:

1. Select the topic you want to delete.
2. Do one of the following:

Press the **Delete** key.

—or—

On the **Edit** menu, choose **Clear**.

For more information about promoting a set of subtopics, see “Promoting a set of subtopics to topics” on page 91.

## **Copying and pasting a topic**

You can copy one or more topics and their subtopics and then paste them into another location. Or you can paste them in another outline or into a document in another application.

### **To copy and paste a topic:**

1. Select the topic you want to copy.  
All subtopics will be copied along with the topic.
2. On the **Edit** menu, choose **Copy**.
3. Select the topic under which you want to paste the topic.
4. On the **Edit** menu, choose **Paste**.

The topic and its subtopics, if any, appear in the new location. The original topic and its subtopics remain in their original location.

## **Cutting and pasting a topic**

You can cut one or more topics and their subtopics and then paste them in another location. Or you can paste them in another outline or into a document in another application. When you cut a topic, the original disappears from the outline.

### **To cut and paste a topic:**

1. Select the topic you want to cut and paste.  
All subtopics will be moved along with the topic.
2. On the **Edit** menu, choose **Cut**.
3. Select the topic under which you want to paste the topic.
4. On the **Edit** menu, choose **Paste**.

The topic and its subtopics, if any, appear in the new location. The original topic and its subtopics no longer appear in their original location.

## **Moving topics**

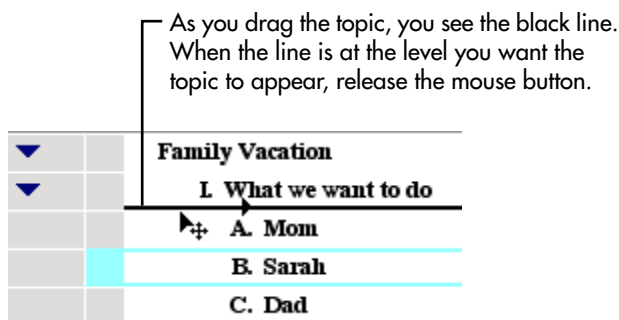
### **Moving a topic by dragging it**

You can drag a topic (and its subtopics) up or down in the outline, keeping the topic at the same level of importance. You can also drag topics to the right or left, changing the topic's level of importance.

### To move a topic by dragging it:

1. Select the topic you want to move, and then drag it to the location you want in the outline.

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.



2. When the topic is at the level where you want it to appear, release the mouse button.

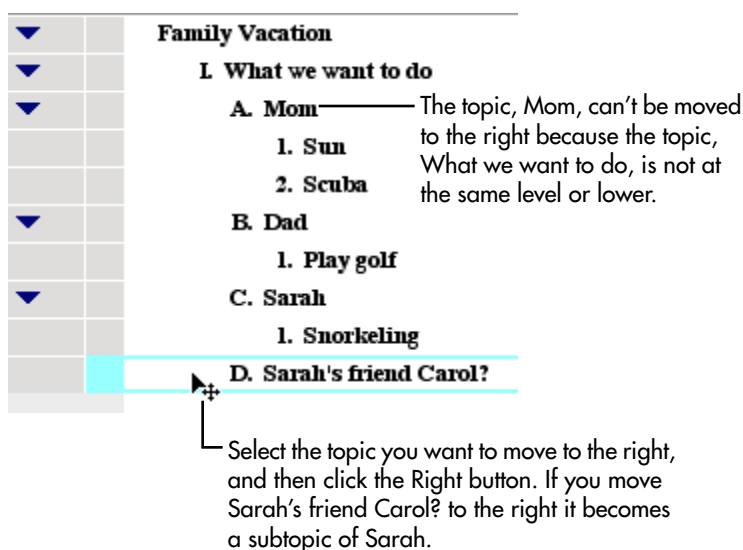
The topic (and its subtopics if there are any) appears in the new location.

### Moving a topic to the right

If you find that a topic belongs at a lower level in your outline, you can move it to the right. You can also move topics to the left so they are at a higher level. To use the Right tool, the topic immediately above the topic you want to move must be at the same level or lower.

### To move a topic to the right:

1. Select the topic you want to move to the right.



2. On the **Outline** toolbar, click the **Right** button



—or—

On the **Outline** menu, choose **Move Right**.

The topic moves to the right, making it a subtopic of the topic. If the topic has subtopics, they are moved also and maintain their subtopic status.

**Tip:** To quickly move a topic to the right, press **Command+R** (Macintosh) or **Ctrl+R** (Windows) or press **Shift+Tab**. You may need to reset the default function of the **Tab** key in Application Properties.

You can also move topics to the right using the Demote command. For more information, see “Demoting a set of topics” on page 91.

To set the operation of the Tab key, see “Setting the operation of the Tab key” on page 156.

## Moving a topic to the left

If you find that a topic belongs at a higher level in your outline, you can move it to the left. You can also move topics to the right so they are at a lower level.

### To move a topic to the left:

1. Select the topic you want to move to the left.
2. On the **Outline** toolbar, click the **Left** button.



—or—

On the **Outline** menu, choose **Move Left**.

The topic moves to the left, which raises it one level. If the topic has subtopics, they are moved also and maintain their subtopic status.

**Tip:** To quickly move a topic to the left, press **Command+L** (Macintosh) or **Ctrl+L** (Windows) or press **Shift+Tab**. In Windows, you may need to reset the default function of the **Tab** key in Application Properties. To set the operation of the Tab key, see “Setting the operation of the Tab key” on page 156.

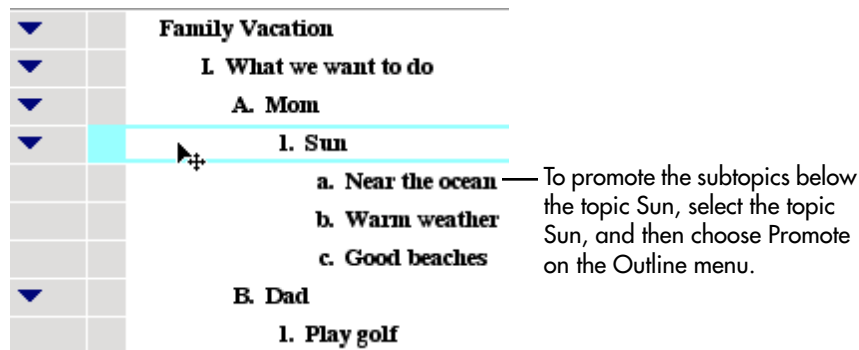
You can also move subtopics to the left using the Promote command. For more information, see “Promoting a set of subtopics to topics” on page 91.

## Promoting a set of subtopics to topics

When you have a number of subtopics you want to move to the left—that is, to promote them in the outline hierarchy—you can move them all at the same time. When you promote a set of subtopics, they become parallel to the selected topic. Any subtopics contained by topics you promote also move one level to the left.

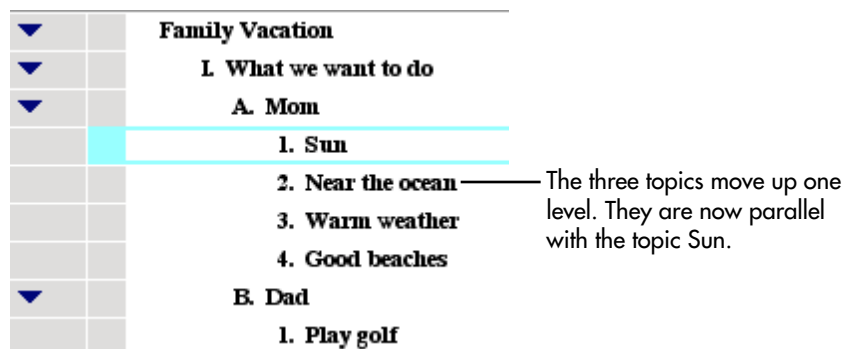
### To promote a set of subtopics to topics:

1. Select the topic that contains the subtopic or subtopics you want to move one level to the left.



2. On the **Outline** menu, choose **Promote**.

The subtopic or subtopics move to the left one level, raising them in the outline hierarchy.



## Demoting a set of topics

When you want to move a set of topics one level to the right—or demote them in the outline hierarchy—you can move them all at once. When you demote a set of topics, they become subtopics to the selected topic. Any subtopics contained by topics you demote also move one level to the right.

### To demote a set of topics:

1. Select the topic immediately above the set of topics you want to move to the right.
2. On the **Outline** menu, choose **Demote**.

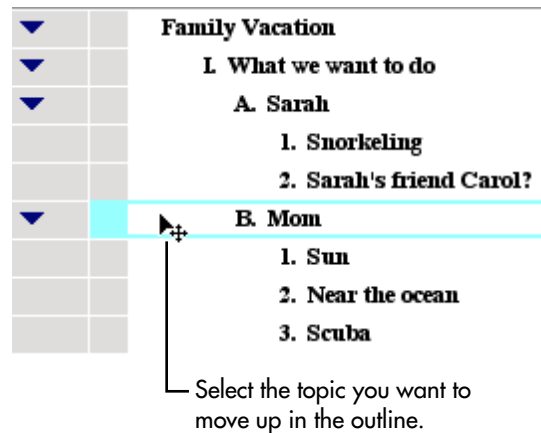
The topics move to the right one level, making them subtopics of the selected topic.

## Moving a topic up in an outline

You can move or flip a topic and its subtopics to a higher position in the order of an outline.

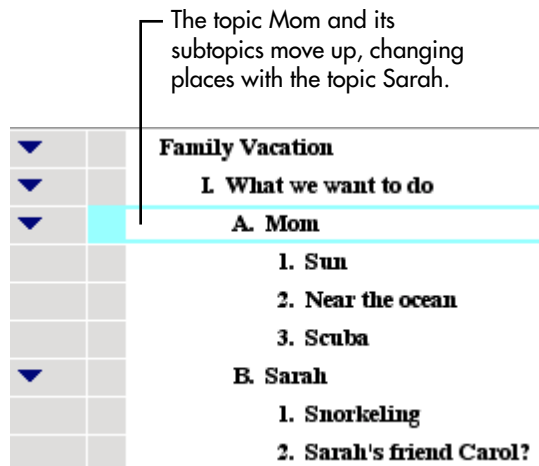
### To move a topic up in the outline order:

1. Select the topic you want to move up in the outline.



2. On the **Outline** menu, choose **Flip Up**.

The topic and its subtopics move up, changing places with the topic above it.



**Tip:** You can also select a topic and press **Command+’** (Macintosh) or **Ctrl+’** (Windows) or **Shift+Up Arrow** to move the topic up in the outline.

## Moving a topic down in an outline

You can move or flip a topic and its subtopics to a lower position in the order of an outline.

### To move a topic down in the outline order:

1. Select the topic you want to move down in the outline.
2. On the **Outline** menu, choose **Flip Down**.

The topic and its subtopics move down, changing places with the topic below it.

**Tip:** You can also select a topic and press **Command+/** (Macintosh) or **Ctrl+/** (Windows) or **Shift+Down Arrow** to move the topic down in the outline.

## Consolidating several topics under one topic

You can consolidate ideas that are scattered throughout the outline under one topic. You can also choose to copy the selected topics and place them under one topic, while leaving the originals intact in the outline.

### To consolidate several topics under one topic:

1. Select the topic under which you want to place the other topics.  
A rectangle appears around the selected topic.
2. Press the **Shift** key, and then select the topics you want to consolidate.  
A dotted rectangle appears around each topic you select.  
You don't need to select each subtopic.
3. On the **Outline** menu, choose **Collect and Move**.

The Collect Options dialog box appears.

4. In the Collect Options dialog box, do one of the following:

Select **Move Collected Topics** to move the topics under the selected topic.

—or—

Select **Copy Collected Topics** to copy the topics and place them under the selected topic, and leave the originals intact in the outline.

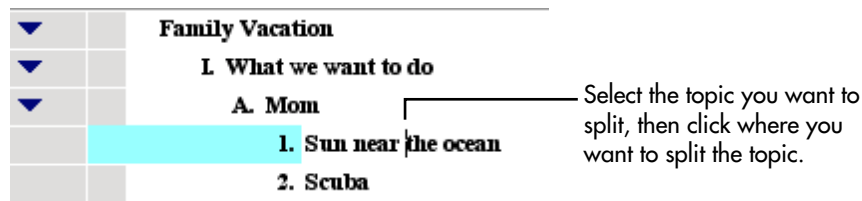
5. Click **OK**.

## Splitting a topic into two topics

If you discover that a topic contains two ideas, you can split it into two separate topics. When you split a topic that has no subtopics, both parts remain at the same level in your outline. When you split a topic that has a subtopic, the second portion becomes a subtopic. You can also split notes text. When you do this, the information in front of the cursor remains notes text and the remainder becomes a new topic.

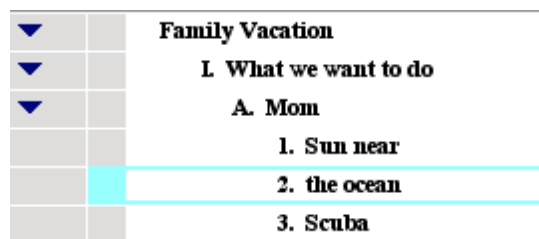
### To split a topic or notes text:

1. In the topic or the notes text you want to split, click the location in the text where you want to break it.



2. On the **Outline** menu, choose **Split Topic**.

The topic or notes text divides.



## Creating a topic that includes line breaks

You might want to break a longer topic into several lines. For example, you may want to have a list of information appear as one topic with each item having its own line. Then, when you switch to Diagram View, the list appears in one symbol.

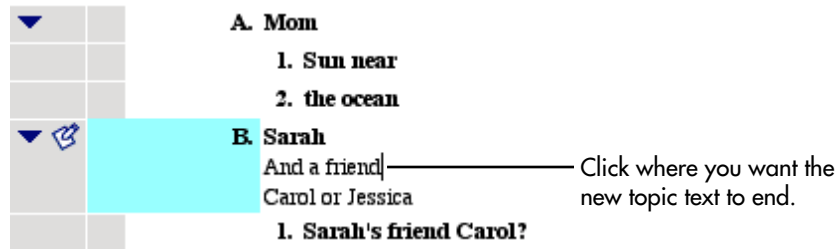
Normally, when you press **Return** (Macintosh) or **Enter** (Windows) at the end of a topic in Outline View, Inspiration automatically changes to notes text mode. You can override this by using the Set Notes Text command on the Outline menu.

### To create a topic that includes line breaks:

1. Select the topic to which you want to add more text, then press **Return** (Macintosh) or **Enter** (Windows).

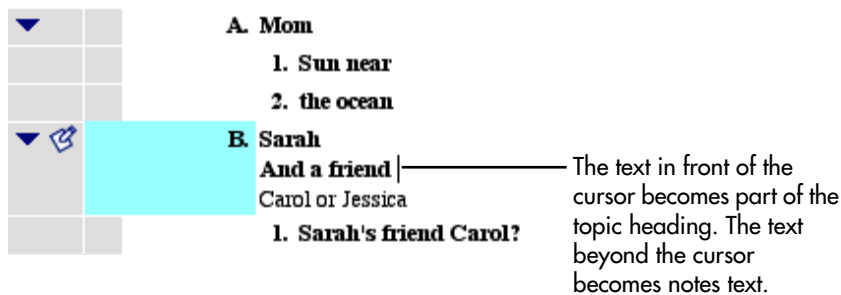
A blinking cursor appears on the next line. You're now ready to add notes text, which you will convert to topic text.

2. Enter the text you want, pressing **Return** (Macintosh) or **Enter** (Windows) wherever you want to break a line.
3. When you finish, click in the text where you want the topic text to end.



4. On the **Outline** menu, choose **Set Notes Text**.

All text in front of the cursor becomes part of the topic heading. Any text beyond the cursor becomes notes text.



## Sorting topics

If you're creating a list of names and addresses in Outline View, for example, you can sort topics or subtopics in ascending or descending alphanumeric order.

You can also sort topics by the state of the check box associated with each topic. To sort topics by the state of the check box, you must first enable **Show Checklist** on the **Tools** menu.

### To sort topics:

1. Select the main idea or a topic, and then choose **Sort** on the **Outline** menu.  
The Sort dialog box appears.
2. Under **Sort**, do one of the following:
  - Choose **Entire Outline** to sort all the topics in the outline.
  - Choose **Subtopics** to sort the subtopics for the selected topic.
3. Under **Key**, do one of the following:
  - Choose **Topic Text** to sort your outline in alphanumeric order
  - Choose **Checklist** to sort your outline by the state of the check box associated with each topic.

4. Under **Order**, select **Ascending** or **Descending**.

5. Click **OK**.

The topics at the level you selected are rearranged in the order you chose.

You can also sort items in a checklist. For more information, see “Sorting checklist items” on page 110.

# Chapter 7: Enhancing your outline

## Formatting text in Outline View

You can change the look of the text in your topics and notes using the tools on the Formatting toolbar and the commands on the Text menu. You can select your favorite font, change the text size, and make text bold or italic, for example.

### Changing the font

1. Select the text or items for which you want to change the font.

To select all text, choose **Select All** on the **Edit** menu.

2. On the **Formatting toolbar**, click the **Font** box , and then choose a font on the list.

—or—

On the **Text** menu, choose **Font**, and then select the font.

### Using fonts not on the Inspiration Font menu

If you are using Inspiration on a computer running Windows, you can use fonts that do not appear on the Inspiration Font menu.

#### To use fonts not on the Inspiration Font menu (Windows):

1. Select the text or items where you want to use the new font.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Text** menu, choose **Font**, and then select **More Fonts**.

The Font dialog box appears.

3. On the **Font** menu, choose the font you want to use for the selected items.

4. Select the size you want to use for the selected items.

The font and size are applied to the selected items.

**Tip:** If you're using Windows, you can change the fonts that appear on the Inspiration Font menu. For more information, see "Customizing the font menu" on page 157.

## Changing text size

1. Select the text or items for which you want to change the text size.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting** toolbar, click the **Text Size** box , and then choose a text size on the list.

—or—

On the **Text** menu, choose **Size**, and then select the text size.


3. To use a size that doesn't appear on the text size menu, choose **Other**. In the dialog box, enter the size you want, and then click **OK**.

**Note:** To increase or decrease the size of selected text one point size at a time, on the **Text** menu, choose **Size**, and then select **Increase** or **Decrease**.

## Applying bold formatting to text

1. Select the text or items to which you want to apply bold formatting.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting** toolbar, click the **Bold** button .


—or—

On the **Text** menu, choose **Style**, and then select **Bold**.

## Italicizing text

1. Select the text or items for which you want italicized text.

To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting** toolbar, click the **Italic** button .


—or—

On the **Text** menu, choose **Style**, and then select **Italic**.

## Underlining text

1. Select the text or items which you want to underline.


To select all text, on the **Edit** menu, choose **Select All**.

2. On the **Formatting** toolbar, click the **Underline** button .

—or—

On the **Text** menu, choose **Style**, and then select **Underline**.

## Changing text color

1. Select the text or items for which you want to change color.
2. On the **Formatting** toolbar, click the **Text Color** button , and then select the color you want.

—or—

On the **Text** menu, choose **Color**, and then select the color you want.

## Justifying text

1. Select the text or items for which you want to justify text.
2. On the **Text** menu, choose **Justify**, and then select **Left**, **Center**, or **Right**.

## Applying superscript formatting

1. Select the text or items that you want to format as superscript.
2. On the **Text** menu, choose **Style**, and then select **Superscript**.

## Applying subscript formatting

1. Select the text or items that you want to format as subscript.
2. On the **Text** menu, choose **Style**, and then select **Subscript**.

## Changing text to all capital letters

1. Select the text or items that you want to format with capital letters.
2. On the **Text** menu, choose **Style**, and then select **ALL CAPS**.

## Returning text to the default style

If you select text and make changes to its appearance, you can easily return the text to its original style by using the **Revert To Style** command on the **Text** menu.

### To return text to the default style:

1. Select the text or items that you want to change back to the default style.
2. On the **Text** menu, choose **Revert to Style**.

## Working with prefixes

There are a variety of prefix styles you can use with your outlines. The Inspiration default is the standard Roman Numeral style, but you might find that a bullet serves your purpose if your outline is simple. Or you might want to use the Legal style if your outline is very complex. You can even create your own custom prefixes.

### To change the prefixes:

- On the **Formatting** toolbar, click the **Prefix** button , and then select the prefix style you want.


Here are your choices:

- **Working Format**—You see the + and - signs indicating whether there are notes and subtopics both on screen and on printed versions.
- **Roman Numerals**—Uses Roman Numerals for main topics (I, II, III, A, B, C, 1, 2, 3, etc.)
- **AlphaNumerals**—Uses upper case letters to label main topics in outline documents. Otherwise like the Roman Numeral format (A, B, C, 1, 2, 3, a, b, c, etc.).
- **Legal**—Uses numbers for each level and includes the first level prefix as part of the second level, and so on (1.0, 2.0, 1.1, 1.2, 1.1.1, 1.1.2, etc.).
- **Numeric**—Uses numbers for each level (1, 2, 3, 1, 2, 3, etc.) in an outline document.
- **No Prefix**—On printed outline documents, there are no prefixes.
- **Bullets**—Uses a single bullet for all levels in an outline document.
- **Power Outlining**—Assigns the same number or letter to all topics at a specific level.
- **Custom**—Lets you specify your own system of prefixes in an outline document.

### Formatting prefixes

You can change the font and text style of the prefixes in an outline.


### To format prefixes:

1. On the **Formatting** toolbar, click the **Prefix** button , and then choose **Custom**.  
The Custom Prefix Labels dialog box appears.
2. Select the **Custom Font and Style** check box.
3. On the **Font** list, choose the font you want.
  - To apply bold formatting to the prefixes, select the **Bold** check box.
  - To italicize the prefixes, select the **Italics** check box.
  - To underline the prefixes, select the **Underline** check box.
4. Click **OK** to apply the formatting.

## Adding a prefix at the main idea level

- On the **Formatting** toolbar, click the **Prefix** button, and then choose **Start at Main Idea**.

## Creating custom prefixes

1. On the **Formatting** toolbar, click the **Prefix** button , and then choose **Custom**.  
The Custom Prefix Labels dialog box appears.
2. To start the outline at the main idea level, select the **Start at Main Idea** check box.
3. In each outline **Level** box, enter the prefix you want.
  - To use a format in which topics at the same level are numbered or lettered sequentially, for example 1,2,3 or A, B, C, select the **Sequential Prefixes** check box.
  - To use a format in which topics at the same level have the same prefix, for example 1,1,1 or A, A, A, clear the **Sequential Prefixes** check box.
  - To include the first level prefix as part of the second level, and so on, select the **Appending Prefixes** check box.
  - To use a format in which prefixes at higher levels are repeated at lower levels, select the **Repeat Prefixes** check box. In the **From Level** check box, enter the first prefix you want to repeat. In the **To Level** box, enter the last prefix you want to repeat. For example, if you enter From Level 1 to Level 3, the prefixes for those levels will be repeated in the next three levels and so on.
4. Click **OK**.

## Showing and hiding prefixes

### To show prefixes:

- On the **Outline** menu, choose **Show Prefix**.  
The prefixes show when a check mark appears next to the menu item.

### To hide prefixes:

- On the **Outline** menu, choose **Show Prefix** to clear the check mark next to the menu item.

To show the prefixes again, choose **Show Prefix** on the **Outline**. The prefixes are displayed when a check mark appears next to the menu item.

## Changing the color of the background

When you're working in Diagram View or Outline View, you can change the color of the background that appears on your screen.

### To change the color of the background:

- On the **Effect** menu, choose **Background Color**, and then select the color you want.

## Changing the defaults in your current outline

You can set the default for any or all topic levels and notes. The default options include font, text size, text color, and other style choices. When you change the defaults, the changes apply only to the document you are working on, not to new Inspiration documents.

### To change the defaults:

- On the **Formatting** toolbar, click the **Topic Defaults** button .

—or—

On the **Edit** menu, choose **Topic Defaults**.

1. Select the level for which you want to change the defaults.

To choose defaults for ...	Select ...
All text in the outline, including topics and notes, and all text in Notes List View	All Items
Main Idea and all topic levels in the outline	All Topic Levels
A specific level in the outline	The level, for example Main Idea or Level 1, and so on
All text in Notes List View	Notes List Topics
All notes text in the outline	Notes Text

2. Set the options to match your preferences.

3. Do one of the following:

To preview the changes and leave the Topic Defaults dialog box open, click **Preview**. Select another outline level or type of text and choose defaults.

—or—

To apply the changes and close the Topic Defaults dialog box, click **OK**.

To change the default settings for the Inspiration program, see “Changing the default settings for the Inspiration program” on page 154.

# Chapter 8: Enriching the content of your documents

## Working with hyperlinks

You can enrich your Inspiration documents by adding hyperlinks. Hyperlinks can connect your document to web sites, other Inspiration documents, and files created in other programs. You can even create hyperlinks to sound or video clips to enhance or illustrate ideas in your symbols and topics.

### Automatic formatting of hyperlinks

Inspiration automatically formats Internet addresses (URLs) as hyperlinks with blue, underlined text. For example, if you type “[www.inspiration.com](http://www.inspiration.com)” in your document, the text will automatically display as a hyperlink.

### Turning off automatic formatting of hyperlinks

You can turn off automatic formatting of hyperlinks if you do not want an Internet address (URL) that you add to your document to be displayed as a hyperlink.

#### To turn off automatic formatting of hyperlinks:

- Do one of the following:

On the **Tools** menu, choose **Hyperlink**, and then select **URL Auto-detection** to clear the check mark next to the menu item.

—or—

On the **Utility** menu, choose **Application Properties**. Under **Options**, clear the **URL Hyperlink Auto-detection** check box.

## Inserting a hyperlink to a web page

You can insert a hyperlink to a web page on the Internet simply by typing the Internet address (URL), or you can format selected text as a hyperlink.

### To insert a hyperlink to a web page:

- Type the Internet address in your document.  
For example, type “www.inspiration.com.”  
—or—
- 1. Select the text to be displayed as a hyperlink.  
For example, select the text “Please visit our web site.”
- 2. On the **Diagram** toolbar, click the **Hyperlink** button.



3. Select **Web Page**.  
The selected text appears in the **Hyperlink Text** box.
4. In the **Link To** box, type the Internet address (URL) following the “http://” prefix.  
For example, type “www.inspiration.com.”
5. Click **OK**.

## Inserting a hyperlink to another file

You can insert hyperlinks that connect the file you are currently working on to other files. You can link to Inspiration documents, documents created in other programs, and files such as video clips, sound clips, and graphics.

### To insert a hyperlink to another file:

1. Select the text to be displayed as a hyperlink.  
For example, if you want to create a hyperlink to a document about reptiles, you might select the text “Read more about reptiles.” If you don’t select any text, Inspiration automatically inserts the name of the file at the insertion point in your document.
2. On the **Diagram** toolbar, click the **Hyperlink** button.



3. Select **File**.  
The selected text appears in the **Hyperlink Text** box. You can edit it now if you wish.
4. Click the **Select File** button.
5. Navigate to the document to which you want to hyperlink, and then click **OK**.

For example, you might want to create a hyperlink to a document called “Reptile Reference.doc.”

The Hyperlink dialog box is displayed with the path and name of the file you selected in the **Link To** box.

6. Click **OK**.

## **Inserting a hyperlink to a new Inspiration document**

You can insert a hyperlink to a new Inspiration document that you create “on the fly.” The new document is connected to the document you are currently working using a hyperlink.

### **To insert a hyperlink to a new Inspiration document:**

1. Select the text to be displayed as a hyperlink.

For example, if you want to create a separate bibliography you might select the text “Bibliography.” If you don’t select any text, Inspiration automatically inserts the name of the new file at the insertion point in your document.

2. On the **Diagram** toolbar, click the **Hyperlink** button.



3. Select **New Inspiration Document**.

The selected text appears in the **Hyperlink Text** box. You can edit the text if you wish.

4. Click **OK**.

The Save dialog box is displayed with the selected text as the file name.

5. Navigate to the folder where you want to save the file.

Inspiration automatically opens the folder where the original document is located.

6. Type a name for the file, and then click **Save**.

The new document opens with the same defaults as the original document.

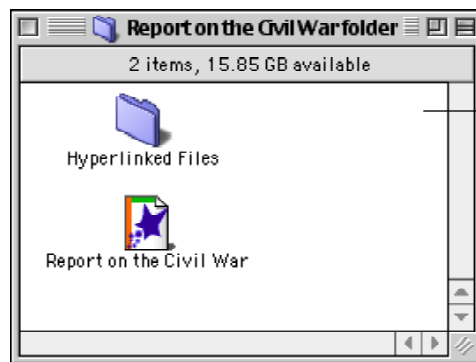
## Gathering hyperlinked files

When a document contains hyperlinks to other files, you can use the Gather Hyperlinked Files command to create one folder that contains a copy of the original file and a folder containing a copy of each hyperlinked file. This makes it easy to manage the files and distribute them to other people.

### To gather hyperlinked files:

1. On the **File** menu, choose **Gather Hyperlinked Files**.
2. In the **Gather into folder** box, type a name for the folder.
3. Click **Save**.

Inspiration creates a new folder containing a copy of your original document and a folder containing a copy of each hyperlinked file. The original documents remain in their original location.



When you gather hyperlinked files, Inspiration creates a folder containing a copy of the original document and a folder containing a copy of each hyperlinked file.

## Inserting a hyperlink to an email address

You can insert a hyperlink to an email address. For example, you might create a hyperlink that reads “Contact me” or “Send me email.” When the reader of your document clicks the hyperlink, an email message with the correct email address in the **To:** line is created, provided the reader has an email program installed.

**Note:** Email hyperlinks work properly only if the reader of the document has an email program installed and has access to an authorized email system. For more information, consult the documentation for your computer or your system administrator.

### To insert a hyperlink to an email address:

1. Select the text to be displayed as a hyperlink.  
For example, select the text “Send me email.” If you don’t select any text, Inspiration automatically inserts the email address at the insertion point in the document.
2. On the **Diagram** toolbar, click the **Hyperlink** button.



3. Select **Email**.

The selected text appears in the **Hyperlink Text** box.

4. In the **Mail To:** box, type the email address.

For example, “techsupport@inspiration.com.”

5. Click **OK**.

## Following a hyperlink

- Click a hyperlink to go to the linked file or web page.

—or—

Select the item—symbol, link, note, draw object, or topic—containing the hyperlink.

On the **Tools** menu, choose **Hyperlink**, and then select **Launch**.

**Note:** When you select an item that contains more than one hyperlink, Inspiration follows the first hyperlink in the item.

## Editing a hyperlink

1. Click directly before the first character in the hyperlink or directly after the last character.
2. Drag the cursor across the link.

**Tip:** You can also use the arrow keys to move the cursor inside the link.

3. Edit the text, and then click away from the link.

**Note:** You can also make hyperlinks unavailable when you want to edit a hyperlink. Making hyperlinks unavailable prevents you from unintentionally following a hyperlink when you are editing it. For more information, see “Making hyperlinks unavailable” on page 108.

## Removing a hyperlink

- Select the hyperlink, and then press **Clear** (Macintosh) or **Delete** (Windows).

—or—

1. Place the cursor inside the hyperlink.
2. On the **Tools** menu, choose **Hyperlink**, and then select **Insert**.
3. Click the **Remove Hyperlink** button.

## Making hyperlinks unavailable

You can make the hyperlinks in a document unavailable. This can be useful when you want to edit hyperlinks or when you don't want a reader of the document to follow the hyperlinks.

### To make hyperlinks unavailable:

- Do one of the following:

On the **Tools** menu, choose **Hyperlink**, and then select **Live Hyperlinks** to clear the check mark next to the menu item.

—or—

On the **File** menu, choose **Application Properties**. Under **Options**, clear the **Live Hyperlinks** check box.

## Working with sound

You can use sound to illustrate and expand the information in your documents and reinforce the learning of developing readers and writers.

- When the Talking Interface is made available in Application Properties, the computer automatically reads the menus, buttons, and other program elements on-screen.
- Illustrate or expand the ideas in your documents by recording words or sounds using the Record command. For example, in a diagram about great American authors, you might record select quotes or titles for each author.
- Listen to the computer read the information in a document using the Listen tool.

### Choosing the computer's voice

You can choose the voice that the computer uses when you use the Listen tool or the Talking Interface.

#### To choose the computer's voice:

1. On the **Tools** menu, point to **Sound**, and then choose **Voices**.  
The Choose Voice dialog box appears.
2. Select a voice, and then click **Choose**.

### Automatically read text in program menus and buttons

The computer will automatically read the text in program menus and buttons when the Talking Interface is made available in Application Properties.

#### To automatically read text in program menus and buttons:

1. On the **Utility** menu, choose **Application Properties**.
2. Under **Audio**, select the **Talking Interface** check box, and then click **OK**.
3. Point to a menu or button.

## Listening to ideas in a document

The computer can read the text in a document when the Listen tool is made available in Application Properties.

### To listen to ideas in a document:

1. On the **Utility** menu, choose **Application Properties**.
2. Under **Audio**, select **Listen tool**, and then click **OK**.
3. On the toolbar, click the **Listen** button.



4. To listen to the text in an item, select it.
5. To turn off the **Listen** tool, click the **Listen** button again.

## Recording and playing sounds

You can record audio and attach it to a symbol or topic. To record sounds, you must make Record Sounds available in Application Properties, and your computer must have a microphone.

*Note:* To enable recording, choose **Application Properties** on the **Utility** menu. Under **Audio**, select the **Record Sound** check box.

### To record a sound:

1. Select the symbol or topic for which you want to record a sound.
2. On the **Tools** menu, point to **Sound**, and then click **Record**.
3. In the recording control box, click **Record** to begin recording.
4. Generate the sound that you want to record.

The maximum length of a recorded sound is 30 seconds. You can click **Stop** at any time to end recording.

5. When you finish recording, click **Save**.

The Audio Quick Control  is displayed next to the symbol or topic when a recorded sound is attached. Click the **Audio Quick Control**  to play the sound.

## Playing a recorded sound

- Click the **Audio Quick Control**  next to the symbol or topic.

## Erasing a recorded sound

1. Select the symbol or topic from which you want to delete the recorded sound.
2. On the **Tools** menu, point to **Sound**, and then click **Erase**.

## Working with the checklist

As you work on a project, you can use the checklist to track your progress. You can check off topics in Outline View or symbols in Diagram View. If you check off a topic in Outline View, the corresponding symbol in Diagram View is also checked off.

### To work with the checklist:

1. On the **Tools** menu, choose **Show Checklist**.

When the checklist is displayed, a check mark appears next to the menu item.

In Outline View, a check box is displayed to the left of each topic. In Diagram View, a check box is displayed at the lower right of each symbol. To check a box, select it. To clear the box, select it again.

2. To hide the checklist, choose **Show Checklist** on the **Tools** menu to clear the check mark next to the menu item.

### Sorting checklist items

You can sort topics by the state of the check box associated with each topic. To sort topics by the state of the check box, you must first enable **Show Checklist** on the **Tools** menu. When you sort checklist items, topics at the level you selected are rearranged with checked items first and unchecked items last.

### To sort checklist items:

1. Select the main idea or a topic, and then choose **Sort** on the **Outline** menu.  
The Sort dialog box appears.
2. Under **Sort**, do one of the following:
  - Choose **Entire Outline** to sort all the topics in the outline.
  - Choose **Subtopics** to sort the subtopics for the selected topic.
3. Under **Key**, choose **Checklist** to sort your outline by the state of the check box associated with each topic.
4. Under **Order**, do one of the following:
  - Choose **Ascending** to arrange the topics with checked items first and unchecked items last.
  - Choose **Descending** to arrange the topics with unchecked items first and checked items last.
5. Click **OK**.

## Working with numbers and dollars

The Summation feature is useful whenever you need quick, simple addition. When Inspiration sums, it looks for numbers in each level of subtopics under the selected topic. The values are added, then inserted in the selected topic at the insertion point. If the topic is selected and you are not in the text editor, the total is placed at the end of the topic. If a number already exists in the topic, Inspiration replaces the number with the summed number.

### To add numbers and dollars:

1. Enter numeric data or dollar amounts in the subtopic or subtopic text.

For example, to total the number of dollars in an expense report, type a dollar sign and the amount. If the dollar amount is surrounded by text be sure and put a space before and after the dollar amount. To total the number of people hours in an outline, enter the number, a space and then type “people hours” in each one of the subtopics you want included in the summation process.

2. Select a topic or symbol with subtopics you want to add.

3. To sum all numbers in the entire outline or diagram, select the Main Idea topic or symbol. When only a topic or symbol is selected, only the subtopics for that item are summed.

4. On the **Tools** menu, choose **Summation**.

The Summation Options dialog box appears.

5. Select a **Search For** option.

- To calculate only topics or symbols with numbers, select **General Numbers**. Topics or symbols with dollar amounts are ignored.
- To add only topics or symbols preceded by \$ (dollar sign), select **Currency Numbers**. (The currency symbol will vary on versions of Inspiration sold outside the United States.)

6. If you want to look for dollars or numbers surrounded by specific text, type the text into the **Preceded By** and **Followed By** fields.

These settings let you further control which figures will be added. You can embed number or dollars in text or have spaces that precede them. Summation will search and add numbers and dollars using your criteria exactly as specified. As you select your options, Inspiration displays an example of what it will search for in the lower part of the dialog box.

For example, to total the number of people hours in an outline, select **General Numbers**, and type “people hours” in the **Followed By** box. To total the number of dollars, select **Currency Numbers** and leave the **Preceded By** and **Followed By** boxes blank.

7. Select **Create Subtotals**.

When selected, subtotals are inserted in the upper level topic. To suppress the insertion of the subtopic totals, deselect this option.

8. Click **OK** or press **Return (Enter)** to perform the summation or click **Cancel** to cancel this option and return to your diagram or outline.

Summation adds the numbers from the lowest subtopic upward and places the total in the selected topic or symbol.








## Working in Notes List View

Notes List View is useful when you want to produce a written document from a non-hierarchical diagram.

When you look at your work in Notes List View, it appears as a list of topics with no indentations. Notes text you enter appears below each topic, just as it does in Outline View. As you write and edit in Notes List View, you can change the text style, and you can print your document.

You can reorder topics in Notes List View without affecting their order in Diagram View or Outline View. You can edit the text in the topics, but you can't add or delete them.

The toolbar in Notes List View uses several of the same tools you use in Outline View. Here is the Notes List View toolbar:

Click this button ...	... to do this
 Diagram	Switch to Diagram View.
 Flip Up	Move the selected topic up one position.
 Flip Down	Move the selected topic down one position.
 Note	Move the cursor into the notes area for the selected topic.
 Hyperlink	Create a hyperlink to another item such as a web site or another file.
 Spell	Check the spelling in the document.
 Listen	Listen to the computer read the information in the document.

## Switching to Notes List View

After you add notes text to symbols or topics, you can view and edit all the notes text for a document using Notes List View.

### To switch to Notes List View:

1. Display the document in Diagram View.
2. On the **View** menu, choose **Notes List**.

The Notes List window opens, and the text from the symbols or topics appears as a list. Any notes text you've entered appears below its topic. You can now edit and rearrange the topics to suit your needs without affecting the arrangement of the diagram or outline.

3. To return to Diagram View, click the **Diagram** button on the **Notes List** toolbar.

## Formatting text in Notes List View

If you plan to print your document while working in Notes List View, you can format the appearance of the text to suit your needs. You can change the look of all of the text at once, or you can change selected text. Formatting changes you make in Notes List View don't affect the appearance of text in Diagram View or Outline View.

### To format text in Notes List View:

1. Select the topic or text you want to change.  
To select all notes text, choose **Select All** on the **Edit** menu.
2. Format the text using the tools on the **Formatting** toolbar or the commands on the **Text** menu.



# Chapter 9: Managing and proofing documents

## Opening, closing, and saving documents

### Opening a new document

When you want to open a new, untitled document, use the **New** command on the **File** menu. You can open a new document while in Diagram or Outline View. A new document has the attributes of the default template you are using.

#### To open a new document:

- On the **File** menu, choose **New**.

For information about selecting a new default template, see “Selecting a new default template” on page 153.

### Opening an existing document

1. On the **File** menu, choose **Open**.

The Open dialog box appears listing the names of your Inspiration documents.

2. Select the document you want to open, and then click **Open**.

**Tip:** The last four Inspiration files you used are listed at the bottom of the File menu (depending on the size of your screen, the files are listed individually or inside a Recent Files submenu). On the File menu, choose the name of the file you want to open.

For information about opening Inspiration templates, see “Opening a template” on page 118.

### Saving a document

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

- On the **File** menu, choose **Save**.

In Windows, the file is saved with a .ISF extension.

## **Saving a document in Inspiration 6 format**

You can save Inspiration 7 documents in Inspiration 6 format so you can then open the document using Inspiration 6. When you save a document in Inspiration 6 format, some document formatting may be changed or lost. Changes include:

- Hyperlinks to other files are removed and the hyperlinks themselves are converted to plain text.
- Recorded sounds are lost.
- Notes in Diagram View are converted to the Inspiration 6 note format.
- The Power Outlining prefix format is converted to the Working prefix format.
- Main ideas set to be part of the outline lose their prefixes and are displayed above the first first-level topic.
- The date and time in headers and footers are converted to the closest option available in Inspiration 6. Custom text in headers and footers is lost.
- Notes text formatting in Diagram View is converted to the default notes text formatting in Outline View.

### **To save a document in Inspiration 6 format:**

1. On the **File** menu, choose **Save As**.
2. Select the folder where you want to store the document.
3. In the **Name** box (Mac OS) or the **File Name** box (Windows), enter a name for the document.
4. In the **Format** (Mac OS) or **Save as Type** box (Windows) choose **Inspiration Version 6 (\*.ins)**, and then click **Save**.

## **Reverting to the last saved document**

If you work on a document and then decide you don't want to save the changes you've made, you can discard your changes and have Inspiration open the previously saved version.

### **To revert to the last saved document:**

1. On the **File** menu, choose **Revert to Saved**.  
Inspiration asks if you want to discard all changes to your document.
2. To discard your changes and return to your previously saved document, click **OK**.  
—or—

To return to your current document with your changes intact, click **Cancel**.

You can also use the Undo command to undo changes. For more information, see “Undoing changes” on page 33.

## Renaming a document

1. On the **File** menu, choose **Save As**.
2. Select the folder where you want to store the document.
3. Enter a name for the document.
4. Click **Save**.

## Closing a document and keeping Inspiration open

You can close a document and continue to work in Inspiration. For example, you can continue to work in Inspiration by opening another document.

### To close a document and keep Inspiration open:

1. To close your document and keep Inspiration open, on the **File** menu, choose **Close**.  
If you've made changes, Inspiration asks if you want to save those changes.
2. Click **Yes** to save your changes and close your document. You can now open another document and continue working in Inspiration.

## Closing a document and quitting Inspiration

You can close a document and quit Inspiration.

### To close a document and quit Inspiration:

1. To close your document and quit Inspiration, on the **File** menu, choose **Quit** (Macintosh) or **Exit** (Windows).  
If you've made changes to your document, Inspiration asks if you want to save those changes.
2. Click **Yes** to save your changes and quit Inspiration.

## Working with templates

Templates are starting points for creating your own documents. A template contains default settings for document formatting including the appearance of symbols, links, notes, and topics. A template can contain any type of content—from basic symbols and links to fully developed ideas and special graphics. Inspiration comes with over 50 templates to help you create your own diagrams and outlines. When you open a template, you save it as a new document so the template itself remains unchanged.

You can also create customized templates that can contain any type of content—from simple diagrams to complex outlines. Teachers often create their own templates to use as a starting point for a special project or assignment.

## Opening a template

- On the **File** menu, choose **Open Template**.

The Open dialog box appears listing the available templates.

3. Select the template you want to open, and then click **Open**.

## Creating a template

Teachers often create their own templates to use as a starting point for a special project or assignment. Using the Template Wizard, you can go step-by-step to save any Inspiration document as a template.

### To create a template:

1. Create the diagram or outline you want to save as a template.
2. On the **Utility** menu, choose **Template Wizard**.
3. Choose how you want the template to open, and then click **Next**.
4. Choose the symbol defaults for the template, and then click **Next**.

The document's current default settings are displayed. To use the Inspiration program's default settings, click **Factory Settings**.

5. Choose the link defaults for the template, and then click **Next**.
6. Choose the note defaults for the template, and then click **Next**.
7. Choose the outline defaults for the template, and then click **Next**.
8. Choose printing defaults for Diagram View and Outline View, and then click **Next**.
9. In the **Save** dialog box, choose the folder where you want to save the template.

Inspiration automatically opens the **Inspiration Templates** folder, but you can choose any location.

10. In the **Name** box, type a name for the template.

11. Click **Save**.

In Windows the file is saved with a .IST extension.

12. To set the newly created template as the default template for the Inspiration program, select the **Set as Default** check box in the Success dialog box.

When you choose this option, all new Inspiration documents will be based on the newly created template.

**Tip:** To make specific symbols available for a template, create a custom symbol library, and then select the custom library as the default library when you create the template. If you plan to share the template with another computer, you must copy the custom symbol library to the other computer along with the template. For more information, see “Sharing symbol libraries with other computers” on page 140.

## Editing a template

You can change the content and default settings of any Inspiration template. After you edit the template, you can save the template as a new template or replace the existing template.

### To edit a template:

1. Open the template.
2. Make any changes to the content and formatting of the template.
3. On the **Utility** menu, choose **Template Wizard**.
4. Choose how you want the template to open, and then click **Next**.
5. Choose the symbol defaults for the template, and then click **Next**.

The document's current default settings are displayed. To use the Inspiration program's default settings, click **Factory Settings**.

6. Choose the link defaults for the template, and then click **Next**.
7. Choose the note defaults for the template, and then click **Next**.
8. Choose the outline defaults for the template, and then click **Next**.
9. Choose printing defaults for Diagram View and Outline View, and then click **Next**.
10. In the **Save** dialog box, choose the folder where you want to save the template.

Inspiration automatically opens the **Inspiration Templates** folder, but you can choose any location.

11. In the **Name** box, type a name for the template.
12. Click **Save**.

In Windows the file is saved with a .IST extension.

13. To set the newly created template as the default template for the Inspiration program, select the **Set as Default** check box.

When you choose this option, all new Inspiration documents will be based on the newly created template.

## Sharing a template with another computer

You can share a template with another computer running Inspiration by simply copying the template and transferring it to another computer. You can also make a template available to other computers by placing it on a network server. If the template uses a custom symbol library, you must copy the custom symbol library to the other computers. For more information, see “Sharing symbol libraries with other computers” on page 140.

### To share a template with another computer:

1. Copy the template to a disk or network server.

**Note:** In Windows a template has a .IST extension. If you are copying a template from the Mac OS to Windows, you must add the .IST extension to the file name. For example, change the file name “Literary Web” to “Literary Web.ist.”

2. Open the template on the computer with which you want to share the template.

## Importing documents

Using Inspiration, you can open, or “import” documents created in other programs.

### Opening a document created in another program

Inspiration 7 can open the following types of files:

- Kidspiration files
- Microsoft® Word RTF
- RTF files created using other word processing programs
- Plain text files created using other word processing programs

### To open a document created in another program:

1. On the **File** menu, choose **Open**.

The Open dialog box appears. Inspiration shows you the names of any documents that can be imported.

2. Navigate to the folder where the document is located.
3. Select the file you want to import.
4. Click **Open**.

If you are using Windows, you can specify what type of document you want to open. On the **Files of Type** menu, select the type you want. Here are your choices:

- **Inspiration Version 7 (.ISF)** opens other Inspiration documents.
- **Inspiration Version 6 (.INS)** opens other Inspiration documents.
- **Kidspiration Documents (.KID)** opens other Kidspiration documents.
- **Plain (.TXT)** opens plain text documents in Outline View. When Inspiration opens a text document, it looks for paragraph returns to determine outline topics. The first sentence of a paragraph becomes an outline topic, and the remaining sentences become notes text.
- **RTF (.RTF)** opens rich text format documents in Outline View. Inspiration retains most of the structure of the original document.

For information about moving documents between the Mac OS and Windows, see “Exchanging an Inspiration document between Mac OS and Windows” on page 122.

## **Opening a file created in an earlier version of Inspiration**

Inspiration 7 can open files created using Inspiration 5 and later. When you open a file created in an earlier version of Inspiration:

- Child documents are converted to hyperlinked files.
- Miscellaneous thoughts appear at the same level as the main idea.
- Publishers are removed.
- Subscribers are converted to external graphics.
- Symbols not available in Inspiration 7 are converted to external graphics.

### **To open a file created in an earlier version of Inspiration:**

1. On the **File** menu, choose **Open**.

The Open dialog box appears. Inspiration shows you the names of any files that can be opened.

2. Navigate to the folder where the file is located.
3. Select the file you want to import.
4. Click **Open**.

### **If the file contains child documents, continue with these steps:**

1. Click **OK** when you see this message:

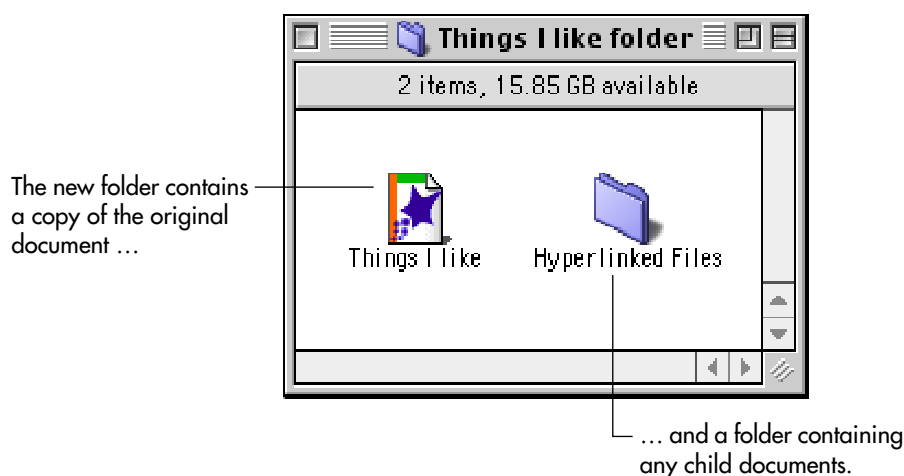
“This document contains child documents. To work with version 7, these children must be converted to hyperlinked files.”

Inspiration creates a new folder in the location of the original document.

2. In the **Save into folder** box, type a name for the folder.
3. Click **Save**.

Inspiration creates the new folder containing a copy of the original document and a folder containing a copy of each hyperlinked file (child document). Child documents

without names are automatically named “Child1,” “Child2,” and so on. In the document, each symbol or topic with a child document now has a hyperlink to the appropriate file.



## Exchanging an Inspiration document between Mac OS and Windows

Inspiration 7 can open files created using Inspiration 5 and later versions of Inspiration. If you are opening a file created in an earlier version of Inspiration, see “Opening a file created in an earlier version of Inspiration” on page 121.

**Note:** Hyperlinks may be broken when you move a document from the Mac OS to Windows and vice versa. To fix a broken hyperlink, reinsert it.

### To exchange an Inspiration document between Mac OS and Windows:

1. Save the file.

If you are saving the document on a Macintosh for use in Windows, add the Windows extension to the file name: .ISF for files, .IST for templates. For example, change the file name “Windsurf” to “Windsurf.isf.” Make sure the file name does not have any of the following characters in it: \ | / ? : < > \* “.

2. Transfer the file to the other computer using one of the following methods:

- Copy the file to a floppy disk or other removable medium (e.g. CD-ROM) that both computers can read. (For more information about disks that both Macintosh and Windows computers can read, see your computer’s documentation.)
- Copy the file to a network server.
- Send the file as an attachment using email.

3. Start Inspiration.

4. On the **File** menu, choose **Open**.

On the Macintosh, you cannot double-click the file to open it. You must open the file from within Inspiration by choosing **Open** on the **File** menu.

5. Select the file you want to open, and then click **Open**.

## Exporting Inspiration documents

Once you've created a diagram or an outline in Inspiration you can export it for use in a variety of other programs. For example, you can save a diagram in graphic file format, which can then be opened in a variety of graphic and word processing documents.

For information about saving documents as HTML files, see "Saving diagrams as HTML files" on page 125 and "Saving outlines as HTML files" on page 127.

### Saving an outline as a text file

When you export an outline to a text file format, hyperlinked files are not exported.

#### To save an outline as a text file:

1. Display the outline on the screen.
2. On the **File** menu, choose **Export**.

The Export dialog box appears.

3. Under **Outline Formats**, select the text file format in which you want to save the outline. Here are the options:
  - **Microsoft Word RTF** —The Microsoft Word RTF outline format option saves a formatted document that includes text and any graphics placed in the outline that can be opened in Microsoft Word 4.0 and higher. When you open the document in Word, a dialog box may appear, asking if you want to convert the RTF data. Click Yes to open the formatted document.
  - **MS PowerPoint RTF** —The Microsoft PowerPoint RTF outline format option saves a formatted document with text and any graphics placed in the outline that can be opened in Microsoft PowerPoint. The main idea becomes the presentation title, and each first level topic becomes a separate slide. Second level and lower topics become slide content.
  - **AppleWorks RTF** —The AppleWorks RTF (Mac OS) outline format option saves a formatted document that includes text and any graphics placed in the outline that can be opened in AppleWorks.
  - **Plain Text** —The Plain Text outline format option saves an unformatted text-only document with outline indentations.

**Note:** For information about saving outlines as HTML files, see "Saving outlines as HTML files" on page 127.

4. Under **Outline Options**, select the options you want. Here are the options:
  - **Show Prefixes** —Select the Show Prefixes check box to include the outline's topic prefixes in the exported document.
  - **Show Hidden Subtopics**—Select the Show Hidden Subtopics check box to include all topics and subtopics in the exported document, even if you have hidden the subtopics.
  - **Show Hidden Notes**—Select the Show Hidden Notes check box to include all notes text in the exported document, even if you have hidden the notes text.

- **Show Outline Structure**—The Show Outline Structure option applies only to documents exported to Microsoft Word. Select this option to apply Microsoft Word outlining styles to the exported document. Do not select this option if you would like the exported document to be formatted without outline styles.

5. Click **Save**.

The Save As dialog box appears.

6. Navigate to the location where you want to save the document.

7. Enter a name for the document.

Inspiration automatically uses the main idea as the name and assigns the appropriate file extension. You can save the file with this name and not erase your original Inspiration file.

8. Click **Save**.

## Saving a diagram as a graphic

When you export a diagram to one of the graphic file formats available in Inspiration, only the visible items in the diagram are included in the graphic. Hidden symbols, links, and notes are not exported. If you are focused in on a portion of the diagram, only that portion of the diagram is exported. Hyperlinked files are not exported.

### To save a diagram as a graphic:

1. Display the diagram on the screen.

2. On the **File** menu, choose **Export**.

The Export Options (Macintosh) or Export (Windows) dialog box appears.

3. Under **Diagram Formats**, choose the graphic file format in which you want to save the diagram. Here are the options:

- **PICT (Mac OS)**—The PICT export option saves the diagram as a PICT or PICT2 file that can be opened in graphics, presentation, and page layout applications.
- **GIF**—The GIF export option saves the diagram as a GIF file that can be opened in graphics presentations, page layout applications, and web pages.
- **JPEG**—The JPEG export option saves the diagram as a JPEG file that can be opened in graphics presentations, page layout applications, and web pages.
- **BMP (Windows)**—The BMP export option saves the diagram in the standard Microsoft Windows graphic format (BMP).
- **WMF (Windows)**—The WMF export option saves the diagram in a standard Windows format (WMF) that can be opened in graphics, presentation, and page layout applications.

4. Click **Save**.

The Save As dialog box appears.

5. Navigate to the folder where you want to save the graphic.

6. Type a name for the graphic.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change it if you want.

7. Click **Save**.

The diagram is saved as a graphic and can be placed in another document.

## **Saving diagrams as HTML files**

You can save diagrams as HTML files (also called “web pages”) which then can be viewed using a web browser such as Netscape® or Microsoft Internet Explorer. When you publish a diagram as a single web page, the diagram is exported as a one-page graphic in GIF file format.

You’ll also find that it’s easy to plan and start building an entire web site using the Site Skeleton export. Simply create a diagram containing a linked symbol for each page you want to appear in the web site. After you export your pages, you can add additional information to them using any HTML authoring program.

### **Publishing a diagram as a single web page**

When you publish a diagram as a single web page, the diagram is saved as a one-page graphic in GIF file format. Only the visible items in the diagram are included. Hidden symbols, links, and notes are not exported. If you are focused in on a portion of the diagram, only that portion of the diagram is exported. Hyperlinked files are not exported.

#### **To publish a diagram as a single web page:**

1. On the **File** menu, choose **Export as HTML**.

The Export to HTML dialog box appears.

2. Under **Publish Pages**, choose **Diagram**.

3. If you want the background of the diagram to be transparent in the HTML file, select the **Transparent Background** check box.

Use this setting when you plan to add a background image to the web page, for example a wall paper.

4. Click **Save**.

The Save As dialog box appears.

5. Navigate to the folder where you want to save the exported file.

6. Enter a name for the file.

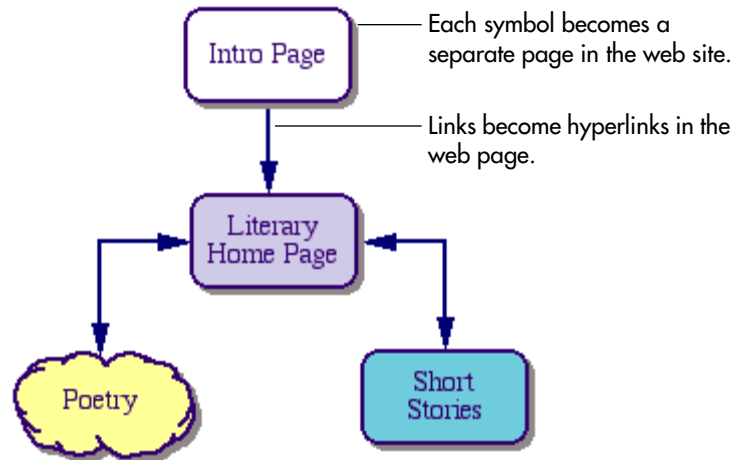
Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change it if you want.

7. Click **Save**.

The diagram is saved as a GIF file and can be viewed using a web browser or used with a variety of other programs.

## Starting a web site based on the structure of your diagram

The Site Skeleton export allows you to transform your diagram into the foundation of a web site, including a clickable site map. Each symbol becomes a separate page in your web site. All notes text appears on the page corresponding to the symbol or topic to which it was associated. Links in your diagram become hyperlinks on your web pages. Arrows show hyperlink direction. Two headed arrows signify that there are hyperlinks back and forth between two pages. Single headed arrows make a hyperlink in one direction only.



### To start a web site based on the structure of your diagram:

1. On the **File** menu, choose **Export as HTML**.

The Export to HTML dialog box appears.

2. Under **Start Pages**, choose **Site Skeleton**.

3. Click **Save**.

The Save As dialog box appears.

4. Navigate to the folder where you want to save the HTML file.

5. Enter a name for the HTML file.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change it if you want.

6. Click **Save**.

The project is saved as a set of HTML files which can be finished using an HTML authoring tool.

## Saving outlines as HTML files

You can save outlines and notes text as HTML files (also called “web pages”), which then can be viewed using a web browser such as Netscape or Microsoft Internet Explorer. You can save your outline as a single web page, a single web page with a separate table of contents, or multiple pages with a table of contents.

### Tips for saving outlines as web pages

- If you use prefix labels, keep them simple. Web browsers don’t support many of the complex prefixes available in Inspiration.
- Don’t worry about formatting your text. When you convert an Inspiration document to HTML format, all the fonts, font sizes, and styles automatically convert to the web browser’s default settings.
- Avoid using brackets—< and >—in your document. Web browsers interpret brackets as codes and will hide them and the text between them.
- Avoid using slashes—/ and \—and quotation marks in the names you assign to the HTML files.
- When you export an outline to HTML, the export may create many files, including GIF files for any graphics you have in the outline. To browse the exported HTML files, all the files need to be kept in the same folder. The additional files are named based on the first file name you select.
- Diagram and outlines exported as HTML files include hyperlinks, so you can construct both simple and multilevel web pages. Any hyperlinks are retained in the resulting HTML files.

### Publishing an outline as a single web page

When you publish your outline as a single web page, the main idea becomes the title of the document and appears in large type at the top of the page. Topics, subtopics, and notes are displayed as the body of the page. At the end of the page, a “Back” hyperlink appears, which you can click to return to the top of the page.

#### To publish an outline as a single web page:

1. On the **File** menu, choose **Export as HTML**.  
The Export dialog box appears.
2. Under **Publish**, select **Outline**.
3. Under **Options**, select the options that you want. These are your choices:
  - **Show Prefixes**
  - **Show Hidden Subtopics**
  - **Show Hidden Notes**
4. Click **Save**.  
The Save As dialog box appears.
5. Navigate to the folder where you want to save the web page.

6. Enter a name for the web page.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension. You can change the name of the file if you want.

7. Click **Save**.

You can now open the document in a web browser and use it as a web page on the Internet.

## **Publishing an outline as a single web page with a separate table of contents**

When you choose this option, Inspiration creates two web pages: a table of contents and a page that contains all the topics, subtopics, and notes text. The main idea becomes the title of the table of contents and appears in large type at the top of the page. The first level topics are listed below the title in hypertext format. When you click a topic, you jump to the corresponding topic on the second page. In the body of the second page, each topic is separated by a horizontal line. At the end of the page, a “Back” hyperlink appears, which you can click to return to the top of the page.

### **To publish an outline as a single web page with a separate table of contents:**

1. On the **File** menu, choose **Export as HTML**.

The Export to HTML dialog box appears.

2. Under **Publish**, select **Outline with Table of Contents**.

3. Under **Options**, select the options that you want.

- **Show Prefixes**
- **Show Hidden Subtopics**
- **Show Hidden Notes**

4. Click **Save**.

The Save As dialog box appears.

5. Navigate to the folder where you want to save the document.

6. Enter a name for the document.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension. You can change the name of the file if you want.

7. Click **Save**.

You can now open the document in a web browser and use it as a web page on the Internet.

## **Publishing an outline as multiple web pages with a table of contents**

When you save an outline as multiple web pages with a separate table of contents, Inspiration creates multiple HTML files and a table of contents. The main idea becomes the title of the table of contents and appears in large type at the top. The first level topics are listed below the title in hypertext format. Each first level topic becomes a separate web page which includes all of its subtopics and notes text.

### **To publish an outline as multiple web pages with a table of contents:**

1. On the **File** menu, choose **Export as HTML**.

The Export as HTML dialog box appears.

2. Under **Publish**, select **Outline Split with Table of Contents**.

3. Under **Options**, select the options that you want:

- **Show Prefixes**
- **Show Hidden Subtopics**
- **Show Hidden Notes**

4. Click **Save**.

The Save As dialog box appears.

5. Navigate to the folder where you want to save the document.

6. Enter a name for the document.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension. You can change the name of the file if you want.

7. Click **Save**.

You can now open the document in a web browser and use it as a web page on the Internet.

## Checking the spelling in a document

You can check and correct the spelling of your document using the built-in spell checker. The spell checker uses two dictionaries: the Inspiration Main Dictionary and the Inspiration User Dictionary. You can add words to or delete words from the User Dictionary. The spell checker looks up words in the Main Dictionary first, and then checks the User Dictionary.

### To check the spelling of an Inspiration document:

1. Click the **Spell** button on the toolbar.

—or—

Choose **Spell Check** on the **Tools** menu.

Inspiration searches for words it doesn't recognize. It displays unrecognized words in the **Misspelled** box. If there's a similar word in the Inspiration dictionary, it displays it in the **Change To** box. If there are other possible spellings in the dictionary, they are displayed in the **Alternates** box.

2. Do one of the following when Inspiration finds a word it doesn't recognize:
  - To change the word Inspiration doesn't recognize to the word in the **Change To** box, click **Change**.
  - To change the word to one of the alternates, select the word in the **Alternates** box, and then click **Change**.
  - To type the correct spelling, click the **Change To** box, and then type the correct spelling.
  - To ignore the word for this instance, click **Ignore Once**.
  - To ignore all occurrences of the word, click **Ignore All**.
  - To add the word to the Inspiration dictionary, click **Add Word**.

After you make your choice, Inspiration automatically continues to the next word it doesn't recognize.

When the spelling check is complete, a message box appears telling you Inspiration has finished checking the spelling.

3. Click **OK**.

## Finding and replacing text

You can find text in your document using the Find command. In Diagram View, Find searches through all symbol text, including notes text and link text, which is displayed on the screen. In Outline View and Notes List View, all text is searched whether hidden or not.

### To find text:

1. Display the document on the screen.
2. Click the cursor where you want the search to start.

3. On the **Tools** menu, choose **Find**.

The Find dialog box appears.

4. In the **Find What** box, type the characters, word, or phrase you want to find.

5. Choose your search options.

- **Match Whole Word Only**—The Match Whole Word Only option finds whole words only. When selected, Inspiration will not find occurrences of the search text inside other words. It will only search for occurrences of the whole word.
- **Match Case**—The Match Case option finds only those occurrences of the search text that exactly match the upper and lowercase letters you specify. When deselected, Inspiration finds all occurrences of the search text, ignoring the case of the letters.

6. Click **Find Next** to begin the search.

Inspiration looks through the text, stops at each occurrence of the search text, and selects it.

7. Click **Find Next** to continue the search until it finds the next occurrence or reaches the end of the text.

8. Click **Close** to end the search.

**Tip:** Inspiration remembers the last character, word, or phrase you searched for. After you finish a search, you can restart it by choosing **Find Next** on the **Tools** menu or by pressing F3. You can also select a new word and press F3 to find the next occurrence of that word.

## Replacing text in a document

You can find and then replace text in your document using the Replace command. Replace searches all text areas in a diagram or outline for the specified text and then lets you replace that text with new text. In Diagram View, Replace searches through all symbol text, including notes text and link text, which is displayed on the screen. In Outline View and Notes List View, all text is searched whether hidden or not.

### To replace text:

1. Display the document on the screen.
2. Click the cursor where you want the search to start.
3. On the **Tools** menu, choose **Replace**.

The Replace dialog box appears.

4. In the **Find What** box, type the characters, word, or phrase you want to find and replace.

5. In the **Replace With** box, type the characters, word, or phrase you want to replace the search text.

6. Choose your search options.

- **Match Whole Word Only**
- **Match Case**

7. Click **Find Next** to begin the search.

Inspiration looks through the text, stops at each occurrence of the search text, and selects it.

8. Do one of the following:

To replace the search text, click **Replace**. Inspiration continues searching until it finds the next occurrence or reaches the end of the text.

—or—

To continue the search without making a change, click **Find Next**. Inspiration continues searching until it finds the next occurrence or reaches the end of the text.

—or—

To replace all occurrences of the text in the document, click **Replace All**. Inspiration automatically continues searching and replacing until it reaches the end of the text.

9. Click **Close** to end the replace process.

# Chapter 10: Managing the symbol libraries

You can tailor the Symbol palette to make it more convenient to access symbols you use most often. You can create custom libraries that contain symbols from other libraries, imported graphics, and objects you create using the Draw tools. You can copy and delete symbols and symbol libraries and you can easily share symbol libraries with other computers.

## Working with symbol categories and libraries

### Creating a symbol category

A symbol category is a group of symbol libraries with similar characteristics, for example, animals and plants. You can create your own symbol categories, and then copy the symbol libraries you want into the category.

**Note:** When you do not have the privileges that allow you to copy files and folders to the **Inspiration Libraries** folder, you cannot create your own symbol categories. Any symbol libraries you create are stored in your **Personal Libraries** folder.

#### To create a symbol category:

1. Quit Inspiration. On the **File** menu, choose **Quit** (Macintosh) or **Exit** (Windows).
2. Navigate to the **Inspiration Libraries** folder inside the **Inspiration 7** folder.

**Note:** If you do not have the necessary privileges, you cannot create your own symbol categories.

3. Inside the **Inspiration Libraries** folder create a new folder. Name the folder using the category you want to appear on the **Symbol palette**.

For example, if you want a category called “Windsurfing,” then name the folder “Windsurfing.” Copy symbol libraries to the new category.

**Note:** A category appears on the Symbol palette only when it contains symbol libraries.

4. Start Inspiration.

The new category appears alphabetically in the list of categories on the Symbol palette. For information about copying a symbol library, see “Copying a symbol library” on page 134.

## Creating a symbol library

You can create custom libraries for graphics you import or create using the draw tools. You can copy symbols you use frequently into a custom library, and you can create custom libraries for special projects or class assignments.

A symbol library is a file with a .INL extension. Symbol libraries are stored in the **Inspiration Libraries** folder inside the **Inspiration 7** folder.

**Note:** When you do not have the privileges that allow you to copy files and folders to the **Inspiration Libraries** folder, the symbol libraries you create are stored in your **Personal Libraries** folder.

### To create a symbol library:

1. On the **Utility** menu, choose **New Symbol Library**.

The Add New Library dialog box appears.

2. On the **Category** menu, choose the category you want the new library to appear under.

If you do not choose a category, the new symbol library is stored in the **Custom** category.

**Note:** If you do not have the necessary privileges, the symbol libraries you create are stored in the **Personal Libraries** category.

3. In the **New Library Name** box, type a name for the library.

4. Click **OK** to create the library or click **Cancel** to exit without creating a new library.

To create a new symbol category, see “Creating a symbol category” on page 133. To add a custom graphic to a symbol library, see “Installing custom graphics into the symbol libraries” on page 137.

## Copying a symbol library

A symbol library is a file with a .INL extension. Symbol libraries are stored in the **Inspiration Libraries** folder inside the **Inspiration 7** folder.

**Note:** When you do not have the privileges that allow you to copy files and folders to the **Inspiration Libraries** folder, the symbol libraries you create are stored in your **Personal Libraries** folder.

### To copy a symbol library:

1. Do one of the following:

Navigate to the **Inspiration Libraries** folder inside the **Inspiration 7** folder.

—or—

If you do not have the necessary privileges to the **Inspiration Libraries** folder, navigate to your **Personal Libraries** folder inside your personal documents folder. Typically, your personal documents folder is called **Documents** (Macintosh) or **My Documents** (Windows). If you can't find your personal documents folder, consult your system administrator.

2. Double-click the folder that contains the symbol library.

**Note:** The name of the folder is the category name that the library appears under on the Symbol palette, for example Animals-Plants.

3. Select the symbol library file.

**Note:** The name of the file is the library name that appears on the Symbol palette plus the INL extension, for example Birds.inl.

4. Copy the file.

## Deleting a symbol library

A symbol library is a file with an INL extension stored in the Inspiration Libraries folder inside the Inspiration 7 folder. When you delete a symbol library, it is no longer available on the Symbol palette.

**Note:** If you do not have the privileges that allow you to modify files and folders in the **Inspiration Libraries** folder, you can only delete the symbol libraries you create and which are stored in your **Personal Libraries** folder.

### To delete a symbol library:

1. Do one of the following:

Navigate to the **Inspiration Libraries** folder inside the **Inspiration 7** folder.

—or—

If you do not have the necessary privileges to the **Inspiration Libraries** folder, navigate to your **Personal Libraries** folder inside your personal documents folder. Typically, your personal documents folder is called **Documents** (Macintosh) or **My Documents** (Windows). If you can't find your personal documents folder, consult your system administrator.

2. Double-click the folder that contains the symbol library you want to delete.

**Note:** The name of the folder is the category name that the library appears under on the Symbol palette, for example Animals-Plants.

3. Select the symbol library file.

**Note:** The name of the file is the library name that appears on the Symbol palette plus the INL extension, for example Birds.inl.

4. Drag the file to the **Trash** icon (Macintosh) or **Recycle** icon (Windows) on the desktop.

## Editing symbol libraries

### Copying a symbol to another library

You can copy symbols from one library to another. Copying symbols is useful when you want to create a custom library containing specific symbols or when you want an existing library to contain specific symbols.

#### To copy a symbol to another library:

1. On the **Utility** menu, choose **Edit Symbol Libraries**.

The Edit Symbol Libraries dialog box appears.

2. On the **Library 1** or **Library 2** list, display the library where you want to copy the symbol. There must be an open slot at the bottom of the library in order to add the symbol.

When you open the dialog box, **Library 1** displays the current symbol library in Diagram View.

3. On the other **Library** list, display the library that contains the symbol you want to copy.

4. Select the symbol you want to copy, and then drag it to the other library.

As you drag the symbol, you see its outline. When you position it over the other library, a red line appears in the location where the symbol will be placed.

5. When the symbol is in the location you want, release the mouse button.

A copy of the symbol appears in its new location.

**Note:** You can also change the order of symbols within a library. Drag a symbol to move it to a new location in the same library.

6. In the **Label** box, type a name for the symbol.

If the symbol already has a name, you can change it if you want.

7. Copy as many symbols from library to library as you wish.

You can select different libraries on the **Library 1** or **Library 2** lists as needed.

8. When you finish, click **OK**.

## Deleting a symbol from a library

When you delete a symbol from a library, it is no longer available in the symbol libraries to use in new documents.

### To delete a symbol from a library:

1. On the **Utility** menu, choose **Edit Symbol Libraries**.

The Edit Symbol Libraries dialog box appears.

2. On the **Library 1** or **Library 2** list, display the library that contains the symbol you want to delete.

**Note:** A symbol can't be deleted if it appears in an open document.

3. Select the symbol, then drag it to the **Trash** icon.

As you drag the symbol, you see its outline.

4. When the symbol outline covers the **Trash** icon, release the mouse button.

5. When you finish, click **OK**.

To delete a symbol library, see “Deleting a symbol library” on page 135.

## Installing custom graphics into the symbol libraries

If you want a graphic to be available for use on a regular basis, you can install it into a symbol library. You can install imported graphics or custom symbols you create using the Draw tools directly from your diagrams.

You can also import graphics created in other programs directly into the symbol libraries. On the Macintosh, you can import PICT, JPEG, and GIF files. In Windows, you can import WMF, BMP, JPEG, and GIF files. To import a graphic into a symbol library, see the following topics:

### To install a custom graphic on your diagram into a symbol library:

1. On the diagram, select the graphic that you want to install in the symbol library.
2. On the Symbol palette, display the library to which you want to install the graphic.

**Note:** There must be an open slot at the bottom of the library in order to add the symbol. If there are no open slots in the library, Inspiration creates a new library called **User 1** under the **Custom** category. When no slots are available in **User 1**, Inspiration creates a **User 2** library and so on.

3. On the **Utility** menu, choose **Install User Symbol**.

The Symbol Size dialog box appears.

4. Select **Standard Symbol Size** or **Actual Size**, and then click **OK**.
  - Choose **Standard Symbol Size** to size the symbol equivalent to the other Inspiration symbols.
  - Choose **Actual Size** to retain the original size of the graphic.

When your symbol is installed, it appears at the bottom of the Symbol palette entries. It's now ready for your use.

To create a new symbol library, see “Creating a symbol library” on page 134.

## **Copying and pasting a graphic into a symbol library**

You can copy and paste graphics created in other programs directly into the symbol libraries. On the Macintosh, you can copy and paste PICT, JPEG, and GIF files. In Windows, you can copy and paste BMP, WMF, JPEG, and GIF files.

### **To copy and paste a graphic into a symbol library:**

1. Copy the graphic to the clipboard.
2. On the **Utility** menu, choose **Edit Symbol Libraries**.

The Edit Symbol Libraries dialog box appears.
3. On the **Library 1** list, select the library that you want to paste the graphic into.

*Note:* There must be an open slot at the bottom of the library in order to add the symbol. If there are no open slots in the library, Inspiration creates a new library called **User 1** under the **Custom Libraries** category.
4. Click **Paste Graphic**.

The Symbol Size dialog box appears.
5. Select **Standard Symbol Size** or **Actual Size** and then click **OK**.
  - Choose **Standard Symbol Size** to size the symbol equivalent to the other Inspiration symbols.
  - Choose **Actual Size** to retain the original size of the graphic.
6. In the **Label** box, type a name for the symbol.
7. Click **OK**.

When your symbol is installed, it appears on the Symbol palette. It's now ready for your use.

To create a new symbol library, see “Creating a symbol library” on page 134.

## Dragging and dropping a graphics file into a symbol library

You can drag and drop graphics files created in other programs directly into the symbol libraries. On the Macintosh, you can drag and drop PICT, JPEG, and GIF files. In Windows, you can drag and drop BMP, WMF, JPEG, and GIF files.

### To drag and drop a graphics file into a symbol library:

1. Open the folder containing the source file (the graphic you want to install into the symbol library). Arrange the program windows so that both the source file and the Symbol palette are visible. You must be able to see the information you want to drag as well as the location where you want to drop it.

2. On the **Symbol palette**, select the library where you want to install the graphic.

**Note:** There must be an open slot at the bottom of the library in order to add the symbol. If there are no open slots in the library, Inspiration creates a new library called **User 1** under the **Custom Libraries** category.

3. Select the graphic, and then drag it to the **Symbol palette**.

4. Release the mouse button.

The Symbol Size dialog box appears.

5. Select **Standard Symbol Size** or **Actual Size**, and then click **OK**.

- Choose **Standard Symbol Size** to size the symbol equivalent to the other Inspiration symbols.
- Choose **Actual Size** to retain the original size of the graphic.

When your symbol is installed, it appears on the Symbol palette. It's now ready for your use.

**Note:** You can also open the file containing the graphic and drag and drop the graphic onto the Symbol palette; however, support for drag and drop of graphics varies from program to program. If you experience difficulty dragging and dropping a graphic directly from another program into Inspiration, make sure the program supports drag and drop.

To create a new symbol library, see "Creating a symbol library" on page 134.

## Importing a graphic into a symbol library

You can import graphics files created in other programs directly into the symbol libraries. On the Macintosh, you can import PICT, JPEG, and GIF files. In Windows, you can import BMP, WMF, JPEG, and GIF files.

### To import a graphic into a symbol library:

1. On the **Utility** menu, choose **Edit Symbol Libraries**.

The Edit Symbol Libraries dialog box appears.

2. On the **Library 1** list, select the library where you want to install the graphic.

**Note:** There must be an open slot at the bottom of the library in order to add the symbol. If there are no open slots in the library, Inspiration creates a new library called **User 1** under the **Custom Libraries** category.

3. Click **Import Graphic**.
  4. Select the graphic you want to install, and then click **Open**.  
The Symbol Size dialog box appears.
  5. Select **Standard Symbol Size** or **Actual Size**, and then click **OK**.
    - Choose **Standard Symbol Size** to size the symbol equivalent to the other Inspiration symbols.
    - Choose **Actual Size** to retain the original size of the graphic.
  6. In the **Label** box, type a name for the symbol.
  7. Click **OK**.  
When your symbol is installed, it appears on the Symbol palette. It's now ready for your use.
- To create a new symbol library, see “Creating a symbol library” on page 134.

## Sharing symbol libraries with other computers

1. Save the symbol library file to a floppy disk (or other removable medium) or network server.  
For more information, see “Copying a symbol library” on page 134.
2. Insert the floppy disk in the computer (or connect to the network server) with which you want to share the symbol library.
3. Do one of the following:  
Navigate to the **Inspiration Libraries** folder inside the **Inspiration 7** folder.  
—or—  
If you do not have the privileges that allow you to copy files and folders to the **Inspiration Libraries** folder, navigate to your **Personal Libraries** folder inside your personal documents folder. Typically, your personal documents folder is called **Documents** (Macintosh) or **My Documents** (Windows). If you can't find your personal documents folder, consult your system administrator.
4. Select the symbol category under which you want the library to appear (for example, Animals-Plants), and then open the folder.
5. Copy the symbol library file on the floppy disk or network server to the category folder.

# Chapter 11: Printing

## Quickly printing a document

Inspiration prints either the diagram or the outline displayed on screen. When you print from Diagram View, the default is Fit to 1 Page, which automatically sizes the diagram to fit on one page. To change the default, see “Printing a diagram at full size” on page 146.

### To quickly print a document:

1. Open the document you want to print.
2. On the **File** menu, choose **Print**.

—or—

Press **Command+P** (Macintosh) or **Ctrl+P** (Windows).

The Print dialog box for the printer you’re using appears.

3. The options in the Print dialog box depend on the type of printer and printer software you’re using. In general, here is the information you enter:
  - The pages you want to print—all, for example, or a range of pages
  - The number of copies you want
4. To proceed, click **Print**.

**Tip:** To print a section of a diagram or outline, use the **Focus In** command on the **View** menu to show the symbols or topic and subtopics you want to print.

## Previewing a document before printing


Before you print, it’s a good idea to see how your document will look on the printed page. The Print Preview command on the File menu shows you a reduced view of your document. You can zoom in if you want to see parts of a page in full size view. If you decide you’re ready to print your document, you can do so from the Print Preview window.

**Tip:** If you’re printing a multiple-page diagram, it’s helpful to see where the page breaks will be. For more information, see “Showing the page lines” on page 142.

### To see a preview of your document before you print:

1. Open the document you want to print.
2. On the **File** menu, choose **Print Preview**.

The Print Preview window appears, showing you a reduced view of the first page of your document.

3. To zoom in, click the magnifying glass  on the area you want to examine closely.  
Click the magnifying glass again to zoom out.

4. For multiple-page documents, click the **Next Page** button to display the next page in the document.

To return to a preceding page, click the **Prev. Page** button.

If you're printing a multiple-page diagram, you can go directly to a specific page. Click the page you want to see on the Document Page icon above the Next Page button.

5. When you finish previewing the document, do one of the following:

To print the document, click **Print**.

—or—

To review print options before printing, click **Page Setup**.

## Showing the page lines

If you are printing a large diagram and would like it to print on multiple pages, you can show the page lines to help you see how your document will fit on the paper when it's printed.

When you print from Diagram View, the default is Fit to 1 Page, which automatically sizes the diagram to fit on one page. To change the default, see "Printing a diagram at full size" on page 146.

To show the page lines, you first must set the Print to fit option in Page Setup to Normal-Smart Page Breaks or Normal-Full-Size.

1. On the **File** menu, select **Page Setup**. Under **Print to fit**, choose **Normal-Smart Page Breaks** or **Normal-Full-Size**.
2. To show the page lines, choose **Page Lines** on the **View** menu.

The page lines are displayed when a check mark appears next to the menu item. To hide the page lines again, choose **Page Lines** on the **View** menu to clear the check mark next to the menu item.

## Printing notes text for a diagram

You can print a diagram's notes text as a separate document without printing the diagram.

### To print notes text for a diagram:

1. Open the diagram for which you want to print notes.
2. On the **View** menu, choose **Notes List**.

The notes for the diagram appear.

3. On the **File** menu, choose **Print**.

—or—

Press **Command+P** (Macintosh) or **Ctrl+P** (Windows).

The Print dialog box for the printer you're using appears.

4. To proceed, click **Print**.

## Printing hyperlinked documents

When you print a document, you can also print the Inspiration documents that are hyperlinked to the document. You cannot use this procedure to print hyperlinked documents that were created in other programs.

### To print hyperlinked documents:

1. Open the document you want to print.
2. On the **File** menu, choose **Page Setup**.
3. On the **Layout** tab, select **Hyperlinked Inspiration Documents**.
4. To proceed, click **Print**.

## Setting print options

Use the Page Setup options to customize how your document prints, including margins, page numbers, and headers and footers. The settings you choose apply only to the open document.

### To set print options:

1. On the **File** menu, choose **Page Setup**.
2. Choose the print options you want.
3. Do one of the following:

To close the Page Setup dialog box and continue working, click **OK**.

—or—

To print the document, click **Print**.

## Setting page layout options

### Setting page orientation

If you preview your document, especially a diagram, and find that it's wider than one page, you may want to print in landscape rather than portrait page orientation.

### To set the page orientation:

1. On the **File** menu, choose **Page Setup**.
2. On the **Layout** tab, select **Portrait** or **Landscape**.
3. Click **OK**.

## Setting margins

The margins are the amount of space between the printed diagram and the edges of a page. You can make the margins smaller or larger for Inspiration diagrams you print.

### To set margins:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Margins** tab.
3. Type the measurements you want in the **Left**, **Top**, **Right**, and **Bottom** boxes.
4. Click **OK**.

To show the page lines, see “Showing the page lines” on page 142.

## Setting line spacing in a printed outline

When you print an outline, you can specify the amount of space between the lines of text. Changing the line spacing does not affect how the outline appears on the screen.

### To set line spacing:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Line** list select the spacing that you want.
4. Click **OK**.

## Setting topic spacing in a printed outline

When you print an outline, you can specify the amount of space that appears between topics. Changing the topic spacing does not affect how the outline appears on the screen.

### To set topic spacing:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Topic** list select the spacing that you want.
4. Click **OK**.

## Indenting the notes in a printed outline

When you print an outline, you can indent the notes as a way of distinguishing the notes from the topics and subtopics. Indenting notes when you print does not affect how the outline appears on the screen.

### To indent notes text:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Note Indent** list select the indentation that you want.
4. Click **OK**.

## Setting page breaks

### Adjusting a diagram for page breaks

In Diagram View, you can have Inspiration move any symbols split by a page boundary so that each symbol fits entirely on the page.

### To adjust the diagram for page breaks:

- On the **Symbol** menu, choose **Adjust For Page Breaks**.

The diagram is adjusted so that each symbol fits within the page.

You can also adjust a diagram for page breaks when you print. For more information, see “Printing a diagram at full size without breaking across symbols” on page 146.

### Setting page breaks in an outline

You can set the page breaks in Outline View or Notes List View to force a break before a specific topic. You see the results when you preview or print your document.

### To set a page break:

1. Select the topic where you want the break to occur, or where you want to remove the page break.
2. On the **Outline** menu, choose **Set Page Break**.

A dashed black line appears to show that a page break is set. If you select a topic that already has a page break set, the command will remove the page break.

To preview a document before printing, see “Previewing a document before printing” on page 141.

## Sizing diagrams for printing

### Printing a diagram on one page

If a diagram spans multiple pages, you can reduce the size of the diagram and center it so it fits on one page.

#### To print a diagram on one page:

1. Open the diagram you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Under **Layout**, select **Fit to 1 Page**.
4. To proceed, click **Print**.

### Printing a diagram at full size

Inspiration automatically prints diagrams to fit on one page. However, you can print a diagram as it appears on the screen. Printing a diagram at full size is useful for creating banners, posters, and boards for presentations. Note that symbols may break along page breaks unless you adjust the position of the symbols before printing. You can also print diagrams at full size without breaking across symbols.

#### To print a diagram at full size:

1. Open the diagram you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Under **Layout**, select **Normal–Full Size**.
4. To proceed, click **Print**.

For more information about adjusting page breaks before printing see, “Adjusting a diagram for page breaks” on page 145 and “Printing a diagram at full size without breaking across symbols” on page 146.

### Printing a diagram at full size without breaking across symbols

You can print multiple-page diagrams so that symbols fit within the margins of each page and are kept intact. Printing a diagram this way may readjust symbols slightly to avoid splitting them between pages.

#### To print a diagram at full size without breaking across symbols:

1. Open the diagram you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Under **Layout**, select **Normal–Smart Page Breaks**.
4. To proceed, click **Print**.

For more information about adjusting page breaks before printing see, “Adjusting a diagram for page breaks” on page 145.

## Scaling a diagram for printing

You can reduce or enlarge a diagram so it fits within a specific number of pages when printing. You specify how many pages high and how many pages wide you want the printed diagram to cover, and then Inspiration automatically resizes your diagram proportionately to fit the space you’ve specified. For example, if you create a diagram that covers six pages (it’s two pages high and three pages wide), you could reduce the printed diagram so that it prints on only two pages (one page high and two pages wide). You can enlarge a diagram up to 10 times its original size.

### To scale a diagram for printing:

1. Open the diagram you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Under **Layout**, select **Scale Diagram to**.
4. Do one of the following
  - To specify the height of the diagram, select **High**, and then enter the number of pages high you would like the diagram to span.
  - To specify the width of the diagram, select **Wide**, and then enter the number of pages wide you would like the diagram to span.
5. To proceed, click **Print**.

## Showing and hiding parts of a printed document

### Hiding notes in a printed outline

When you print an outline, Inspiration automatically prints all notes even those that are hidden on the screen. In some cases, you may not want to print the notes that are hidden. When you print, you can hide the notes so the printed document looks exactly like the document on the screen.

### To hide notes in a printed outline:

1. In the outline, hide the notes you don’t want to print.
2. On the **File** menu, choose **Page Setup**.
3. Under **Layout**, clear the **Hidden Notes Text** check box.
4. Print the outline.

## Hiding subtopics in a printed outline

When you print an outline, Inspiration automatically prints all subtopics even if they are hidden on the screen. In some cases, you may not want to print the hidden subtopics. When you print, you can hide the subtopics so the printed document looks exactly like the document on the screen.

### To hide subtopics in a printed outline:

1. In the outline, hide the subtopics you don't want to print.
2. On the **File** menu, choose **Page Setup**.
3. Under **Layout**, clear the **Hidden Subtopics** check box.
4. Print the document.

For information about hiding subtopics, see “Showing and hiding subtopics” on page 84.

## Hiding the prefixes in a printed outline

When you print an outline, Inspiration automatically prints the prefixes. In some cases, you may not want the prefixes to appear in the printed outline. When you print, you can hide the prefixes so the printed document looks more like a piece of prose rather than an outline.

### To hide the prefixes in a printed outline:

1. On the **File** menu, choose **Page Setup**.
2. Under **Layout**, clear the **Prefixes** check box.
3. Print the outline.

## Showing Quick Controls in a printed diagram

When you print a diagram, Inspiration automatically hides the Quick Controls. In some cases, you may want the Quick Controls to appear on the printed diagram. When the Quick Controls are printed, you can tell which symbols have notes, recorded audio, and hidden subtopics.

### To show Quick Controls in a printed diagram:


1. On the **File** menu, choose **Page Setup**.
2. Under **Layout**, select the **Quick Controls** check box.
3. To proceed, click **Print**.

# Adding headers and footers

## Adding page numbers

You can add page numbers to a document header or footer. Headers and footers appear only when you print the document. Headers appear at the top of the document, footers appear at the bottom.

### To add page numbers:


1. On the **File** menu, choose **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Apply to** list, select the pages on which you want the page numbers to appear.
4. In the **Number from** box, type the starting number.
5. Do one of the following:  
  
To display the page number at the top of the page, click in the **Right**, **Center**, or **Left** box under **Header**.  
  
–or–  
  
To display the page number at the bottom of the page, click in the **Right**, **Center**, or **Left** box under **Footer**.
6. In the **Auto-Fill** list, select **Page number**. The following code appears: &[Page].
7. To choose a font and text size for the page number, click the **Font** button .

## Adding headers and footers

If you want a header or footer to appear on the page when you print your document, you can specify the placement, as well as the content of the header or footer. Headers appear at the top of the document, footers appear at the bottom. You can type your own text for headers and footers or insert specific items such as the time, date, or page numbers. Headers and footers appear only when you print the document.


### To add headers and footers:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Apply to** list, select the pages on which you want the header or footer to appear.
4. In the **Number from** box, type the starting number for page numbers.
5. Under **Header**, type the text you want to appear at the top of the page. Type the text in the **Left**, **Center**, or **Right** box depending on where you want the text to appear on the page.  
  
To add a specific item, such as the time or date, click in the box where you want the item to appear, and then select the item in the **Auto-Fill** list. A code that represents the item appears.

To choose a font and text size for the header, click the **Font** button  .

6. Under **Footer**, type the text you want to appear at the bottom of the page. Type the text in the **Left**, **Center**, or **Right** box depending on where you want the text to appear on the page.

To add a specific item, such as the time or date, click in the box where you want the item to appear, and then select the item in the **Auto-Fill** list. A code that represents the item appears.

To choose a font and text size for the footer, click the **Font** button  .

7. Click **OK**.

## Tips for improving printing

### Tips for printing multiple-page diagrams

Here are some tips that can make printing multiple-page diagrams easier.

- Viewing the page lines can often be helpful. To show the page lines, you first must set the Print to fit option in Page Setup to Normal-Smart Page Breaks or Normal-Full Size. On the **File** menu, select **Page Setup**. Under **Print to fit**, choose **Normal-Smart Page Breaks** or **Normal-Full Size**. To show the page lines, choose **Page Lines** on the **View** menu. Click the **Zoom Out** button on the bottom scroll bar as many times as needed to see how the diagram fits within the page lines.
- While in Diagram View, you can reposition your symbols slightly so they fit intact on the pages. On the **Symbol** menu, choose **Adjust For Page Breaks** to automatically move symbols slightly so that they won't split across two pages.
- At print time, you can also use the Normal-Smart Page Breaks setting in the Page Setup dialog box (choose **Page Setup** on the **File** menu) to automatically adjust the symbols in a diagram so they fit intact on a page. The diagram prints in actual size, and will fill as many pages as necessary.
- To have your diagram easily fit on one page, use the Fit to 1 Page setting in the Page Setup dialog box (choose **Page Setup** on the **File** menu) dialog box. The diagram is automatically centered and reduced so that it prints on one page.
- To make small adjustments as you move a single symbol or groups of symbols, use the **Nudge** tool on the **Formatting** toolbar. For more information, see "Positioning objects precisely" on page 65.
- If you need to move the entire diagram at once, choose **Select All** on the **Edit** menu, then drag the diagram to the location you want.
- Make your final adjustments when viewing the diagram in actual size (100 percent). It's difficult to make fine adjustments when the view is reduced.

## Improving font spacing with laser printers

You can improve the way your fonts look when you print them, and when you see them on screen. There are two commands: Fractional Fonts (Macintosh) or Printer Fonts Wrap (Windows).

### To improve font spacing on the Mac OS:

On the Macintosh, some printers and some fonts can take advantage of fractional spacing to improve the way your text looks when you print. Fractional spacing also ensures that your text wraps and shows properly in reduced views.

- On the **Text** menu, choose **Fractional Fonts**.  
Choose Fractional Fonts again to turn the feature off.

### To improve font spacing in Windows:

In Windows, if you find that text is being clipped when you print a diagram, use the Printer Fonts Wrap command. This feature makes the text wrap and placement in symbols on screen reflect the text wrap and placement you will get when you print. However, the fonts on your screen may appear to be too close together.

- On the **Text** menu, choose **Printer Fonts Wrap**.  
Choose Printer Fonts Wrap again to turn the feature off.



# Chapter 12: Customizing Inspiration

## Setting Application Properties

Use the Application Properties to customize the appearance and operation of the Inspiration program. The settings you choose apply to all Inspiration documents.

### To set Application Properties:

1. On the **Utility** menu, choose **Application Properties**.

The Application Properties dialog box appears.

2. Choose the settings you want, and then click **OK**.

## Working with default settings

### Selecting a new default template

When you start Inspiration or choose **New** on the **File** menu, Inspiration opens a new document that is based on the default template. When Inspiration comes from the factory, the default template is the Basic template. The Basic template is a general-purpose template for any type of document.

You can make any Inspiration template the default template. For example, if you want Inspiration to open in Outline View, rather than Diagram View, you can select any Inspiration outline template, or you can create your own outline template, and then select that template as the default template.

### To select a new default template:

1. On the **Utility** menu, choose **Default Settings**.
2. Choose **Select**, and then click **Next**.
3. Open the folder that contains the template you want to make your new default template.

Inspiration templates are commonly stored in the **Inspiration Templates** folder inside the **Inspiration 7** folder.

4. Select the template you want to be the default template, and then click **Open**.

A new untitled document opens based on the default template you selected. All new documents will be based on the selected template. The Basic template remains in the Templates folder in case you want to use it as the default template in the future.

## Changing the default settings for the Inspiration program

When you change the default settings, the changes apply to all new Inspiration documents.

### To change the default settings for the Inspiration program:

1. On the **Utility** menu, choose **Default Settings**.
2. Choose **Change**, and then click **Next**.
3. Choose default settings for symbols, and then click **Next**.
4. Choose default settings for links, and then click **Next**.
5. Choose default settings for notes, and then click **Next**.
6. Choose default settings for Outline View, and then click **Next**.
7. Choose default page layout and printing options for Diagram View and Outline View, and then click **Next**.
8. To save the changes, click **Finish**.

*Note:* The new default settings will apply only to new documents you create. Any existing or currently open documents are not affected.

## Restoring the factory default settings

When Inspiration comes from the factory, it has default format settings for symbols, links, notes, and topics. For example, the default setting for font is Times, and the default setting for text size is 12 point. If you change the default settings and later decide that you want to restore the factory default settings that came with Inspiration, you can do so.

### To restore the factory default settings:

1. On the **Utility** menu, choose **Default Settings**.
2. Select **Reset**.
3. Click **Next**.

The factory default settings are restored.

To select a new default template, see “Selecting a new default template” on page 153.

## Customizing the toolbars

### Showing or hiding the toolbars

#### To show or hide all toolbars:

- To hide all toolbars, choose **Toolbar** on the **View** menu, and then select **Toggle Off**. To show all toolbars, choose **Toolbar** on the **View** menu, and then select **Toggle On**.

When all toolbars are displayed, a check mark appears next to the menu item.

### **To show or hide a specific toolbar:**

- On the **View** menu, choose **Toolbar**, and then select the toolbar you want to show or hide.

When a toolbar is displayed, a check mark appears next to the menu item.

—or—

On the **Utility** menu, choose **Application Properties**. Under **Interface**, select or clear the check box for the toolbar you want to show or hide.

### **Showing or hiding Tooltips**

- On the **Utility** menu, choose **Application Properties**. Under **Interface**, select or clear the **Tooltips** check box.

When the Tooltips are displayed, a check mark appears next to the menu item.

### **Showing or hiding the Symbol palette**

- On the **View** menu, choose **Symbol Palette**.

When the Symbol palette is displayed, a check mark appears next to the menu item.

—or—

On the **Utility** menu, choose **Application Properties**, and then select or clear the **Symbol Palette** check box.

### **Showing or hiding the rulers**

- To show or hide the rulers, choose **Rulers** on the **View** menu.

When the rulers are displayed, a check mark appears next to the menu item.

## Customizing keyboard operations

### Setting the operation of the Return key (Mac OS) or Enter key (Windows)

You can set the operation of the Return key (Macintosh) or Enter key (Windows) in Outline View to fit the way you work.

#### To set the operation of the Return key (Mac OS) or Enter key (Windows) in Outline View:

1. On the **Utility** menu, choose **Application Properties**.
2. On the **Return (Enter) Key** menu, select one of the following:
  - **New Topic**—Press the **Return** key (Macintosh) or **Enter** key (Windows) to start a new topic.
  - **New Line**—Press the **Return** key (Macintosh) or **Enter** key (Windows) to start a new line.

To set the operation of the Enter key on the numeric key pad, see “Setting the operation of the Enter key on the numeric key pad” on page 157.

### Setting the operation of the Tab key

You can set the operation of the Tab key in Outline View to fit the way you work.

#### To set the operation of the Tab key in Outline View:

1. On the **Utility** menu, choose **Application Properties**.
2. On the **Outline View Tab Key** menu, select one of the following:
  - **Move Right-Left**—Press the **Tab** key to move a topic to the right one level and press **Shift+Tab** to move a topic to the left one level.
  - **Standard Tab**—Press **Tab** to move text to the next tab stop.
  - **Next Topic**—Press **Tab** to move the cursor to the next topic.

## Setting the operation of the Enter key on the numeric key pad

You can set the operation of the Enter key on the numeric key pad in Outline View to fit the way you work.

### To set the operation of the Enter key on the numeric key pad in Outline View:

1. On the **Utility** menu, choose **Application Properties**.
2. On the **Enter Key** (Macintosh) menu or **10-key Enter** menu (Windows), select one of the following:
  - **New Topic**—Press the **Enter** key on the numeric key pad to start a new topic.
  - **New Line**—Press the **Enter** key on the numeric key pad to start a new line.

## Customizing the font menu

If you are using Windows, you can specify which fonts you want to appear on the Inspiration Font menu. When Inspiration is installed on your computer, it automatically lists approximately 18 fonts in the Font menu. When you remove fonts from use in Inspiration, they remain available to other programs on your computer.

### To specify the fonts on the Font menu (Windows):

1. On the **Utility** menu, choose **Application Properties**.

The Application Properties dialog box appears.

2. Click the **Edit Font Menu** button.
3. Do one or both of the following:

Select a font that you want to appear on the **Font** menu, and then click **Add**.

—or—

Select a font that you want to remove from the **Font** menu, and then click **Remove**.

**Note:** In Windows, Inspiration doesn't let you remove fonts that are currently in use in an open document.

4. When you finish, click **OK**.

To return the Font menu to the default setting, click **Factory Settings**.

## Customizing the color menu

You can specify the last 24 colors that are available on the Inspiration color menu.

### To specify a color on the color menu:

1. On the **Effect** menu, choose **Color Selections**.
2. Select a color that you want to change.
3. Click a **Color Picker** on the right side of the dialog box.
4. Use the tools in the dialog box to specify the new color, and then click **OK**.
5. Click **OK** to close the custom color palette.

## Setting the date and time format

You can set the format for the date and time that appears when you insert the date and time using the Paste Date command on the Edit menu.

### To set the date and time format:

1. On the **Utility** menu, choose **Application Properties**.
2. On the **Date/Time Format** menu, select one of the following:
  - Short Date (7/4/02)
  - Long Date (Fri, July 4, 2002)
  - Short Date And Time (7/4/02 6:00 PM)

## Setting the measurement units

You can set the measurement units for the rulers and the grid to inches or centimeters. The measurement units apply to outline layout, margins, and headers and footers.

### To set the measurement units:

1. On the **Utility** menu, choose **Application Properties**.
2. On the **Measurement Units** menu, select **inches** or **centimeters**.

## Setting the Auto Save time

If your computer shuts down unexpectedly, Inspiration can recover the open documents using the files it automatically saves while you are working. You can specify how often you want Inspiration to automatically save open documents in case of a shut down.

### To set the Auto Save time:

1. On the **Utility** menu, choose **Application Properties**.
2. In the **Auto Save** box, enter, in minutes, how often to save open documents.

# Chapter 13: Reference

## Using shortcut menus

Shortcut menus provide a list of commands pertaining to a screen region or selection. You can display a shortcut menu for the Symbol palette, the top toolbar, the Formatting toolbar, and for a selected symbol, link, note, topic, or the document as a whole.

### To display a shortcut menu:

- Press the **Control** key while clicking the mouse button (Macintosh) or press the right mouse button (Windows).

## Using keyboard shortcuts

Inspiration provides many keyboard shortcuts that can save you time and make it easier to edit diagrams and outlines. There are keyboard shortcuts for many Inspiration commands, including:

- Common commands such as opening and closing documents
- Navigating in Diagram View
- Selecting and moving objects in Diagram View
- Adding symbols
- Adding links
- Changing symbol shapes
- Navigating in Outline View
- Selecting and moving topics in Outline View
- Adding outline topics
- Editing text
- Selecting text
- Formatting
- Working with notes
- Using the Listen tool
- Viewing documents

## Shortcuts for common commands

To:	Macintosh	Windows
Open new document	Command+N	Ctrl+N
Open existing document	Command+O	Ctrl+O
Close active window	Command+W	Ctrl+W
Save current document	Command+S	Ctrl+S
Print	Command+P	Ctrl+P
Print preview	Command+;	Ctrl+;
Quit/Exit Inspiration	Command+Q	Ctrl+Q
Undo	Command+Z	Ctrl+Z
Redo	Command+Shift+Z	Ctrl+Shift+Z
Cut	Command+X	Ctrl+X
Copy	Command+C	Ctrl+C
Paste	Command+V	Ctrl+V
Clear	Delete	Backspace or Delete
Find	Command+F	Ctrl+F
Find next	F3	F3
Spell check	F7	F7
Create a hyperlink	F6	F6
Open Help system		F1

## Shortcuts for navigating in Diagram View

You can use the following keyboard commands to move around in your document when you are not in text editing. When the grid is off, movements still occur relative to the grid height and width. For finer control when navigating, we recommend setting the grid height and width to .25 in (.64 cm).

<b>To:</b>	<b>Macintosh</b>	<b>Windows</b>
Scroll left one grid box	Left Arrow	Left Arrow
Scroll right one grid box	Right Arrow	Right Arrow
Scroll up one grid box	Up Arrow	Up Arrow
Scroll down one grid box	Down Arrow	Down Arrow
Scroll to top left	Command+Home	Ctrl+Home
Scroll to bottom right	Command+End	Ctrl+End
Scroll up one page	Page Up	Page Up
Scroll down one page	Page Down	Page Down
Scroll left one page	Command+Page Up or Control+ Left Arrow	Ctrl+Page Up
Scroll right one page	Command+Page Down or Control+Right Arrow	Ctrl+Page Down
Scroll to selection	Command+9	Ctrl+9

## Shortcuts for selecting and moving objects in Diagram View

You can use the following keyboard commands to select objects in your document when you are not in text editing. When the grid is off, movements still occur relative to the grid width and height. To select objects such as links with the arrow keys, we recommend setting the grid width and height to .25 in (.64 cm).

<b>To:</b>	<b>Macintosh</b>	<b>Windows</b>
Select all objects	Command+A	Ctrl+A
Select first main idea	Command+M or Home	Ctrl+M or Home
Select subtopics	Command+Shift+M	Ctrl+Shift+M
Select this level	Command+Shift+N	Ctrl+Shift+N
Move cursor selection left one grid box	Left Arrow	Left Arrow
Move cursor selection right one grid box	Right Arrow	Right Arrow
Move cursor selection up one grid box	Up Arrow	Up Arrow
Move cursor selection down one grid box	Down Arrow	Down Arrow
Move selected symbols left one pixel	Shift+Left Arrow	Shift+Left Arrow
Move selected symbols right one pixel	Shift+Right Arrow	Shift+Right Arrow
Move selected symbols up one pixel	Shift+Up Arrow	Shift+Up Arrow
Move selected symbols down one pixel	Shift+Down Arrow	Shift+Down Arrow
Nudge selection left one pixel	Option+Left Arrow	Ctrl+Shift+Left Arrow
Nudge selection right one pixel	Option+Right Arrow	Ctrl+Shift+Right Arrow
Nudge selection up one pixel	Option+Up Arrow	Ctrl+Shift+Up Arrow
Nudge selection down one pixel	Option+Down Arrow	Ctrl+Shift+Down Arrow
Group selected diagram objects	Command+G	Ctrl+G
Arrange diagram	Command+7	Ctrl+7

## Shortcuts for adding symbols

When a symbol is selected, these commands make new symbols in relationship to the selected symbol.

<b>With a symbol selected:</b>	<b>Macintosh</b>	<b>Windows</b>
Make a symbol to the left	Command+Left Arrow	Ctrl+Left Arrow
Make a symbol to the right	Command+Right Arrow	Ctrl+Right Arrow
Make a symbol above	Command+Up Arrow	Ctrl+Up Arrow
Make a symbol below	Command+Down Arrow	Ctrl+Down Arrow
With a symbol selected or when in text editing:		
Turn on RapidFire	F9	F9
Create a new symbol where you click, linked to the currently selected symbol	Command+Click	Ctrl+Click
With no selection:		
Select any open space (crosshair showing in workspace)	Type any text character	Type any text character

## Shortcuts for adding links

<b>To:</b>	<b>Macintosh</b>	<b>Windows</b>
Turn link tool on/off	Command+\\	Ctrl+\\
Move link target point when link tool is on	Arrow keys	Arrow keys
Select origin and target symbols when link tool is on	Return or Enter	Enter or 10-Key Enter

## Shortcuts for changing symbol shapes

Select a symbol, and then use these commands to change the symbol's shape.

<b>To display:</b>	<b>Macintosh</b>	<b>Windows</b>
Next library on symbol palette	Command +.	Ctrl+.
Previous library on symbol palette	Command+,	Ctrl+,

<b>To select:</b>	<b>Macintosh</b>	<b>Windows</b>
Oval symbol	Command+1	Ctrl+1
Rectangle symbol	Command+2	Ctrl+2
Rounded rectangle symbol	Command+3	Ctrl+3
Text-only symbol	Command+4	Ctrl+4
Cloud symbol	Command+5	Ctrl+5
Custom strip symbol	Command+6	Ctrl+6
First symbol in current library	Shift+F1	Shift+F1
Second symbol in current library	Shift+F2	Shift+F2
Third symbol in current library	Shift+F3	Shift+F3
Fourth symbol in current library	Shift+F4	Shift+F4
Fifth symbol in current library	Shift+F5	Shift+F5
Sixth symbol in current library	Shift+F6	Shift+F6
Seventh symbol in current library	Shift+F7	Shift+F7
Eighth symbol in current library	Shift+F8	Shift+F8
Ninth symbol in current library	Shift+F9	Shift+F9

## Shortcuts for navigating in Outline View

To:	Macintosh	Windows
Scroll to top	Command+Home	Ctrl+Home
Scroll to bottom	Command+End	Ctrl+End
Scroll to selection	Command+9	Ctrl+9

## Shortcuts for selecting and moving topics in Outline View

In Outline View, if you select a topic instead of text, the keys have the following effect.

To:	Macintosh	Windows
Select all topics	Command+A	Ctrl+A
Select first main idea	Command+M or Home	Ctrl+M or Home
Select subtopics	Command+Shift+M	Ctrl+Shift+M
Select this level	Command+Shift+N	Ctrl+Shift+N
Select previous topic	Up Arrow	Up Arrow
Select next topic	Down Arrow	Down Arrow
Select next topic above at same level	Command+Up Arrow	Ctrl+Up Arrow
Select next topic below at same level	Command+Down Arrow	Ctrl+Down Arrow
Select superior topic	Command+Left Arrow	Ctrl+Left Arrow
Select superior topic and hide	Command+Shift+Left Arrow	Ctrl+Shift+Left Arrow
Select inferior topic and show it	Command+Shift+Right Arrow	Ctrl+Shift+Right Arrow
Select inferior topic	Command+Right Arrow	Ctrl+Right Arrow
Move topic left (Move Left)	Command+L or Shift+Left Arrow	Ctrl+L or Shift+Left Arrow
Move topic right (Move Right)	Command+R or Shift+Right Arrow	Ctrl+R or Shift+Right Arrow
Move topic up (Flip Up)	Command+' or Shift+Up Arrow	Ctrl+' or Shift+Up Arrow
Move topic down (Flip Down)	Command+/ or Shift+Down Arrow	Ctrl+/ or Shift+Down Arrow
Promote subtopics	Command+[	Ctrl+[
Demote topics	Command+]	Ctrl+]
Split notes text and add text in front of the cursor to the topic text	Command+E	Ctrl+E

## Shortcuts for adding outline topics

To:	Macintosh	Windows
Insert topic if no subtopics; otherwise, insert subtopic	F9	F9
Add topic	Command+G	Ctrl+G
Insert subtopic	Command+K	Ctrl+K
Insert higher level topic	Command+J	Ctrl+J
Split topic	Command+`	Ctrl+`
Split notes text and add text in front of the cursor to the topic text	Command+E	Ctrl+E

## Shortcuts for editing text

When editing text, you can use these shortcuts to move the insertion point in text.

<b>To move the insertion point to:</b>	<b>Macintosh</b>	<b>Windows</b>
Beginning of topic	Command+Home	Ctrl+Home
End of topic	Command+End	Ctrl+End
Beginning of line	Home	Home
End of line	End	End
Left one character	Left Arrow	Left Arrow
Right one character	Right Arrow	Right Arrow
Left one word	Command+Left Arrow	Ctrl+Left Arrow
Right one word	Command+Right	Ctrl+Right Arrow
Up one line	Up Arrow	Up Arrow
Down one line	Down Arrow	Down Arrow
Up one paragraph	Command+Up Arrow	Ctrl+Up Arrow
Down one paragraph	Command+Down Arrow	Ctrl+Down Arrow

<b>To:</b>	<b>Macintosh</b>	<b>Windows</b>
End text editing	Esc or Shift+Return or Shift+Enter	Esc or Shift+Enter or Shift+10-Key Enter
Add a Tab character	Option+Tab	
Split notes text and add text in front of the cursor to the topic text (Outline View only)	Command+E	Ctrl+E

## Shortcuts for selecting text

When editing text, you can use these shortcuts to select text.

<b>To:</b>	<b>Macintosh</b>	<b>Windows</b>
Extend selection to beginning of topic	Command+Shift+Home	Ctrl+Shift+Home
Extend selection to end of topic	Command+Shift+End	Ctrl+Shift+End
Extend selection to beginning of line	Shift+Home	Shift+Home
Extend selection to end of line	Shift+End	Shift+End
Extend selection left one character	Shift+Left Arrow	Shift+Left Arrow
Extend selection right one character	Shift+Right Arrow	Shift+Right Arrow
Extend selection left one word	Command+Shift+Left Arrow	Ctrl+Shift+Left Arrow
Extend selection right one word	Command+Shift+Right Arrow	Ctrl+Shift+Right Arrow
Extend selection up one line	Shift+Up Arrow	Shift+Up Arrow
Extend selection down one line	Shift+Down Arrow	Shift+Down Arrow
Extend selection up one paragraph	Command+Shift+Up Arrow	Ctrl+Shift+Up Arrow
Extend selection down one paragraph	Command+Shift+Down Arrow	Ctrl+Shift+Down Arrow
End text editing	Esc or Shift+Return or Shift+Enter	Esc or Shift+Enter or Shift+10-Key Enter
Add a Tab character	Option+Tab	

## Shortcuts for formatting

To:	Macintosh	Windows
Bold	Command+B	Ctrl+B
Italic	Command+I	Ctrl+I
Underline	Command+U	Ctrl+U
Left align	Command+Shift+L	Ctrl+Shift+L
Center align	Command+Shift+C	Ctrl+Shift+C
Right align	Command+Shift+R	Ctrl+Shift+R
Increase font size	Command+Shift+>	Ctrl+Shift+>
Decrease font size	Command+Shift+<	Ctrl+Shift+<
Set default look of symbols, links, or notes	F5	F5
Apply default look to symbols, links, or notes	Command+Shift+F5	Ctrl+Shift+F5
Paste symbol size	Command+Shift+V	Ctrl+Shift+V

## Shortcuts for working with notes

To:	Macintosh	Windows
Add a note to the selected symbol or topic	Command+Y	Ctrl+Y
Hide or show a note	Command+Y	Ctrl+Y
End text editing and select the note	Esc	Esc
Deselect note and select the note's symbol	Esc	Esc

## Shortcuts for using the Listen tool

To use these shortcuts, the Listen tool must be enabled in Application Properties.

To:	Macintosh	Windows
Turn Listen tool on/off	Command+Shift+D	Ctrl+Shift+D
Read text in current selection	Command+D	Ctrl+D

## Shortcuts for viewing documents

To:	Macintosh	Windows
Switch between Outline and Diagram Views	Command+T	Ctrl+T
Zoom in	Command+=	Ctrl+=
Zoom out	Command+-	Ctrl+-
Fit diagram to window	Command+E	Ctrl+E
Show specified number of levels	Command+8	Ctrl+8
Focus in on selected area of diagram or outline while hiding other elements	Command+Shift+X	Ctrl+Shift+X
Focus out to show entire diagram or outline	Command+Shift+Y	Ctrl+Shift+Y
Note hide/show	Command+Y	Ctrl+Y
Subtopics hide/show	Command+H	Ctrl+H
Rulers on/off	Command+Shift+G	Ctrl+Shift+G
Symbol palette hide/show	F8	F8
Toolbars on/off	Command+F8	Ctrl+F8

## Transferring an outline from AlphaSmart to Inspiration

You can create outlines using the Inspiration Outliner SmartApplet and transfer them into Inspiration. You cannot transfer documents created in Inspiration to an AlphaSmart keyboard.

### **To transfer an outline from AlphaSmart to Inspiration:**

1. Connect the AlphaSmart to the computer running Inspiration.
2. Start Inspiration, and then switch to Outline View.
3. Select the “Main Idea” text or click where you want to insert the AlphaSmart outline.
4. Press **Send** on the AlphaSmart keyboard to transfer the outline to Inspiration.

# Chapter 14: Accessibility for people with disabilities

Inspiration Software is committed to making its products easy for everyone to use. Inspiration contains features to help people with disabilities use the software successfully.

- You can magnify a document to make text and symbols appear larger on the screen. For Diagram View, see “Magnifying and reducing the view” on page 25. For Outline View, see “Magnifying and reducing the view” on page 84.
- You can make the default symbol size larger. You can also make the default text size larger. For more information, see “Changing the default settings for the Inspiration program” on page 154.
- You can select the default colors for symbols and text. For more information, see:
  - “Changing the defaults of your current diagram” on page 68.
  - “Changing the defaults in your current outline” on page 102.
  - “Changing the default settings for the Inspiration program” on page 154.
- You can use the keyboard to do many tasks. For more information, see “Using keyboard shortcuts” on page 159.
- The Talking Interface reads the text in menus, toolbars, and dialog boxes. You can use the Listen tool to read the text in a document. For more information, see:
  - “Automatically read text in program menus and buttons” on page 108.
  - “Listening to ideas in a document” on page 109.
- Inspiration supports your operating system’s accessibility options. These options include Sticky Keys and Mouse Keys.



# 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

- access privileges
  - copying symbol libraries 134
  - creating symbol categories 133
  - creating symbol libraries 134
  - deleting symbol libraries 135
  - sharing symbol libraries 140
- accessibility for people with disabilities 173
- adding figures 111
- adding page numbers 149
- adding prefix to main idea 101
- adding subtopics 76
- adding symbols 13
  - using Command or Ctrl 16
  - using Create tool 14
  - using point and type 15
  - using RapidFire tool 14
  - using Symbol palette 17
- adding topics 76
- adjusting curved links 49
- adjusting page breaks 145, 146
- aligning draw objects 66
- aligning notes in Diagram View 66
- aligning symbols 66
- AlphaSmart
  - transferring outlines to Inspiration 172
- animated symbols 38
- Application Properties
  - Animate GIFs 38
  - Auto Save 158
  - Date/Time Format 158
  - Enter key 156
  - Enter key on numeric key pad 157
  - Formatting toolbar 154
  - Listen tool 109
  - Live Hyperlinks 108
  - Measurement Units 158
  - Record Sound 109
  - Return Key 156
  - setting 153
  - Symbol palette 155
  - Tab Key 156
  - Talking Interface 108
  - Tooltips 155
  - Top Toolbar 154
  - URL Hyperlink Auto-detection 103
- applying defaults in the current diagram 70
- arranging diagrams 63
- arranging symbols 63, 66, 67
- arrowhead direction 53
- arrowhead style 53
- audio 3
  - Listen tool 3
  - recording 3

- Talking Interface 3
- Auto 48
- Auto Save 158
- Auto-90 links 48
- automatic hyperlinks 103
- automatic topic labels in Outline View 75
- automatic topic text 75

## B

- beginning outline at main idea 101
- BMP files 41, 80, 124, 139
- bold formatting 36, 98
- breaking symbols 146
- bringing objects to the front 67

## C

- capital letters 37, 99
- captions
  - imported graphics 42
  - using symbol text 46
- centering selected items 27
- changing arrowhead direction 53
- changing arrowhead style 53
- changing colors
  - diagram background 68, 102
  - frame fill 43
  - imported GIFs 44
  - links 54
  - multicolor symbols 44
  - note fill 56
  - note line 57
  - symbol fill 43
  - symbol line 44
  - text 37, 99
  - text background 45
- changing computer voice 108
- changing defaults for diagrams 68
- changing defaults for links 69
- changing defaults for notes 69
- changing defaults for outlines 102
- changing defaults for symbols 68
- changing defaults for the Inspiration program 154
- changing document names 117
- changing line thickness
  - frames 43
  - links 53
  - symbols 43
- changing link connections 20
- changing link style 53
- changing main ideas 33
- changing symbol style 43
- checking spelling 130
- checklist 5
  - sorting 110
  - working with 110
- child documents 2, 121
- circles
  - drawing 61
- closing documents 117

- Color menu 158
- colors
  - diagram background 68, 102
  - frame 44
  - frame fill 43
  - imported GIFs 44
  - links 54
  - multicolor symbols 44
  - note fill 56
  - note line 57
  - symbol fill 43
  - symbol line 44
  - text 37, 99
- Command key
  - adding connected symbols 16
  - adding unconnected symbols 16
- compatibility with other programs 6
- computer voice 108
- connecting symbols 18, 19
- connection points for links 20, 52
- copying and pasting
  - graphics onto diagrams 42
- copying and pasting graphics
  - custom strip symbols 40
  - notes in diagram 56
  - notes in outline 80
  - symbol libraries 138
- copying and pasting symbols 30
- copying and pasting topics 88
- copying files
  - between Mac OS and Windows 122
- copying symbol libraries 134
- copying symbols to libraries 136
- Create tool 4
- creating custom symbols 137
- creating diagrams 9, 81
- creating hyperlinks 103
- creating outlines 23, 71
- creating symbol categories 133
- creating symbol libraries 134
- creating symbols 57, 137
- creating templates 5, 118
- creating web pages 6
- creating web sites 126
- Ctrl key
  - adding connected symbols 16
  - adding unconnected symbols 16
- curved links
  - adjusting 49
  - drawing 49
- custom colors 158
- custom links 50
- custom prefixes 101
- custom strip symbol
  - adding picture 40
  - adding text 39
  - inserting graphics 40, 41
  - working with 39
- custom symbols 41, 57
- customer support 7
- cutting and pasting symbols 31
- cutting and pasting topics 88

## D

- date
  - adding to document 70
- Date/Time format
  - setting 158
- default template 153
- defaults
  - diagrams 68
  - Inspiration program 5, 154
  - links 4, 69
  - notes 4
  - notes in Diagram View 69
  - outlines 102
  - reverting to factory defaults 154
  - symbols 4, 68, 69
  - topics 4, 102
- Defaults tool 4
- deleting hyperlinks 107
- deleting links 32
- deleting notes in Diagram View 32
- deleting symbol libraries 135
- deleting symbols 31
- deleting symbols from libraries 137
- deleting symbols without deleting links 32
- deleting topics 87
- demoting topics 91
- detaching notes in Diagram View 54
- Diagram toolbar
  - buttons 11
  - hiding 154
  - showing 11, 154
- diagram tools 10
- Diagram View
  - Diagram toolbar 11
  - Formatting toolbar 12
  - switching to 81
  - tools 10
- diagrams
  - adjusting page breaks 145
  - arranging 63
  - changing defaults 68
  - creating 9
  - creating from outline 81
  - exporting 123
  - notes 2
  - previewing 142
  - printing 141
  - saving as graphic 124
  - saving as web pages 125, 126
  - scaling 4
  - showing all subtopics 28
  - working with 25, 35
- distributing files 106
- documents
  - closing 117
  - exporting 123
  - finding text 130
  - gathering hyperlinked files 106
  - importing 120
  - Inspiration 6 121
  - printing 141
  - renaming 117

- replacing text 131
- reverting to last saved 116
- saving 115
- saving as web pages 125, 126, 127, 128, 129
- saving in Inspiration 6 format 116
- spell checking 130
- dragging and dropping
  - graphics into notes in Diagram View 56
  - graphics into notes text in Outline View 80
  - graphics into symbol libraries 139
  - graphics onto diagrams 42
- dragging links 19
- dragging symbols 17
- dragging symbols between libraries 136
- dragging topics and subtopics 88
- draw objects
  - aligning 66
  - bringing to front 67
  - creating 57
  - grouping 67
  - resizing 59
  - selecting 58
  - sending to back 66
  - spacing evenly 65
- Draw tools
  - Circle button 61
  - Freeform Line button 60
  - Line button 60
  - Polygon button 61
  - Rectangle button 62
  - Rounded Rectangle button 62
  - Text Box button 63
  - using 57
- drawing custom links 50
- drawing freeform shapes 60
- drawing lines 60
- drawing lines at angles 61
- drawing links under symbols 52
- drawing polygons 61
- drawing rectangles and squares 62
- drawing rounded rectangles and squares 62
- drawing text boxes 63
- drawing triangles 61

## E

- editing hyperlinks 107
- editing notes
  - in Diagram View 22
  - in Outline View 79
- editing templates 119
- editing text 80
- email addresses 106
- enlarging diagrams 4
- Enter key 156, 157
- Enter key on numeric key pad 157
- erasing recorded sounds 109
- exiting Inspiration 117
- exporting documents 116, 123, 124, 125, 127
- exporting outlines to PowerPoint 6

## F

- Families 2

- families 121
- files
  - copying 118
  - exporting 123
  - importing 120
  - importing Inspiration 6 121
  - saving as web pages 125, 127
  - saving in Inspiration 6 format 116
- fill color
  - frames 43
  - links 54
  - notes in Diagram View 56
  - symbols 44
- fill pattern
  - frames 45
  - links 54
  - symbols 45
- finding and replacing text 131
- finding text 130
- Fit to 1 Page print option 146, 150
- fitting diagram in window 26
- fitting text to symbol 46
- flipping a topic down 93
- flipping a topic up 92
- focusing on one symbol and its subtopics 26
- focusing on one topic and its subtopics 83
- following hyperlinks 107
- font
  - changing 35, 97
  - Font menu 35, 36, 97
- font spacing 151
- font wrap 151
- footers 5, 149
- formatting notes in Diagram View 56
- formatting prefixes 100
- formatting text 35, 97, 113
- Formatting toolbar
  - Bold button 36, 98
  - coloring model 4
  - Defaults button 68, 69
  - Draw button 57
  - Fill Color button 43, 56
  - Line Color button 44, 54, 57
  - link defaults 4
  - new features 4
  - note defaults 4
  - Nudge button 65
  - Position button 26
  - Prefix button 100
  - showing and hiding 153
  - Symbol Color button 44
  - symbol defaults 4
  - topic defaults 4
  - Topic Defaults button 102
- formatting topics by level 102
- fractional fonts 151
- frames
  - adding fill pattern 45
  - adding to symbols 43
  - changing fill color 43
  - changing line color 44
  - changing thickness 43

- freeform shapes
  - drawing 60
- freezing links 51

## G

- gathering hyperlinked files 2
- GIF files
  - and HTML exports 127
  - animated 38
  - colors 44, 45
- graphics
  - caption 42
  - copying and pasting onto diagrams 42
  - creating from diagram 124
  - dragging and dropping onto diagrams 42
  - importing into symbol libraries 137
  - inserting into diagrams 41
  - inserting into notes in Diagram View 56
  - inserting into notes text in Outline View 80
  - resizing 46
  - returning to original size 46
- grid
  - height and width 65
  - positioning objects 64
  - positioning symbols using grid snap 64
  - settings 5
  - showing 5
  - snap 5
- grid snap
  - positioning symbols 64
- grouping draw objects 67
- grouping symbols 67
- grouping topics 93

## H

- handles
  - and graphics 46
  - and text box 63
- headers and footers 5, 149
- hidden links 52
- hiding all notes in outline 86
- hiding checklist 110
- hiding grid 64
- hiding links 52
- hiding notes in printed outline 147
- hiding notes text for a symbol 22
- hiding notes text for a topic 85
- hiding page lines 142
- hiding parts of diagram 26
- hiding prefixes 101
- hiding prefixes in printed outline 148
- hiding Quick Controls 27
- hiding rulers 155
- hiding subtopics by level 83
- hiding subtopics in diagram 26, 28
- hiding subtopics in outline 83, 84, 85
- hiding subtopics in printed outline 148
- hiding Symbol palette 155
- hiding toolbars 154
- hiding Tooltips 155
- HTML exports 6
- HTML files

- creating from diagrams 125
- creating from outlines 127
- starting a web site 126
- tips for creating from outlines 127

- Hyperlink tool 2

- hyperlinked documents

- copying 106
- creating 104
- gathering 106
- printing 143

- hyperlinks 2
  - availability 108
  - creating 103, 104, 105, 106
  - deleting 107
  - editing 107
  - gathering 106
  - gathering hyperlinked documents 2, 106
  - inserting to email addresses 106
  - inserting to new Inspiration documents 105
  - inserting to other files 104
  - inserting to web pages 104
  - printing hyperlinked documents 2
  - searching hyperlinked documents 3
  - turning off 108

## I

- imported GIF files
  - changing colors 44
- importing files created in earlier versions of Inspiration 121
- importing files created in other programs 120
- importing graphics
  - into diagrams 41
  - into notes in Diagram View 56
  - into notes in Outline View 80
  - into symbol libraries 137
- indentation 145
- inserting a new main idea 79
- inserting footers 149
- inserting graphics
  - into diagrams 41
  - into notes in Diagram View 56
  - into notes in Outline View 80
  - into symbol libraries 139
- inserting headers and footers 149
- inserting higher level topic 78
- inserting hyperlinks 103, 104, 105, 106
- inserting page numbers 149
- inserting subtopics 76
- inserting symbols between linked symbols 15
- Inspiration
  - Application Properties 153
  - compatibility with Inspiration 6 6
  - compatibility with Kidspiration 6
  - compatibility with Mac OS X 6
  - compatibility with other programs 6
  - defaults 154
  - exiting 117
  - multiuser support 6
  - quitting 117
  - technical support 7
  - templates 117
  - version 121

- Inspiration 6 116, 121
  - compatibility with Inspiration 7 6
- installing graphics into symbol libraries 137
- ISF files 115, 122
- IST files 118
- italicizing text 36, 98

## **J**

- JPEG files 56, 80, 124, 137
- justifying text 37, 99

## **K**

- keeping links when deleting a symbol 32
- keyboard shortcuts 159
- Kidspiration
  - compatibility with Inspiration 6

## **L**

- labeling links 21
- layering links and symbols 52
- layering objects 66, 67
- layering symbols 66, 67
- line breaks 94
- line color
  - links 54
  - notes 57
  - symbols 44
- line spacing in printed outlines 144
- line thickness
  - frames 43
  - links 53
  - symbols 43
- lines
  - drawing 60
- link preferences 69
- Link tool 4
- links
  - 32 link connection points 19, 52
  - 90-degree links 48
  - adding text 21
  - adjusting curves 49
  - applying defaults 70
  - changing arrowhead direction 53
  - changing arrowhead style 53
  - changing color 54
  - changing connections 20
  - changing defaults 69
  - changing style 43, 53
  - changing thickness 53
  - connection points 52
  - defined 9
  - dragging between symbols 19
  - drawing custom 50
  - exporting 124
  - formatting text 35
  - freezing 52
  - hiding 52
  - labeling 21
  - layering with symbols 52
  - making 48
  - making 90-degree 48
  - making curved 49

- making standard 48
- making straight 48
- removing segments 51
- reversing direction 51
- selecting all 29
- showing hidden 52
- straightening 51

- Listen tool 3

- listening to ideas 109
- listening to recorded sounds 109
- Live Hyperlinks command 108
- lowering characters 37, 99

## **M**

- Mac OS

- font spacing 151
  - fractional fonts 151
  - opening files created in other programs 120
  - opening Windows files 122

- Mac OS X

- compatibility with Inspiration 6

- magnifying the view 25, 84

- main idea

- adding prefix 101
  - changing in diagram 33
  - entering in diagram 13
  - entering in outline 75
  - inserting new 79
  - multiple 3
  - scrolling to 27
  - selecting 29

- making 90-degree links 48

- making curved links 49

- making links 48

- making standard links 48

- making straight links 48

- making symbols the same size 47

- managing symbol libraries 133

- margins

- setting 144

- measurement units

- setting 158

- modifying templates 119

- moving diagrams 26

- moving notes in Diagram View 54

- moving symbols 17

- moving text on a link 22

- moving topics and subtopics 88

- moving topics down 93

- moving topics left 90

- moving topics right 89

- moving topics up 92

- multicolor symbols

- changing colors 44

- multiple main ideas 3

- multiuser support 6

## **N**

- note preferences 69

- notes

- adding to symbols 22

- adding to topics 79

- aligning in Diagram View 66
- applying defaults 70
- defaults in current diagram 69
- defaults in current outline 102
- detaching from symbol 54
- diagrams 2
- formatting in Diagram View 56
- hiding all in outline 86
- hiding for symbol 22
- hiding for topic 85
- hiding in printed outlines 147
- indenting in printed outlines 145
- moving 54
- printing for a diagram 142
- selecting all in diagram 30
- showing all in outline 86
- showing for symbol 28
- showing for topics 85
- spacing evenly in Diagram View 65
- splitting 94
- symbols 22
- topics 79
- viewing using Notes List View 113
- Notes List View
  - formatting text 113
  - overview 112
  - toolbar 112
- O**
  - opening documents created in other programs 120
  - opening existing documents 115
  - opening Inspiration 6 documents 121
  - opening Mac OS documents in Windows 122
  - opening new documents 115
  - opening templates 118
  - opening Windows documents on the Mac OS 122
  - organizing hyperlinked files 106
  - Outline toolbar
    - hiding 154
    - showing 154
    - tools 73
  - Outline View
    - Formatting toolbar 74
    - Outline toolbar 73
    - switching to 23
    - Tab key 156
    - tools 72
  - outlines
    - and AlphaSmart 172
    - changing defaults 102
    - creating 23
    - editing text 80
    - exporting 123
    - formatting text 97
    - Picture-to-Topic command 23
    - prefixes 100
    - previewing 141
    - printing 141
    - saving as HTML files 126, 127, 128, 129
    - saving as text file 123
    - setting page breaks 145
  - ovals
    - drawing 61
- P**
  - page breaks
    - adjusting in diagrams 145
    - and printing full-size diagrams 146
    - setting in outlines 145
  - page lines
    - hiding 142
    - showing 142
  - page numbers 149
  - page orientation 143
  - page setup 4
    - enlarging diagrams 4
    - headers and footers 5
    - indenting notes in printed outline 145
    - line spacing in printed outlines 144
    - margins 144
    - orientation 143
    - page breaks 145
    - page numbers 149
    - sizing diagrams 146
    - topic spacing in printed outline 144
  - pasting symbol size 47
  - pasting symbols
    - copying and pasting symbols 30, 31
    - cutting and pasting symbols 31
  - patterns
    - adding to frames 45
    - adding to symbol fill 45
  - Personal Libraries folder
    - and copying symbol libraries 134
    - and creating symbol categories 133
    - and creating symbol libraries 134
    - and deleting symbol libraries 135
    - and sharing symbol libraries 140
  - Picture-to-Topic command 75
    - creating outlines 23
    - setting 75
  - playing recorded sounds 109
  - polygons
    - drawing 61
  - positioning diagrams 26
  - positioning objects precisely 65
  - positioning objects using the grid 64
  - positioning symbols
    - precisely 65
    - using grid 64
    - using grid snap 64
  - power outlining 5
  - PowerPoint exports 6
  - preferences
    - Inspiration program 153
    - user specific 6
  - prefixes
    - adding to main idea 101
    - changing 100
    - creating 101
    - formatting 100
    - hiding 101
    - hiding in printed outlines 148
    - new features 5

- options 5
- power outlining 5
- showing 101
- previewing before printing 141
- previewing documents 5
- printing
  - hyperlinked documents 2
- printing diagrams at full size 146
- printing diagrams at full size without breaking across symbols 146
- printing diagrams on one page 146
- printing documents 141
- printing hidden subtopics 148
- printing hyperlinked documents 143
- printing multiple-page documents 150
- printing notes for a diagram 142
- printing options
  - hiding notes 147
  - hiding prefixes 148
  - hiding subtopics 148
  - scaling diagrams 147
  - setting 143
  - showing Quick Controls 148
- printing preview 141
- printing tips 150
- privileges 134, 135
  - and copying symbol libraries 134
  - and creating symbol categories 133
  - and creating symbol libraries 134
  - and deleting symbol libraries 135
  - and sharing symbol libraries 140
- promoting subtopics to topics 91
- Properties
  - Inspiration program 153

## Q

- Quick Controls 3
  - hiding 27
  - printing 148
  - showing 27
- quitting Inspiration 117

## R

- raising characters 37, 99
- RapidFire tool
  - using 14
- reading the text in program menus and buttons 108
- reattaching notes in Diagram View 55
- recorded sounds
  - playing 109
- recording audio 3
- recording sounds 109
- recovering documents after a crash 158
- rectangles
  - drawing 62
- reducing the view 25, 84
- removing hyperlinks 107
- renaming documents 117
- replacing text 131
- resizing draw objects 59
- resizing graphics 46
- resizing symbols 46

- Return key
  - setting operation 156
- returning graphics to original size 46
- returning text to default style 37, 99
- reversing link direction 51
- reverting to factory default settings 154
- rounded rectangles
  - drawing 62
- rounded squares
  - drawing 62
- rulers
  - hiding 155
  - setting measurement units 158
  - showing 155

## S

- saving diagrams as graphics 124
- saving diagrams as HTML files 125, 126, 128
- saving documents 115
- saving documents in Inspiration 6 format 116
- saving outlines as HTML files 126, 127, 129
- saving outlines as text files 123
- scaling diagrams 4
- scaling diagrams for printing 147
- scrolling
  - to first main idea 27
  - to selected objects 27
- searching hyperlinked documents 3
- selecting all draw objects 30
- selecting all links 29
- selecting all notes on a diagram 30
- selecting all or parts of a diagram 29
- selecting all symbols 29
- selecting all symbols at specific level 30
- selecting all topics at specific level 86
- selecting everything in an outline 87
- selecting everything on a diagram 29
- selecting first Main Idea symbol 29
- selecting first Main Idea topic 87
- selecting subtopics for a symbol 30
- setting date and time format 158
- setting height and width of the grid 65
- setting line spacing in printed outlines 144
- setting margins 144
- setting measurement units 158
- setting operation of Enter key 156
- setting operation of Enter key on numeric key pad 157
- setting operation of Tab key in Outline View 156
- setting operation of the Enter key 157
- setting page breaks in diagrams 145
- setting page breaks in outlines 145
- setting print options 143
- setting topic spacing in printed outlines 144
- shadows
  - adding to symbols 43
  - changing color 44
  - symbols 5
- sharing documents 106, 122
- sharing symbol libraries 140
- sharing templates 120
- shortcut menus 159
- shortcuts 159

- showing 8 or 32 connection points for links 52
- showing all notes in an outline 86
- showing all subtopics in a diagram 28
- showing all subtopics in an outline 84
- showing checklist 110
- showing grid lines 64
- showing hidden links 52
- showing notes in diagrams 28
- showing notes in outlines 85, 86, 112
- showing page lines 142
- showing prefixes 101
- showing Quick Controls 27
- showing Quick Controls in printed diagrams 148
- showing rulers 155
- showing subtopics by level 83
- showing subtopics in diagrams 28
- showing subtopics in outlines 84
- showing Symbol palette 155
- showing the grid 5
- showing toolbars 154
- showing Tooltips 155
- Site Skeleton export 6
- sorting checklist items 110
- sorting topics 5, 95
- sounds
  - erasing 109
  - playing 109
  - recording 109
  - working with 108
- spacing draw objects evenly 65
- spacing notes evenly in Diagram View 65
- spacing symbols evenly 65
- spelling checker 130
- splitting notes text 94
- splitting topics 94
- squares
  - drawing 62
- standard links 48
- straight links 48
- straightening a link 51
- subscript characters 37, 99
- subtopics
  - adding to outline 76
  - defined 71
  - hiding by level 83
  - hiding for symbols 28
  - hiding for topics 84
  - hiding in outline 85
  - hiding in printed outline 148
  - moving 88
  - promoting to topics 91
  - showing all in diagram 28
  - showing all in outline 84
  - showing by level 83
  - showing for symbols 28
  - showing for topics 84
- summing figures 111
- superscript characters 37, 99
- support 7
- switching to Diagram View 81
- switching to Notes List View 113
- switching to Outline View 74
- symbol categories 133
  - privileges 133
- symbol frame
  - adding 43
  - changing color 44
  - changing thickness 43
- symbol labels in Outline View 75
- symbol libraries
  - copying 134
  - copying symbols between 136
  - creating 134
  - creating categories 133
  - deleting 135
  - deleting symbols 137
  - importing graphics 139
  - managing 133
  - sharing 140
  - using 38
- Symbol palette
  - hiding 155
  - previewing images 13
  - showing 155
  - standard images 13
  - using 38
- symbol preferences 68
- symbol shadow 43
- symbol shadows 5
- symbols
  - adding caption 46
  - adding connected using Command (Ctrl) key 16
  - adding fill pattern 45
  - adding frame 43
  - adding notes 22
  - adding shadow 43
  - adding to diagram 13
  - adding unconnected using point and type 15
  - adding using Create tool 14
  - aligning 66
  - applying defaults 70
  - arranging 63
  - bringing to front 67
  - changing fill color 43
  - changing line color 44
  - connecting 18
  - copying and pasting 30
  - cutting and pasting 31
  - defaults 68
  - defined 9
  - deleting and keeping links 32
  - fitting text 46
  - grouping 67
  - inserting between connected ideas 15
  - layering with links 52
  - making the same size 47
  - moving 17
  - pasting size 47
  - positioning precisely 65
  - resizing 46
  - returning to original size 46
  - selecting all 29
  - selecting all at specific level 30
  - sending to back 66

- setting defaults 4
  - shadows 5
  - sizing by level 63
  - spacing evenly 65
- T**
- Tab key 156
  - Talking Interface 3
  - technical support 7
  - Template Wizard 5, 118, 119
  - templates
    - Basic 153
    - creating 5, 118
    - default 153
    - defined 117
    - editing 119
    - location 6
    - opening 118
  - text
    - editing 80
    - ending editing 80
    - finding 130
    - finding and replacing 131
    - fitting into symbol 46
    - formatting in diagrams 35
    - formatting in outlines 97
    - returning to default style 37, 99
    - selecting 80
  - text background color 45
  - text boxes 63
  - text color 37, 99
  - text size 36, 98
  - that 133
  - thickness
    - frames 43
    - links 53
    - symbols 43
  - time format 158
  - To Do list 110
  - toolbars
    - Diagram View 11
    - hiding 154
    - Notes List View 112
    - Outline View 72
    - showing 154
  - tools
    - Diagram toolbar 11
    - Formatting toolbar in Diagram View 12
    - Formatting toolbar in Outline View 74
    - Notes List toolbar 112
    - Outline toolbar 73
    - Symbol palette 13
  - Tooltips 155
  - topic defaults 4
  - Topic Defaults button 4, 102
  - topic spacing
    - setting in printed outlines 144
  - topics
    - consolidating 93
    - copying and pasting 88
    - creating line breaks 94
    - cutting and pasting 88
  - defaults 102
  - deleting 87
  - demoting 91
  - focusing on 83
  - grouping 93
  - hiding notes 85
  - moving down 93
  - moving up 92
  - setting defaults 4
  - showing notes 85
  - sorting 5
  - splitting 94
  - tree chart arrange 63
  - triangles 61
  - turning off animated symbols 38
  - turning off automatic formatting of hyperlinks 103
  - turning off automatic topic labeling in Outline View 75
  - turning off hyperlinks 108
  - turning on grid snap 64
- U**
- unconnected ideas 15, 16
  - Underline button 36, 98
  - underlining text 36, 98
  - undo 4
  - undoing changes 33
  - ungrouping draw objects 67
  - ungrouping symbols 67
  - upper case letters 37, 99
  - URL Hyperlink Auto-detection 103
  - user-specific preferences 6
- V**
- view
    - magnified 25, 84
    - reduced 25, 84
    - specific percentage 25, 84
  - viewing entire diagram 26
  - viewing notes 28, 85
  - viewing subtopics by level 83
  - views
    - Notes List View 113
  - voice 108
- W**
- web pages
    - creating from diagrams 125
    - creating from outlines 127
    - creating using Inspiration 6
  - web sites 6, 126
    - building using Inspiration 6
    - starting 126
  - webbing arrange 63
  - Windows operating system
    - font menu 157
    - font wrap 151
  - WMF files 56, 80, 124, 137

