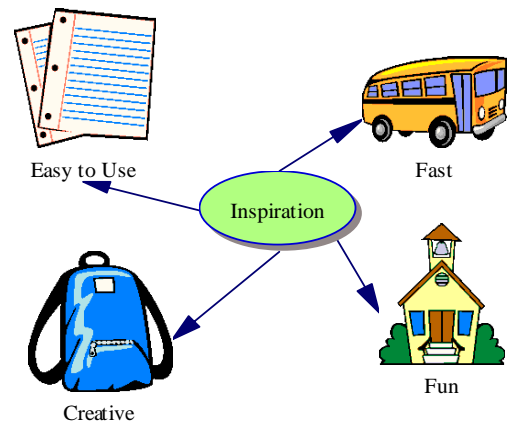


Inspiration Quick Reference



Adding Symbols

Option One:

1. After opening *Inspiration* a single oval (main idea) will appear on the screen. Click once inside the oval to begin typing.
2. Move the arrow to where you would like the next symbol to appear on the screen. Click, and a crossbar will appear. Begin typing.

Option Two:

1. Click on the symbol (main idea) you want to connect to additional symbols. Boxes will appear around the symbol.
2. Click on one of the ovals on the *Create* icon in the toolbar. The oval you select will turn green and will determine the placement of the new symbol being added to the page.
3. The new symbol will automatically link to the main idea you first selected.



Linking Symbols

Option One:

1. Click on a symbol to select it.
2. Four diamonds will appear around the edge.
3. Click on one of the diamonds. Drag the cursor to the symbol you need to connect. Connect the link to one of the boxes that appears around the symbol.

Option Two:

1. Click the symbol you want the arrow to exit from.
2. Click on the *Link* icon in the toolbar. Click on the symbol you want the arrow to connect to.
3. An arrow will appear linking the symbols together.
4. While the *Link* icon is selected, you may continue to connect symbols.
5. Click on the *Arrange* icon in the toolbar to select a different arrangement for your chart.



Using Rapid Fire

1. Insert a symbol on the page, and type the main idea inside.
2. Click on *Rapidfire* in the toolbar.
3. A red lightning bolt will appear at the end of the word.
4. Type a subtopic of the main word. (For example, if you are brainstorming parts of weather, you might type in storms, clouds, atmosphere, water cycle, etc.)
5. Press Return or Enter on the keyboard after you type a word.
6. Continue typing in words, pressing the Return key after each entry.
7. The subtopics will appear in symbols around the main topic.



Changing Symbols

1. Click one time on the symbol you want to change within the diagram.
2. Click once on a new symbol from the symbol bar on the left of the screen. The symbol on the screen will automatically change.
3. Click on the arrow that is pointing down to view a list of categories.

Text Box

1. Click the rectangular icon with the A inside.
2. A rectangle with a dotted line will appear when you click on the page.
3. Type text inside the rectangle. Click inside the rectangle to drag it around on the page.
4. The rectangle does not link with symbols.

Changing the background color

1. Click on *Effects* in the menu.
2. Select *Background Color*.
3. Click on the color choice you would like for the background.

Creating an Outline

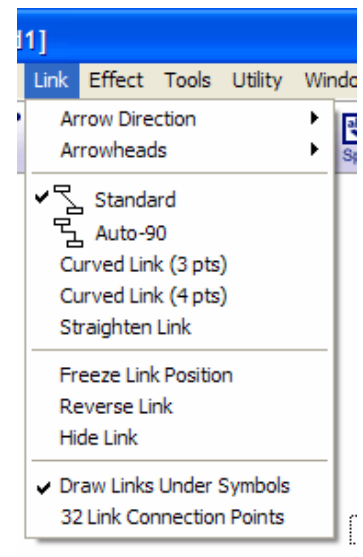
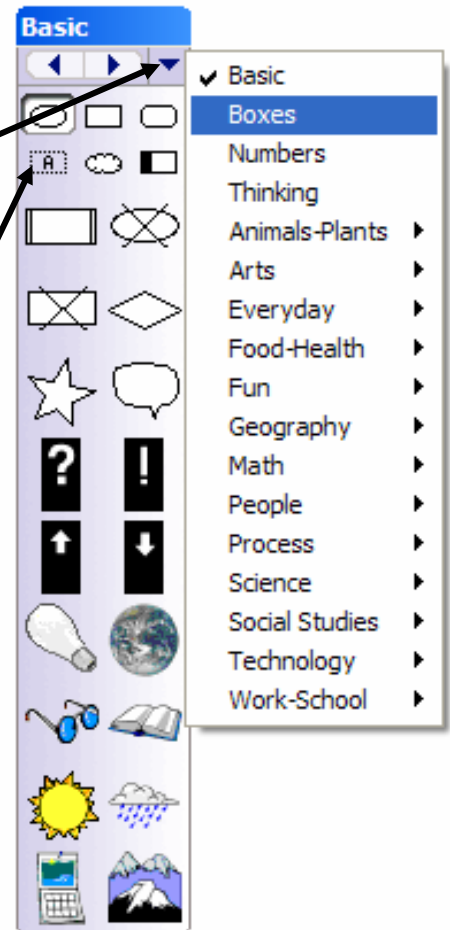
1. Create a diagram.
2. Click on *Outline* in the toolbar.
3. The diagram will automatically be converted into an outline.
4. Click on *Diagram* in the toolbar to go back to the original diagram.

Customizing Links

1. Click on a link within your diagram.
2. Click on *Link* in the menu.
3. You may make changes to your link such as *Arrow Direction*, *Arrowheads*, and *Curved links*.

Labeling Links

1. Click on a link.
2. A dotted rectangle will appear.
3. Click inside the rectangle. Type a word or words that describe the relationship between the symbols.



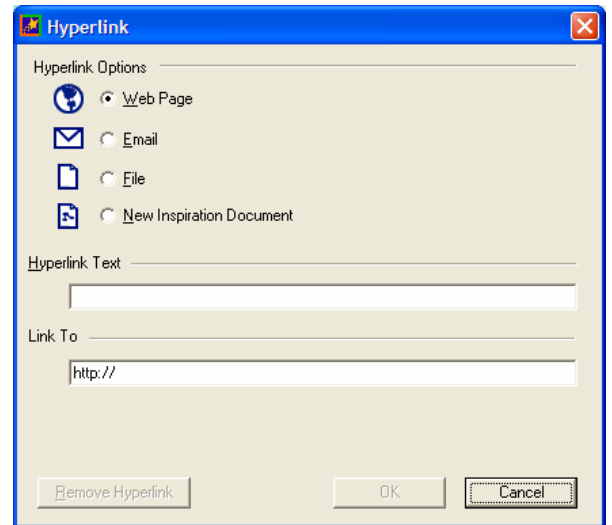
Creating Hyperlinks

Option One:

1. Type a web address inside a symbol.
2. The address will become active after pressing the Return or Enter key.

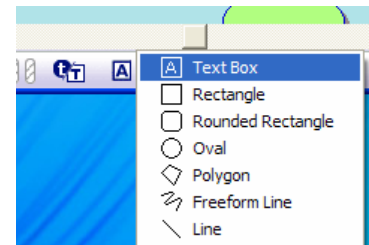
Option Two:

1. Click on *Tools* in the menu.
2. Select *Hyperlink*.
3. Click on *Insert* from the submenu.
4. Select *Web Page* from the Hyperlink Options.
5. Type in the word or words to appear on the symbol next to *Hyperlink Text*.
6. Type in the web address next to *Link To*.
7. Click *OK*.
8. A symbol containing a hyperlink will appear on the page.



Drawing Tools

1. Click on the arrow next to the A at the bottom of the window.
2. Select a shape to draw on the page.
3. Click and drag the shape where you want it to appear on the page.



Changing color symbols

1. Click on the symbol you would like to change.
2. Click on the shaded oval at the bottom of the window.
3. A palette will appear.
4. Select a new color for the symbol.
5. You may change the fill pattern by clicking on *Effects* in the menu. Select *Fill Pattern* and then the pattern you like.



Changing text

1. Click on the symbol containing the text you would like to change.
2. Select a font and font size from the menus at the bottom of the window.
3. You may also choose from *Bold*, *Italicize*, and *Underline*.
4. Click on the A to select a new color from the palette.