

GETTING STARTED IN INSPIRATION

Here are some of the hints and shortcuts from the Inspiration workshop.

- Whenever you open Inspiration, it defaults to a blank diagram with a main idea bubble in the center. THIS MAIN IDEA CANNOT BE DELETED.
 1. Click on the main idea bubble until the text is highlighted. Type in your main idea. Click on any white space to “unhighlight” the concept.
 2. To create topics off the **main idea**, click on it, showing red boxes in the corners.
 3. Click on the gray **Rapid fire** button at the top of the window. A red lightening bolt will appear after the text. DO NOT TOUCH THE MOUSE UNTIL YOU ARE DONE TYPING ALL OF THE TOPICS.
 4. Type the name of one topic and press **Enter**. Wait. A new concept bubble appears every time you press **Enter**.
 5. When you are done creating your topics, click on any white space to turn **Rapid Fire** off.
 6. To create subtopics, highlight a topic and follow steps 2-5.

- To make text bigger:
 1. Click on the idea that you want bigger. Red squares will appear around the idea.
 2. On the keyboard, hold down the **Shift** and **Ctrl** keys. Then hit the **greater than** key (period key) to make text bigger. Do the same with the **less than** key (comma) to make text smaller.

- To change to the Outline view:
 1. Click on the gray **Outline button** in the top left hand corner of the window.
 2. To enter new ideas in Outline form
 - a. Select the main idea and hit the gray **add topic** button
 - b. When a blank appears, type the name of your topic
 - c. To add a subtopic, select a topic and hit the **add sub** button.
 - d. Click on the diagram view button to view the changes.
 - e. This feature is great for students who have trouble getting text typed in the diagram view.

- To zoom in or out click on the **big mountain button** or **the small mountain button** in the lower left hand corner window.

- To use clip art:
 1. If you don't have a symbol palette, hit **f8** on your keyboard.
 2. Click on an idea that you would like to change. Then click on the symbol you want. It should now be replaced.
 3. If you **do not** select an idea before you select the clip art, the picture will not be connected to your diagram.
 4. The **down arrow** on the palette shows you all the categories; the **right** and **left arrows** move you to the next palette.

- To arrange diagram in a different pattern:
 1. Choose the gray **Arrange** button at the top of the window.
 2. Choose an arrangement you like.
 3. Link options re **standard** (diagonal lines) or **Auto 90** (90 degree lines).
 4. BEWARE—If you go from a web to a tree and then attempt to go back to a web, it will **not** look the same as before. Webs are not as easily controlled as other types of diagrams.

- To select parts of your diagram:
 1. To select all ideas in a level, select one idea. Go to **Edit, Select, Select this level**. All ideas on this level should now be chosen.
 2. To select a cluster (topic with subtopics), select the top idea in that cluster. Go to **Edit, Select, Subtopics**.
 3. To select the arrows, go to **Edit, Select, Links**. Now you may alter the looks of the lines in the Effects menu.

- To use the **Effects** menu:
 1. You must first have something selected to use the Effects feature.
 2. **Line thickness**—adjust the thickness of lines.
 3. **Fill pattern/color**—changes the color of the idea bubbles (default is blue)
 4. **Background color**—changes the color of the page
 5. **Multicolor**—changes each color in a piece of clip art (This feature will not work for photo images or imported images.)

- To use templates:
 1. To download the book of templates:

<http://www.inspiration.com/mstemplates/>

 1. Go to this website and scroll down until you see
To download and install the templates on Windows 95/98/NT:
 2. Follow the directions to download and unzip, browsing for the folder you would like to place the files in. There are about 12 files.
 2. To use the templates that come with the program, go to **File, Template**, and choose a template.