

Introduction to Inspiration

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Inspiration is a program that allows you to create graphic organizers, which help promote visual literacy and thinking skills. They allow students to visually see how ideas relate to each other. Graphic organizers can help with prereading, postreading, prewriting, revising, discussing, and reasoning.

Types of Graphic Organizers you can Create with Inspiration

Concept Map—A hierarchical diagram used to represent a set of concepts beginning with the main topic.

Idea Map—A visual brainstorming method to generate ideas.

Web—A visual map that shows how different bits of information relate to each other.

Storyboard—Helps you organize presentations.

Outline—Helps create a hierarchical structure for your work which can be converted in Inspiration to a Graphic view.

Opening Inspiration

Click on the Start button on the Task Bar.

Slide up to Programs.

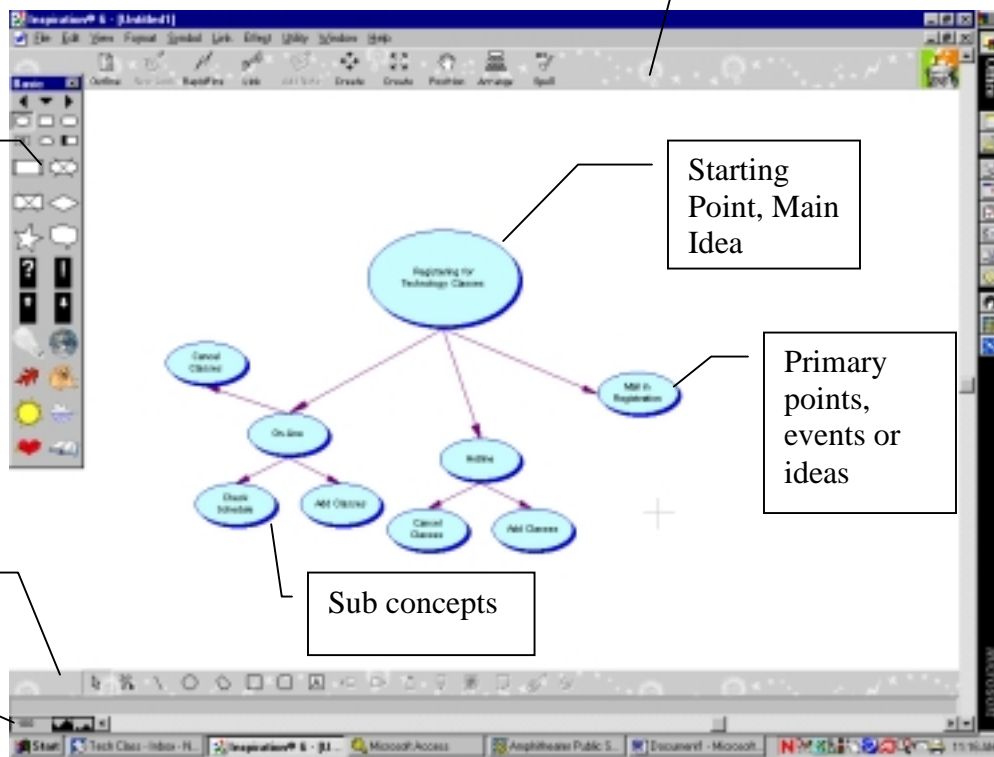
Slide to Inspiration 6.

Click on Inspiration.

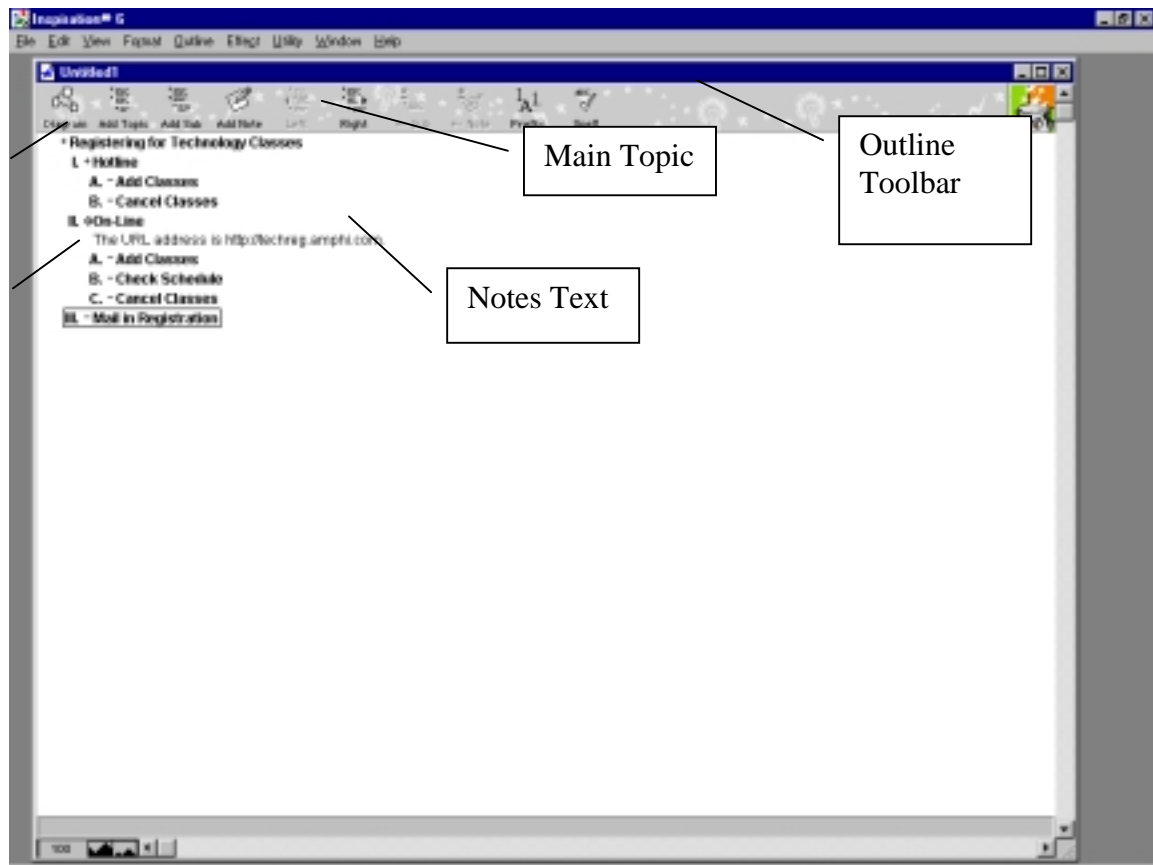
This opens a new diagram in the program.

Inspiration Views

Diagram View



Outline View



To Enter the Main Idea

Notice that the words Main Idea are already highlighted. You don't need to delete or click with your mouse just type your main idea.

Press Shift+Enter to end text entry.

Saving Your Work

You should save your work often

On the Menu Bar, select File, and slide down and select Save.

Notice how Inspiration gives the file the name of your main idea. Decide where you want to save the file and the name for the file.

Use the Create Tool to Add Related Topics



Have your main idea selected

Decide which direction you would like to create your link and click on the appropriate arrow.

Type the idea for the link.

Use RapidFire to Get Ideas Down Quickly

This tool is great for when you are brainstorming.

Click on the symbol that you would like to brainstorm under.

Click the RapidFire button.

Type the first idea and press enter.

Repeat above step for all ideas.

Click the RapidFire button again.

Changing the View Scale

Allows you to zoom in and out while you are working on your diagram.



The Zoom Out icon lets you see more of the diagram.

The Zoom In icon makes the diagram larger.

The Percentage box lets you select a percentage at which to view. If you select Fit to Window the diagrams zoom will change to allow it to fit your screen.

Moving the Diagram Around

On the Diagram Toolbar, click the Position tool.

Click and drag the diagram to move it around.

Click on the Position tool again to turn it off.

To Change the Shape of a Symbol

Click on the symbol you would like to change.

On the Symbol Palette, click the new symbol.

Use Drag and Drop to Add a Specific Symbol

On the Symbol Palette, locate the symbol you desire.

Click and drag the symbol to your desired location on the diagram.

Click in symbol and type idea text.

To Add an Unconnected Idea

Click an open area in your diagram.

Click with your mouse and type desired text.

Linking Unconnected Symbols

On the Diagram Toolbar, click the Link icon.

Click on the symbol you would like to link from.

Click on the symbol you would like to link to.

Click the Link icon again to turn it off.

To Add Text to Links

Click on the link.

Type your text.

Moving a Symbol

Click and move symbol to desired location.

Adding Notes Text to a Symbol

Notes allow you to type more texts or thoughts on an idea. The notes text is stored in a separate window. If a symbol has notes text associated with it, when you select the symbol you will notice the box (handle) in the upper left of the symbol is filled.

To Add a Note

Click on the symbol you want to add the note to.
Click the Add Note icon. (You can also double click on the upper left-hand handle.)
Type your note in the window that appears.
Click the close button to close the Notes Text window.

To Display a Note

Double click on the upper left-hand handle.

Changing Font used in Idea Symbols

To select all the symbols on the Menu Bar, select Edit, choose Select, then choose Symbols.
On the Format menu, choose Font, then select the font you would like to use.

Changing Size of Font used in Idea Symbols

To select all the symbols on the Menu Bar, select Edit, choose Select, then choose Symbols.
On the Format menu, choose Size, then select the font you would like to use.

The New Look for Symbols

Allows you to change your new symbols to your desired settings.
Click the symbol with the look you want from now on.
On the Diagram Toolbar, click the New Look icon.

To Apply this Look to existing Symbols

Select the symbols or symbols to change. (To select more than one symbol hold down the shift key while selecting.)
On the Edit menu, choose Paste New Look.

Arrange Diagram

Allows you to arrange your diagram in a tree chart.
Click on the Arrange Diagram icon on the Diagram Toolbar.
Make desired changes.
Click OK.

Adding URL Hyperlinks

Type the URL address in the Text Symbol area and it automatically creates a hyperlink. When you click on the link it will open your web browser and launch the page.

To Change Hyperlink Text

Highlight the hyperlink.

On the Menu Bar, choose Utility, choose Internet, and select URL Hyperlink. Type the desired text. Leave address alone.

Printing

From the File Menu...

Print Options allows you to change how your diagram will print.

Print Preview will show you a preview of how your diagram will print.

Print prints the diagram.

Outline View

To work in Outline icon click the Outline View on the Diagram Toolbar.