

Introduction to Kidspiration

Kidspiration is a program that develops visual learning skills in students. The program develops the abilities to brainstorm ideas, organize information, express and categorize thoughts. The program has many sound features for students learning to read. Hold the mouse over any icon and it will show the label read it out loud to students.

If you are interested in downloading a 30-day trial version of Kidspiration, you can go to the web site <http://www.inspiration.com>

Opening Kidspiration

Click on **Start** button on the task bar.

Slide up to **Programs**.

Click on **Kidspiration**.

This will bring you to the menu page.

Select **New** to open a blank *picture* or *writing* activity.

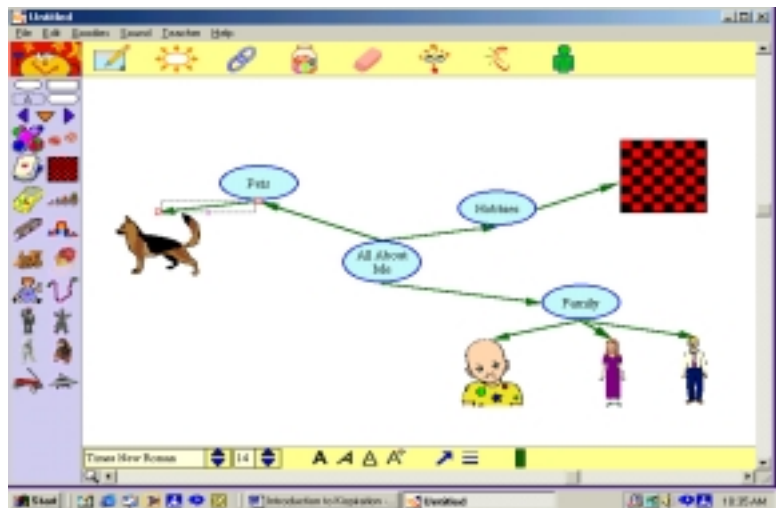
Or Select open to open a saved activity.

Or Select a choice under *activities* to open a premade activity.

Picture View

To enter a main idea

When you open the picture view you will see a new diagram. An oval will appear with the words **first idea** highlighted. You can just start typing. You do not need to delete or click in the oval with your mouse.



To add a new idea



Click on the **new symbol** icon on the toolbar.

This will insert a symbol randomly on your diagram.

You can move this symbol to where you want it by clicking and dragging.

To add text to your symbol

Click on the symbol and a text box will appear.

Click inside the text box to make it active.

Type your information.

Click off the symbol to set your text.

To link your symbols



First, make sure none of your symbols are active.

Click on the link symbols icon on the toolbar. It will turn green meaning it is in use.

Click on the symbol where you want the link to start.

Drag the arrow to the symbol where the link should end and click your mouse.

Click on the link icon on the toolbar to turn off the linking tool. As you move your mouse off the toolbar, the icon will no longer have a green halo. This tells you it is off.

To change symbol shape

Symbol palette



The standard symbol is oval. If you would like a different shape, you have 4 choices, oval, rectangle, text box or rounded rectangle.

Click on the symbol you wish to change in your diagram.

Then click on one of symbols at the top of the symbol palette.

This will change the shape automatically.

To add a picture from the picture library

Use the down arrow to scroll through the different symbol libraries that are available. Or you can use the left and right arrows to scroll through all of the pictures in a library.

When you find a picture you like, click and drag it to the diagram.

Add a caption to your picture

You can add a caption to the picture by clicking in the text box underneath the picture and typing in your text. Click off the box to set the text.



To clear an entry

If you want to clear an entry, click on the entry and then click on the *eraser* icon on the toolbar. This will erase what you clicked on.



To undo

If you erased something by accident, click on the *undo* symbol and it will undo the last thing you did. This only works for your last action. So take your time!



To hear audio for your diagram

Click on the *listen* icon.

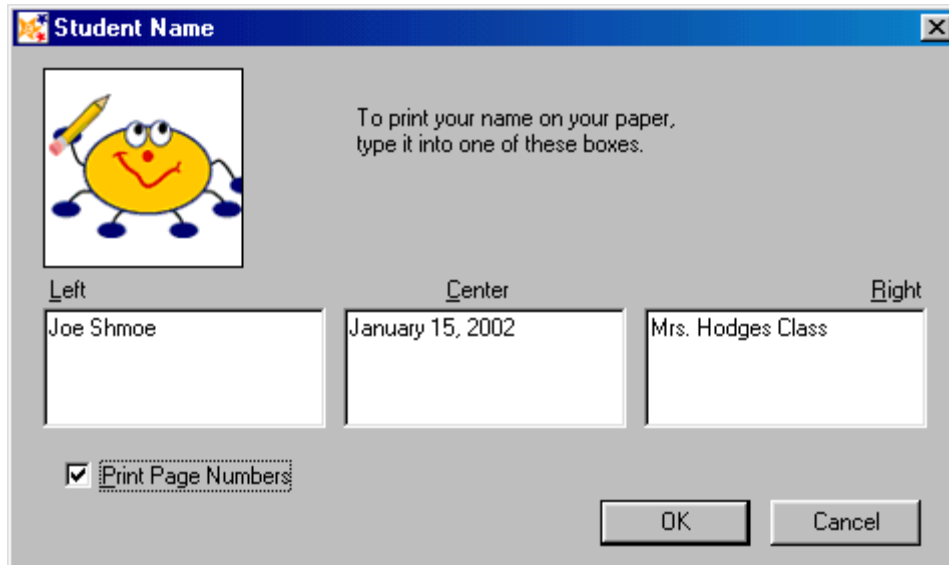
Click on the symbol you want to hear audio for.

Make sure your volume is turned up!



To put student name on paper

Click on the *student name* icon.



Determine where you want the name and other information to appear. Click in the box and type. Click in the box if you want page numbers. Click **OK**.

To change font size, color and special features



At the bottom of your screen is the text toolbar.

Highlight the text you want to change.

Choose a new font, new size, bold, italics or underline.

Click to change the text.

If you make the first text the size, color, and style you want, all remaining text will be that size.

To change all text

Click on the **edit** menu at the top of your screen.

Click **select all**.

Then make your changes.

Change text color



Highlight the text you want to change.

Click on the **A with the colored lines next to it**.

A color palette will appear.

Choose a color and click on it.

Click off the text to see the new color.

Change arrow direction



To make an arrow a double arrow or a line, first click on arrow on the diagram. Next, click on the arrow button on the toolbar. The arrow will change automatically.

Choose which style you want.

Change the line width



To change line width, click on the object you want to change. Click on the line width icon, which are 3 horizontal lines.

You can scroll through several choices. Pick your choice and click off the icon.

Change line or fill color



The last icon on the text bar is a box divided in half. Click on the color you want to change.

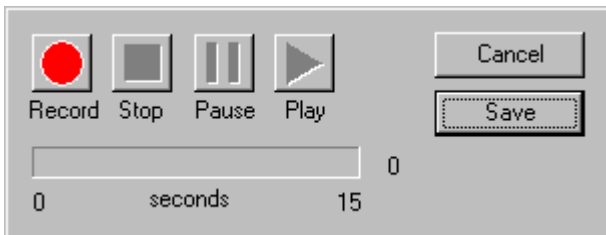
Choose the color you want from the color palette. Click the color to make the change.

To change background color of diagram

Click on the **Goodies** menu on the top toolbar. Click on background color. Select the color you want and click on it.

To Record a Sound

If you have a microphone you can record sound. Click on the link you want the sound to be associated with. Go to **Sound** and pull to **Record**.



Click on the **Record** button.
Say what you want to record.
Press **Stop**.
Press **Play**.
Press **Save**.



Using the **Supergrouper** tool

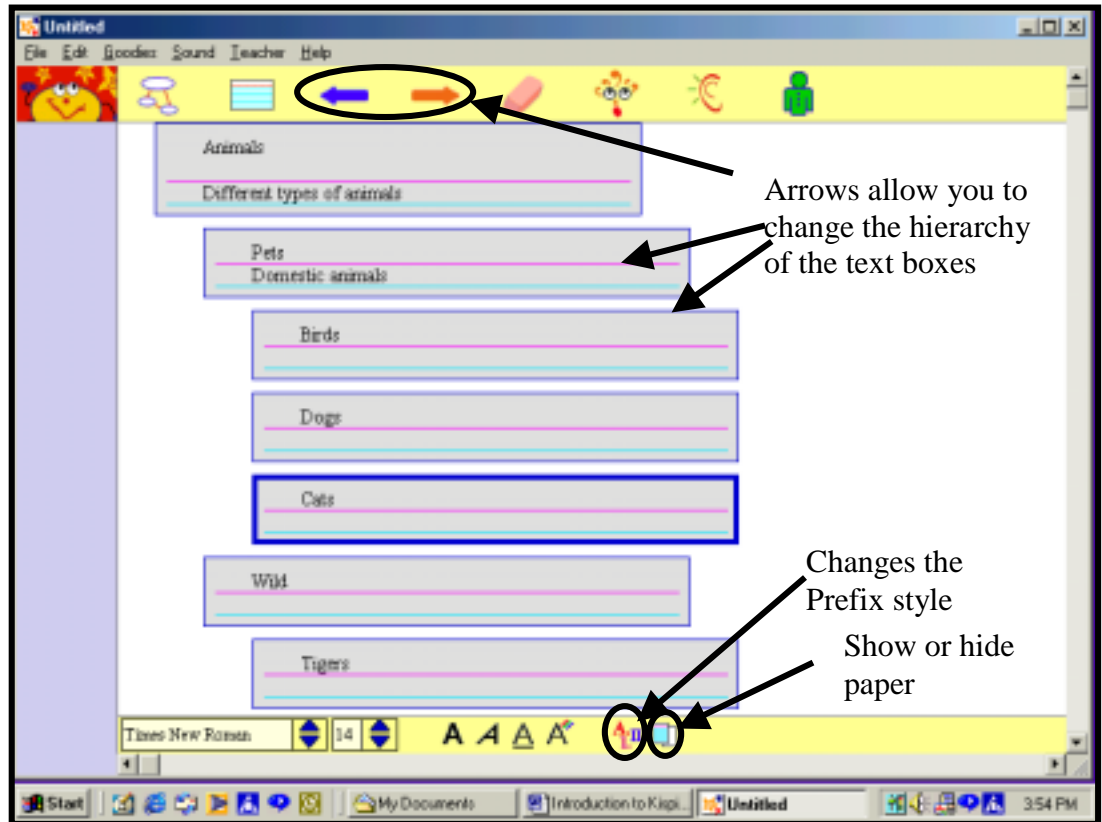
This tool allows you to select a background object for students to drag and drop symbols in to categorize them.



When you click on the Supergrouper icon, you will see a menu of symbols. Click on one of the symbols to put it in your diagram. These symbols are larger than the ones from the library, so you will only be able to fit 2 or 3 on the screen. Label the categories in the text box at the top by clicking in it and typing. Now you can have students drag symbols from the library into the Supergrouper shapes.

Writing View

In the writing view the top toolbar is the same, with the exception of the blue and orange arrow icons. These arrows allow you to move a text box left or right in your outline. This can change a topic into a subtopic or a main idea.



Any changes that you make to the outline in the writing view will be changed in the picture view also.

Changing outline layout

Outlines can have many prefixes such as bullets, roman numerals, numbers only, numbers and letters or no prefix at all. Click on the *prefix* icon to scroll through the options.

Change paper



You can select lined or unlined paper by clicking on the *show or hide paper* icon.

Change paper colors

Go to the *Goodies* menu and pull down to lined paper colors. Click on the color to get a color palette box. Click on the color you want. Click **Ok**.

Checking Spelling

Go to the **Goodies** Menu and pull to **Spell Check**.

Switch Views

To switch between picture and writing views, click on the icons on the toolbar. The views are fully integrated, so changes to one view will be reflected in the other view.

Importing a graphic into your diagram

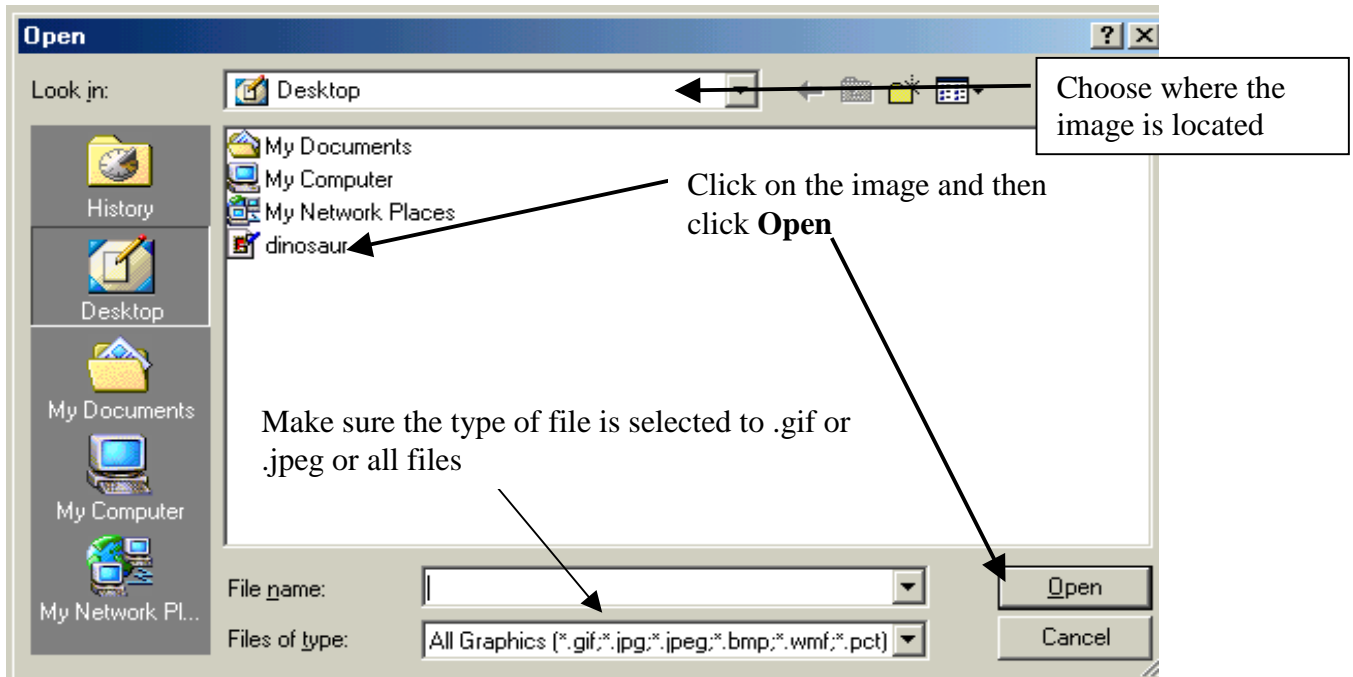
Locate the graphic you want. Choose either an image from your images file, clipart, Internet image or a digital picture.

Click on the **File** menu and pull down to **Import a Graphic**.

At the dialog box, select where the image is located. Click on the image.

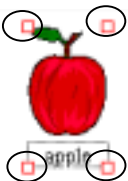
Click **Open**.

The image will be inserted into your diagram.



To size the image

Click on the image.



Use the red handles (circled in this example) at the corner and pull the image to a smaller or larger shape.

Printing

Go to **File** and pull to **Print**.

Saving

Go to **File** and pull to **Save**.

Type a Name for your document

Select the Destination folder or drive to where you would like to save your document

Click Save.