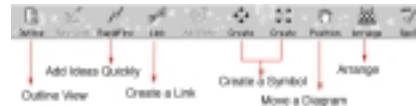# Inspiration

Use Inspiration to help you visually organize ideas and present information with clarity. You can structure complex information by creating concept maps, webs or other graphic organizers.

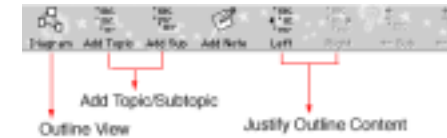|	
1. Diagram Tool Bar The diagram tool bar appears at the top of the document window. Use the tool bar to: - Change to *Outline View*. - Add idea symbols - Add Links - Modify the style of your diagram.	**2. Outline Tool Bar** The Outline Tool Bar appears at the top of the document window as a result of switching to *Outline View*. Use the tool bar to: - Change to Diagram View. - Create and edit outlines.
3. Draw Tool Bar The Draw Tool Bar appears in the *Diagram View* near the bottom of the document. Use the tool bar to: - Add drawings. - Create new symbols. - Change diagram colors	**4. Symbol Palette** The Symbol Palette appears on the left side of the screen. It contains libraries of symbols to use in diagrams.

When you move the mouse over any tool, the function of any tool is displayed in the status bar at the bottom of the document window.

Inspiration

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5. Enter a Main Idea

When you start Inspiration, the Main Idea symbol appears in the center of your screen, with the placeholder text. Type your main idea into the symbol.

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6. Add Symbol Ideas: (Create Tools)

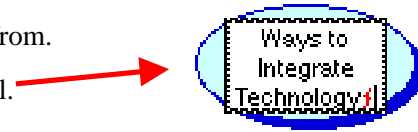Using the Create Tools is one way to add new symbols to your diagram.

- Select a symbol that the new symbol will link from. *Example: Main Idea*

- Click on the a Create Tool to create a symbol either right to left or diagonally.

- Enter text for the symbol.

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7. Add Symbol Ideas (RapidFire Tool)

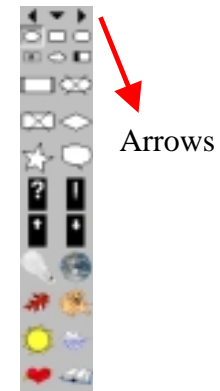Use the Rapid Fire Tool, to add ideas quickly without worrying about order.

- Select a symbol to link from.

- Click the RapidFire Tool.

- Type a new idea.

- Press Return/Enter after entering each new idea.

- Click the RapidFire button to turn it off.

The RapidFire icon appears in the symbol to show you the tool is turned on.

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8. Drag and Drop to Add Symbols.

- Use the arrows on Symbol Palette to find a symbol.

- Click on the center arrow to access categories of symbols.

- Drag and drop the symbol to a location in your diagram.

- To link to the idea, refer to 'Connecting Unrelated Ideas."
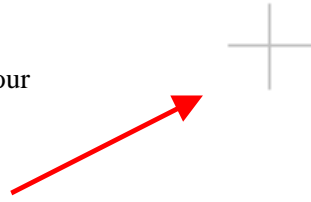
Arrows

</td>
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When you point to an arrow on the Create button, it is highlighted to show you the direction in which the new idea symbol will be created.

Inspiration

9. Adding Unconnected Ideas

- Click in the open area on your diagram.
- You will see a crosshair.
- A new symbol will appear when you start typing.
- Click away from the new symbol to deselect it.

10. Link Unconnected Symbols to Other Ideas

- On the Diagram toolbar, click the Link button.
- The cursor becomes a two-headed arrow.
- Click the symbol to tell Inspiration where you want to draw the link from.
- Click the symbol to indicate where you want to draw the link to.
- A link appears.
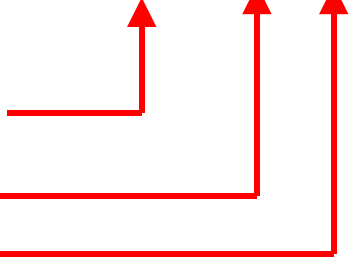- Click the Link button again to turn it off.

11. Changing the View Scale

Use the scroll bar at the bottom left of the window to zoom in and out.

- Select a percentage at which to view your diagram.
- Zoom in
- Zoom out

8. Arrange your diagram

Use the arrange tool to change your diagram into various kinds of tree charts.

Example: Top Down Tree Chart

- Click the Arrange button.
- Use the default settings.
- Click OK.

Inspiration arranges the diagram with the Main Idea symbol at the top, and the remaining idea symbols in order beneath it.

You can further customize your diagram by changing font, the color of symbols, links and text.