

Inspiration® Quick Start Tutorial

This tutorial is a great starting point for learning how to use Inspiration. Please plan on about 45 minutes from start to finish.

If you're new to Inspiration and like to learn while working on screen, this tutorial is for you. We have kept the information in small, manageable chunks to make it easy to learn the basics quickly. Before you know it, you'll be using Inspiration to develop your own great ideas!

You use Inspiration the same way as most Mac OS and Windows programs. For example, you use the mouse to drag objects and to select text. You also click and double-click, as well as enter information using the keyboard. If you're not comfortable doing these things, take a moment now and refer to the user's guide that came with your computer.

Conventions we use

The tutorial has instructions for both Mac OS and Windows-based computers. When you're asked to press a key or click a command on a menu, the Mac OS instructions appear first, and the Windows instructions are in parentheses immediately afterward. Here are two examples: Press Return (Enter) and press the Command (Ctrl) key.

When you're asked to enter specific text, the text you type appears in bold. For example, **The Enlightenment**. When referring to a symbol or name you already entered, it appears in italics, like *The Enlightenment*.

And a special note . . . Because people work in different ways, Inspiration offers many ways to do things—from toolbar buttons to menu commands to keyboard shortcuts. While these options are all readily available, this tutorial usually shows one way to do a task. By limiting the alternatives presented, we hope to make it easier to learn the task. In the Help system and the *Inspiration User's Manual*, you will find many ways to do each task so you can pick the one that's most comfortable for you.

How we organized the tutorial

In the Inspiration tutorial, you will follow a series of straightforward, step-by-step instructions to create a simple visual representation of an idea called a diagram. You also work with an outline: a text-based, hierarchical display of the same idea.

The tutorial is organized into three lessons. They're designed to be completed in order, but you don't need to do them all at one time. Each lesson introduces you to several of the unique features in Inspiration. When you finish the tutorial, you'll be ready to create diagrams and outlines on your own.

Lesson One: Introduction to Diagram View

In this lesson, you'll create a diagram about the Enlightenment period using symbols, links and notes. You'll learn to do the following:

- Start Inspiration
- Start a new diagram
- Enter a main idea
- Add ideas quickly using the RapidFire tool
- Point and type to add an unconnected symbol
- Use the Create tool to add a linked symbol
- Search for a symbol
- Browse the symbol libraries
- Connect ideas using the Link tool
- Label the connections between ideas
- Add a note to a symbol
- Move a note
- Save a document
- Quit Inspiration

Start Inspiration

Note: Before you can start the program, Inspiration needs to be installed.

To start Inspiration on a computer running Windows

- Click the Start button, point to Programs, and then click Inspiration 8.
The Inspiration Starter opens.

To start Inspiration on a Macintosh computer

- Open the Inspiration 8 folder, and then double-click the Inspiration icon.

The Inspiration Starter opens.

Start a new diagram

From the Inspiration Starter you can quickly begin a new project, open existing documents and access the many different Inspiration templates. You can also open any of the resources, including examples and training videos, provided to help you learn and use Inspiration.

To start a new diagram, click the Diagram button.



You'll begin this tutorial by starting a new diagram.

- To start a new diagram, click the Diagram button.

A new document opens with the *Main Idea* symbol centered on screen.

Enter a main idea

The *Main Idea* symbol provides a starting point for your work. It's easy to get started—just type!

- Type the diagram topic, **The Enlightenment**, into the *Main Idea* symbol.

Now you're ready to add topics that expand or explain your main idea.

Add ideas quickly using the RapidFire® tool

The RapidFire tool allows you to add a series of ideas that are connected to a symbol (RapidFire With Links option) or to add a series of unconnected ideas (RapidFire Without Links option). When you use the RapidFire tool, you can concentrate on adding ideas rather than creating symbols one at a time.

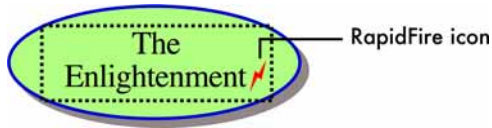
The RapidFire tool places information in a freeform structure. There's no need to think about organizing yet; you're still getting ideas down to “see” what you think. You'll learn more about organizing the information later in this tutorial.

First, you'll add linked symbols to your main idea.

1. Select *The Enlightenment* if it's not already selected. On the Main toolbar, click the RapidFire button.



A red lightning bolt appears in the symbol to show that the RapidFire tool is turned on.

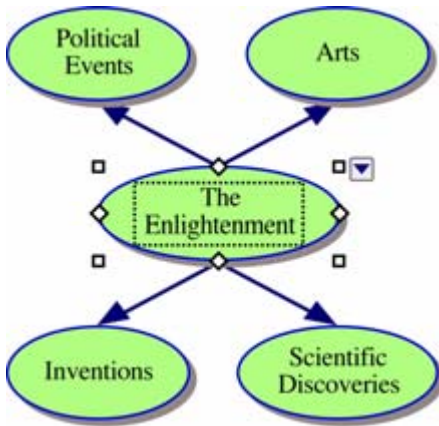


2. Type **Scientific Discoveries** and press Return (Enter).
3. Type **Inventions** and press Return (Enter).
4. Type **Political Events** and press Return (Enter).
5. Type **Arts**.
6. Click the RapidFire button again to turn the RapidFire tool off.

You'll notice there's now a Subtopic Quick Control near the upper right corner of *The Enlightenment*.

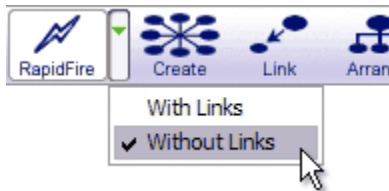
The Subtopic Quick Control appears next to a symbol to show that it has a subtopic. Clicking the Subtopic Quick Control will hide and show the subtopics.

Here's what the diagram looks like now.



Now use the RapidFire tool again, this time adding a series of unconnected ideas.

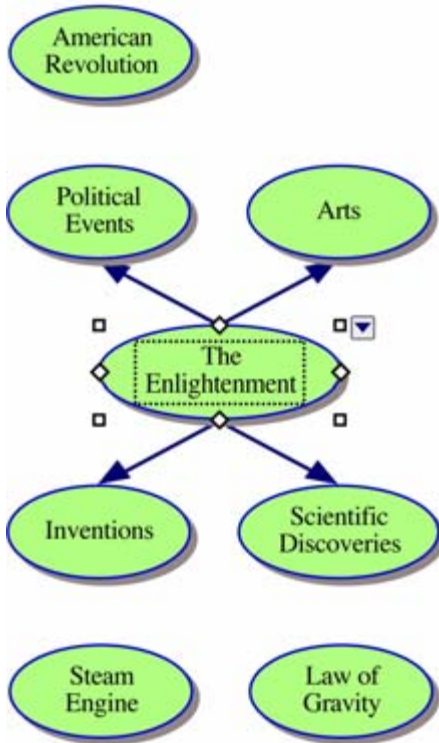
1. Select *The Enlightenment* if it's not already selected. On the Main toolbar, click the RapidFire Options button. Select Without Links.



Again, a red lightning bolt appears in the symbol to show that the RapidFire tool is turned on.

2. Type **Law of Gravity** and press Return (Enter).
3. Type **Steam Engine** and press Return (Enter).
4. Type **American Revolution**.
5. Click the RapidFire button to turn the RapidFire tool off.

Here's what the diagram looks like now.



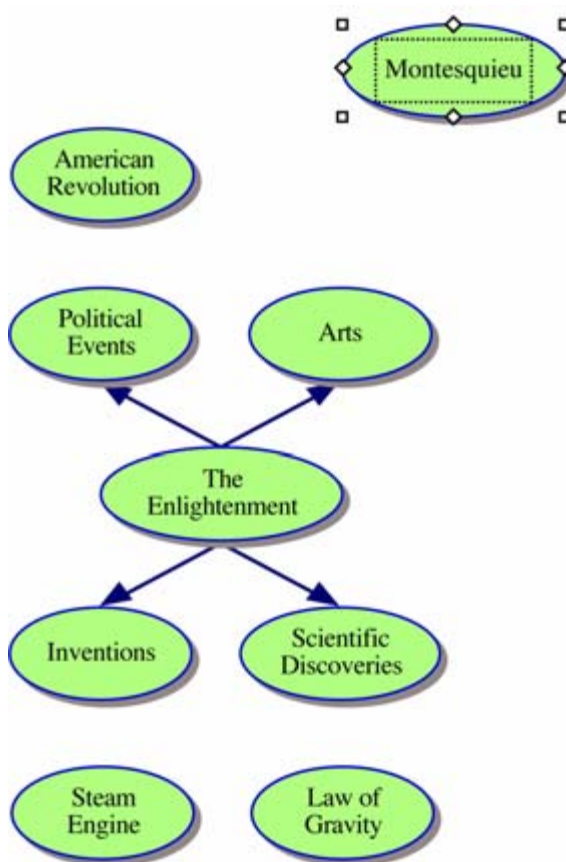
Tip: If you made a mistake while entering text into a symbol, don't worry. Simply double-click the text in the symbol. Then select the words to change and type over them. You can also insert text by clicking where you want to make a correction and entering the new text.

Point and type to add an unconnected symbol

Pointing and typing anywhere on the workspace is another quick way to add an unlinked idea. When you type, a new symbol is automatically created.

1. Click in the open area of the diagram above *Arts*.
2. Type **Montesquieu**.

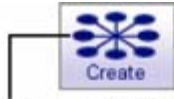
Here's what the diagram looks like now.



Use the Create tool to add a linked symbol

To add a linked symbol in any direction, use the Create tool.

1. Select *Political Events*. On the Main toolbar, position the cursor over the middle left point on the Create button.



Click the middle left point to create a new, linked symbol in that direction

When you roll over a point on the Create button, it highlights to show the direction in which the new symbol will be created.


2. Click the middle left point. A new symbol appears connected to and directly left of *Political Events*. This symbol is selected and ready for you to enter an idea.
3. Type **French Revolution** into the new symbol.

Search for a symbol

Inspiration provides a wide variety of pictures and images to represent concepts and ideas. In the built-in libraries, you'll find more than 1,000 symbols organized into curriculum-based categories. In addition to the libraries that come with Inspiration, the program offers an online collection of more than one million images.

Inspiration's search function makes finding just the right image a snap. When you search for symbols, Inspiration searches both the Inspiration libraries on your computer and the online collection.

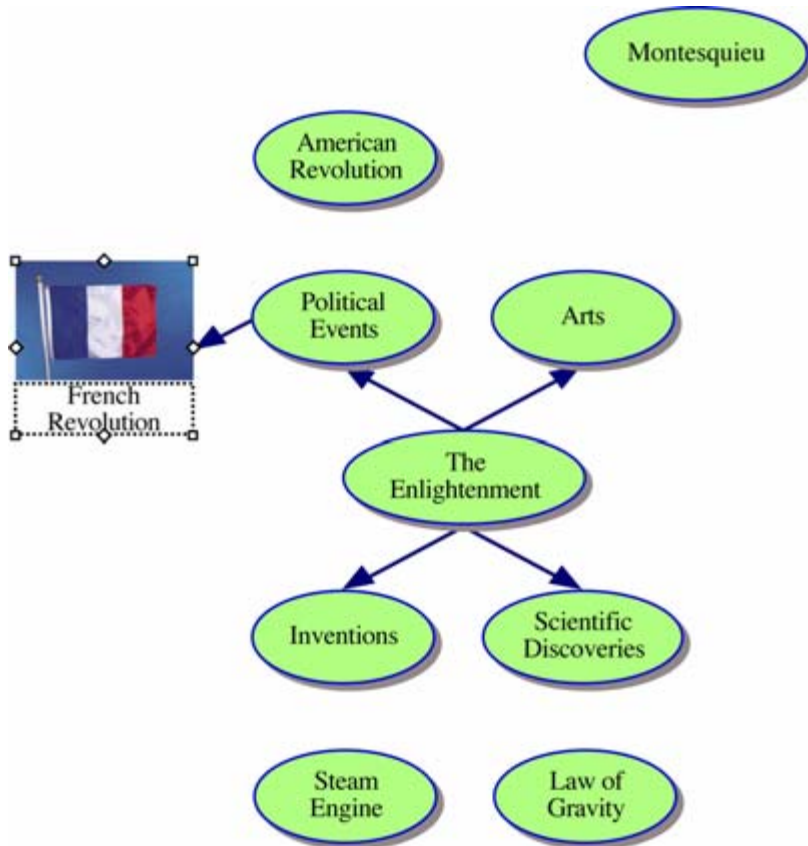
Note: To search the online symbol collection, the Online Access option must be selected in Preferences. You will find Preferences on the Utility menu.

1. Select *French Revolution* if it's not already selected.
2. In the box at the bottom of the Symbol palette, type the words **French** and **flag**.
3. Click the Find button .



Inspiration searches for all images containing your keywords.


4. Click one of the images that appear. Since it was selected, the *French Revolution* symbol automatically changes to the shape of your selection.

Here's what the diagram looks like now.



Browse the symbol libraries

You can also browse Inspiration's built-in libraries to see a variety of symbols within a specific category. To scroll through Inspiration's built-in libraries one by one, use the Next Library  or Previous Library  buttons on the Symbol palette.

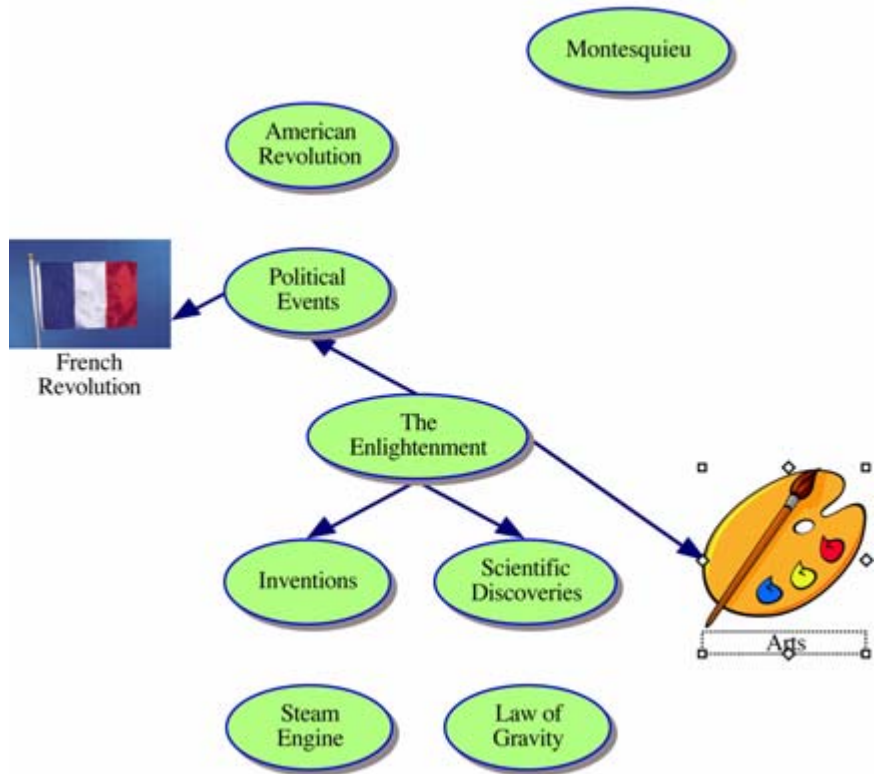
1. Select the *Arts* symbol.
2. On the Symbol palette, click the Libraries tab.
3. Click the Next Library button  nine times. The Art tools library should be visible.
4. Click on the *Palette*.





Arts automatically changes to the shape of this palette.

You may want to reposition *Arts* to make more of the link visible. Inspiration makes it easy move symbols—you just click and drag them anywhere on the diagram. When you move a symbol, any links automatically adjust.

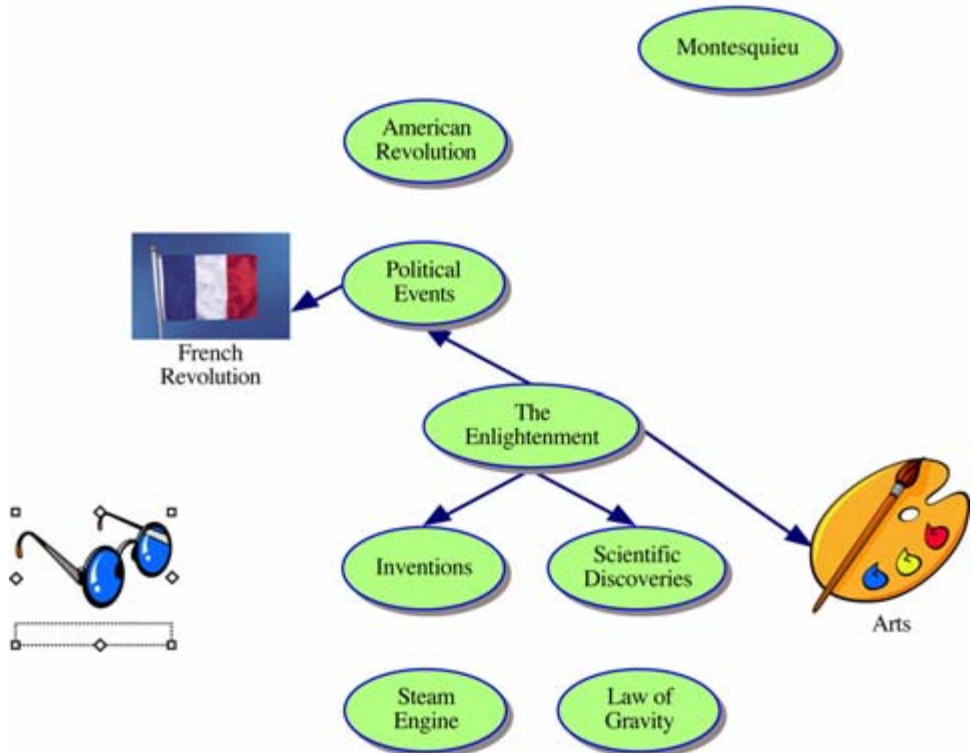
- With *Arts* still selected, drag the symbol down so your diagram looks like the one below.



You can also use drag and drop to add a symbol from the Symbol palette to represent a new idea. This time, you'll click the Select Library button  to jump right to your chosen library. The Select Library button offers a category list of all of Inspiration's built-in symbols.

1. Click the Select Library button . Navigate to the Food-Health category, and choose the Health library.
2. Drag the *Glasses* symbol until it is positioned to the left of *Inventions* and release the mouse button.

When you add a symbol using drag and drop, it is not connected to any other symbols.




Connect ideas using the Link tool

Links show the relationships and connections between ideas. When you use the RapidFire With Links tool or the Create tool, your ideas are automatically linked. You can also create links.

1. Select *Political Events*. This is the symbol where the link will start.
2. On the Main toolbar, click the Link button to turn on the Link tool.



The cursor now looks like this .

3. Click *American Revolution*. This is the symbol where the link will end.

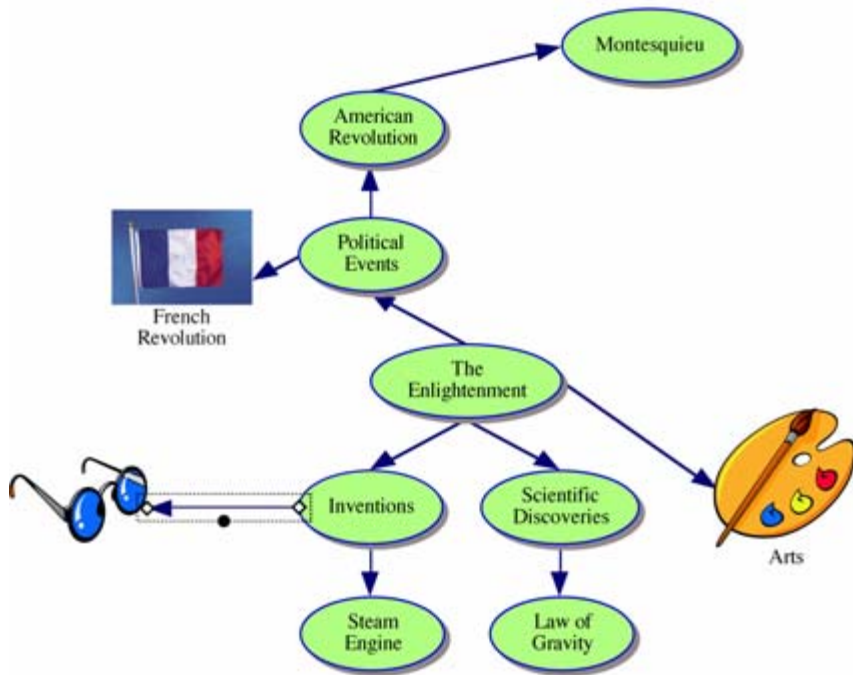
A link with the arrowhead pointing to the *American Revolution* symbol appears.

4. Click *American Revolution* again.
5. Now click *Montesquieu*.

A second link appears and the arrowhead points to the *Montesquieu* symbol.

6. Continue to link symbols together. Click on the first symbol and then the symbol where you want the link to end.
 - Link *Scientific Discoveries* to *Law of Gravity*.
 - Link *Inventions* to *Steam Engine*.
 - Finally, link *Inventions* to *Glasses*.
7. Click the Link button again to turn off the Link tool.

Here's what the diagram looks like now.



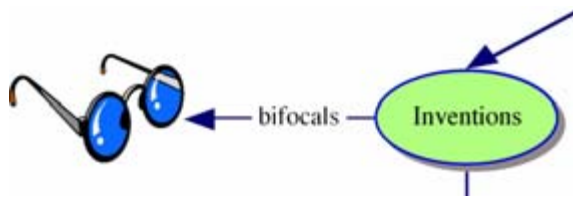
Label the connections between ideas

Each link has a text box that appears when the link is selected. Adding text to this box defines the relationship between the symbols.

1. Select the link between *Inventions* and *Glasses* if it's not already selected.

When a link is selected, you see the outline of the text box associated with that link. It's ready for you to enter text.

2. Type **bifocals**.



Add a note to a symbol

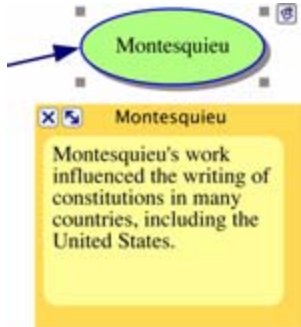
A note is available for each symbol in a diagram. Notes allow you to expand ideas and actually begin the writing process while continuing to work in a visual format.

1. Select *Montesquieu*. On the Main toolbar, click the Note button.



A note opens below the symbol.

2. Type **Montesquieu's work influenced the writing of constitutions in many countries, including the United States.**

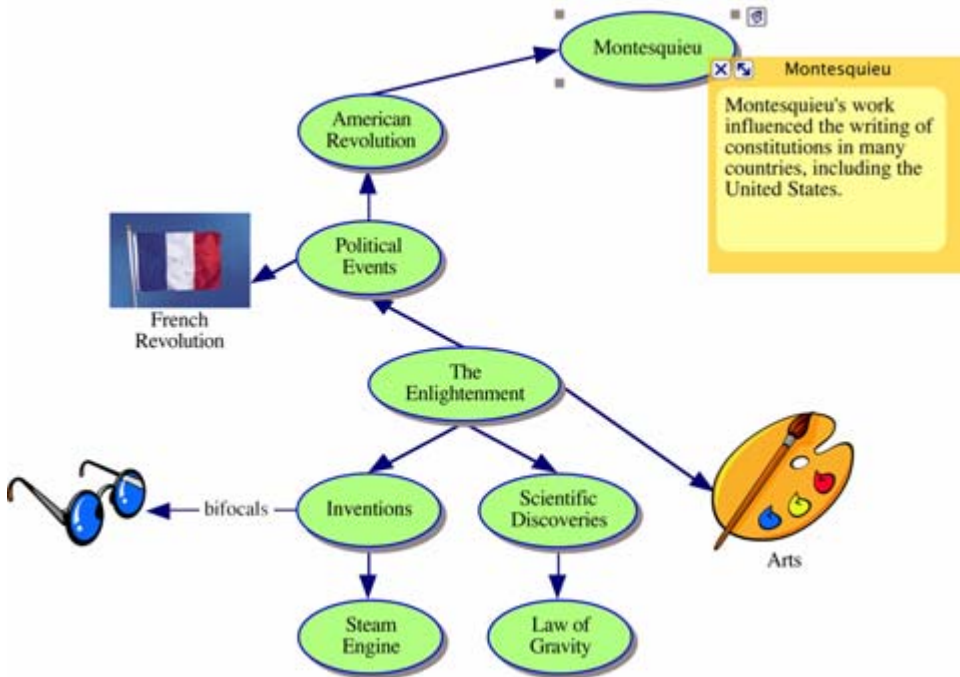


Move a note

After you add a note to a symbol, it's easy to move the note to another location on the symbol, or to any open place in the diagram.

1. Click the note title bar to select the open note.
2. Drag the note to the lower right side of *Montesquieu*.

Here's what the diagram looks like now.



Save a document

Whenever you're working on a document, it's a good idea to save it on a regular basis. To save a document for the first time, or to save a document you've already saved using the current file name, use the Save command.

1. On the File menu, choose Save.
2. If necessary, select the folder in which you want to save the document.
3. Click Save.

Note: All Inspiration documents are automatically saved with an ISF extension.

Quit Inspiration

If you're ready to take a break from the tutorial, you can quit Inspiration after saving your changes. If you want to continue, just skip this procedure and turn to the next lesson.

1. To close your file and quit Inspiration, on the File menu, choose Quit (Exit). If you've made changes to the document, Inspiration prompts you to save those changes.
2. Click Yes to save your changes and quit Inspiration. You can start again with the next lesson.

Lesson Two: Introduction to Outline View

Inspiration's diagramming and outlining environments are fully integrated. While you've been creating a web of your ideas in Diagram View, Inspiration has also been working behind the scenes, building an outline of your work.

You can always begin a new outline from scratch by clicking the Outline button on the Inspiration Starter. For this lesson though, open the diagram created in the previous lesson by clicking the Open File button.



Working in Outline View, you'll learn to do the following:

- Switch from Diagram View to Outline View
- Add a topic
- Add a subtopic
- Organize topics
- Move a topic by dragging
- Change the level of a topic
- Hide and show subtopics
- Add a note
- Hide and show a note
- Set topic defaults
- Change topic prefixes

Switch from Diagram View to Outline View

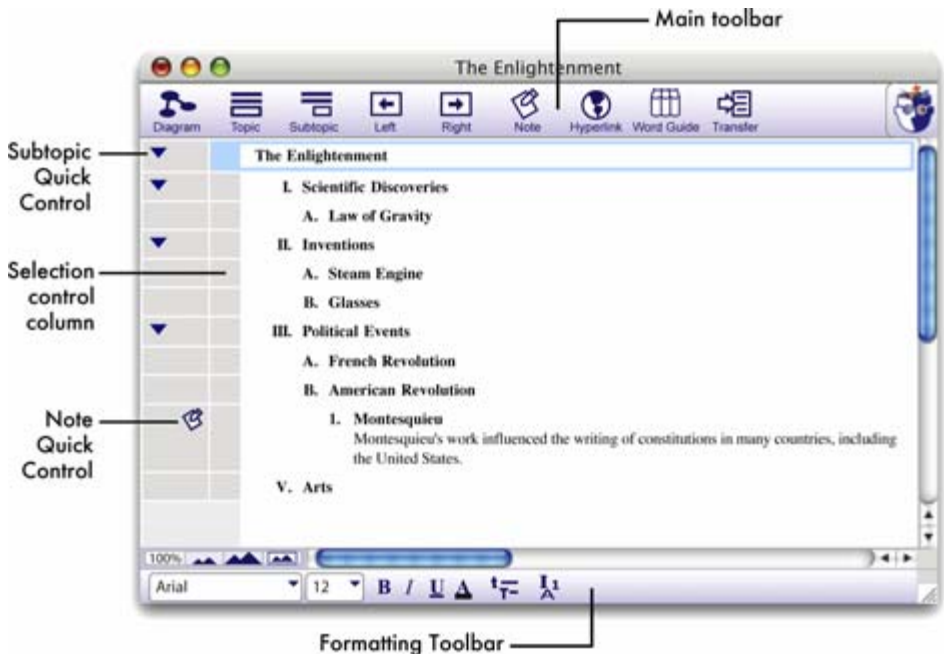
When you switch to Outline View, your information is instantly displayed in traditional hierarchy.

1. Select *The Enlightenment*.
2. To view your information in Outline View, click the Outline button on the Main toolbar.



The diagram is transformed into an outline. The symbols now appear as topics and subtopics, and the notes text is visible. Even though you did not name the *Glasses* symbol in Diagram View, the Picture-to-Topic option automatically provided a label for the topic to ensure you didn't lose the relationships between ideas when you switched views.

Here's what the outline looks like now.



Add a topic

Topics are the core ideas in your outline. You can add a new topic in Outline View as easily as you added a new symbol in Diagram View.

1. Select *Political Events* by clicking in the Selection control column. A selection box appears around the topic to show it's selected.
2. On the Main toolbar, click the Topic button.



Inspiration inserts a new topic and automatically assigns it a prefix. The cursor moves to the new line so you're ready to enter text for your new idea.

3. Type **Influential People**.

Add a subtopic

In the same way you added a new topic, you can add new subtopics. These ideas provide information subordinate or supplemental to a topic.

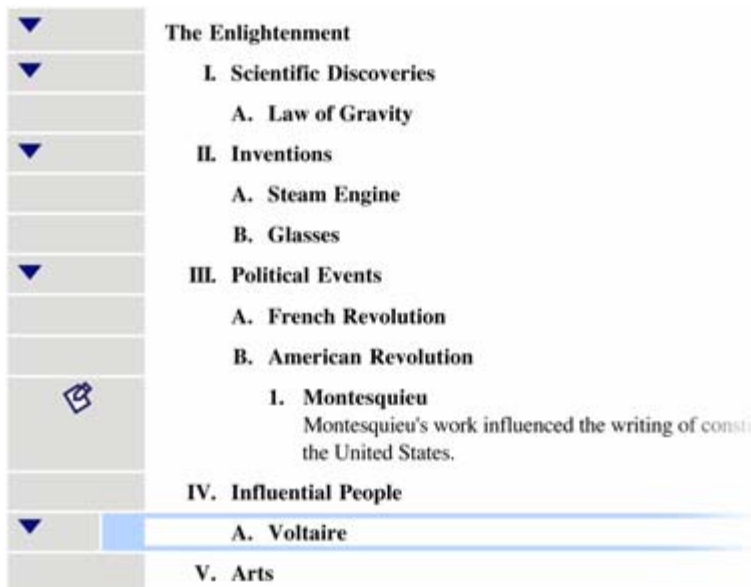
1. With *Influential People* selected, click the Subtopic button on the Main toolbar.



When you add a subtopic, Inspiration automatically indents it one level below the selected topic and assigns it a prefix. The cursor also moves to the new line so you can enter text for the new idea.

2. Type **Voltaire**.

Here's what the outline looks like now.



Move a topic by dragging

There are many ways to organize your outline. The most direct is simply dragging a topic up or down in the outline. Any subtopics associated with this topic move too.

1. Select *Montesquieu*.
2. Drag the topic so it is positioned directly below *Voltaire*. Release the mouse button.

While you drag, the topic remains in its original position until you release the mouse button. You can tell where the topic's new location will be by watching the gray line as you drag. The small highlighted dot indicates the indentation level of the topic's new location.

Montesquieu now appears as a subtopic of *Influential People*, at the same level as *Voltaire*.

Here's what the outline looks like now.

▼		The Enlightenment
▼		I. Scientific Discoveries
		A. Law of Gravity
▼		II. Inventions
		A. Steam Engine
		B. Glasses
▼		III. Political Events
		A. French Revolution
		B. American Revolution
▼		IV. Influential People
		A. Voltaire
		B. Montesquieu
		Montesquieu's work influenced the writing of constitution United States.
		V. Arts

Change the level of a topic

To move a topic to a lower level in the outline, drag it to the right or use the Right tool to move it down in the hierarchy.

1. Select *Inventions*.
2. On the Main toolbar, click the Right button.




The *Inventions* topic and its subtopics move to the right and are now subtopics of *Scientific Discoveries*.

Here's what this section of the outline looks like now.

▼		The Enlightenment
▼		I. Scientific Discoveries
		A. Law of Gravity
▼		B. Inventions
		1. Steam Engine
		2. Glasses

Hide and show subtopics

When working with a complex outline, it's often useful to hide subtopics so you can concentrate on the main topics.

1. Click the Subtopic Quick Control  to the left of *Scientific Discoveries*. The subtopics for this topic are now hidden.
2. Click the Subtopic Quick Control again to show the subtopics.

Add a note



Notes text is a good way to further develop ideas in Outline View. You can add anything from one sentence to multiple paragraphs to several pages of text.

1. Select *Glasses*.
2. On the Main toolbar, click the Note button.




The cursor moves to a new line so you can enter the notes text.

3. Type **Benjamin Franklin invented bifocals in the 1700s. He was tired of switching between two pairs of glasses.**

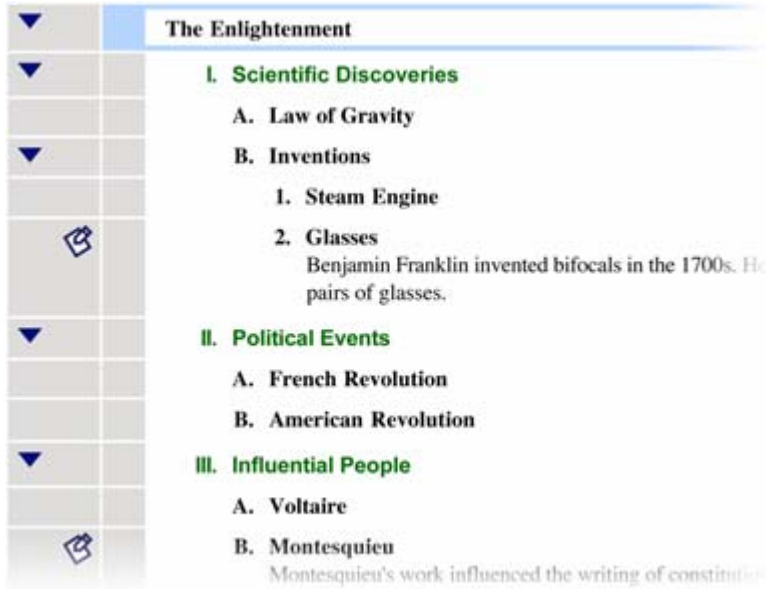
When you add a note, a Note Quick Control appears in the Note control column to the left of the topic. The Note Quick Control indicates that the topic's note is either hidden  or showing .

Set topic defaults

To clearly define the structure of your outline, you can set the defaults for any or all topic levels and notes. Default options include font, text size, text color and other style choices.


1. Select *The Enlightenment*.
2. On the Formatting toolbar, click the Topic Defaults button . The Topic Defaults dialog box appears.
3. Select Level 1 and change the color to dark green. Click Preview.
4. Select a new font. Click OK.

Here's what the outline looks like now.



Change topic prefixes

Inspiration offers a variety of prefix styles you can use in your outline.

1. On the Formatting toolbar, click the Prefix button .
2. Select a new prefix style.

All of the prefixes in the outline are changed to reflect your selection.

Taking a break

If you're ready to take a break from the tutorial, save your changes and quit Inspiration. If you want to continue, just skip this procedure and turn to the next lesson.

Lesson Three: Advanced Diagram View

Since the Inspiration views are fully integrated, when you return to Diagram View, you see the diagram has changed to reflect the work done in Outline View.

In this final lesson, you complete your project as you learn to do these things:

- Switch from Outline View to Diagram View
- Set symbol defaults
- Change note colors
- Arrange a diagram using the Arrange tool
- Control the arrangement of a diagram using AutoArrange
- Change the view scale
- Insert a hyperlink
- Record a sound
- Create a video symbol
- Print diagrams and outlines
- Transfer to a word processor
- Export diagrams and outlines

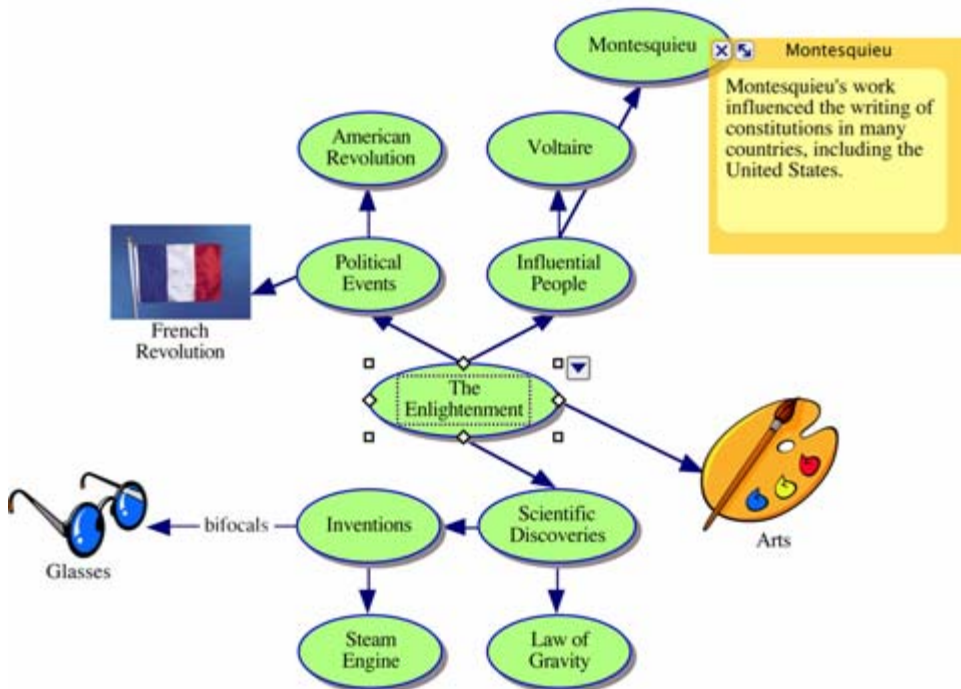
Switch from Outline View to Diagram View

1. Select *The Enlightenment* if it's not already selected.
2. To view your information in Diagram View, click the Diagram button on the Main toolbar.



The outline is transformed into a diagram.

Here's what the diagram looks like now, including the work done in Outline View.



Set symbol defaults

Changing the defaults for symbols allows you to quickly create multiple symbols with the same characteristics.

1. Select *Political Events*.
2. On the Formatting toolbar, click the Fill Color button. Select a light color from the palette.




Click the Fill Color button to choose a color.

The color inside the symbol changes to reflect your selection.

3. On the Symbol palette, click on the basic rounded rectangle shape that appears at the top of the palette. The *Political Events* symbol now looks something like this.



4. With *Political Events* still selected, on the Formatting toolbar, click the Defaults button . Choose Set Default.
5. Now select *Influential People* and *Scientific Discoveries*—the other basic symbols at the same level as *Political Events*.

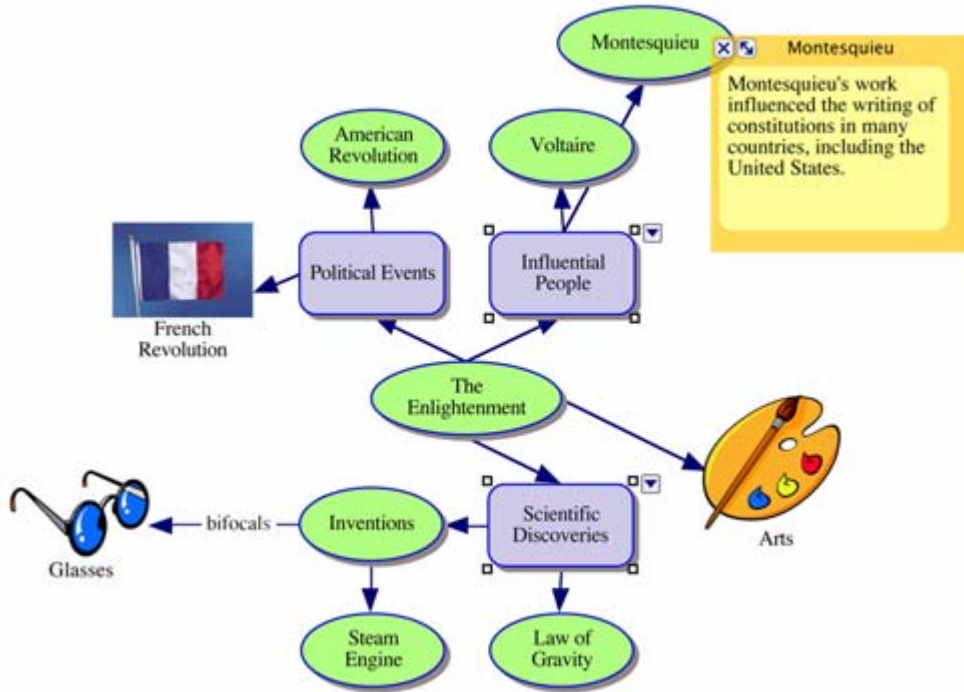
Tip: To select more than one item, press the Shift key and click each item.

6. Click the Defaults button , and choose Apply Default.

These symbols now exhibit the same formatting as the *Political Events* symbol. Any new symbols added to the diagram will also have these same characteristics.


Note: You can also use the Topic Defaults tool to set defaults for links and notes.

Here's what the diagram looks like now.



Change note colors

Note colors are also changeable, so you can customize them to match symbols.

1. Select *Glasses*. Click the Note Quick Control .

The note opens.

2. On the Formatting toolbar, click the Line Color button and choose a light blue color from the palette. This will change the color around the note.



Click the Line Color button to choose a color.

Arrange a diagram using the Arrange tool

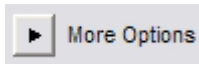
The Arrange tool changes a freeform diagram into a more structured layout. You can apply one of three basic arrangements to a diagram, then make refinements using the Arrange options.

1. Select *The Enlightenment*.
2. On the Main toolbar, click the Arrange button.



The Arrange dialog box appears.

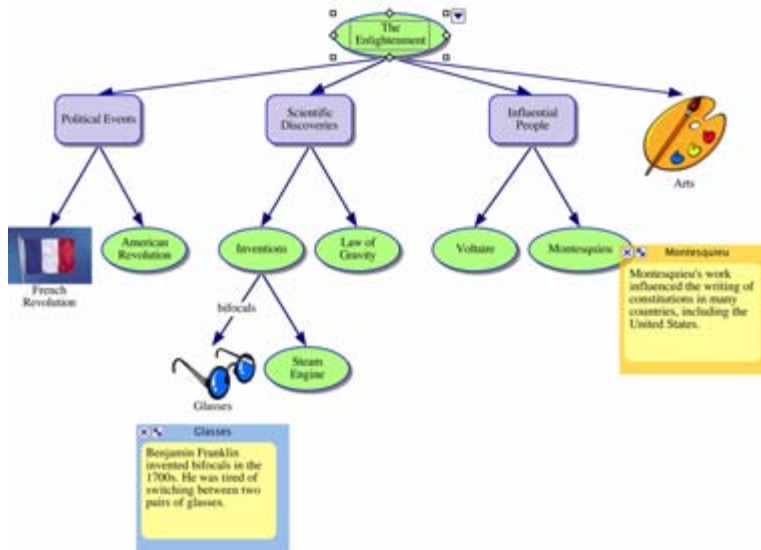
3. Select Tree.
4. Click the More Options button.



5. In the Links box, choose Straight.
6. Click OK.

The diagram automatically rearranges into the new format.

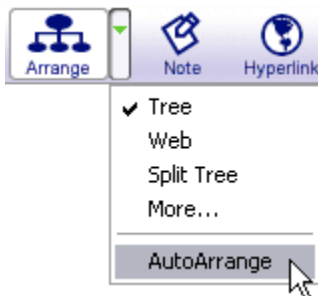
Here's what the diagram looks like now.



Control the arrangement of a diagram using AutoArrange

AutoArrange makes it easy to maintain the structure of your diagram. As you work, AutoArrange continuously arranges any linked symbols you add to your project.

1. On the Main toolbar, click the Arrange Options button. Select AutoArrange from the drop-down list.



Note that this drop-down list also offers quick access to Inspiration's basic arrangement styles.

2. Select *The Enlightenment* if it's not already selected.

- Now you'll add two new topics. Click the RapidFire Options button on the Main toolbar, and select With Links. The red lightning bolt tells you the RapidFire tool is turned on.

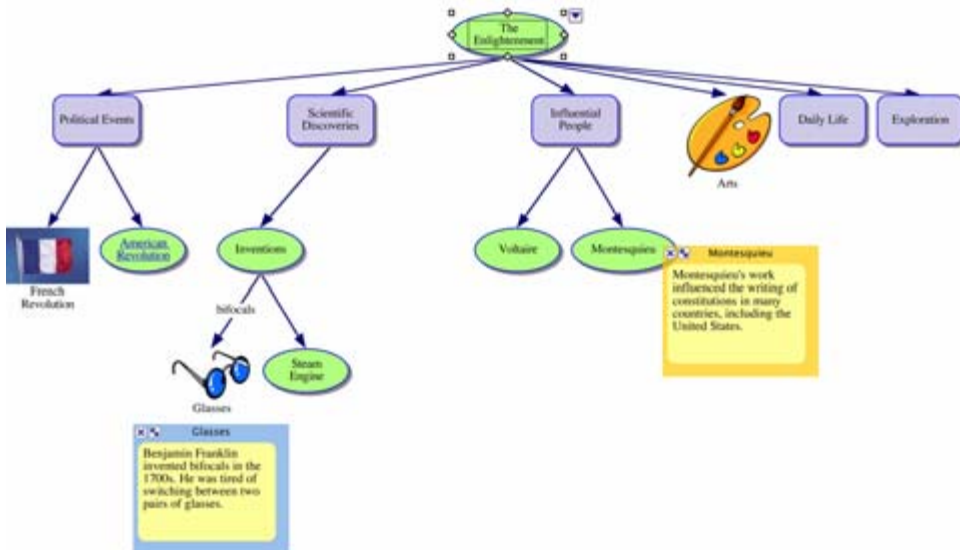


- Type **Daily Life** and press Return (Enter).
- Type **Exploration**.
- Click the RapidFire button again to turn the RapidFire tool off.

Your new symbols are automatically incorporated into the diagram arrangement.




Note: When AutoArrange is on, you can continue to move symbols to change their order of position.

Here's what your diagram looks like now.



Change the view scale

Magnifying and reducing the view allows you to work with specific parts of your diagram or outline, or to see the entire screen at one time. To see more of the diagram or outline in the window, you zoom out. To make symbols or topics look bigger, you zoom in. You can also zoom in or out to a specific percentage.

1. On the Scroll bar, click the Zoom In button  several times. This makes your diagram appear larger on the screen.
2. If you'd like the diagram to appear smaller on screen, click the Zoom Out button .
3. To size your diagram to fit nicely on screen, click the Fit to Window button .

Insert a hyperlink

You can further enhance a project by integrating resources from the Internet. You can also hyperlink directly to a document created in Inspiration or another application.

1. Select the words “American Revolution.”
2. On the Main toolbar, click the Hyperlink button.



The Hyperlink dialog appears.

3. Select Web Page.

The selected text appears in the Hyperlink Text box.

4. In the Link To box, type **www.americaslibrary.gov**. Click OK. This creates a hyperlink to a Library of Congress web page.



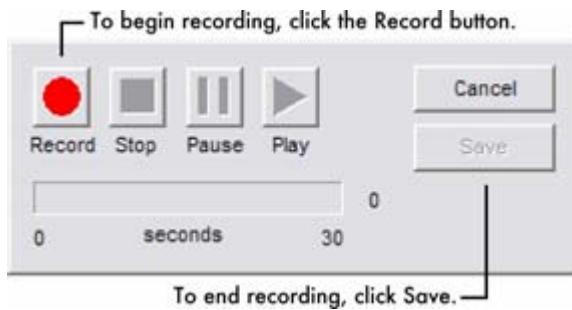
Note: You can also simply drag and drop or copy and paste a URL or file from your computer's desktop onto your diagram.

Record a sound

You can also annotate diagrams and outlines with recorded comments.

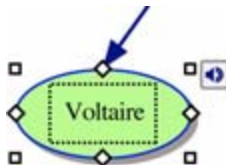
Note: To record sounds, Record Sound must be made available in Preferences, and your computer must have a microphone. You will find Preferences on the Utility menu.

1. Select *Voltaire*.
2. On the Tools menu, point to Insert Video or Sound, and then click Record Sound.
3. In the recording control box, click Record to begin recording.



4. Say “**I disapprove of what you say, but I will defend to the death your right to say it. ~Voltaire**”
5. When you finish recording, click Save.

The Audio Quick Control is now displayed next to the *Voltaire* symbol. Click the Audio Quick Control to play your recorded sound.




Create a video symbol

You can add video to diagrams for research and reports, planning multimedia projects and creating more dynamic presentations. You can even make a video a symbol in your diagram.

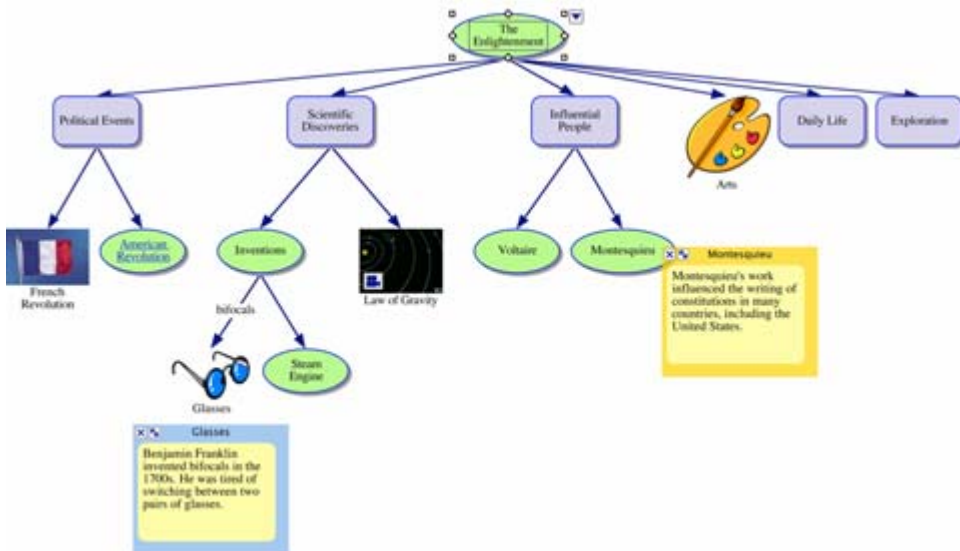
Note: To insert and play a video, your computer must have QuickTime. To install QuickTime, choose Get QuickTime on the Inspiration Help menu.

1. Select *Law of Gravity*.
2. On the Tools menu, point to Insert Video or Sound, and then select Video.
3. Navigate to the Inspiration 8 folder on your hard drive. Select the Tutorial Support folder and open Isaac_Newton.mov.

The first frame of the video is now the image for the *Law of Gravity* symbol. Click the Video button  to play the video.

Note: You can also simply drag and drop or copy and paste a video file onto your diagram.

Here's how the diagram looks now.



Print diagrams and outlines

Before you print your project, you can determine layout, margins, headers and footers, etc., by selecting Page Setup on the File menu. Page Setup also allows you to preview the diagram or outline before printing and, once you're ready, to print.

1. On the File menu, choose Page Setup.
2. Make your selections and choose Print Preview to preview your work.
3. Click Print.

Note: If you're creating a bulletin board or other display, you can scale your work to fill a specified number of pages.

Transfer to a word processor

When you are ready to finalize your work for publication, you can easily transfer it to a word processor. The Transfer tool automatically launches Microsoft® Word or Appleworks®.

1. Click the Transfer button on the Main toolbar.



The Transfer Options dialog appears.

2. Select your preferred options and click OK.

Inspiration automatically launches your preferred word processor and transfers your work.

Note: In some cases, it may be advantageous to simply transfer your notes. Using this option, each note becomes a separate paragraph, making it easy to finalize your paper or report.

Export diagrams and outlines

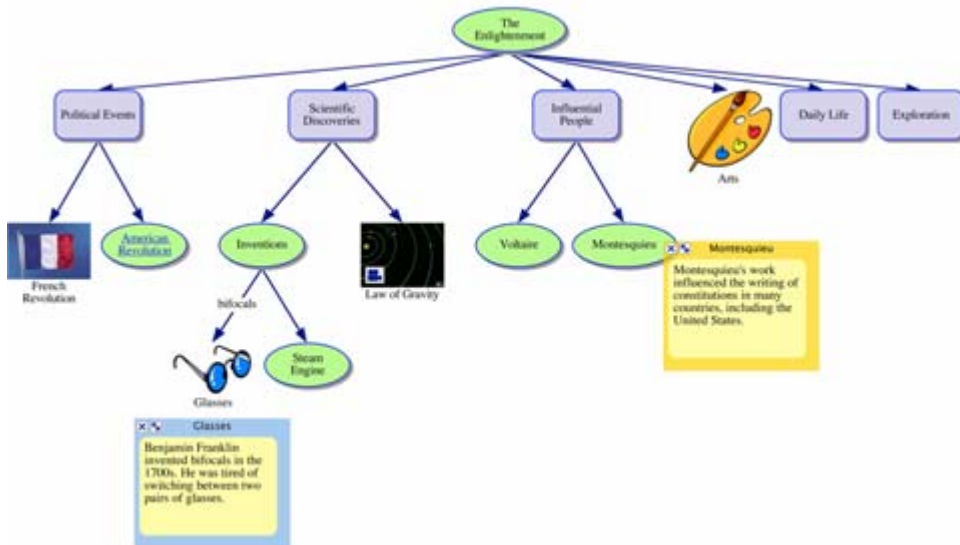
Diagrams and outlines can be exported for use in a variety of other programs.

- On the File menu, choose Export and make your selections.

Take a final look

Congratulations! You've finished creating your Enlightenment project.

Here's one more look at how the diagram appears on the screen.



Other inspiring resources

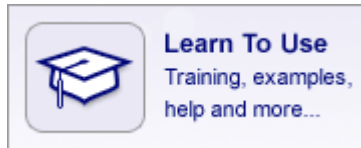
To learn more about using Inspiration, check out these inspiring resources.

Training videos

Inspiration includes training videos that show how to do specific tasks using Inspiration, including creating symbol libraries, using templates and more.

Note: To import a video, your computer must have QuickTime. To install QuickTime, choose Get QuickTime on the Inspiration Help menu.

1. On the Inspiration Starter, click Learn to Use.



2. Double-click Training Videos to see the list of available videos.
3. Select a video title in the list, and then click Open.

Online Help

The Inspiration Help system contains detailed information about how to use Inspiration, including special features, tools and commands.

- To open the Help file, choose Inspiration Help on the Help menu. If the Help system is not available, you must install it using the Inspiration CD-ROM.

Inspiration User's Manual

The *Inspiration User's Manual* contains all the information in the Help system. The manual is available as a PDF file, which you can view and print using Adobe Acrobat Reader.

- To open the User's Manual PDF file, choose Inspiration Documentation on the Help menu. Double-click User's Manual.pdf.

Note: If your computer does not have Acrobat Reader, you can download a free copy from Adobe at www.adobe.com.