

Inspiration Maps overview

Based on proven visual thinking methodologies and outlining strategies, Inspiration® Maps™ helps you develop and organize your ideas, analyze and understand information, and structure and plan your writing.

Inspiration Maps combines a visual diagramming environment and an outlining environment to help you get started quickly on assignments, studying and work. It brings the power of visual thinking and learning to your iPad®.

Two views for organizing your thinking

Use Inspiration Maps Diagram view to stimulate thinking by creating webs, concept maps, and ideas maps. Use the Outline view to take notes, detail action items, and organize plans and written documents.

With Inspiration Maps you can start visually in Diagram view and then transform your visual into an outline to jumpstart writing, or start in an outline and transform it into a visual.

Let's get started.

Create a new Diagram

Tap  in the upper left corner of the screen.

Tap Diagram to create a new document in Diagram view.

Notice that the main idea text is already highlighted and ready for you to edit. Go ahead and type a main idea, then tap anywhere on the blank area or tap the “hide keyboard” button.

Adding symbols

Inspiration® Maps™ provides two ways to add idea symbols. Use one of the following:

- Double tap an empty diagram space to create a new idea symbol.

OR

- Tap the main idea symbol to select it. Notice that it glows blue to show you it's selected.

Press and drag  out from the symbol. This will create new subtopic symbol, off of your existing one, in the location you dragged to. Or, just tap  to create a new subtopic symbol.

Take a minute and add at least two symbols to your diagram.

Customize your symbol: change symbol shape, style, and text characteristics

You change the look of a symbol or symbols by using the  on the toolbar.

To use:

1. Tap to select a symbol you want to edit. To select multiple symbols tap each one individually.
2. Tap  on the toolbar.
3. Do any of the following:
 - Tap **Shape** to change the shape of the symbols.
 - Tap **Style** to change the fill color or line color, and the width of the line.
 - Tap **Text** to change the selected font, its size, apply italic or bold styling and change the text color.
4. Tap  again to close and return to the diagram.

Using other images for symbols

Add Camera Roll images as symbols:

Use the Camera Roll on your iPad to collect and store images to use as symbols in your Inspiration Maps diagrams. Any of the images placed in your Camera Roll can be brought into Inspiration Maps as a symbol image.

1. Tap to select a symbol you want to edit.
2. With the symbol or symbols selected, tap  on the toolbar.
3. Tap Shape.
4. Tap  to go to your photos. Look through your images in the Camera roll and tap the one you want to use. The selected symbols will be changed to that image.
5. Tap  again to close and return to the diagram.

Take and add a photo directly into a diagram as a symbol image

If your iPad has a camera you can take pictures and use them as a symbol.

To take a picture and use it as a symbol:

1. Tap the symbol you wish to edit.
2. With the symbol selected, tap  on the toolbar.
3. Tap Shape.
4. Tap . This will bring up the camera.
5. Take your picture. A preview will be displayed. Do one of the following:
 - a. Tap Use to use the picture as the image. Your selected symbol will now be the image.
 - b. Tap Retake to take another picture and repeat.
6. Tap  to close and return to the diagram.

Add text to a symbol

Double tap inside the symbol to add text.

Add text to your symbols now.

Add notes to a symbol

Add a note to a symbol – use this to capture details when taking notes or doing research.

Tap  to open the note for the symbol and then start typing. Use notes to add details about your idea.

Rapid symbol creation for brainstorming

Use the RapidFire® tool to add a group of ideas quickly. This is most helpful for brainstorming.

With a symbol selected, tap  on the toolbar. Type your idea into the cloud image that displays then press Next on your keyboard to add another idea. Repeat to add more ideas. Tap an open area of the diagram to complete your RapidFire entry.

Adding links

Links show the relationship between two or more idea symbols. They are used to visually represent hierarchy, sequence, order, or flow. In Inspiration® Maps™ they also indicate the hierarchical structure for transforming a diagram into an Inspiration Maps outline. If you use the  to add idea symbols, links are automatically created. However, it is easy to create your own links between idea symbols.

To create a link between two symbols:

Tap the primary symbol to select it. This will be the symbol where the link will start. When a symbol is selected you will see a group of handles around the symbol.

From any selected symbol, touch  and drag your finger to another symbol. When you have touched the other symbol, it will wiggle letting you know that you have connected with the symbol you want to link to. Release the drag to finish creating the new link.

Add link text

Adding text on a link helps explain the relationship between the ideas connected by the link.

Double tap a link to add link text.

Move link

You can move a single link to change a symbol's relationship to another symbol.

To move the link:

1. Select the link you want to move. When the link is selected you will see a handle on each end point.
2. Touch and drag one of the link end points to another symbol. When you have touched the other symbol with the link the symbol will wiggle letting you know that you have connected the link to it. Release the drag to finish moving the link. If you do not connect to another symbol when you release the link it will return to its original connection point.

Delete links

It is easy to delete links from your diagram.

To delete a link or links:

1. Select the link or links to be deleted by simply tapping them.
2. Tap  to delete the items. If you delete a link by mistake, tap  on the toolbar right away to restore the deleted items.

Delete symbols

When you delete a symbol, if it has a note attached to it or links connected to it, the note and links will also be deleted.

To delete a symbol or symbols:

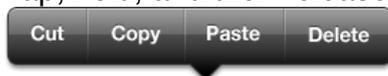
1. Select the symbol or symbols to be deleted.
2. Tap  to delete the items. If you delete a symbol by mistake, tap  on the toolbar right away to restore the deleted items.

Cut, copy, and paste symbols

You can easily cut, copy, paste, and delete a symbol or multiple symbols within a diagram.

To do this:

1. Tap to select the symbol or symbols you want to work on.
2. Tap, hold, and then release, one of the selected symbols to bring up



3. Choose one of the options:
 - a. Cut will place the items in the iPad clipboard and remove them from the diagram.
 - b. Copy will place a copy of the items in the iPad clipboard and leave the original in your diagram.

- c. Paste will replace your selection with what is already in the iPad clipboard.
- d. Delete will delete the items from the diagram.

Manually resize a symbol

Symbols automatically resize to fit the text that you put in them. You can also manually resize any symbol using the natural pinch interface of the iPad.

To resize:

Touch and hold the symbol with two fingers then drag your fingers outward to make the symbol larger or pinch your fingers together to make the image smaller. The image will grow or shrink proportionally.

Naming your document

Because Inspiration Maps automatically saves your documents, they are initially given the title "Untitled #."

To rename your document while working on it:

1. Double-tap the name of the document.
2. The keyboard will pop up. Delete the old name and type a new one. When you're finished, tap Return or tap any space in the document, away from the keyboard. If you don't want to change the document name, just tap away from the keyboard without making any changes.

Diagram navigation

To scroll through your diagram:

1. Touch and hold your finger on an empty area of the diagram.
2. Drag your finger around the screen to move the diagram. When you are finished, lift your finger.

Zoom diagram in and out

Use zoom to have more diagram workspace on the iPad or to see text and images in a larger size.

To zoom your diagram:

Touch and hold an empty area of the diagram with two fingers then drag your fingers outward to make the diagram larger or pinch your fingers together to make the image smaller. The diagram image will grow or shrink proportionally.

Moving from Diagram to Outline

One of the most useful features of Inspiration Maps is the ability to turn a diagram into an easily editable outline. Or vice versa.

On the toolbar, tap . To change your outline back into a diagram, tap .

Tap  again to leave your diagram in outline form. Now let's see how to edit in Outline view.

Creating outlines

Outlines are organized lists of information consisting of main points and subtopics that support the main points. Often outlines start as lists, but as you review your list you start to rearrange and group information under key points, creating your subtopics. Doing this allows you to identify where you have too much information for your paper, or too little.

In Inspiration Maps, we call the main points topics and supporting points subtopics, following formal outlining terminology. Generally topics and subtopics are written as key words or phrases. You might, at some point, be asked to create and turn in a full sentence outline, but when using outlining for thinking and organizing it is best to keep to key words or phrases.

Inspiration Maps has a set of easy-to-use outlining tools to help you create, organize and structure your outline quickly. These tools are explained below.

Add a topic or subtopic

Inspiration Maps provides two ways to add a topic or subtopic to your outline:

1. Double tap below the last topic in your outline to add a new topic. The topic will be added at the end of your outline.

2. With a topic selected, tap  on the . This will add the topic below the selected topic. If the selected topic has subtopics that are showing, the topic will be added as a subtopic. If the topic does not have subtopics, or they are hidden, the new topic will be added at the same level as the topic.

Add text to a topic or subtopic

Double tap the topic. This will bring up the keyboard, ready for you to start typing.

Add some text to a topic now.

Move and reorder topics

Dragging topics to a new location easily moves them. If the topic has subtopics, the subtopics will move with it.

1. Tap to select the topic to move.
2. Touch  to the right of the topic and drag your finger to move the topic up or down in the outline hierarchy. Release the drag to complete moving the topic.

Change topic and subtopic relationships

When you are working on an outline, topics are rearranged and priorities change. You may want a topic that started out as a main topic to be subordinate to the topic above it. There may also be subtopics that you want to move out a level so that they are no longer subordinate topics.

To change a topic into a subtopic:

Tap the topic you want to move and turn into a subtopic.

Tap  on the  to move the topic under the topic above it, making it a subtopic.

To make a subtopic into a main topic:

Tap the subtopic you want to move out from under a topic.

Tap  on the  to change the subtopic into a topic.

Cut, copy, and paste a topic and its subtopics

You can easily cut, copy, and paste a topic within a outline. When you cut or copy a topic, its subtopics will also be cut or copied.

To do this:

1. Tap and hold your finger on the topic that you want to cut or copy.

2. Release your finger to bring up the  bar.

3. Choose one of the options:
 - a. Cut will place the topic and its subtopics in the iPad clipboard and remove it from the outline.
 - b. Copy will place a copy of the topic and its subtopics in the iPad clipboard and leave the original in your outline.
 - c. Paste will insert what is in the iPad clipboard below the selected topic.

Add a note to a topic or subtopic

Topics are great for recording ideas and information in a couple of words or short phrases, but when you want to develop an outline topic into a paragraph or add research information, use the topic's note. Notes will appear under their topic in a smaller font size.

To add a note

Tap the topic or subtopic to select it. Tap  on the bar to open the topic's note. This will bring up the keyboard, ready for you to start typing. For more information on editing text, see Help topic Create Outlines: Text - edit and style. If the topic already has a note this option will not be available.

Edit an existing note

If a topic already has a note, double tap the topic in the note area to edit it. This will bring up the keyboard, ready for you to start editing.

Change prefix labels

Inspiration Maps uses Roman Numerals as the default prefix label. You can change the prefix label type used in your outline by using the  on the toolbar.

To use:

1. Tap any topic in the outline.
2. Tap  on the toolbar.
3. Tap Outline if it isn't displaying the prefix labels.
4. Choose from the following choices:
 - Roman Numerals
 - AlphaNumerals
 - Legal
 - Numeric
 - No Prefix
 - Bullets

- Start at Main Idea will start assigning prefixes at the main idea topic. The alternative is to have the main idea topic be a title, rather than the first topic. To change this option, tap it again.

5. Tap  again to close and return to the outline.

Outline Navigation

Zoom the outline

It is often useful to change the size of the outline temporarily to give you more room to work on developing your outline, or to see your outline in a larger text size on the screen.

To use:

Tap  to increase or decrease the text size. With each tap the outline changes size rotating through 3 different possible sizes (small, medium, large).

Hide/show a note

Sometimes when you are using topic notes, you want to hide the note so that you can see more of the outline structure. When a topic has a note, you will see  displayed to the left of the note. If the note is hidden the image will be filled in.

To hide/show a note:

Tap  to the left of the topic, to hide the note. To show the note, tap  again.

Scroll the outline

Often you want to scroll the outline to read different sections of it.

To scroll the outline:

Swipe your finger on an area of the outline. Swipe up or down to move the outline.

Start with a template

Templates help guide your thinking and can be helpful for completing assignments, writing and brainstorming. The Templates folder also contains two basic starter documents, one that opens in Diagram view and one that opens in Outline view.

In Documents view, tap the Templates folder to view and use one of Inspiration Maps templates.

Do one of the following:

- Swipe your finger across the templates list to scroll through all the available templates.
- Tap a template to see a larger image or to use it. With a larger image of the template displayed do one of the following:
 - Tap Use template to open the template and start working.
 - Tap Cancel to return to the Templates folder.
 - Tap the New Diagram (Blank) template or New Outline (Blank) template to open a new starter document in Diagram or Outline view.
 - Tap Back to return to Documents view.

Print and share documents

Print your document

You can print your document using a printer you have set up to work with your iPad. The instructions below assume you have already set up a printer to work with your device.

To print your document:

- Open the document.
- Tap  or  to get to the view of your document that you want to print.
- Tap  on the toolbar, and then tap Print. The printer options will display.
- Tap the plus sign to increase the number of copies to print or tap the minus sign to reduce the number of copies to print.
- Tap Print to print your document. Note: Background color and texture are not printed.

Locate an AirPrint printer

You should refer to Apple iPad Help for specifics on what printers work with your iPad and how to set up your iPad to work with them. However, if you have access to an AirPrint printer your iPad can identify it and then print your document.

To locate the printer:

- Tap  on the toolbar and then tap Print.
- Tap Printer to select a printer to print from. If no printer is available, you will be told that no AirPrint Printers are found.
- Tap the Printer name of the printer you want to use.
- Tap Print when you are ready to print your document.

Email your document

If you want to store your Inspiration® Maps™ document someplace other than on your iPad, or share a copy with another person who also has Inspiration Maps, you can email it.

To email a copy of your document as an attachment:

- Open the document.

- Tap  or  to get to the view of your document that you want to see in your email.
- Tap  on the toolbar, and then tap Mail. This will bring up an email message ready for you to add the desired email addresses and message.
- Fill out the email address information and tap Send to send the email. This will send a copy of the Inspiration Maps document as an attachment. The email will also include an image of the Inspiration Maps diagram if you sent the email while in Diagram view, or the text of the outline if you sent the email while in Outline view.
- Tap Cancel, and then either Delete Draft or Save Draft to cancel the sending of the email.

Save to Photos

To use:

- Open a document in Diagram view.
- Tap  on the toolbar, and then tap Save to Photos. This will save the diagram image as a photo in your iPad's photo album. You will be told that your image has been saved.
- Tap OK to close the notification.

Send to app...

This option will send the outline text of your Inspiration Maps document to another iPad application that has built-in text sharing between iPad applications. This option only sends the outline information. It provides a quick way to transfer your content from an Inspiration Maps document to a word processor or another tool.

To use:

- From inside an open document, tap  on the toolbar, and then tap Send to App... This will bring up your list of Apps that you can transfer the outline to. If you happen to have lots of iPad applications that support this function, you will not see all of them at one time. Just scroll through your list to see all your application options.
- Scroll and then tap the application you want to transfer your outline content to. This will open the other application in its Documents view and create a new document with the Inspiration Maps content.

Send to Dropbox

This option lets you save a copy of your Inspiration Maps document your Dropbox account. You need to already have a Dropbox account to use this option and you also need to have Internet access to use it. Please note that this option takes you out of Inspiration Maps and into Dropbox on the Internet.

To use:

- From inside an open document, tap  on the toolbar, and then tap Send to Dropbox. This will launch [www. Dropbox.com](http://www.Dropbox.com) allowing you to log into your account.
 - If you have an established link from your iPad to your Dropbox account, this will upload a copy of your document to your Dropbox account and let you know that it has been successfully sent to your Dropbox account.
 - If you have not already established a link from your iPad to your Dropbox account, you will see a message letting you know that you are not linked. To establish a link: tap Link Dropbox at the bottom of the message and follow the instructions. Once the link has been established, to upload a copy of your document, repeat the process from step 1.

Send to iTunes

This option lets you save a copy of your Inspiration Maps document to the iTunes account that is already set up for your iPad. Moving documents to your iTunes account is a good way to gather multiple files and then transfer them to other iPads.

To use:

- From an open document, tap  on the toolbar, and then tap Send to iTunes. You will be notified that the document has been successfully sent to your iTunes account.
- For information on how to use iTunes to store and move documents around, see Apple iTunes Help.

Working with documents

Inspiration® Maps™ makes it easy to manage your documents on your iPad.

Auto save

Inspiration Maps automatically saves your work as you are working. You don't ever have to worry about losing your work.

Rename a document

1. In Documents view, tap the title at the bottom of the document.
2. To change the name, type the new name in the text area that appears and tap Done in the upper right of the screen. If you don't want to change the document name, just tap Done without making any changes.

Duplicate a document

1. In Documents view, tap Edit. All of your documents, will begin to wiggle.
2. Tap to select the documents you want to duplicate. To unselect a document, tap it again.
3. Tap  on the left side of the toolbar to duplicate a document.
4. If you have selected multiple documents to duplicate, Tap Duplicate Documents to complete the duplication.

Delete a document

You can permanently delete a document from your Documents view.

To delete a document:

1. In Documents view, tap Edit. All of your documents will begin to wiggle.
2. Tap to select the documents you want to delete. To unselect a document, tap it again.
3. Tap  and then tap Delete Documents to complete the deletion.

Create a folder

You can group or organize your documents into folders.

1. In Documents view, tap Edit. All of your documents will begin to wiggle.
2. Tap to select documents you want to group into a folder. Select all but one document. To unselect a document, tap it again.

3. Tap and hold one of the selected documents, until they all appear to be on top of the one you are holding, and then drag them onto another document that you also want to include in the same folder. A folder will appear in Documents view with your documents inside of it.
4. Tap anywhere outside of the folder to close it.