Inspiration 9.0 for Macintosh & PC

Inspiration is software that helps you brainstorm your thoughts visually. It provides the tools necessary to produce effective visual maps, which can be used in writing papers, organizing projects or preparing presentations. Inspiration's time saving view environments, Diagram View and Outline View, allow you to quickly move between visual images and structured outlines. Additionally, templates located under the File option offer a variety of predefined maps to help organize your thoughts.

New Terms
- **Symbol**: A chosen shape in which you present your ideas by using graphics, color and text.
- **Link**: Lines that connect symbols to order your ideas and show relationships or connections between ideas and information. Text can be added to links.

New Features in Inspiration 9
- Inspiration Presenter – a free stand-alone application that enables playback of presentations created in Inspiration 9 on computers that don't have the software.
- Map View – a new visual view to create and think with mind maps
- More organizing, outlining and writing capabilities added to Outline View
- Presentation Manager to develop presentations and present your knowledge. Includes ready-made professional background themes and the ability to change background colors and font styles.
- Ability to add graphics, videos, sounds from your computer or the Internet that play directly from your presentation. Can also add hyperlinks, speaker notes, slide transitions.
- Print slides in various formats with or without speaker notes.
- Run your presentation automatically with the Auto-Play option.
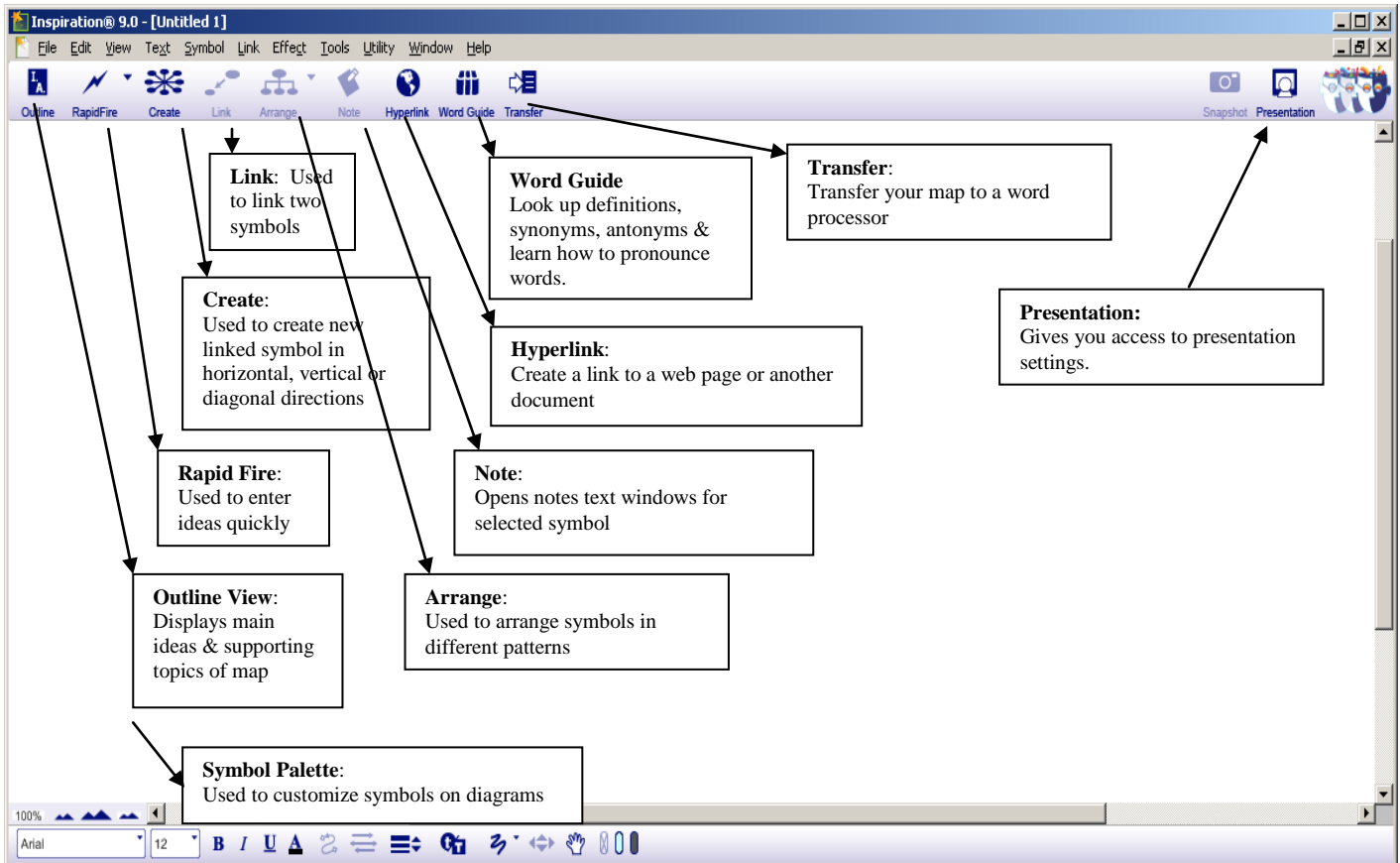
Starting Inspiration
- Log on to the network
  - On PC's, click **Start**, **All Programs**, **Inspiration 9**, and then **Inspiration**.

  - On Mac's, click the Inspiration 9.0 log on the Dock.

When you first open Inspiration, the Inspiration Starter screen will appear. Chose:
- **Diagram** – to create a new diagram or a map that shows the relationship between ideas or concepts.
- **Outline** – to create an outline of your ideas or to organize and write a report
- **Map** – starts with a basic template to guide the map-making process.
- **Open File** – to open an existing map.
- **Templates** – to select from a template. Templates contain basic symbols and links to ideas, imported graphics and videos.
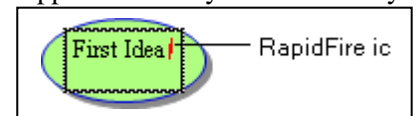- **Learn to use** – to view videos or examples.

Inspiration at a Glance

Link: Used to link two symbols

Word Guide
Look up definitions, synonyms, antonyms & learn how to pronounce words.

Transfer:
Transfer your map to a word processor

Create:
Used to create new linked symbol in horizontal, vertical or diagonal directions

Hyperlink:
Create a link to a web page or another document

Presentation:
Gives you access to presentation settings.

Rapid Fire:
Used to enter ideas quickly

Note:
Opens notes text windows for selected symbol

Outline View:
Displays main ideas & supporting topics of map

Arrange:
Used to arrange symbols in different patterns

Symbol Palette:
Used to customize symbols on diagrams

Creating an Idea Map

1. After launching Inspiration in Diagram view, a new untitled document opens with the Main Idea symbol in the middle of the screen.
2. Type a topic or main idea.
3. Click on *Rapid-Fire* button on the Diagram toolbar. The RapidFire icon appears in the symbol to show you the tool is turned on.
4. Start typing your ideas.
5. Press *Enter* (*Return*) after each idea.
6. The ideas are displayed around the main symbol in a clockwise direction.

Modifying an Idea Map

To change the shape of a symbol

1. Highlight the symbol to change
2. Go to the *Symbol Palette*
3. Select new desired symbol

Note: You can view or change the palette images by clicking the down arrow and selecting another library. Or click in the box that contains "enter search words" and type the name of a symbol. Hit enter or the Find symbol.

<u>To change the size of a symbol</u>
1. Highlight the symbol to change
Note: An outline with handles will appear around the symbol
2. Click and drag on the *square handle* in the lower right hand corner to resize the symbol

<u>To move a symbol</u>
1. Highlight the symbol to change
Note: To select multiple symbols, hold down the Shift key and click on another symbol
2. Drag the symbol to a new location in your document window.
Note: The original arrows will follow the image

Adding or Deleting Symbols & Links
<u>To add a symbol</u>
1. Select the symbol you wish from the *Symbol Palette*.
2. The symbol will appear wherever the + appears on your document window.
3. Type your idea in the new symbol.
4. To add a link to the new symbol, select the *Main Idea* symbol, click the *Link* button on the Diagram toolbar. Click the new symbol.

<u>To delete a symbol</u>
1. Select the symbol
2. Press the *Delete* key

<u>To delete/add the arrows linking symbols</u>
1. To delete a link, simply click on the arrow and press the *Delete* key
2. To add a new link click on the *Link* button on the Diagram toolbar
3. Click on the *primary idea symbol* (originating link)
4. Click on the *secondary idea symbol* (one to link to)
Note: The link will appear and the arrowhead will point to the secondary symbol. Links are automatically created when you use rapid-fire and the create tools.

Additional Features
<u>To rearrange symbols</u>
1. Click the *Arrange* button on the Diagram toolbar (an arrange dialog box will appear)
2. Select the type of diagram you want
3. Click *OK*
4. To move any symbol just click and drag to a new position

<u>To outline your ideas</u>
1. Click on the *Outline* button on the Diagram toolbar
Note: Your diagram now appears as an outline. The idea symbols you added in Diagram view appear as topics and subtopics.

Printing an idea map
1. Click on *File*, *Print Preview*
2. If the map does not fit on one page
    a) Click *Page Setup*.
    b) On the "Layout" tab, select *1 Page,*
    c) Select "Normal" or "Fit to 1 Page,"
3. Click *OK*

Saving a map

1. Click on *File, Save As*
   a) On PC's, in the *Save in* box, click on the correct drive or folder
   b) On Mac's, in the *Where* box, click on the correct drive or folder
2. In the *File name* box, type a name for the map
3. Click *Save*

Quitting

1. Close Inspiration
   a) On PC's, click on choose *File, Exit*
   b) On Mac's, *File, Quit*
2. Log off the network