



inspiration® 8

Quick Start

Inspiration can be used for the organization of ideas for such tasks as planning, brainstorming and storyboarding. The following instructions will provide you with basic steps to get you started.

Opening the Program:

When you start Inspiration, you will be provided with the Inspiration Starter window. This gives you various choices for your document. The three "Create" choices are:

1. **Create a diagram** - the diagram view lets you create a document that shows relationships between ideas and concepts.
2. **Create an outline** - the outline view is connected to the diagram view, and you can switch between these two ways of viewing your ideas. The outline view can be used to create an organized plan, for example, planning a project or report.
3. **Create a mind map** - a mind map builds branches of associated topics around a central idea.



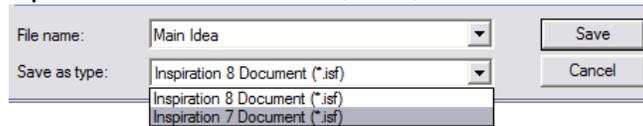
Starting a New Diagram:

1. Launch the Inspiration program.
2. If the Tip of the Day comes up, you may choose to close it, or you may move through from one tip to the next one. There is a small check box on this window and you can choose whether you wish to see these tips.
3. *A new blank diagram appears, with "Untitled" in the title bar.*
4. The diagram opens with an oval bubble in the centre. This is the "Main Idea". This bubble cannot be deleted unless another one is designated as the main idea. 
5. *When words are highlighted (selected), they will be automatically replaced when you type; using the "Delete" key is not necessary.*

Save Your New Diagram:

1. *As soon as a new diagram is made, it should be saved.*
2. Use File - "Save As" and type a meaningful name (e.g., *myideas.isf*) into the File Name box.
3. See #7 below to save a file in Inspiration 8 that can be used in Inspiration 7.
4. Note for Macintosh users: If you save your stacks as "*aname.isf*", using only 8 letters for the name and the three letter .isf extension, your stacks can be used by either Macintosh or Windows users.

5. *Make note of the folder your file is being saved in (in the block above the list of files in the folder), and change it if you want the file saved somewhere else.*
6. Click the "Save" button.
7. To save a file for Inspiration 7, follow these steps:
 - a. Go to File - "Save As". Type a meaningful name in the File Name box.
 - b. Click on the little down arrow to the right of the Save As Type box, and choose "Inspiration 7 document (*.isf)".



- c. Choose a location for the file and click "Save".

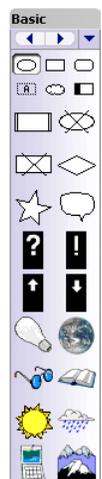
Using Rapid Fire:

1. In order to start using Inspiration quickly, new bubbles can be added to the Main Idea using a quick tool called "Rapid Fire".
2. Select the Main Idea by clicking on the bubble once.
3. "Handles" (small squares at the corners) will appear.
4. Click on the "Rapid Fire" button on the toolbar.
5. A red lightning bolt symbol appears at the end of the words in the Main Idea bubble.
6. Type in each new thought, and press
 - a. Enter (Windows)
 - b. Return (Macintosh)
7. *Rapid Fire will continue to add new bubbles for each thought as long as the red lightning bolt is present in one of the bubbles. The new ideas will all connect to the first bubble.*
8. Continue to add new ideas, leaving any arrangements or changes in appearance until you are finished.
9. *Save your work often.*



Changing the Symbols:

1. Once you have entered the information through Rapid Fire, you can begin to make your document more attractive, interesting and meaningful by changing the bubble symbols to other images.
2. Make sure the Symbol Palette is available. If it is not visible, you can open it by going to View - Symbol Palette.
3. You can change the set of images visible by clicking on the right-pointing arrow. There are many different sets of pictures provided.
4. Click on the symbol you want to change. Be sure the "handles" are visible.
5. Click once on the picture you want to use in the Symbol Palette. The bubble will change to that image.



6. *Many of the pictures would not work well if the text information was shown across the image. Therefore, for most pictures, the information becomes a caption under the image.*
7. Click the "Save" button.

Save Your Diagram After Changes:

1. *Whenever you make changes to your stack, it is a good idea to save your work.*
2. Use File - "Save" (NOT "Save As...") or use a keyboard command:
 - a. Ctrl-S (Windows)
 - b. ⌘-S (Macintosh)
3. *Your work will save in the same location, updating changes to the file already there.*

Changing the Arrangement of a Diagram:

1. Once bubbles are made in a diagram, they can be moved around on the "page".
2. Click once on the bubble, and "handles" appear.
3. Move the mouse pointer to the centre of the bubble, (left) click and hold the mouse button down.
4. As you move the mouse, the bubble will move on the screen.
5. Let go of the mouse button when the bubble is in position.
6. Move all bubbles into the positions you prefer.
7. *If you wish to have the bubbles line up with a grid system, go to the Utility menu, and choose "Grid Snap", so that there is a checkmark beside the name. This will cause all movement of bubbles to be aligned to a grid, which you can also show by checking the item below Grid Snap, which is "Grid Lines".*
8. Special methods of arranging bubbles are already built in, and can be used by choosing the "Arrange" button on the toolbar.
9. *It is much easier to arrange your entire diagram if you wait until all the bubbles have been added, and then organize them.*
10. *Save your work often.*



Links:

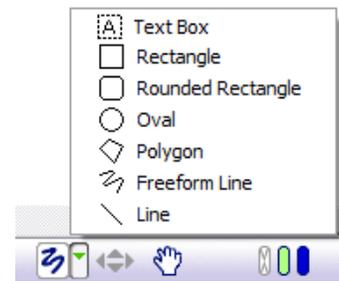
1. If you wish to make a new link between two bubbles, choose the Link tool. Click first on the bubble intended as the base of the arrow, then on the bubble to be linked. Remember to click the Link tool again to turn it off. Links can also be made by dragging across from one of the diamond "handles" of a selected bubble to a second bubble.
2. Links can also be changed from one bubble to another. Click on the link and select the tiny box at the end of the link. Drag that end to the new position. Do not let go of the mouse button until your pointer is on a small black square around a bubble.
3. The colour, thickness and shape of the arrowheads can also be changed, using the Links settings. Go to the File menu and choose "Diagram Properties". Then select the tab named "Links". You can change many aspects of the link in this area.



4. You can also change these settings by selecting a link and then
 - a. Right-click (Windows)
 - b. Ctrl-click (Macintosh)
5. *Save your work often.*

Inserting Images and Using Draw Tools:

1. Images can be inserted from many different sources and Inspiration will accept many different types of images.
2. Go to the File menu, and select "Insert Graphic".
3. The image will appear in the window, replacing any selected.
4. Images become "Captioned Symbols" (the information appears below the picture). You can change this by going to the Symbol menu, and removing the checkmark from "Captioned Symbol". The words will then appear superimposed over the image.
5. The draw tools are available at the bottom of the window. They can also be used to create simple images, and to add text boxes that not included in the Inspiration outline.
6. To access the draw tools, click on the little arrow to the right of the boxed A symbol at the bottom of the window. You will see a list of choices of tools you can use.
7. *Save your work often.*



Changing the Appearance of Diagram Parts:

1. The background colour can be changed by going to the Effect menu and choosing "Background Color"
2. You can use the same menu to change the colours of any selected bubble (Fill Color), the outline for the bubble (Line Color) and the text in the bubble (Text Color).
3. *The characteristics of all bubbles in a diagram can be set using the File menu, and choosing "Diagram Properties". This set of choices allows you to make changes in the font to be used, size, colours, shape and type of links and the arrows for them, etc. These should be set when the diagram is first begun, because it will not change any previously-made bubbles; these must be changed through the Effect menu.*
4. *Save your work often.*

Outline Mode:

1. You can change your document from a diagram to an outline with a simple click of the Outline button. This is the first button on the left at the top of your diagram.
2. You can easily switch back to viewing your work in diagram format by clicking on the same button. Notice that it has changed to a Diagram button.



3. Outline appearance can be changed easily. Go to the File menu and choose "Outline Properties".
4. *Save your work often.*

Using Templates:

1. A template is a document which is generally provided as part of the software. Templates are saved in a specific way; when you open a template, you are opening an untitled copy of the document. The file must be given a new name when you save it.
2. *You cannot damage the original template when you save.*
3. To view the templates provided with Inspiration, go to File - Template. A list of the templates is given. These are educational templates, intended for use in classrooms with students.
4. Choose the title of the template you wish to open, and either double-click on the name, or click the name once and click on Open.
5. The template will open, and you will see the format provided, as well as information on how to use the template. To remove the information so students can use a clean version, click on the text, and press the Delete key. Add your own information into the symbols if you wish.
6. *Save your work often.*

Adding Notes:

1. Any bubble can have specific information (such as explanations or definitions) connected to it. This information will not be part of the bubble. This is known as a Note.
2. Notes are created by selecting the bubble and clicking on the button in the top bar called "Add Note".
3. The Note window appears and you type your information into it.
4. When you select this bubble again, there will be a special icon at the top right handle to indicate there is a Note.
5. *Save your work often.*



Complex Diagrams:

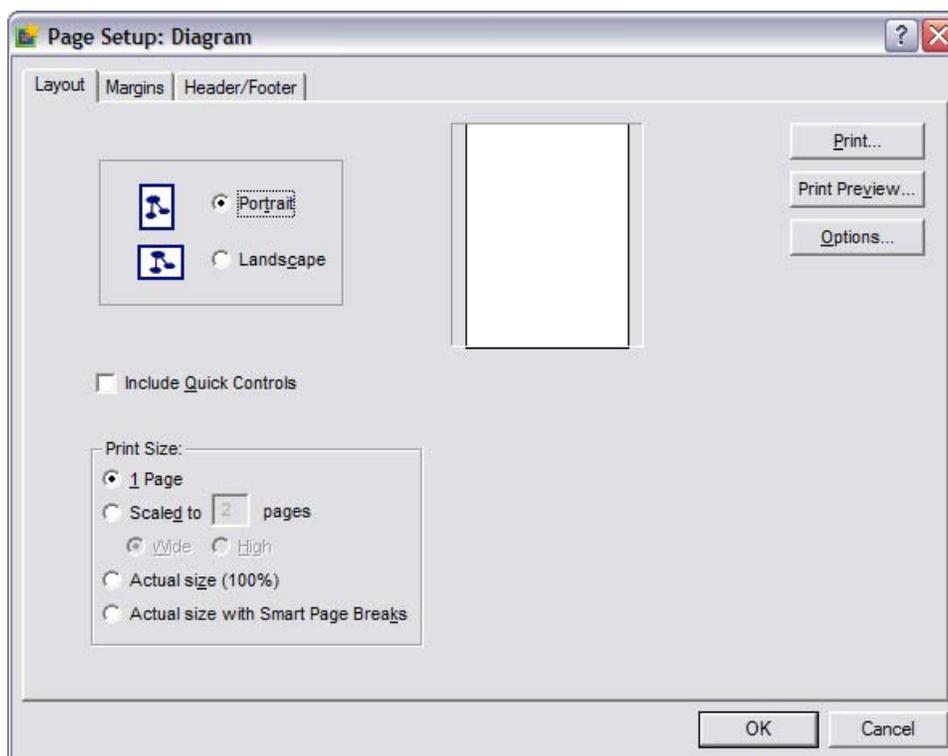
1. Previous versions of Inspiration had a feature called "child documents" to help simplify complex diagrams. Inspiration 8 now makes it possible to "collapse" subtopics of complex diagrams so it is easier to see an overview or all details.
2. Click on the "Subtopic Quick Control" (twistee) to hide  or show  the subtopics.
3. You can also put parts of a complex diagram in separate documents and connect them with hyperlinks. Clicking on a hyperlink will open the document associated

with it. Information on how to do this is included in the built-in Help files. (See: "hyperlinks:inserting to new Inspiration documents" in the Index).

4. *Save your work often.*

Printing:

1. *Save your work before you print.*
2. Under the File menu, there are three headings in the section for printing: Print Preview, Page Setup, and Print.
3. Page Setup allows you to choose several options for printing your diagram. It is important to choose your options carefully.
4. The Print to Fit section allows you to choose how your diagram should be handled. Many of the diagrams created in Inspiration cover several pages, so you need to check the print preview to see what your page will look like before printing.
5. Fit to 1 Page will attempt to make all your bubbles fit within the margins of a single piece of paper. Do not choose this if your diagram is extremely large, as the print will be too small to read.
6. The other choices for printing are much the same as for any other type of document.

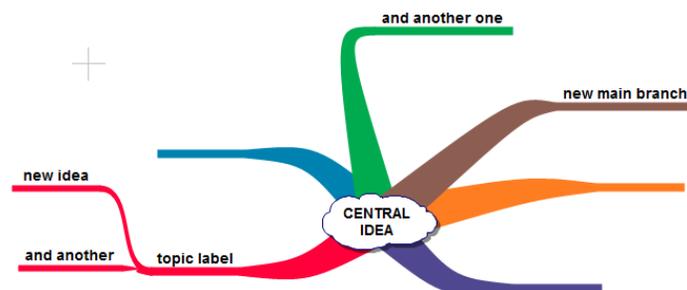


Mind Maps

When working with mind maps, you will have many of the same features and tools as you do for diagrams. However, there are some differences that should be explained.

Starting a new mind map:

1. Choose "Create a mind map" at the Inspiration Starter window.
2. When the new mind map opens, you will see a bubble titled "Central Idea" (similar to the "Main Idea" in diagram view) and four curved branches coming out from it.
3. You can click on the Central Idea symbol, and type in your own central idea.
4. If you click on any of the coloured branches, a small box will appear just above the end of the branch. This is a label box, for you to identify the various associated topics for the central idea.
5. Press Enter between words to make the text wrap in the branch labels.
6. When a branch is selected, it will have an "Add Topic Quick Control" button at the end, which looks like a + sign. Click on this control to add additional subtopics.
7. You can also add subtopics using the RapidFire tool. While the branch is selected, go to the toolbar and choose the RapidFire tool. You will be given a choice of "Attached" or "Detached". Attached topics remain connected as subtopics of the selected branch. Detached topics create new boxes that are not part of the original mind map.
8. Detached topics, subtopics, and branches can be rearranged and connected to other topics, or to the central idea easily. Select the branch and drag it over another branch, or over the central idea. A green highlight will indicate where the branch will be attached when you let go of the mouse. If you create new main branches, they will appear with different colours.



9. You can change the appearance by changing the font, the colours of the branches, and by adding symbols and images to your mind map.
10. Mind maps can also be changed to outlines.
11. Save your work often.