



# kidspiration<sup>™</sup>

## Quick Start

Kidspiration was developed for students in Primary to grade 3 classrooms. It can be used for the organization of ideas and for such tasks as planning, brainstorming and storyboarding. The following instructions will provide you with basic steps to get you started in using Kidspiration.

### Starting a New Diagram:

1. Launch the Kidspiration program.
2. *The Kidspiration Starter window opens, with choices for starting a new picture document, a new writing document, a saved file, or one of the templates provided with the program.*
3. Choose the Picture button.
4. The diagram opens with an oval bubble in the centre of the window labeled "First Idea". Change the label to suit the task.
5. *When words are highlighted (selected), they will be automatically replaced when you type; using the "Delete" key is not necessary.*
6. *You can type labels into new symbols as long as the symbols are selected. A selected symbol has small squares, called "handles" at the corners.*
7. If you would like to alter the appearance of all symbols in your diagram, select the First Idea. Tools for changing symbol appearance are at the bottom of the document window.
  - a. For changing the colours of the symbols, click on the two small colour bars toward the right side of the bottom of the document bar. Choose new colours from the palette, and all new symbols will have the new colours.
  - b. For changing the font type, size and style, use the commands provided at the bottom. All new symbols will carry these settings.



### Save Your New Diagram:

1. *As soon as a new diagram is made, it should be saved.*
2. Use File - "Save". Kidspiration will automatically take the name of the first symbol to use as a name. You can change this if you wish.
3. *Make note of the folder where your file is being saved. Look in the block above the list of files in the folder, and change the location here if you wish.*
4. Click the "Save" button in the window.

### Save Your Diagram After Changes:

1. *Whenever you make changes to your diagram, it is a good idea to save your work.*
2. Use File - "Save" or use a keyboard command:
  - a. Ctrl-S (Windows)
  - b. ⌘-S (Macintosh)

*Kidspiration does a completely new save each time. It will ask you if you wish to replace the old file. Click Save and choose "yes" in order to complete the command.*

### Adding New Ideas:

1. In order to start using Kidspiration quickly, new bubbles can be added to the First Idea using the "Add Symbol" tool.
2. Select the First Idea by clicking on the bubble once.
3. "Handles" (small squares at the corners) will appear.
4. Click on the "Add Symbol" button on the toolbar.
5. A new symbol will appear, attached to the First Idea with an arrow.
6. *The First Idea bubble will remain selected. This means that you can add several symbols quickly, and then type the information into each one afterwards.*
7. Type in a new thought into each new symbol.
8. *Click on a symbol once to select it, then begin typing.*
9. Continue to add new ideas, leaving any arrangements or changes in appearance until you are finished.
10. *Save your work often.*



### Links:

1. If you wish to make a new link between two bubbles, click on the bubble you want to form the base of the arrow, and click on the Link tool. An arrow will form, attached to the selected bubble. Move your pointer to the bubble you want connected with the arrow. It will become outlined in green. Click your mouse button once.
2. You must click again on the Link tool to turn it off.
3. The colour, thickness and shape of the arrow can be changed, using the tools at the bottom of the document. When the arrow is selected, you can add information into a small box in the middle of the arrow. You can also change the colour of the arrow at this time.
4. *Save your work often.*



### Inserting Images:

1. Images can be inserted from many different sources and Kidspiration will accept many different types of images.
2. Go to the File menu, and select "Import a Graphic".
3. The image will appear in the window. If a symbol was selected, it will be replaced. If no symbol was selected, the graphic becomes a new symbol in the document.
4. Images become "Captioned Symbols" (the information appears below the picture).
5. *Save your work often.*

#### 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. It is much easier to arrange your entire diagram if you wait until all the bubbles have been added, and then organize them.
8. *Save your work often.*

#### Changing the Appearance of Diagram Parts:

1. You can change the background colour by going to the Goodies menu and choosing "Background Color".
2. You can change the appearance of selected symbols, arrows, and fonts by using the tools at the bottom of the window.
3. *Save your work often.*

#### Enabling the Teacher Menu:

1. Go to the Teacher menu at the top of the page.
2. Choose "Enable Teacher Menu".
3. You will have several choices of more advanced settings when the Teacher menu is enabled. See the help screen, under the heading "Teacher Resources".
4. *Save your work often.*

#### Save As Activity:

1. One option in the Teacher menu is "Save As Activity".
2. This will ask you to make certain choices about the appearance and set up of your document.
3. You will be asked to choose one of the Activity folders from the Kidspiration Starter window (Reading and Writing, Social Studies, Science, More).
4. After the activity is saved into the chosen folder, it will be available through the Starter window, and an untitled copy will open. The original activity will stay in the folder and students will save the copy.

### Writing:

1. You can change your document from pictures to writing with a single click of the Go To Writing button. This is the first button on the left at the top of your diagram. Note that the button changes when the document switches to Writing. 
2. You can easily switch back to viewing your work in diagram format by clicking on the Go To Picture button. 
3. You can make changes to the Writing screen by using the Goodies menu and the formatting buttons at the bottom of the window.
4. Writing provides a "piece of paper" for each idea. Extra notes and information can be added below the magenta line. These notes do not appear in the Picture format.
5. There is a Prefix button at the bottom of the document. Clicking on this will cycle you through a set of choices for showing your writing in outline formats.
6. If the choice "Picture-to-Topic" is checked in the Teacher menu, any unlabelled symbols you added from the libraries will be given a label. This label will also be carried back to the Picture view.
7. *Save your work often.*

### Printing:

1. *Save your work before you print.*
2. Printing is done in the same way as usual.

Enjoy using the program!

