

QuickGuide to Inspiration

Diagram View

Inspiration opens in Diagram View. Key functions are at your fingertips with the Diagram toolbar along the top, the Formatting toolbar at the bottom, and the Symbol palette on the left. Note: Versions appear slightly different.

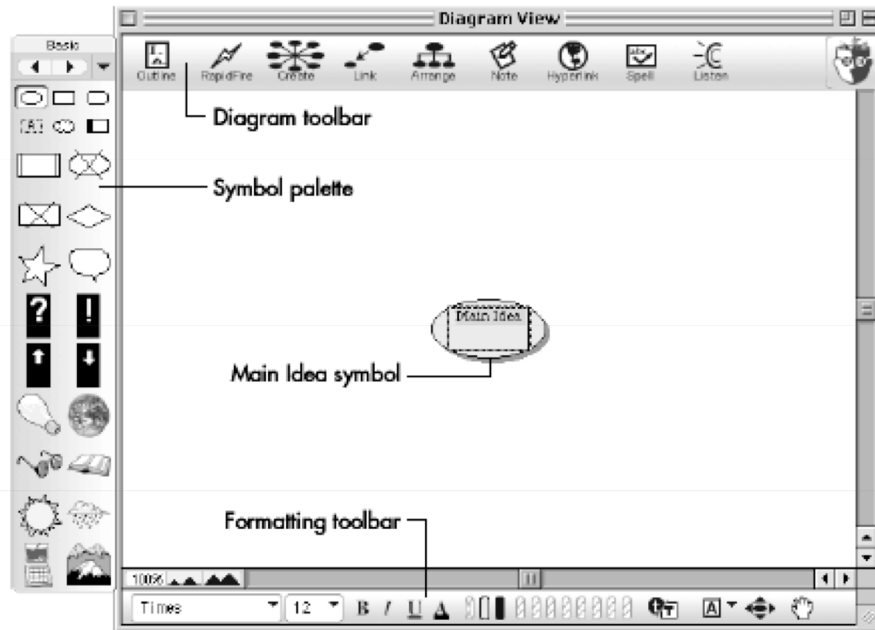


Diagram-view Basics:

- **How to enter a main idea for your diagram**

Program opens with a symbol in the center of the screen, with the placeholder text, *Main Idea*, selected. Enter a topic.



- **How to give the diagram a new look**

The default text is very small. To give the document bigger font size, click on the Main Idea symbol, go under Format > Size and select a bigger font. Then click on the New Look icon in the toolbar. That font will continue throughout the diagram.

- **How to use the Create tool to add symbols/subtopics**

Click on main idea topic, then click on Create tool. Fill in subtopic. Repeat for more subtopics.



Click the upper right point to create a new, linked symbol in that direction.

- **How to use the RapidFire™ tool to add symbols/subtopics**

Click on symbol, then click RapidFire button. Type idea, hit return, type another idea, hit return, etc. Inspiration will put each subtopic in a symbol and connected to the big idea.



RapidFire icon

- **How to use point and type to add an unconnected symbol**

Point anywhere on the screen, click and a symbol appears.

- **How to replace a symbol with one from the Symbol palette**

Click on symbol to be replaced, locate desired symbol in palette and click on it. New symbol replaces the default one.

- **How to use drag & drop to add a new symbol**

Locate desired symbol from palette. Drag to screen and let go.

- **How to use the Link tool to link symbols**

Click on Link icon in toolbar. Then click on main topic and subtopic to link. Then click Link tool off. Note: Use this when you have added unlined topics using Point & Type or Drag & Drop above.

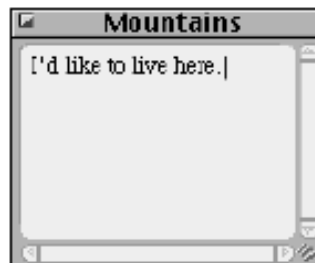


- **How to add text on a link**

Click on link. Text box appears. Type.

- **How to add a note to a symbol**

Click on symbol that needs a note. Click on Add Note icon in toolbar. Type note and close box. Click on topic and note red box in corner, indicating a note is attached. Double click on red box to return to note.



- **How to move symbols**

Click on symbol. Drag to desired location on screen and let go. Link stays connected.

- **How to change the colors of a symbol**

Click on symbol. Click on fill color icon at bottom toolbar. Select color by clicking on it.

- **How to print a diagram**

File > Print. Note: The default setting is Fit to One Page, which automatically sizes the diagram. If you want full size, even on multiple pages, go under File > Print Options.

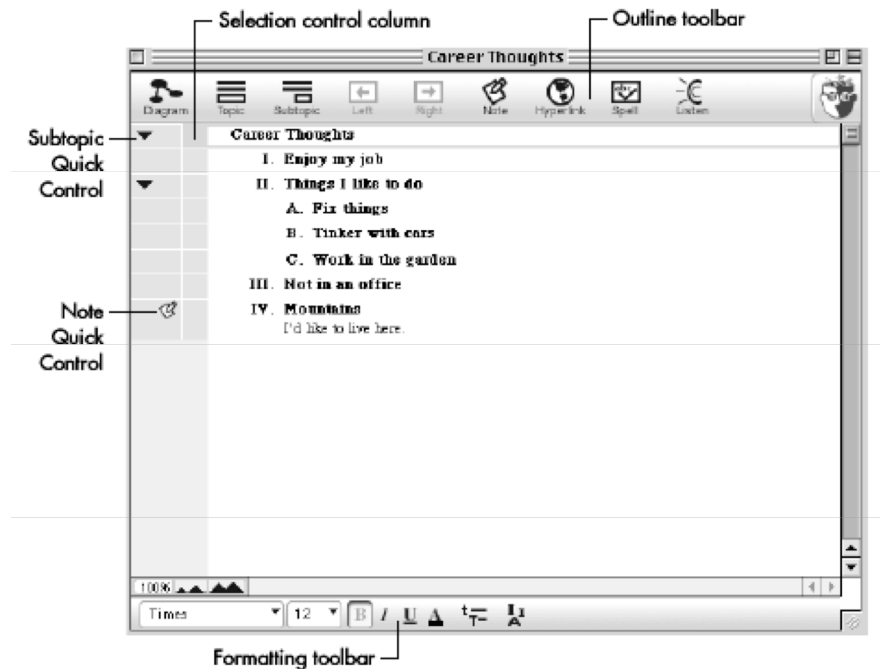
- **How to save an Inspiration document**

Basic save: File > Save As > Give a name & navigate to folder > Save

Or, Use Save as Template when you have a web you want to use regularly. Give the new template a name and save. To retrieve, File > Template.

Outline View

Inspiration's diagramming and outlining views are fully integrated. Inspiration creates an outline of the visual work as it is built.



Outline View Basics

● How to switch to Outline View

Click on Outline icon in toolbar.



● How to add a topic

Click on the topic above where the new topic will go. Click on the Add Topic button. New topic with appropriate prefix appears. Type.

● How to add a subtopic

Click on the topic that needs a subtopic. Click the Add Subtopic icon. New subtopic with appropriate prefix appears. Type.

● How to move a topic by dragging

Click down on the topic and hold down. Drag to desired location and let go.
Note: Prefix changes as needed.

● How to change the level of a topic

Click on topic. Click on Right Arrow icon to move down a level, the Left Arrow icon to move up a level.

● How to add notes

Click on topic where note needs to be added. Click on Add Note icon and type. Notes are in light font, not boldface.

- **How to change outline defaults**

Go under File > Outline Properties. You can change the colors of the various levels (eg, Level 1 in red, Level 2 in blue). You can add a header or footer and change the prefix style.

- **How to change prefix style**

Click on Prefix icon in toolbar to see all the possibilities. Drag to select.

- **How to switch to Diagram View**

Click on the Diagram icon in the toolbar.



- **How to print an outline**

Go under File > Print.

Other Options

Since the Inspiration views are fully integrated, any changes made in Outline View are automatically reflected in the Diagram View.

- **How to automatically arrange a diagram**

Click on the Arrange icon in the toolbar and choose the new arrangement.



- **How to change the view scale**



Click on the Zoom In button to make the diagram larger.



Click on the Zoom Out button to make the diagram smaller.

Both buttons are along the bottom of the screen.

- **How to position a diagram in the window**



Click on the Position icon in the toolbar. Move the entire diagram around on the page. Then click the Position icon off.

- **How to add a hyperlink**

Add a hyperlink by clicking on symbol or link and typing the URL.

Or, make certain text a hyperlink by highlighting the text, then going under Utility > Internet > Internet URL, and then typing the address.

- **How to export a diagram**

Export the diagram as a gif or jpg to add to a webpage or as a single webpage. Go under File > Export. The main idea will be the file name along with the appropriate suffix.