



Inspiration Workshop

Participants will:

1. Familiarize themselves with Inspiration software and its' uses,
2. View examples of Inspiration functions and discuss their benefits and uses,
3. Utilize and customize the software templates,
4. Create 'original' concept maps utilizing Inspiration and/or Kidspiration software.

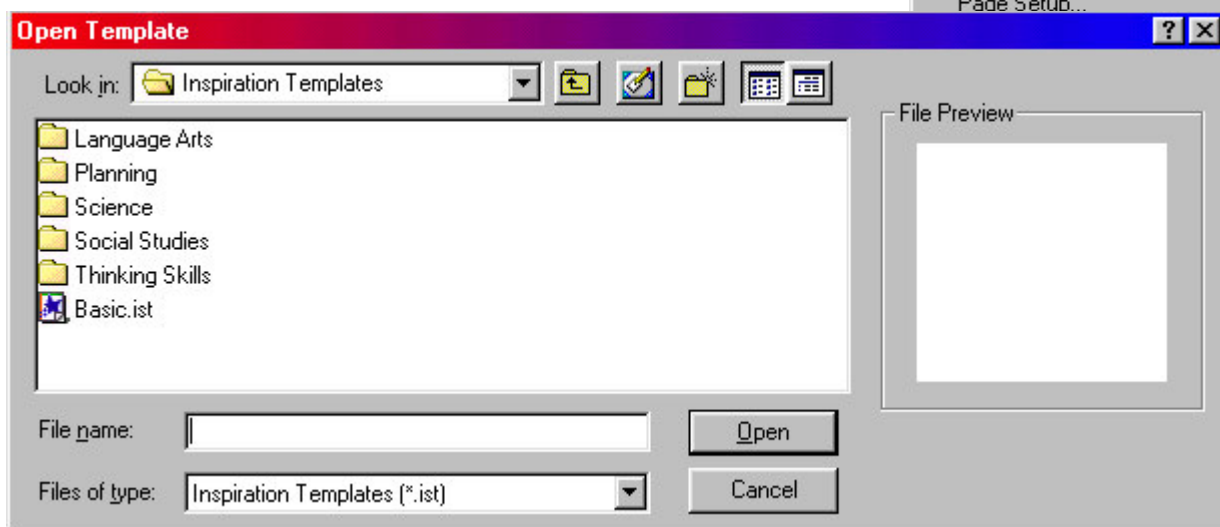
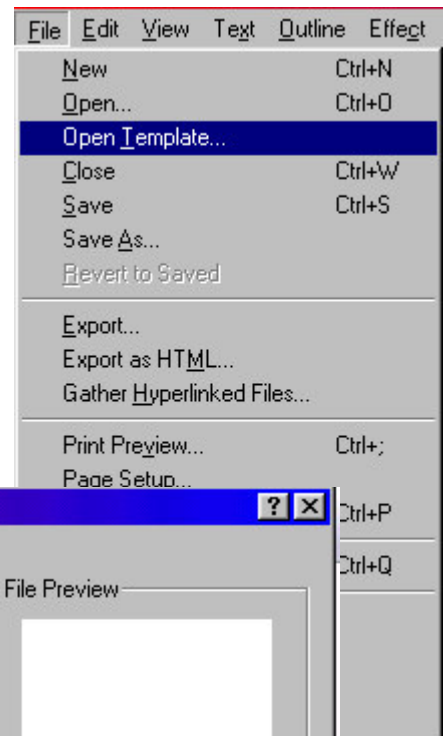
A. Using Inspiration

1. Open the program from the Start Menu or click on the icon on the desktop.
2. Inspiration Views
 - Diagram (symbols and words)
 - Outline (words)
3. Enter the Main Idea, Essential Question or Topic Sentence
 - The text that is highlighted is where you will write YOUR idea.
 - Each symbol will resize automatically to fit the amount of text (you can turn this option off).
4. Save your work
 - On the menu, choose FILE and then SAVE.
 - Automatically saves the file as the title of the main idea, unless changed.

MAIN IDEA

B. Using Templates

1. From the Menu, select "File" and "Open Template". Choose from the list provided.
2. You can delete the text box "How to Use This Template" by selecting it and pressing the delete key.
3. Make modifications to the template as needed and save on your U Drive.



Using Inspiration – The Diagram View

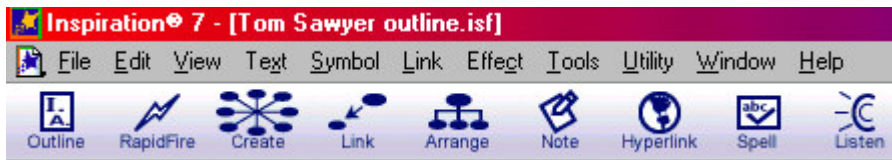
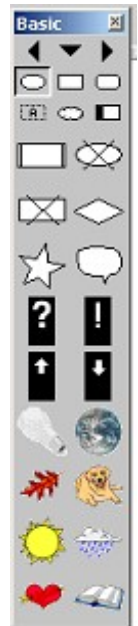


DIAGRAM TOOL BAR



DRAW TOOL BAR



SYMBOL PALETTE



C. Adding Symbols

- Create - Select your main idea. Position the pointer over one of the circles off the **CREATE** button on the **DIAGRAM TOOLBAR**. Type the title of your next idea. Click away from the symbol.
- Drag and Drop - Select a shape from **SYMBOL PALETTE**. Drag shape to diagram. Type in entry. Click away from the symbol.
- Point and Type - Inspiration will automatically create an unlinked symbol.
- Use Rapid Fire (see below).

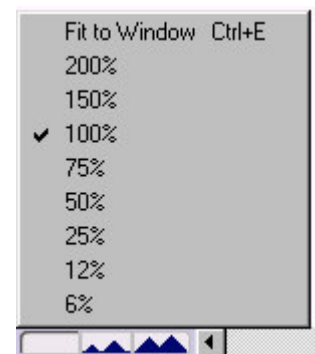
D. Using Rapid Fire – The Lightning Bolt – For capturing ideas quickly!

- Click the symbol you want to link from.
- On the **DIAGRAM TOOLBAR**, click the **RAPID FIRE** button.
- Type idea and press return (enter).
- Type another idea and press return (enter). Inspiration will automatically create a symbol for each idea. Use **ARRANGE** to move symbols later.



E. Viewing and Moving the Diagram

- Using the POSITION button (the hand on the bottom tool bar), click and drag the diagram until you can view the entire document.
- The number and peaks in the lower left hand corner indicate viewing size. Click the large peaks to increase the viewing size, click the small peaks to decrease the viewing size.
- Select FIT TO WINDOW (Command/CONTROL+E) by selecting the number in the lower left corner.
- From the DIAGRAM TOOL BAR, select VIEW and choose ZOOM IN or ZOOM OUT.



Quick Viewing Controls

Fit to Window (Command/CONTROL+E)

Increase viewing size (Command/CONTROL+=)

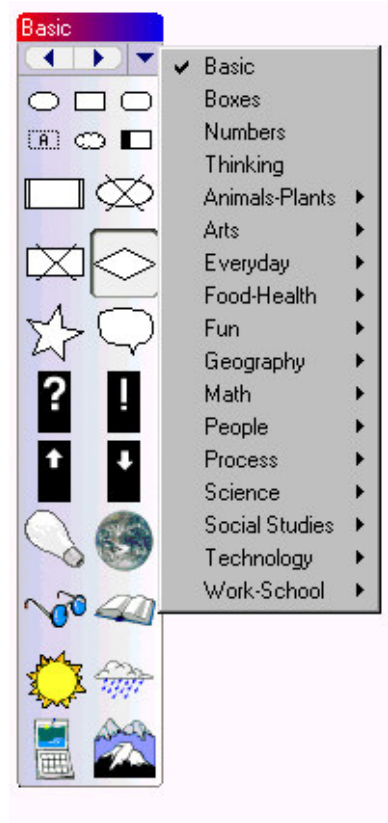
Decrease viewing size (Command/CONTROL+-)



Using Inspiration – Diagram View Continued

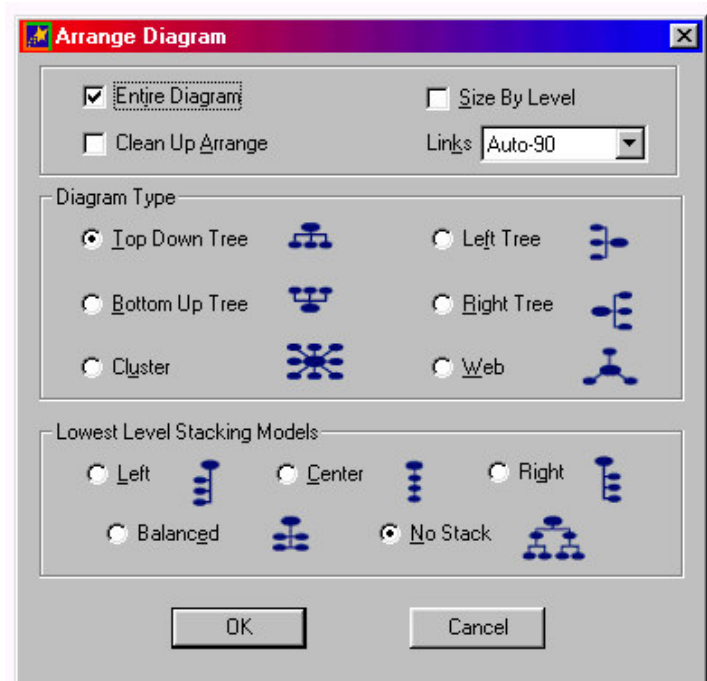
F. Changing the Shape of Symbols – Using the CLIP ART LIBRARY

- Select the symbol or symbols you want to change with the mouse.
- Hold the **SHIFT** button to select more than one symbol at a time with the mouse button **OR** hold down the mouse while drawing around the ideas in a specific area.
- Select the symbol from the SYMBOL palette or the CLIP ART LIBRARY. This will change all the symbols selected to your new choice.
- Select a symbol. Select one of the corner points and drag it to the size you want.
- To preview the library, select the right or left arrows. To search for a library, select the middle arrow.
- You can also import graphics by saving them as symbols. Simply copy and paste them into your diagram, or add them to the custom library.



G. Arranging the Symbols

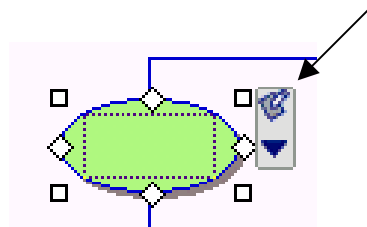
- From the DIAGRAM toolbar, click the **ARRANGE** button.
- Choose the structure you prefer.
- Resize the diagram so it fits in the window (CONTROL+E).



Using Inspiration – Diagram View Continued

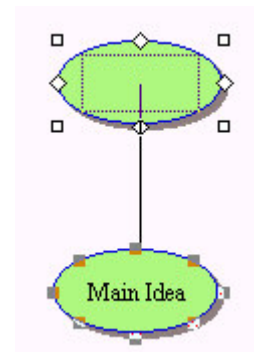
H. Adding Notes to a Symbol - Perfect for listing references

- **Option 1:** Select a symbol. Select NOTE from the tool bar. A note will appear. This note will always be connected to this symbol / idea.
- **Option 2:** Select a symbol. Click on the note paper with pencil picture near the upper right hand corner of the symbol. A note will appear. Whatever is written in this note will also appear in the outline view.
- Select the upper left-hand button of the note to send the note away.



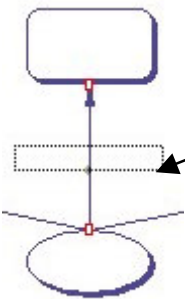
I. Linking Symbols

- On the diagram toolbar, click the LINK button. Click the symbol to tell Inspiration where you want to draw the link FROM. Click the symbol to indicate where you want to draw the link TO.
- You can also add links by selecting the symbol and holding down your mouse button while moving your mouse from one symbol to the next.



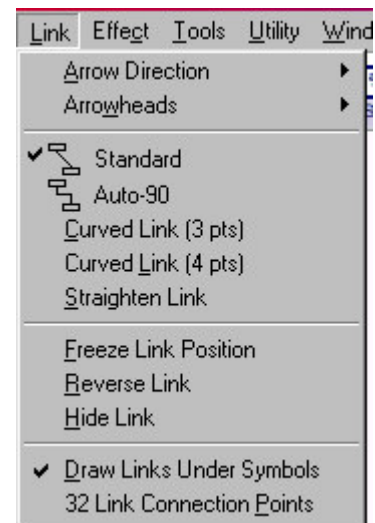
J. Adding Text to a Link

- Select the link (notice the square box that appears) and type.



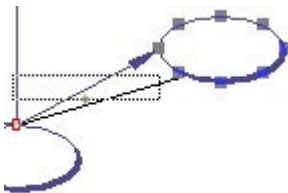
K. Changing the Appearance of a Link

- Select the word LINK from the menu.
- You can change the look of the start or end point.
- You can choose a curved link or an Auto-90 link.



L. Moving Links From One Area of a Symbol to Another

- Click on the link.
- Drag one end to another gray dot on the symbol, or to another symbol.
- Links must be connected to the gray dots on symbols.



M. Hyperlinks

- You can link symbols to resources on the Internet, email addresses, files and other Inspiration documents.
- Type in the address of the Internet site. Inspiration automatically detects the link.



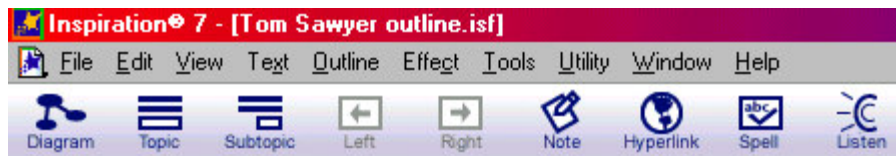
- You can also select specific text and make that a link. Highlight the text and go to the word TOOLS on the menu bar. Select INTERNET and then Insert URL Hyperlink.

N. Changing to Outline View



On the DIAGRAM tool bar, select the OUTLINE tool

Inspiration Outline View



O. Adding Sub Topics

On the DIAGRAM toolbar, click the OUTLINE button

On the OUTLINE toolbar, click the ADD SUB button

- Type in your new sub topic.
- Adding notes to a topic: Select topic, press RETURN / ENTER. Type in your notes. (or click **the ADD NOTE button on the OUTLINE toolbar**)

P. Rearranging the Order

- You can move the order of the outline by highlighting the text and dragging it to a new location.

Q. Changing the Look

- Select PREFIX from the menu bar. This allows you to change the look of the outline to Roman Numerals, Bullets, or Alpha Numerals.

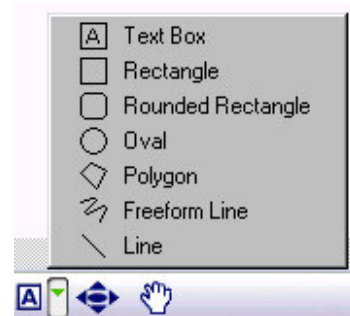


* Information added in the outline view will automatically be entered in the diagram view.

Inspiration Extras

R. Using Color

- Background color: From the main menu, select EFFECT and then BACKGROUND. Select your color choice.
- Symbol fill color: On the EDIT menu, choose SELECT, then choose SYMBOL. All symbols created now will have the new selected color.
- Select the symbol(s) you wish to change. On the DRAW toolbar, click the FILL COLOR button. Choose a color.
- From the EFFECT menu, select LINE COLOR and choose a color for the line. This changes the symbols border color.
- You can also change the color of a picture from the LIBRARY by selecting the image and then selecting the MULTICOLOR icon on the draw tool bar. This allows you to change each color in the image.

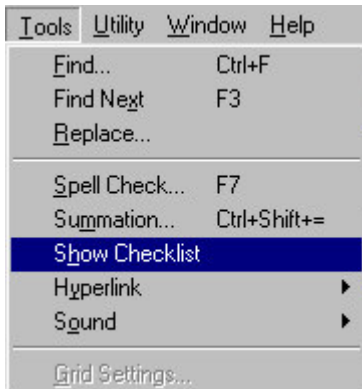
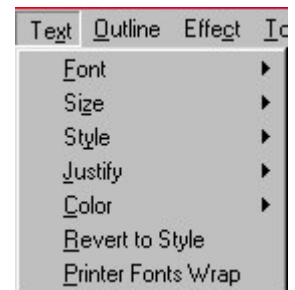


S. Adding a TEXT BOX or SHAPE

- From the DIAGRAM tool bar, click the “A” square.
- Use the mouse to click and drag the size text box you need.
- Type text into the text box.

T. Changing Text Size, Style and Justification

- From the main menu, select the word FORMAT.
- Choose your selection from the list. This is very similar to Microsoft word commands.
- To change the style of the entire diagram, select CTRL + A (Alt + A for Mac). This will highlight the entire diagram. Make your selection from the FORMAT menu.



U. Creating Check Lists

- You can create a **Check List** by selecting UTILITY from the menu bar. Select checklist.

V. Spell Check

- Similar to other word processing programs, Inspiration provides a Spell Check. You can perform this in either the OUTLINE or DIAGRAM views. Select SPELL from the tool bar and then select START.



Inspiration Extras Continued...

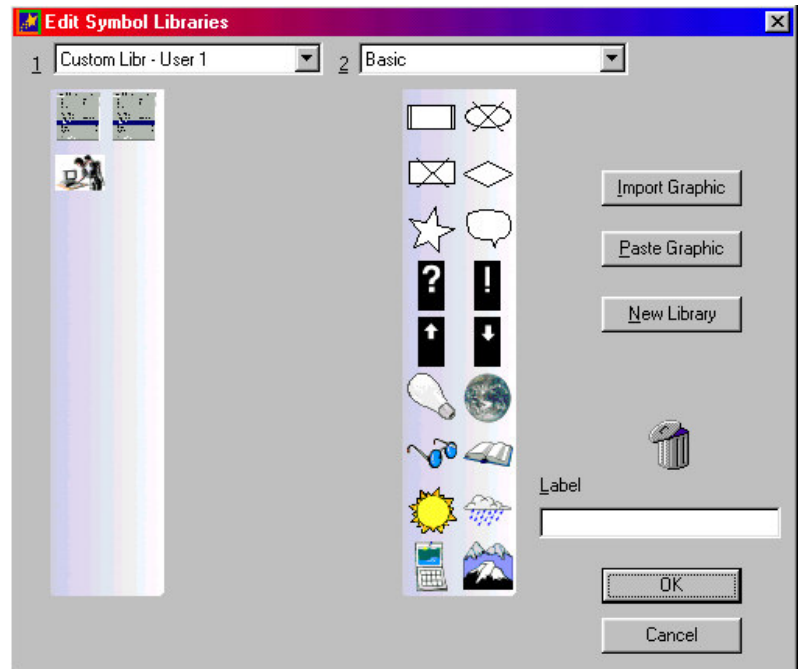


W. Listen Function

- On the DIAGRAM toolbar, select UTILITIES and then APPLICATION PROPERTIES. You can select to turn on the Talking Interface, Record option and Listen Tool.
- Once the option is on, you can use your mouse to hover above a symbol to hear the command.

X. Create New - Edit Symbol Libraries

- On the UTILITY menu, choose NEW / EDIT SYMBOL LIBRARY.
- On the category menu, choose the category you want the new library to appear under. If you do not choose, Inspiration automatically places it under CUSTOM.
- In the NEW LIBRARY NAME box, type a name for the library.
- Click OK to create the library or click CANCEL to exit without creating a new library.
- When EDITING, drag and drop the symbols to create a library. Drag unwanted symbols to the TRASH.



Y. Exporting

- From the main menu, select FILE and then EXPORT. Choose the format you wish to use. This will save the document in that format style. You can then open it from a word document.
- Highlight the text / symbols you wish to export. Press CTRL + C to copy. Open the type of document you wish to export it to (for example, Word). Press CTRL + V to paste the text into the document.

Z. Creating Templates

- Create the diagram or outline you want to save as a template.
- On the UTILITY menu, choose **TEMPLATE WIZARD**.
- CLICK NEXT, or the options you want to the next questions. To use the Inspiration program's default settings, click **FACTORY SETTINGS**.
- In the SAVE dialog box, choose the folder where you want to save the template.
- In the NAME box, type a name for the template.
- Click **SAVE**.