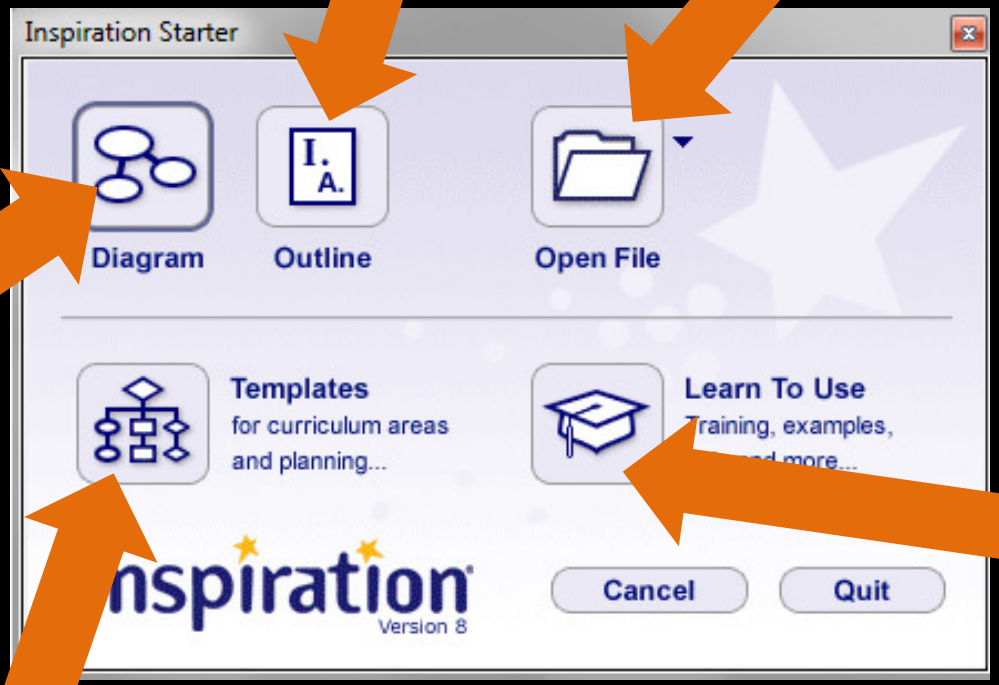
Inspiration

Tech Symposium 2012

STARTER SCREEN

New blank document in Outline View

Open an already existing Inspiration file

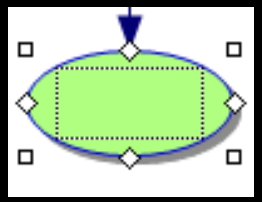


New blank document in Diagram View

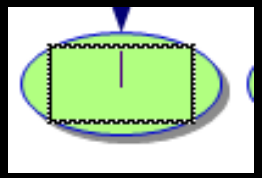
Tutorials for learning Inspiration

Templates for ideas and to help get started on a Diagram

BASICS OF WORKING WITH SYMBOLS



Click once on a symbol to edit the size, color, shape, picture, etc.



Double click on a symbol to insert or edit text

MAIN TOOLBAR

Automatically creates new Symbols

Places a link between Symbols

Allows you to insert a note to go along with a Symbol

Allows you to look up words, definitions and hear pronunciation. The words can be entered in the Diagram

Switches between Outline and Diagram View

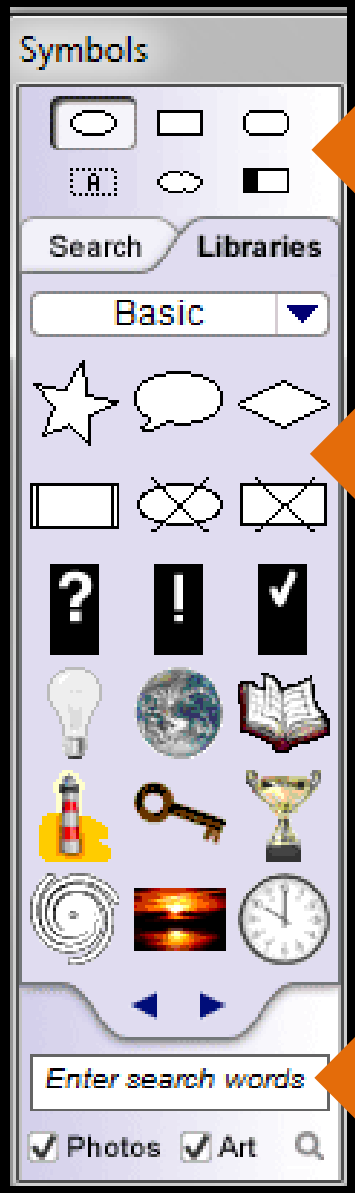
Creates a new Symbol in the direction you choose

Arranges the layout of your Diagram

Allows you to hyperlink an Email address, File, Web Page or another Inspiration document

Transfers Diagram to Microsoft Word

SYMBOL TOOLBAR



Change basic Symbol shape

Library full of pictures and shapes to change your Symbol

Type a word in the search box and press the Enter key to narrow your choices for pictures and shapes

FORMATTING TOOLBAR

Zoom Options

Line Options – only available when line is selected

Set a default Symbol

Nudge – only works when Symbol is selected

Font Options

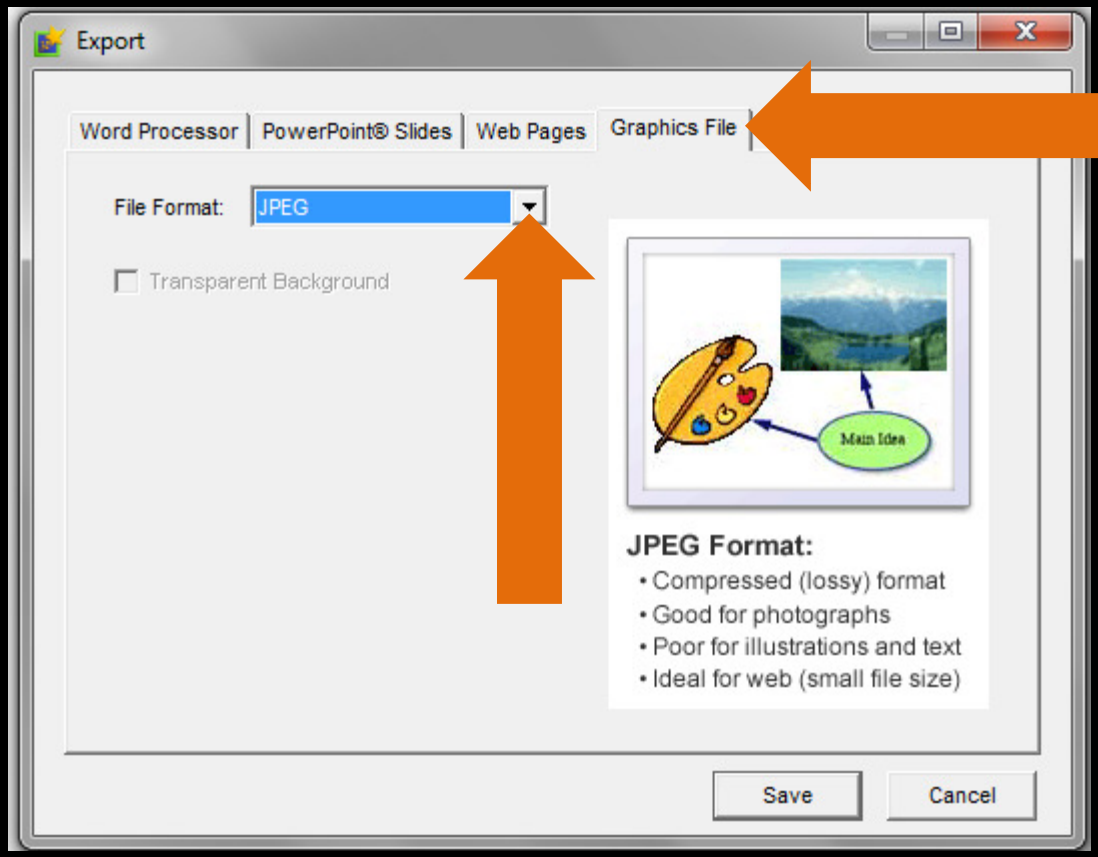
Symbol Outline Thickness

Predefined shapes/ Freeform lines

Position – moves Diagram around all at once

Symbol Formatting -
1. Revert
2. Fill Color
3. Line Color

EXPORTING DIAGRAM AS A JPEG TO UPLOAD TO MOODLE



1. Click on the File menu and select Export
2. Click the Graphics File Tab
3. Under the File Format drop down list, select JPEG
4. Click the Save button to save your Diagram
5. In Moodle, click Add a resource and select Link to a file or web site and upload your file to Moodle