

Inspiration 8

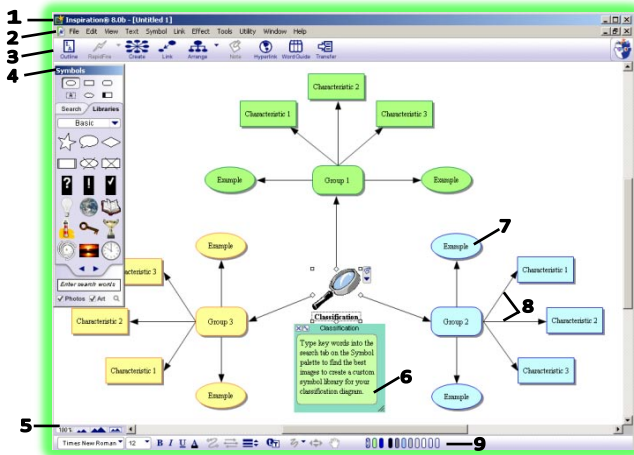
Getting Started

Using the **Starter Screen**



Choose to create a new document (**Diagram** or **Outline**), **Open** a saved document, or create a document using a **Template**.

Inspiration Window - Diagram View



1. **Title Bar** – displays program name and active document name
2. **Menu Bar** – contains all tools
3. **Main Toolbar** – access to tools and commands
4. **Symbol Palette** – symbols to insert into a diagram
5. **Zoom Tools** – change magnification of diagram or outline
6. **Note** – allows you to add additional info to symbols
7. **Symbol** – represents concepts/ideas
8. **Link** – connects symbols
9. **Formatting Toolbar** – format text, symbols (colors) and link lines

Changing the View



Switch to **Outline View** – select outline from **View Menu** or click the **Outline button** on Main toolbar.



Symbols

A symbol is a picture, shape, or text box that represents ideas in a diagram.

To Create a Symbol

1. Select symbol you wish to add to
2. On **Main** toolbar, click the point on the **Create Button** that points in the direction you want to add symbol



To change symbols

– click the symbol you wish to change and click a symbol button on the palette

To resize

– click and drag a handle

To move – simply drag to a new location

To delete – click the symbol and press Delete key



RapidFire Tool

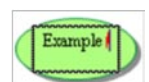


Use RapidFire to add a series of symbols.

Select symbol you want to expand on-

Click the Rapid Fire tool

Press enter after each idea to separate them!



Output

Print Preview

Select **Print Preview** from **File** menu

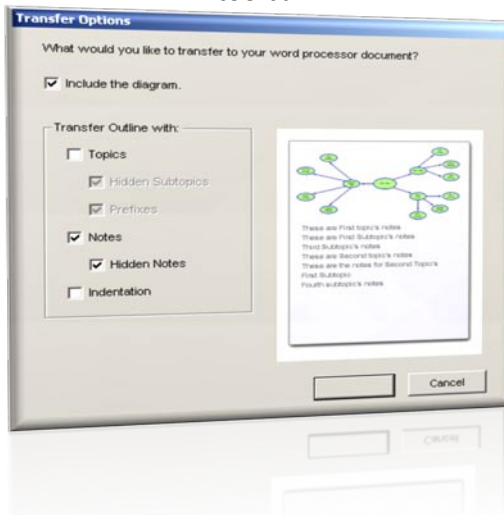
Print

Select **Print** from **File** menu

Select desired print options

Transfer

Transfer to Word Processor by selecting Transfer from File menu or the Transfer button from the Main toolbar.



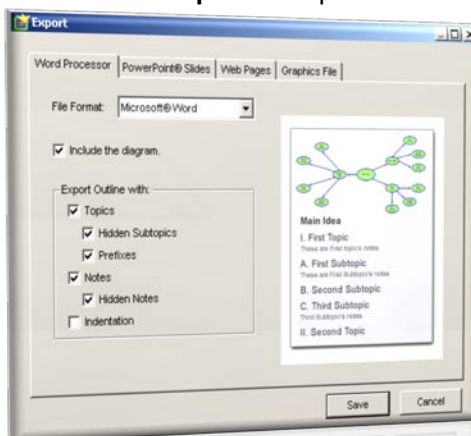
Export

Export documents in a number of formats – text files, PowerPoint slides, web pages, graphics, etc.

1. Select **Export** from **File** menu

2. Select the desired tab:

- Text File** = Word Processor tab
- PowerPoint** = PowerPoint Slides tab
- Graphic** = Graphics File tab, select a format (jpeg, gif, png)



(jpeg, gif, png)

3. Select

options

4. Click Save

5. Name your

file

6. Save

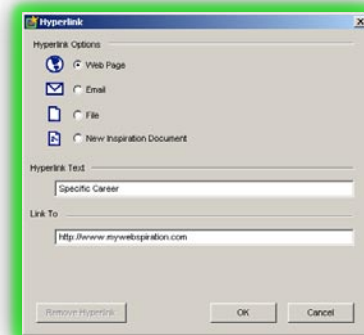
Hyperlinks

1. Select **Hyperlink** from **Tools** menu or the **Hyperlink Button** on **Main** toolbar

2. Select **Insert** from the new menu

3. Check one of the following options:

- Web Page
- Email
- File
- New Inspiration Document



Attach an Audio or Video File

1. Select the symbol you wish to attach the file to

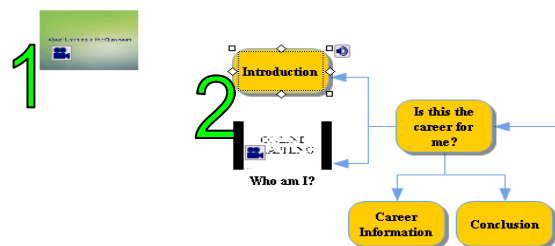
2. Select **Insert Video or Sound** from the **Tools** menu

3. Choose option – sound file, record sound, or video

**QuickTime must be installed for file to work*

Audio and Video clips can be:

- Placed on the page without a link
- Associated with a symbol



Adding a Note to a Symbol

1. Select the symbol you want to add a note to

2. Click the **Note Button** on the Main toolbar

3. Enter the note text in the note text box

4. Click the Close button to close the note

