

Kidspiration is the visual learning tool for K-5 learners from the makers of Inspiration. With Kidspiration, students can build graphic organizers such as webs, concept maps and Venn diagrams to help them visually explore ideas and their relationships. Kidspiration includes more than 3,000 symbols for building these graphic organizers, as well as a symbol maker that allows students to draw their own symbols. It also has an integrated Writing View that shows students an outline of their ideas. Kidspiration 3 introduces a new Math View with five tools students can use to explore essential math concepts such as counting, the basic four operations, and fractions with manipulatives.

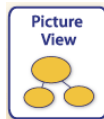
Getting Started

To get started using Kidspiration, click on the program's icon to launch it. On the Mac, Kidspiration will be found in the Applications folder once it is installed (you can drag the icon to the Dock for easier access). On Windows, it will be found under Start > All Programs or Start > Programs (depending on how you have the Start Menu configured).

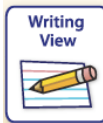


Once you launch the program you will see the Kidspiration Starter, where you can choose a view for starting a new project:

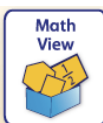
- **Picture View:** this view can be used to create a concept map by adding symbols and linking them together to show the relationships between ideas.



- **Writing View:** this view shows ideas as an outline. The Writing View and the Picture View are integrated. Changes made in one view (such as removing or adding symbols or ideas) are reflected in the other view.

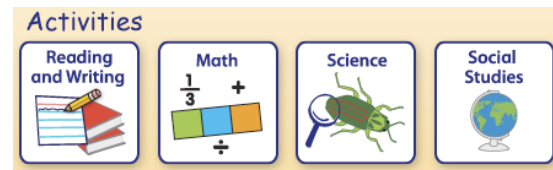


- **Math View:** this is a separate view for working with math concepts such as counting, fractions and basic arithmetic operations. Clicking on the Math View button will open a separate window where you can choose one of the five new math tools included with Kidspiration.



You can save some time by opening one of the activities included with Kidspiration and using it as the starting point for your project. Kidspiration includes activities for the major curriculum areas: Reading and Writing, Math,

Science and Social Studies. To open one of these activities, click on the button for a curriculum area in the Starter, select the activity you wish to open by clicking on its thumbnail and click on OK.



To open a previously saved Kidspiration file, click on the Open a File button in the Starter, locate the file you want to open on your hard drive and click on Open.



You can return to the Starter at any time by clicking on the Go to Starter button in the upper left corner of the Kidspiration window. You will be prompted to save your changes before the Starter is displayed.



Once you open a project by clicking on one of the buttons in the Starter you will notice that Kidspiration will read out loud the names of buttons and symbols as you hover over them. To turn off this talking interface:

1. Select Teacher > Enable Teacher Menu. This will make the options under the Teacher Menu available.
2. Next, select Teacher > Application Options.
3. Uncheck the box next to Talking Interface at the top of the Application Options window and click on OK.

Even if you have turned off the talking interface, you can have the program read out the names of symbols by clicking on the Listen button in the toolbar. Clicking on the button a second time will stop the program from reading out loud.



In any of the views supported by Kidspiration (Picture, Writing and Math) you can add a student name to help you keep track of each student's work. This name will appear in the title bar of the Kidspiration window and it will also be used as the suggested file name when the project is saved for the first time.

To add a student name to a project:

1. Click on the Student Name button in the toolbar.
2. Enter the student's name in the text box on the left side of the window and select where the name should appear on the page (Left, Center or Right). There is also an option to display page numbers.
3. Click on OK.



To save your new project:

1. Select File > Save.
2. Enter a file name (this will already be filled in as the student name if one has been added),
3. Choose a save location and click on Save.

To save a copy of the current project with a different name, select File > Save As, enter a different file name and click on Save.

Picture View

Picture View allows students to use symbols and links to build diagrams that visually show their understanding of key concepts and relationships. Choosing Picture View from the Starter will open a new concept map with a Main Idea symbol already added to the canvas. This symbol will have the default oval shape and line and fill colors.



To edit this symbol:

1. Double-click inside the symbol until you see a blinking cursor.
2. Select the text inside the symbol and enter the desired text in its place.

3. With the symbol text selected, use the options in the Format Bar to change the font, the text size, or the font style (bold, italic or underline).



To change the text color, click on the Text Color button and choose a color square from the popup menu.



The settings you've selected will apply to all new symbols you create until you change the settings again.

4. Once you are finished editing the symbol text, click anywhere outside of the symbol to commit your changes.
5. To resize a symbol, click on it once to display selection handles in each corner. Drag on one of these handles to resize the symbol. To constrain proportions while you resize the symbol, hold down the Shift key as you drag on one of the handles.
6. To move a symbol, click on it and drag it to a new location in the canvas.
7. To modify the fill or line color, click on one of the buttons on the right side of the Format Bar at the bottom of the window and choose a color square from the popup menu.
8. To change the width of the symbol's outline, click on the Line Width button to cycle through the different available widths (there is an option for a dashed line as well).
9. To use a different shape or an image as the symbol, click on the symbol to select it and choose a shape or an image from the Symbol Palette on the left side of the window. If you choose an image, the symbol text will be displayed as a caption underneath the image. This caption text can be edited in the same way as other symbol text, and the captions can be toggled on and off using the Hide Captions button in the Format Bar.



10. To delete a symbol, click on it to select it and press the Delete key on your keyboard or click on the Clear button in the toolbar. If you delete a symbol by mistake, you can click on the Undo button in the toolbar or use the keyboard shortcut Command/Control + Z. To redo the previous action, click on the Redo button.



Adding Symbols

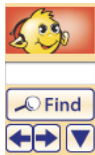
There are several ways to add a new symbol to a project in Picture View:

- Select an existing symbol and click on the Add Symbol button in the toolbar to add a new linked symbol.
- Click on a blank area of the canvas to display crosshairs, then begin typing the desired text for the symbol. This will create a new unconnected symbol.
- Click on a blank area of the canvas to display crosshairs and click on one of the shapes or images in the Symbol Palette on the left side of the window. This will add the graphic symbol in the location where you clicked. To add a caption, click on the box below the symbol image and type in the desired text.
- Drag an image symbol from the Symbol Palette to the canvas and add a caption by typing the desired text in the box below the image.



The Symbol Palette

The Symbol Palette on the left side of the Kidspiration window allows you to select a different shape or an image to use as a symbol. To browse through the various collections of shape and image symbols installed with Kidspiration, click on the next and previous arrows at the top of the Symbol Palette, or click on the down arrow to display a list of categories.

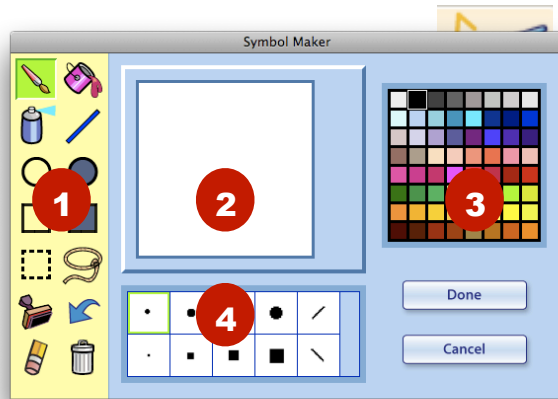


Once you select a category, all of the symbols in that category will be shown in the Symbol Palette. As you hover over each symbol, a preview will be displayed to the right. If you would rather search the symbol collections installed with Kidspiration, enter a search term in the text field at the top of the Symbol Palette and click on Find. Only the symbols

matching your search criteria will be shown in the Symbol Palette.

The Symbol Maker

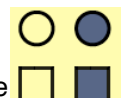
For a more personal touch, students can draw their own symbols using the Symbol Maker included with Kidspiration. To open the Symbol Maker, click on its button in the toolbar. The Symbol Maker window is divided into four main areas:







1. The Tool Palette on the left side has the drawing and editing tools you will use to draw your symbols.
2. The Canvas in the center is the work area where you draw your symbols.
3. The Color Palette on the right side is used to select the foreground color used by the currently selected tool.
4. The Nib palette at the bottom of the window is used to change the stroke size and shape for the paint brush, spray can and line tools. The Nib palette will show pre-drawn shapes when the Stamp tool is selected in the Tool Palette.

The Tool Palette on the left side of the windows has the following drawing and editing tools:


- The primary drawing tools include a paint brush, paint bucket, spray can and line. To use one of these tools, first select a color using the color squares in the Color Palette, and a stroke size or shape using the Nib palette (only for the paint brush, spray can and line). You can then start drawing in the Symbol Maker Canvas.
- The shape tools can be used to create empty or filled in circles or rectangles. The color for the stroke



(for empty shapes) or fill (for filled in shapes) is set by clicking on a color square in the Color Palette. To draw the shape, click and drag in the Symbol Maker Canvas.

- The selection tools can be used to select parts of the drawing in the Canvas. You can make a marquee or a lasso selection. Dragging on the selected area will move it to a different location in the Symbol Maker Canvas. 
- The Eraser tool allows you to erase unwanted areas of the drawing in the Symbol Maker Canvas. To use the Eraser tool, first select a nib in the Nib Palette and draw over the parts of the drawing you want to erase. 
- The Clear All button allows you to clear the Symbol Maker Canvas and start over. 
- The Stamp tool allows you to add pre-drawn shapes to the canvas. The Nib palette will show the shapes you have available. 




When you select a shape, you will see a preview of it when you hover over the Symbol Maker Canvas. Before you click on the Symbol Maker Canvas to add the shape, you can choose to flip it, rotate it or change its size using the tools that will appear on the right side of the Canvas. 

When you're finished with your drawing in the Symbol Maker Canvas, click on the Done button to add it as a symbol in the main Kidspiration Canvas.

SuperGroupers

SuperGroupers are larger symbols that are used to group several symbols so they can be moved together in the Canvas. They are useful for activities that require students to group ideas with common elements into categories. SuperGrouper symbols can be resized and edited in the same way as other symbols.

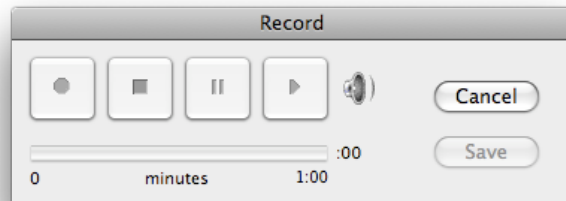
To add a SuperGrouper to the Canvas, click on the SuperGrouper button in the toolbar and choose a SuperGrouper symbol from the dropdown menu. To add other symbols into the SuperGrouper, drag them until they are on top of the SuperGrouper and it has a green outline around it, then let go of the mouse. When you move the SuperGrouper in the canvas, any symbols inside of it will move along with it. To remove symbols from a SuperGrouper, drag them out of it and place them anywhere else on the Canvas. 


You can turn any symbol from the Symbol Palette into a SuperGrouper. First, select the symbol you wish to use in the Symbol Palette, then click on the SuperGrouper button and choose Create SuperGrouper.

Recording Audio

Any symbol in Kidspiration can have an audio recording attached to it. To record audio and add it to a symbol:

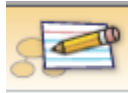
1. Select the symbol that will have the recording on it.
2. Select Sound > Record. This will display the recording window with the following buttons from left to right: record, stop, pause and play.



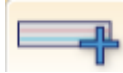
3. Click on the Record button and start speaking into the microphone.
4. Click on the Stop button when you're finished.
5. To preview your recording, click on the Play button.
6. If you're happy with your recording, click on Save to add it to the symbol. A sound icon will appear in the upper left corner of the symbol to let you know it includes sound. You can play back the audio by clicking on this icon. 

Writing View

Kidspiration's integrated Writing View works in the background to create an outline of the concepts and relationships shown in Picture View. To access the Writing View, click on the Go to Writing View button on the left side of the toolbar in Picture View. To return to Picture View, click on the Go to Picture View button in the toolbar. You can also start a project in Writing View by clicking on the Writing View button in the Starter.



Each first level symbol in Picture View will be shown as a separate idea in Writing View, with the main idea at the top of the page. Any linked symbols will be shown as indented subtopics. To create a new idea in Writing View, click on the Add Idea button in the toolbar. To delete an idea, click on the Clear button in the toolbar with the idea selected.



To add a note to an idea or subtopic (additional information that will not display in Picture View) place the cursor below the red line in the idea or subtopic and type your note text.

To indent an idea and make it a subtopic, click on the Move Right button in the toolbar (click on the Move Left button to undo the indent).



To move an idea, click on it and drag it to a new position in the outline (you will see a horizontal line showing you where the idea will be placed once you let go of the mouse). You can also change the indentation level of an idea by dragging to the left or right to display a line with some dots on it. The red dot on this line will indicate the indentation level.

The Format Bar works the same way it does in Picture View, but it has a couple of options that are specific to Writing View:

- **Prefix:** by default, each idea or subtopic will begin with a picture of its corresponding symbol in Picture View. To use a prefix instead, click on the Prefix button in the Format bar to cycle



through the available options (bullets, numbers, and traditional outline format).

- **Hide/Show Paper:** hides and shows the lines in each idea or subtopic.



To open the outline in a word processing program, click on the Publish button in the toolbar. If you have more than one word processing program installed you may see a prompt asking you to choose a word processing program. After you make your selection, the outline should open in the word processing program, with a picture of the diagram you've created in Picture View at the top of the page.



You can also export an outline as a plain text or an HTML file (a web page) by choosing File > Export and selecting the desired format. You will be prompted to choose a file name and a save location for your file if you choose one of these options.

Word Guide

Kidspiration's built-in Word Guide can help students learn unfamiliar words. The Word Guide can be accessed from either the Writing or Picture views.

To look up a word, click on the Word Guide button in the toolbar, enter the word in the text field on the right side of the Word Guide window and click on Look Up. The main definition for the word will appear in a text box to the left of the Look Up button. If there are other definitions available, they can be seen by using the next and previous arrows above the definition text box. If the word has any synonyms they will appear in a separate text box below the definitions.



To hear the word's pronunciation, click on the Listen icon to the left of the word at the top of the window. Clicking on the Listen icon to the left of the definition will read the definition out loud, while clicking on the Listen icon next to the synonyms will read the list of available synonyms.



To view any antonyms, click on the More Detail button. The antonyms will be shown in the same text box as the synonyms. Clicking

on More Detail will also show the inflection and syllabication to the right of the word.

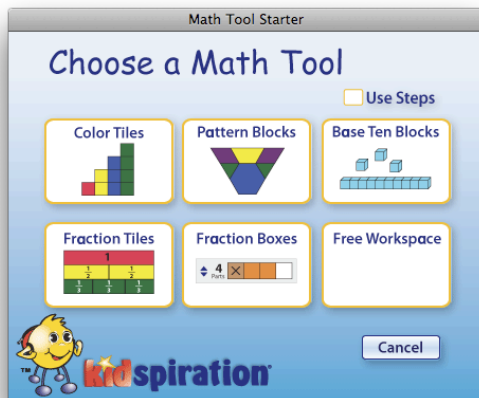
Spell Check

To check your Kidspiration project for spelling (in Picture or Writing View):

1. Choose Goodies > Spell Check.
2. Kidspiration will search the project for any misspelled words. If no misspelled words are found an alert window will let you know that Kidspiration has finished checking the project for spelling. If misspelled words are found, the Spell Check window will open to let you make spelling changes.
3. To correct a misspelled word, enter the correct spelling in the Change To text field or click on one of the suggested alternate spellings, then click on the Change button on the right side of the Spell Check window.
4. To ignore a misspelled word, click on the Ignore Once or Ignore All button.
5. When you're finished with the spell check, click on Done.

Math View

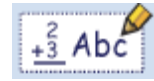
The Math View is new with Kidspiration 3. It is a separate view that is not integrated with either the Picture View or the Writing View. Clicking on the Math View button in the Starter will display a separate Math Tool Starter window showing the five new math tools available in Kidspiration 3: color tiles, pattern blocks, base ten blocks, fraction tiles and fraction boxes.



The tools available in the Math Palette on the left side of the screen (as well as the bottom toolbar) will change depending on which tool you select from the Math Tool Starter.

However, each tool includes a button in the Math Palette for creating Math Text Boxes that can be used to display instructions or show the problem to be solved.

To add a new Math Text Box, click on the first button in the Math Palette and type the desired text inside the text box in the Canvas. When you're finished adding your text, click anywhere outside the text box to add it to your project.



Once you have created a Math Text Box, you can resize, move and delete it as follows:

- To resize the Math Text Box, click on it once to select it and drag on one of the corner handles until the text box is the desired size.
- To move the Math Text Box, click and drag it to the desired position in the Canvas.
- To delete a Math Text Box, click on it once to select it and click on the Clear button in the Math Toolbar at the top of the screen.

When you have a Math Text Box selected the bottom toolbar will show several buttons you can use to edit the text inside the Math Text Box:

- The bold, italic and underlined buttons allow you to add these styles to your text.
- The text size button allows you to cycle through three text size options (small, medium and large).
- The border button adds a solid border to a Math Text Box.
- The Background Color button opens a menu with color squares you can click on to apply a background color to the Math Text Box.
- The Open Math Frame button allows you to create a vertical frame for representing a common operation such as adding or subtracting two numbers. Enter the two numbers you want to add or subtract in the two boxes on the right, then click inside the box on the left and select a math symbol from the bottom toolbar. Click on the arrow at the end of the toolbar to see all of the available symbols.



In addition to Math Frames, you can add Division Frames and Fraction Frames.







Color Tiles

The color tiles view allows students to use color tiles to practice counting and performing basic arithmetic operations such as addition and subtraction.

To add color tiles, drag them from the Math Palette to the Canvas to represent each number in the problem to be solved (you can also add color tiles by clicking on them in the Math Palette). As you move two tiles close to each other in the Canvas, you will notice that they snap together.


You can modify color tiles as follows:

- To change the color of a tile, select it and click on one of the color squares in the bottom toolbar.
- To resize the tiles in the Canvas, click on the Resize Manipulatives  button until the tiles are the desired size.
- To show that a color tile is being subtracted, select the color tile and click on the Cross Out button in the bottom toolbar. The selected color tile will have an X inside of it. 
- To group color tiles so they can be moved together, drag a SuperGrouper from the Math Palette to the Canvas and move the color tiles you want to group inside of it. These Math SuperGroupers behave the same way as any other SuperGrouper available in Kidspiration.
- To remove a tile, select it and click on the Clear button in the toolbar. 
- To display a grid to help align tiles, click on the Show Background Grid button in the bottom toolbar. Clicking on the button one more time will hide the grid. 

Pattern Blocks

Pattern blocks can be used to build tessellations and other patterns and to demonstrate the concept of symmetry.

As with color tiles, pattern blocks are added to a project by dragging them from the Math

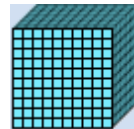
Palette to the Canvas or by clicking on them in the Math Palette. Once the blocks are on the Canvas they can be resized using the Resize Manipulatives button in the bottom toolbar. To change the color of a pattern block, click on it once to select it (Shift-click to select more than one pattern block) and choose a color by clicking on one of the color squares in the bottom toolbar. Like color tiles, pattern blocks will snap to each other when you move them near each other. One difference between color tiles and pattern blocks is that you can rotate pattern blocks using  the Rotate buttons in the bottom toolbar.

To demonstrate the concept of symmetry in a pattern, students can click on the Line tool in the Math Palette to add a line to the Canvas. They can then position this line so it divides a pattern in half. To move the line into position, they can use drag and drop, and to resize it they can drag on the end points that appear when the line is selected.

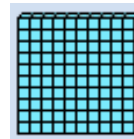
Base Ten Blocks

Base ten blocks are useful for working with larger numbers and learning about place value. The Math Palette will include the following shapes when Base Ten Blocks is the selected tool:

- Blocks = thousands



- Flats = hundreds



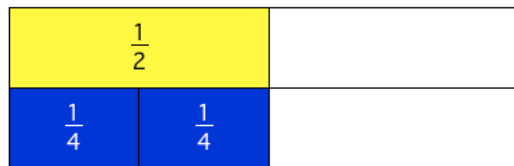
- Horizontal or Vertical Rods = tens



- Units = ones



Clicking on the Place Value Mat button in the bottom toolbar will add a background with columns for each place value. To change the type of Place Value Mat, click on the Place Value Mat button to cycle through the different available types. The Place Value Mat can be displayed at the top of the screen, or lower on the screen so there is space to create Math Text Boxes with instructions. The Place Value Mat can also start with either the thousands or hundreds place on the left most column, or you can also create your own custom labels by double-clicking on any of the labels in the Place Value Mat and replacing the label text with the desired text.



Like other shapes in Math View, the Whole Trays will snap together when you move them near each other.

The bottom toolbar has color squares for changing the color of fraction tiles, as well as pattern squares for changing the fill patterns.



To turn off the tile labels, click on the Hide Fraction Labels button on the right side of the bottom toolbar.



To show that a fraction has been subtracted, select its fraction tile and click on the Cross Out button.



Once a Place Value Mat is in place, the shapes in the Math Palette can be dragged to each column to represent the place values in a number. If you need to change a Vertical Rod to a Horizontal Rod you can click on the Flip Rod button in the bottom toolbar.



The bottom toolbar also includes buttons for splitting the units in a rod, flat or block, as well as for putting them back together. These buttons can be useful when you need to carry over or borrow units while performing a math operation.



As with color tiles you can use the Cross Out button in the bottom toolbar to indicate subtraction by placing an X inside a unit (you have to break a block, flat or rod apart before you can cross out its units).



Fraction Boxes

Fraction boxes are used for more advanced operations involving fractions, such as adding or subtracting two fractions.

When you add a fraction box to the Canvas by dragging it from the Math Palette it will show a denominator of one. To increase the denominator and show the number of parts in the fraction, click on the up arrow to the left of the number one in the fraction box.



To indicate the numerator, select the number of tiles that correspond to the numerator (Shift-click to select more than one tile) and click on a color square or a pattern square in the bottom toolbar.

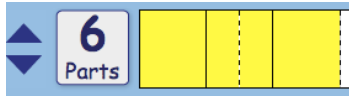
Fraction Tiles

Fraction tiles are useful for visually comparing two or more fractions. To hold the fractions to be compared, begin by adding as many Whole Trays as you need to the Canvas. This can be done by clicking on the Whole Tray button, which is the last button at the bottom of the Math Palette (a solid white rectangle).

Once the Whole Trays are in a place, you can fill them with the fractions to be compared by dragging fraction tiles from the Math Palette until they are inside their corresponding Whole Trays.

Operations involving fractions will often require that you find a common denominator. To find a common denominator between two fractions, click on the up arrow to the left of the denominator in each Fraction Box. As you click, the denominator will turn red if the two fractions are not equivalent. When you find a common denominator, the denominator will

become a button you can click on to set the denominator.



Dotted lines will indicate the original divisions in the fraction box (these lines will disappear once you click on the Set Denominator button to create a new fraction with different divisions. To add two fractions, you will drag tiles from one fraction box to another once you've found two equivalent fractions with common denominators.

As with other tiles in Kidspiration 3, you can indicate that a fraction has been subtracted by selecting a tile and clicking on the Cross Out button in the bottom toolbar.



Free Work Space

Selecting Free Workspace from the Math Tool Starter opens a new project without selecting a math tool. Students must choose the tool that is appropriate for the assigned problem by clicking on the Change Math Tool button in the toolbar at the top of the screen. This will open a separate Math Tool window showing the five tools available in Kidspiration 3. Clicking on one of the buttons in this window will assign the selected tool to the current page.



Using Multiple Pages

Kidspiration allows you to create multipage activities. Each page can have only one tool assigned to it, but a multipage project can incorporate multiple tools within the same activity. To add a page to a project, click on the Go to Page button in the toolbar and then click on Add.



This will bring up the Math Tools window where you can choose a tool (or a free workspace) by clicking on one of the buttons. To flip through the pages in the project, use the Go to Next and Go to Previous buttons in the toolbar.



You can also go to a different page by clicking on the Go to Page button to open the Math Tools window and double-clicking on the

thumbnail of the page you want to open. To delete a page, click on Go to Page, select the thumbnail of the page you want to delete, and click on Delete.

Using Steps

The Math Tool Starter includes a Use Steps checkbox. When this option is selected, students can show their work as a series of steps in the Canvas. To add a step, they can click on the Add Step to End button in the toolbar.



The Canvas can only show two steps at a time. To go back to a previous step not shown on the Canvas, students can click on the Go to Previous Step button in the toolbar until they see the step on the Canvas (clicking on the Go to Next Step button will move them forward one step at a time)



The currently active step will have a white background, while inactive steps will have a gray background. To delete a step, students can click on the Delete Step from End button in the toolbar.



The Teacher Menu

The Teacher Menu provides access to the Kidspiration preferences (under Teacher > Application Options). To make the options under the Teacher Menu available, select Teacher > Enable Teacher Menu. This menu can be protected with a password to prevent students from activating it and changing the Kidspiration preferences:

1. Select Teacher > Enable Teacher Menu.
2. Next, select Teacher > Application Options and click on Set Password.
3. Enter the desired password twice and click on OK. If you forget this password, you can still access the Teacher Menu by using the default password of "Kidspiration3" (don't let your students know this password).

The Application Options window is also where you can set Kidspiration to Stylus Mode for use with an interactive white board. To make it easier for students to reach the toolbar when the program is used with an interactive white board you can move the tools to the bottom of

the window by checking the box next to “All Tools to Bottom” in the Application Options window.

The Teacher Menu includes several options for creating activities you can share with your students:

- To create symbols that appear only in Picture View (instructions, etc.): select a symbol with the instructions and choose Teacher > Teacher Symbol.
- To add a hyperlink to a web page or other online resource your students need to consult while completing an activity : select the symbol text you want to make into a link and choose Teacher > URL Hyperlink, then enter the URL in the Hyperlink Address field and click on OK.
- To lock a symbol so it cannot be moved or deleted: select the symbol and choose Teacher > Locked Item. The symbol can be edited, but it can't be removed.
- To align and evenly space symbols on the canvas: select multiple symbols by holding down the Shift key as you click on them, then select Teacher > Align or Teacher > Evenly Space and choose one of the options in the submenu.

Once you've created a project you want to share as an activity, choose Teacher > Save With Activity Wizard. The wizard will guide you through the steps needed to turn your project into an activity file:

1. Choose which libraries will be available to students as they work on the activity. You can include custom libraries you've created on your computer and they will be included in the activity file you can share with your students.
2. Set the default symbol appearance and choose a default library to show in the Symbol Library when the activity is opened.
3. Set the default text appearance, including the default font and text size.
4. Choose how you want the Writing View to appear, and which parts of the project will be included when it is exported to a word processing program.
5. Enter a name for the activity and choose a save location. The default save location is a folder called Kidspiration Activities in the same directory where Kidspiration is

installed. This folder also has subfolders for each curriculum area.

The Kidspiration activity file will end with the .kla extension. This file can be copied to a CD or sent via email to share it with your students.

Printing and Exporting

To print a Kidspiration project, choose File > Print, set your printer options and click on Print.

To export a diagram you've created in Picture View as an image you can insert into another program:

1. Select File > Export.
2. Choose an image format (PICT, JPEG or GIF) and click on Save.
3. Choose a save location and click on Save again to finish exporting your diagram as an image.

To export your diagram as a web page:

1. Choose File > Export.
2. Select HTML as the export format.
3. Choose a save location and click on Save to finish exporting your diagram as a web page.

In addition to the HTML file, a separate folder will be created in the same save location to hold the image(s) used in your diagram. If you want to post the diagram online, you must upload both the HTML file and the folder with the images.