

**Inspiration** is a visual learning tool that supports multiple learning styles by allowing students to brainstorm concepts and ideas using graphic organizers such as concept maps. Inspiration also has an integrated outlining environment that can be used to develop the ideas generated using these concept maps into well-organized written documents. Inspiration provides more than 1 million images that can be used as symbols to represent concepts and ideas and these symbols can be linked to show relationships. The latest version (8) also makes it easy to include multimedia such as video and MP3 sound files in your diagrams. Inspiration helps develop both visual and linear thinking to deepen understanding of concepts, increase memory retention, and develop organizational and creativity skills.

## Getting Started

When you launch Inspiration, it will open up to the Inspiration Starter, where you can choose the view in which you want to work.

Inspiration supports two different views:

- The **Diagram** view allows you to quickly build diagrams that show the relationships between concepts by using symbols and links.
- The **Outline** view shows information as a hierarchical list of topics and subtopics.



Changes made in one view are automatically reflected in the other view.

The Inspiration Starter also gives you the option of starting off with a template. Inspiration includes more than 60 templates arranged into curriculum areas such as science, language arts and social studies. It also includes templates for planning tasks or to target specific thinking skills.



## Diagram View

When you select Diagram in the Starter to create a new diagram, a Main Idea symbol will already be created in the center of your canvas. This will be the starting point for your diagram.



To edit the text in this or any other symbol in Inspiration:

1. Double-click inside the symbol until you see a blinking cursor.
2. Select the text you want to change and enter new text in its place.
3. With the symbol text selected, use the options in the Formatting toolbar to change the font, the size of the text, the style (bold, italic or underline) or the text color.
4. Once you are finished editing the symbol text, simply click anywhere outside of the symbol to commit your changes.



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.

To move a symbol, click on it and drag it to a new location in the canvas. Inspiration includes several tools to help you precisely position symbols in a diagram:

- To turn on a grid to help you accurately align symbols select View > Grid Settings and click on Show Grid. To have symbols automatically snap to the grid lines, select Snap to Grid in the Grid Settings dialog box.
- To move a symbol one pixel at a time use the Nudge tool  in the toolbar.
- To align the tops, bottoms or left or right sides of selected symbols select Effect > Align and choose one of the alignment options.
- To create an equal amount of space between selected symbols, select Effect > Evenly Space and choose one of the spacing options.
- To group two or more symbols so they stay together when they are moved in the canvas, select Symbol > Group. Select Symbol > Ungroup to break the group apart.
- To move the entire diagram, click on the Position button in the toolbar and drag in the canvas. 

To delete a symbol, make sure it is selected and press the Delete key on your keyboard.

If you are not able to see all of the symbols on the screen, you may have to adjust the zoom level of your diagram. To do this click on the zoom buttons (the ones with the mountain peaks) that appear on the Formatting toolbar.



You can also increase the amount of information you can display on the screen by collapsing topics so that the subtopics under them are hidden. Whenever you click on a symbol that has subtopics, you will see a small triangle to the right of it.



Click on this triangle to toggle the visibility of subtopics off and on.

### Creating New Symbols

There are three ways to create new symbols in Inspiration:

1. Create a new unconnected symbol by clicking on a blank area of the canvas and typing the text you want to use in your symbol. You can use the Link tool later to connect this symbol to other symbols in your diagram.
2. Use the Create tool. First select the symbol you want your new symbol to be connected to, then place your pointer over the Create button in the toolbar. The Create button has several points on it. As you hover over the points they change from dark blue to green to let you know the direction in which the new symbol will be created. Click on one of the points to create a new empty 

symbol in the direction you selected, then click inside the new symbol to enter your symbol text.

3. Use the Rapid Fire tool, which allows you to quickly brainstorm ideas. To use this tool, click on the RapidFire button in the toolbar and begin typing the text for your first symbol. A red lightning bolt icon will appear at the end of your entry to let you know you are still in Rapid Fire mode. To create additional symbols, press Enter after each word or phrase you want to use as the text for a symbol. When you're done creating your symbols, click on the RapidFire button to exit Rapid Fire mode. You can use the pulldown menu next to the RapidFire button to select whether or not you want to have the new symbols connected to each other as they are created.



After a symbol has been added to the canvas, its appearance can be modified in a number of ways:

- To modify the fill or line color, select the symbol and click on the appropriate button in the Formatting toolbar (they are the last two buttons on right side of the toolbar). When you click on the fill or line color button, a series of color squares will open so that you can choose the color you want to use. To return the symbol to its original colors, click on the Revert button
- To use a pattern as a fill, select Effect > Fill Pattern and choose a pattern.



- To change the thickness of a shape symbol's outline, click on one of the arrows on the Line Thickness button.
- To use dashed lines for a shape symbol's outline, select Effect > Dashed Lines.



Once you have your symbol the way you want it, you can have all future symbols use these settings by clicking on the Defaults button in the Formatting toolbar and selecting Set Default.

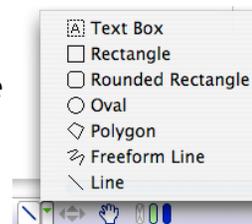


To apply the default settings to symbols you have already modified, select the symbols, click on the Defaults button and select Apply Default.

### Drawing Objects

Inspiration allows you to create drawing objects that are only displayed in Diagram view (they do not have corresponding topics in Outline view).

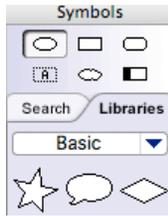
To create drawing objects, click on the Draw button in the toolbar and select one of the available objects:



- To create a rectangle, rounded rectangle, text box or oval, click and drag on the canvas until the object is the size you need.
- To create a polygon, click and drag to create each side, then double-click to create the shape.
- To create a line, click and drag until the line is the length you need, then release the mouse to create the line.

## The Symbols Palette

The Symbols palette allows you to change the shape of your symbols or to select an image to use as a symbol.



Inspiration provides access to more than 1 million images that can be used as symbols in Inspiration diagrams. In order to access all of the images available for use with Inspiration you may have to connect to an online symbol collection. To do so, select Utility > Preferences and make sure there is a check mark next to Online Access.

To use a different shape or an image as a symbol:

1. Select the symbol you want to modify by clicking on it once.
2. Select a different shape from the ones that appear at the top of the Symbols palette, or select Libraries if you want to use an image.
3. To browse the Libraries, use the navigation arrows at the bottom of the palette, or choose a specific Library by using the pulldown menu at the top of the Symbols palette.
4. To search the Libraries, click on the Search tab, enter a search term in the text box at the bottom of the palette, and press Enter on your keyboard .
5. Once you find an image you want to use, click on it once and your symbol will change to use that image. The text box for the symbol will be displayed underneath the image.

In addition to the symbols included with Inspiration, you can import your own images into a custom library:

1. Select New Symbol Library from the pulldown menu in the Symbols palette.
2. Enter a name for the new library and click on OK. A new empty library will be created in the Symbols palette.
3. To edit the contents of the new library, select Edit Symbol Libraries from the pulldown menu in the Symbols palette.
4. When the Edit Symbol Libraries window opens, select the name of the new library using the pulldown menu on the right side of the window.
5. To import an image, click on Import Graphic and locate the image you want to use on your hard drive.
6. Choose whether you want to resize the image so that it is in the standard symbol size used by Inspiration or use it in its original size, then click on OK.
7. Repeat steps 5 and 6 to add additional images to your new library.
8. When you've added all the images you want to use, click on OK to close the Edit Symbol Libraries window.
9. The new library will be listed under Custom Libraries in the pulldown menu in the Symbols palette.

## Notes

Notes allow you to further develop the concepts in your symbols. To add a note to a symbol, make sure it is selected and then click on the Notes button in the toolbar.



The new note will be created below your symbol, but you can move it anywhere on the canvas by selecting it and dragging it to a new location.

As with symbols, you can use the fill and line color buttons on the Formatting toolbar to change the appearance of your notes. You can also change the size of a note by dragging on the diagonal lines on the lower right hand corner, or you can optimize a note's size so that it fits the text you've entered by clicking on the button next to the X in the upper left corner.



To hide a note, click on the X. A note icon will appear next to the symbol, and you can display the note again by clicking on that icon.



### Using Links to Show Relationships

Links allow you to show the relationships between the various concepts in your diagrams.

To add a link:

1. Select the symbol you want to use as the link source.
2. Click on the Link tool in the toolbar. You should see a line starting on your selected symbol (it will have a chain link icon at the end of it).
3. To create a link to another symbol, drag so that the line extends to that symbol. Once the symbol you want to link to is selected (a series of squares appear around its outline), release your mouse to create the link.



4. Repeat the procedure described above to create any additional links. You can change where on the target symbol the link connects to by selecting a different square when the target symbol becomes selected.
5. When you're finished creating your links, click on the Link tool again to deactivate it.

You can also create links without activating the Link tool:

1. Select the symbol you want to use as the link source.
2. Drag the cursor over one of the link creation points displayed on the symbol's outline (they are diamond-shaped). The cursor will turn into a chain link.
3. Click on the link creation point, drag to the target symbol, and release the cursor when the target symbol becomes selected.



To further clarify relationships, use link labels. To add a label:

1. Click on the link's line until a text box appears.
2. Type your label text in the text box.
3. Click outside of the text box to create the label. Both the link and the label will follow the connected symbol if you decide to move it.
4. To change the location of the label along the link line, click and drag on the filled in circle on the bottom edge of the text box.



The Link style, Arrow direction and Line thickness buttons can be used to further modify the appearance of links. 

### Arranging Symbols

Once you have brainstormed some ideas in Inspiration, you can use the Arrange button to quickly organize your diagram. The Arrange button has a pulldown menu that allows you select three different types of



arrangement for your diagram:

- Tree: places the Main Idea at the top of the diagram and has the links flowing down from it.
- Split Tree: divides the diagram into two branches flowing out of the right and left sides of the Main Idea.
- Web: creates a diagram with the symbols spread out around the Main Idea.

Once you have selected an arrangement type for your diagram, you can turn on Auto Arrange by selecting it from the pulldown menu on the Arrange button. Any new symbols you create will be automatically arranged according to the arrangement type you selected.

### Outline View

As you work on your diagram, Inspiration creates an outline in the background. You can view this outline by clicking on the Outline button on the upper left corner of the Inspiration window to change the view. 

To create a new topic or subtopic in Outline view, click on the appropriate button on the toolbar at the top of

the window. Each new topic or subtopic will correspond to a new symbol in Diagram view.



To change the level of a topic or subtopic, use the Left and Right buttons on the toolbar. These buttons can be used to change a topic into a subtopic and vice versa.



To move a topic or subtopic, drag it to a different location in the outline. The topic or subtopic will remain in its original location as you drag, but a line will appear to let you know where it will be placed when you release the mouse. The small dots on this line indicate the indentation level.



To hide the subtopics underneath a topic, click on the triangle in the left column next to the topic.



There are two ways to add a note to a topic or subtopic in Outline view:

- As with diagrams, you can click on the Notes button on the toolbar and type your note text.
- You can also quickly add a note by pressing Enter or Return at the end of a topic or subtopic.

To quickly hide and display notes, click on the Notes control that appears to the left of a topic or subtopic that has a note attached to it.



To change the prefixes used in your outline, click on the Change prefix labels button in the Formatting toolbar.



To change the default text settings for the outline, click on the Set topic defaults button in the Formatting toolbar. This will open the Topic Defaults window where you can change the default text used for different topic levels and for note text. You can override these default settings by selecting the text you want to modify and using the options in the Formatting toolbar.



## Hyperlinks

Inspiration allows you to enhance your diagrams by including links to resources on the Web. You can also use the hyperlink feature to link several Inspiration documents together.

To create a hyperlink to another file or website:

1. Select the text you want to use as your hyperlink text and click on the Hyperlink button.
2. Choose a Hyperlink Option:
  - Web Page: enter the URL of the web page in the Link To field.
  - Email: enter the email address in the Mail To field.
  - File: click on the Select File button and locate the file you want to link to on your hard drive.
3. Click on OK to close the Hyperlink window and create the link.



## Multimedia

There are two ways to add a sound annotation to a symbol in Inspiration:

- Record the annotation: with the symbol selected, open the Tools menu and select Insert Video or Sound > Record Sound. This will bring up a window with controls you can use to record your sound annotation.
- Import an MP3 file: with the symbol selected, open the Tools menu and select Insert Video or Sound > Sound File. You can then navigate your hard drive to find the MP3 file you want to use.

You can also add a Quicktime movie to a symbol:

1. With the symbol selected, open the Tools menu and select Insert Video or Sound > Video.
2. Locate the video file on your hard drive and click on Open to add the movie to the symbol. When you add a movie to a symbol, the first frame of the movie will be used as the symbol image.
3. To play the movie, click on the camera icon inside the symbol.



4. To stop the movie, click on any area of the canvas outside the playback area.

Another way to add sound and video files to your Inspiration diagrams by dragging them in from an Explorer or Finder window.

## Spell Checker and Word Guide

Inspiration includes a spell checker to help you avoid spelling mistakes in your documents. To have the spell checker identify misspelled words as you type, select Tools > Auto Spell Check. Misspelled words will be highlighted with a dotted red line underneath them. To correct a misspelled word, right-click or control-click on the highlighted word and choose one of the suggested spellings.

To check the spelling of the entire document or selected text:

1. Click anywhere in the canvas if you want to check the entire document or select the text you want to check.
2. Select Tools > Spell Check. Inspiration will search its dictionary for any words it doesn't recognize. If no spelling mistakes are found a prompt will let you know that Inspiration has finished checking your document. If spelling mistakes are found, the Spell Check window will open.
3. Click on the Change button to replace a misspelled word with the word suggested in the Change To field, or choose a different spelling from the Alternates list.
4. To ignore a misspelled word, click on the Ignore Once button (or click on Ignore All to ignore all future instances of that word).
5. Continue checking your document until you see a prompt letting you know Inspiration has finished spell checking the entire document.

The Word Guide can be helpful for learning the definitions and pronunciation of new words. To use

the Word Guide to add a word to a diagram or outline:

1. Click on the Word Guide button in the toolbar. 
2. Enter a word to look up in the text field at the bottom of the window and click on Lookup. A list of related words will appear on the left column. The definitions will appear in the middle column and the synonyms on the right column.
3. To hear the pronunciation, click on the speaker icon at the top of the window. 
4. To insert the word into the document, click on the Insert button. If you want to insert a synonym instead, make sure it is selected in the right column before you click on the Insert button.

## Printing

To print your diagram or outline:

1. Select File > Print Preview. This will show you what your diagram or outline will look like when it is printed.
2. Click on Page Setup to change the layout, margins, and other print options.
3. To add a header or footer, click on the Header/Footer tab in the Page Setup window and enter the header or footer text in one of the boxes, depending on where you want it to appear on the page. You can use the Auto-fill pulldown menu to add a date or time, a page number or the file name.
4. Click on Print Preview to return to the Print Preview window and see how your changes will appear in the printed Inspiration document.

5. If you like the results, click on the Print button to print your Inspiration document.

### Exporting

To transfer your Inspiration document to a word processing program such as Microsoft Word:

1. Click on the Transfer button in the toolbar.
2. Use the checkboxes in the Transfer Options window to determine which parts of the outline you want to transfer. Unchecking the “Include the diagram” box will transfer the outline by itself.
3. Click OK to open a second window where you must select a word processing program.
4. Click on OK to open the Inspiration document in the word processing program you selected.



The outline text will be fully editable, but the diagram will be added as an image.

Inspiration can be used to create a PowerPoint presentation:

1. Choose File > Export and click on PowerPoint Slides.
2. Use the checkboxes to include hidden subtopics or notes in your presentation, or to turn off prefixes.
3. Click on Save and select a save location on your computer.

The Main Idea in your diagram will become the title slide for your presentation and a new slide will be created for each first level topic.

Inspiration also allows you to export your diagrams as images:

1. Select File > Export and click on the Graphics File tab.
2. Choose a File Format using the pulldown menu on the left. Check the box next to Transparent Background to remove the background color (GIF format only).
3. Click on Save and choose a save location on your computer.

### Webspiration

Webspiration is an online lite version of Inspiration that is available for free at <http://mywebspiration.com>. The interface for Webspiration is similar to Inspiration (you can use it to create diagrams and outlines), but you only have access to a limited collection of symbols to use in your diagrams.

Webspiration allows you to share your documents online by sending out invites to Collaborators. To send out an invite from Webspiration, select Document > Invite and enter the email addresses of each Collaborator (you can also assign the role of Viewer, which means the other person can view your diagrams but they can't change them).

Webspiration includes a chat feature that allows you to collaborate in real time with other logged in Collaborators. To access the chat feature, click on the Chat button at the bottom of the screen. This will open a popup where you can view a list of everyone who is logged in and enter your message.



Webspiration documents can be downloaded to your computer so you can open them with Inspiration and

make any changes. To download a Webspiration document to your computer, choose Utilities > Download to Inspiration 8. Once you've made your changes in Inspiration, choose Utilities > Upload from Inspiration 8.

Another feature of Webspiration is that it allows you to track the revisions made to a document. To view these revisions, click on the Show Changes button. The  changes made by each Collaborator will be shown in a different color. As you hover over the colored text a popup will show you the date and time the change was made as well as the name of the person who made it.

To view a list of all of the versions of a document, select Utilities > Select Document History, then select a document and click on Show History. If you want to roll back a document to a previous version, select it from this list and click on the Rollback button.

Webspiration includes access to several templates you can use as starting points for your diagrams. To create a new document based on a template:

1. Choose Document > Open Template.
2. Select a template (you can see a preview on the right side of the Templates popup) and click on Open.
3. Enter a name for your new document and click on Save.

## Keyboard Shortcuts

- Show/Hide Symbol Palette: Command/Control + B
- Zoom In: Command/Control + =
- Zoom Out: Command/Control + -
- Fit to Window: Command/Control + E
- Start RapidFire: Command/Control + R
- Switch Views: Command/Control + T
- Add a Note: Command/Control + Y
- Insert a Topic in Outline View: Command/Control + G
- Insert a Subtopic in Outline View: Command/Control + K
- Move a Topic Left in Outline View: Command/Control + L
- Move a Topic Right in Outline View: Command/Control + R