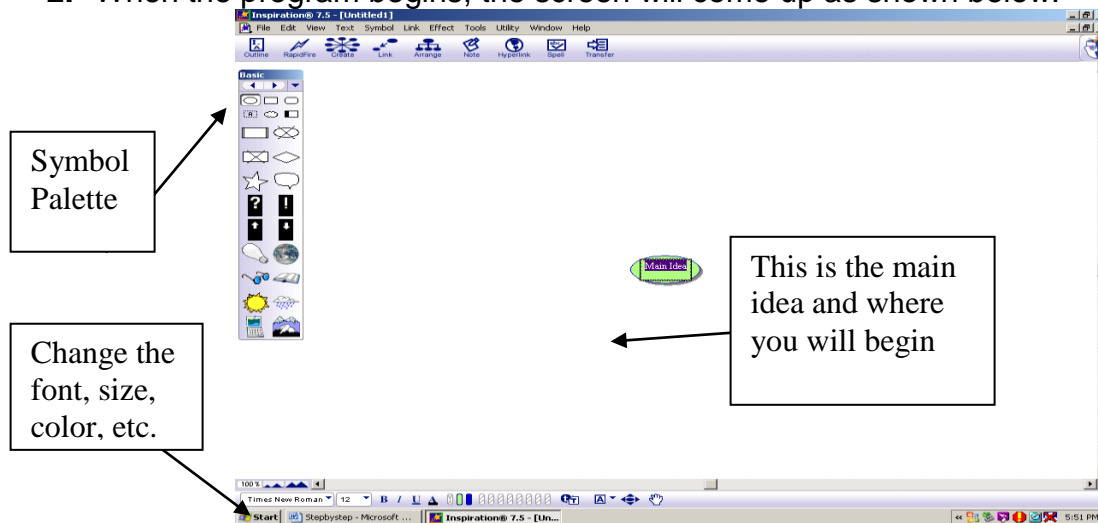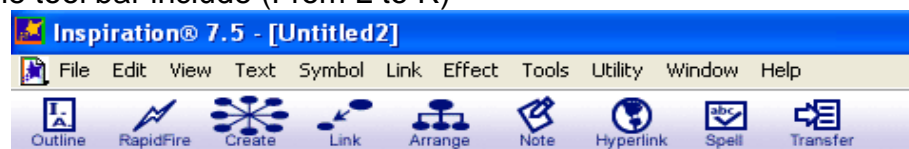# Inspiration

1. Inspiration is on every machine. Click the **Inspiration** icon to begin or go to Start, Programs, and then Inspiration.

2. When the program begins, the screen will come up as shown below.

Symbol Palette

This is the main idea and where you will begin

Change the font, size, color, etc.

Icons on the tool bar include (From L to R)

- Outline View
    - o Change view from diagram view to outline format
- Rapid Fire
    - o Creates symbols linked to from your main idea
- Create Tool
    - o Adds new symbols to your main Idea.
- Link
    - o Links from a symbol to a symbol and can add text to a link
- Arrange
    - o Changes the Diagram view.
- Note
    - o Allows the user to begin the writing process
- Hyperlink
   - o Lets you add outside resources.
- Spell

- o Spell Check
- Transfer
  - o Transfers Outlines and Diagrams to the computer word processor.

3. The first thing to explore is how to change and manipulate the symbols. We will begin by manipulating the main idea.
   a. Double Click on the words "**Main Idea**". Change the text to your main idea, the example will be "On the Farm." (For clarification of steps, please duplicate the example shown.)
   b. To find a picture that represents your theme, Click on the **down arrow** on the symbol palette and choose the appropriate category (or you can choose the left and right arrows to scroll through).
   c. When you found your picture, Click on the **main idea bubble** ONCE then Click on the picture ONCE. Example below.
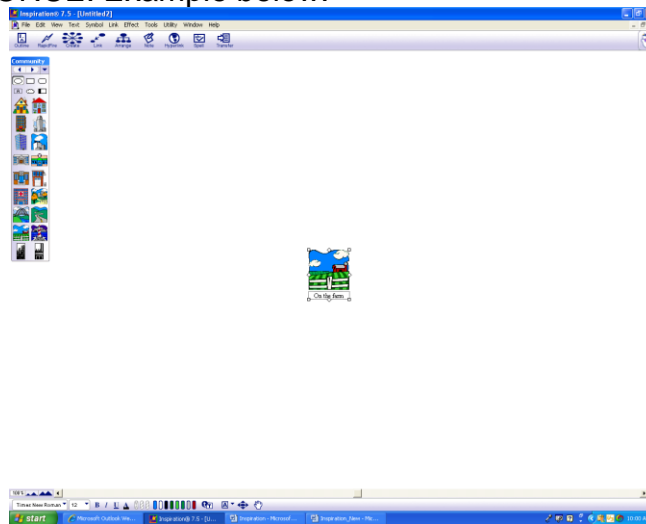

4. We will now add ideas about the main idea. In this case we will build a graphic organizer by adding details about "On the Farm". You have several options to add new symbols.
   a. Point and Click.
      i. Click in an **open area** near the symbol of your choice. Type a detail and then deselect it by Clicking off the symbol. To connect this symbol to your main idea, Click on the **main idea**. Click on the **Diamond** around the picture and draw an **arrow** to the unconnected symbol.

Each symbol (when selected) will have diamond shapes around it.

Farmer

On the farm
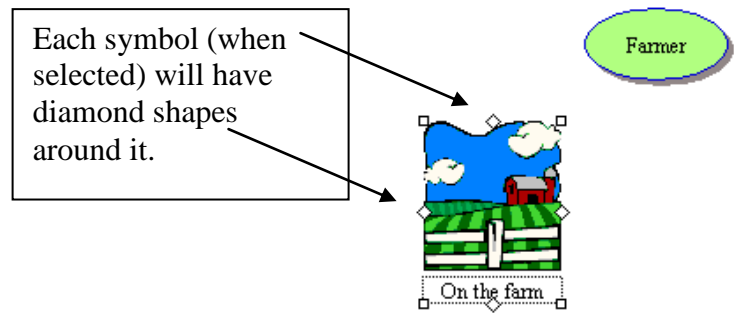
b. Use the Create tool in the Diagram toolbar
    i. Select the **Main Idea** by Clicking on it.
    ii. Mouse over the Create tool in the icon tool bar. You will notice as you move your mouse over the tool, it highlights in what direction a new symbol will be created on your diagram.

Create   Link   A
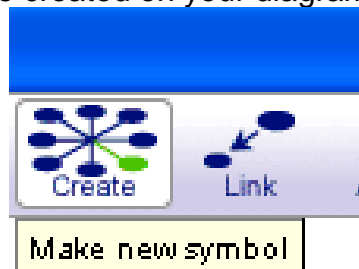
Make new symbol

    iii. Once it is highlighted in the direction you want to create your symbol, **Click** on it. You should now see a new symbol in your diagram. (Example below)
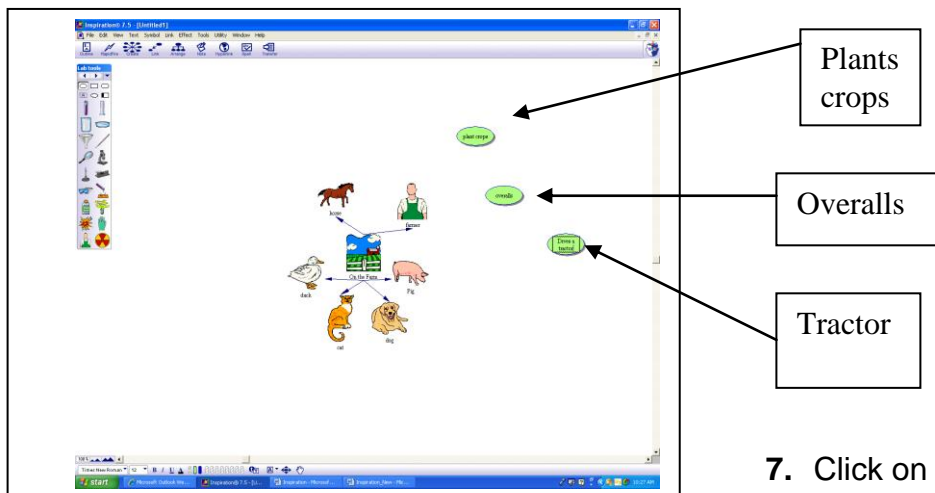
On the farm
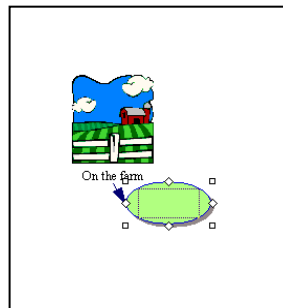
c. The Rapid Fire Tool in the Diagram tool bar.
    i. Click on your **Main Idea** ONCE
    ii. Double Click after the words
    iii. Hit the **Rapid Fire** button and a red lightning bolt will appear
    iv. Type your first detail about your topic, the example is Pigs
    v. Press **Enter**
    vi. You will see a bubble appear with the word Pig in it
    vii. This can be done as many times as necessary.
d. Try each option on your diagram using the theme On the Farm.

5. You can change your bubbles to pictures the same way as the main idea was in step 3. Here you will see I have added 6 details and added 6 pictures (excluding the main idea)

(Note-For the upcoming example, include a Farmer to your detail list. The Farmer picture I selected can be located under Science/ Lab tools in the Symbol Palette.)
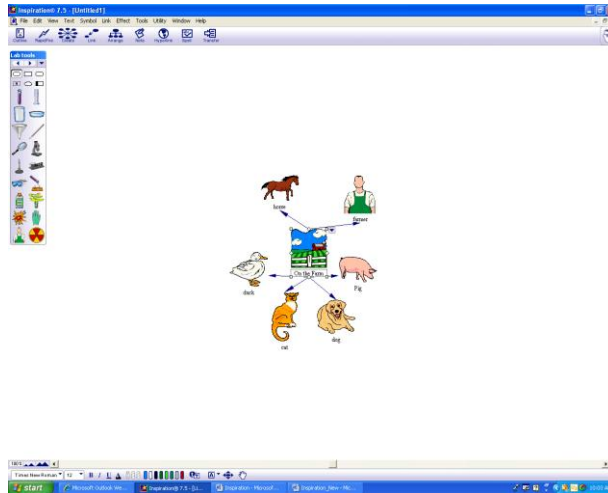

Linking

6. Create 2 unconnected symbols in relation to one symbol you have already made. Click in an **open area** near the symbol or your choice. Type a detail and then deselect it by Clicking off the symbol. For this example, I chose to add 3 details about the farmer.

Plants crops

Overalls

Tractor

7. Click on the **Farmer** symbol in your diagram. In the Diagram toolbar, Click on the **Link tool**. (Note-when Link tool turned on, your curser will change.)

8. Click on one of your unconnected details. To connect your other detail, Click on the **farmer** again, then your second detail. To turn off the link tool, Click on it.
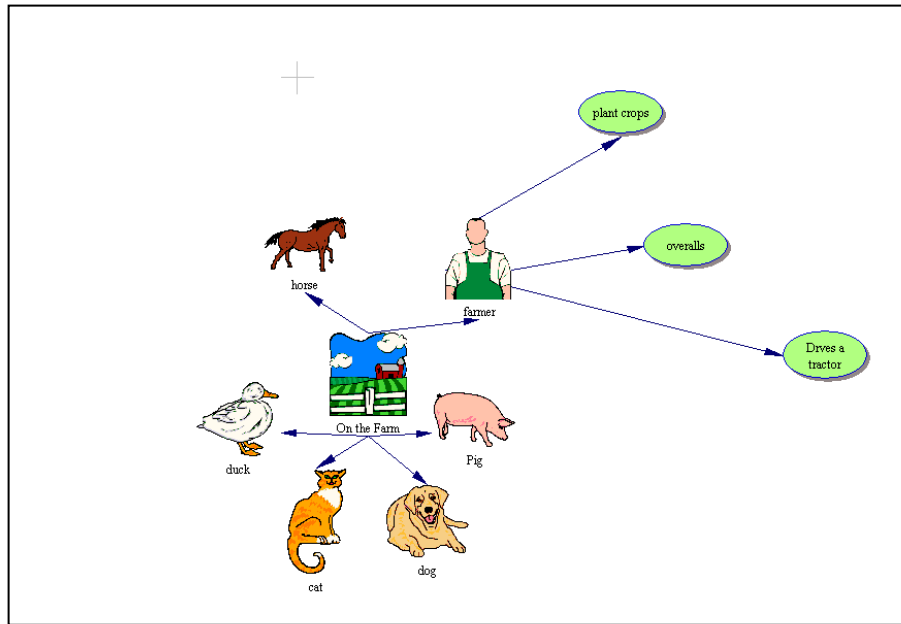
9. To add text to your linked symbols, click on one link from the farmer to the now Linked details. A text box should appear to add thoughts about the connection between the two symbols. For example, I added "what he does" to the link from the farmer to the symbol "plant crops."
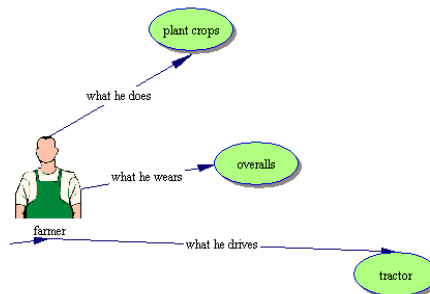
Inserting your own pictures

10. Pictures you have inserted will function the same way as the symbols you created in Inspiration. You can insert a picture from the web or from a file on your computer.

11. From the web
    a. Find picture on web.
    b. Right Click on **picture** and Select **copy**.
    c. Go into Inspiration.
    d. Click on an **open spot**. Right click and Select **paste**.

12. From a File
    a. Insert file into a word document
    b. Right click on **picture**, and Select **copy**.
    c. Go into Inspiration.
    d. Click on an **open spot** outside of your diagram. Right Click and Select **paste**.

Adding a note to a symbol

13. Adding a note to a symbol can begin the writing process and develop your ideas. To start, Select a **symbol** in your diagram.

14. Click on the **Note tool** in the Diagram tool bar. It should appear below your selected symbol.

15. Add a **description** to your symbol. When finished, deselect the **note** by Clicking into an **open area** of your diagram. (You might have to adjust your symbols to view all objects you have in your diagram. To move a symbol, simply Select and Drag it to a new location.)

Notes do not have to be attached to a certain symbol. You can move them around by selecting the note, and dragging it to its new location.
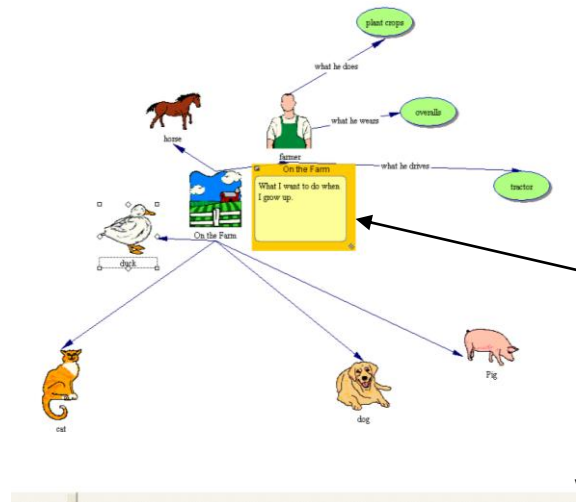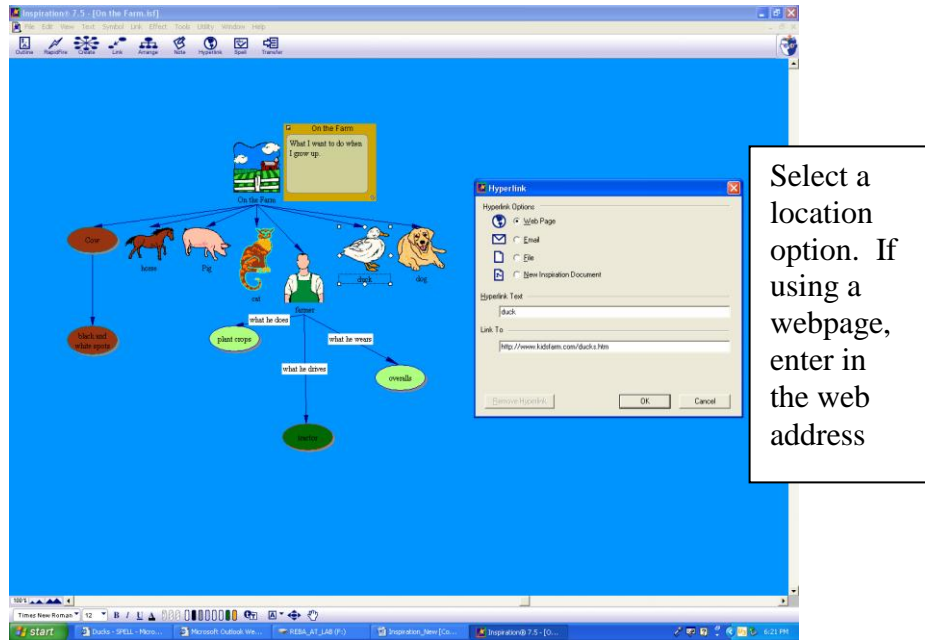

My note reads- What I want to do when I grow up.

Adding a Hyperlink

16. Click on any **symbol** within your diagram. For this example, I chose to Select the duck.

17. Click on the **Hyperlink tool** in the Diagram toolbar. Enter the **web address** or other document you want to hyperlink to your symbol. Click **OK.**

Select a location option. If using a webpage, enter in the web address

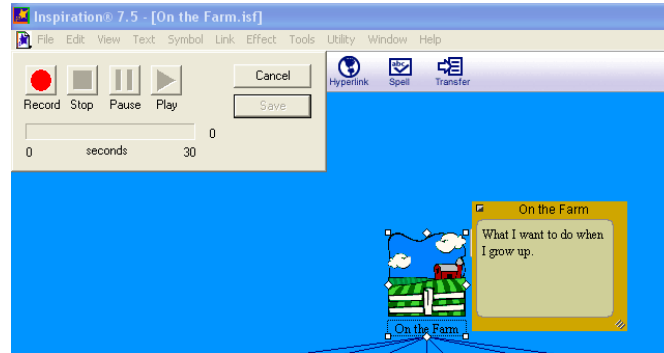**18.** To ensure your hyperlink is attached, Scroll over the **hyperlinked symbol text**. You should see a box appear with the web address.

Hyperlinked web address
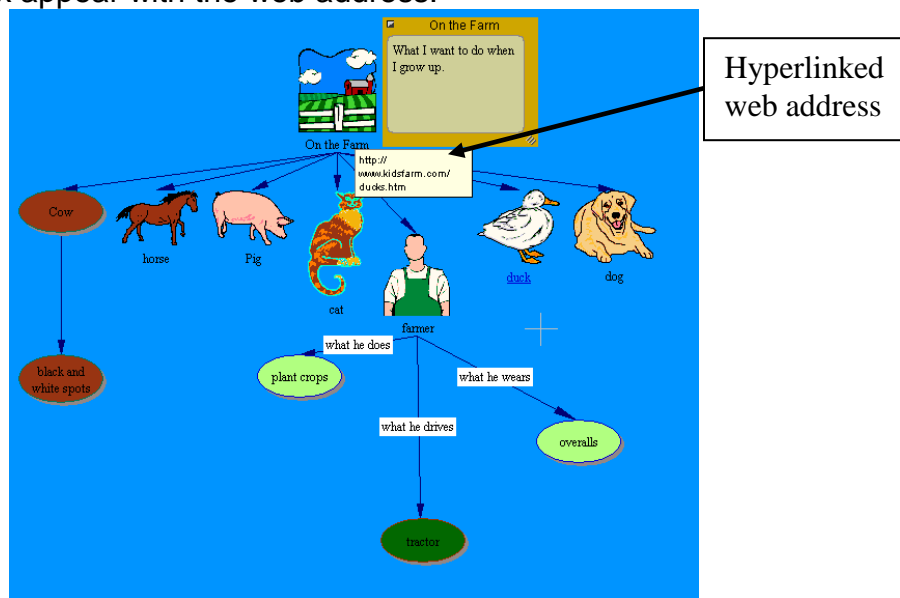
Recording a Sound (Make sure you have a connected microphone.)

19. To add sound, first Select a **symbol.** (For this example, I selected "On the Farm.")

20. Click on **Tools** (above the Diagram Toolbar). Select **Sound** then **Record**.

21. Press the **Record** button to start recording. To preview your recording before saving, Click **Play**. If satisfied, Click **Save**. If unsatisfied with your recording, Select **Canc**el and repeat steps 19 through 21.

22. You will see an Audio Quick Control. Click on the Control to hear your sound.

How to Arrange your diagram

23. Click on the **Arrange** Icon in the Diagram Toolbar. Select **different views** to see how your diagram changes. Below is an example of ways to arrange your diagram. Look at my new arrangement.
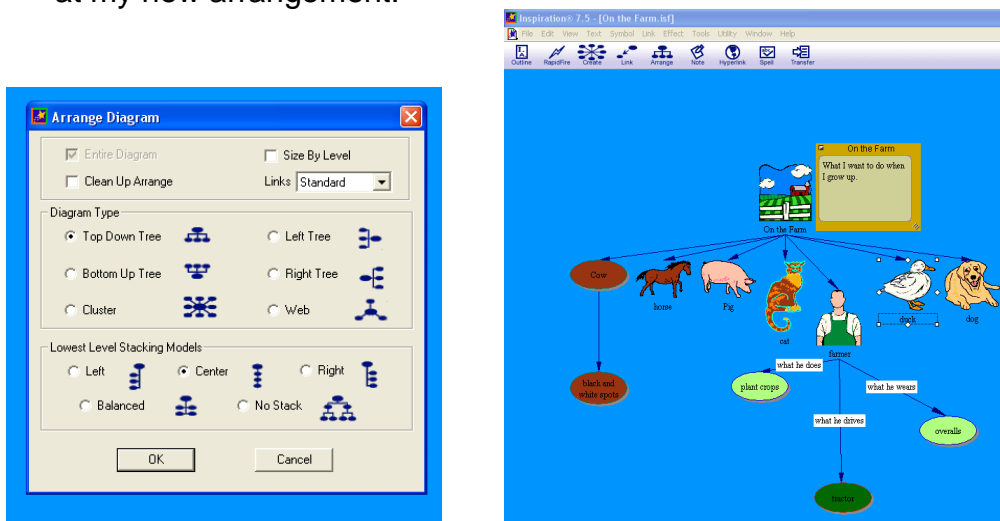
Manipulating Text and Colors (symbols, background, notes)

24. View the **Formatting** tool bar at the bottom of your screen.

Font change

Allows the user to set own symbol color scheme as default settings.

Moves entire diagram
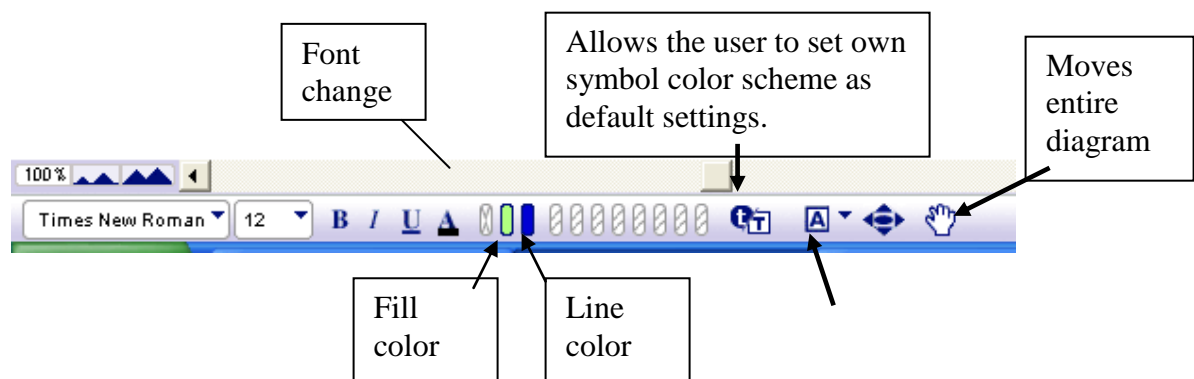
Fill color

Line color

25. Symbol Color Change.
   a. Select a **non picture symbol**. You should see the formatting toolbar pick up the color scheme in the Fill color and line color buttons.
   b. To change the color of you symbol, Click on the **fill color button** and Select your new choice. You should see your button change to your new color.
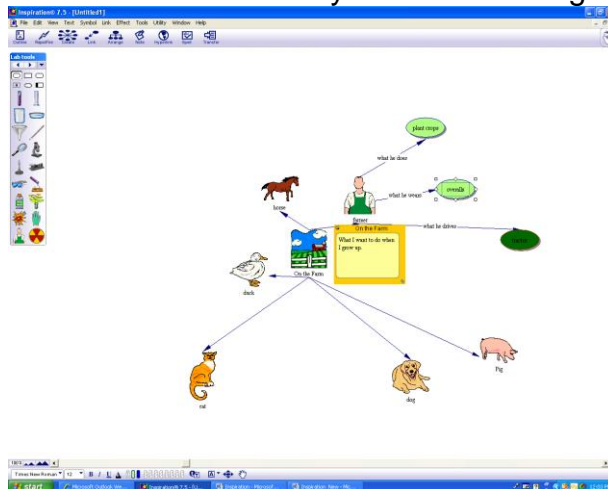

   c. To change the text, highlight the symbol text of your choice. Select your new font and size.

26. Note Color Change
   a. Select a **note.**
   b. Click on the **Fill Color** and **Line Color** buttons to pick your color.

27. Background Color Change
   a. Click on **Effect** in the main toolbar above the Diagram toolbar.
   b. Scroll down the menu, Select **background color**, and then Choose the color you would like.

Outline View
   28. By now you have created a basic graphic organizer. With the Click of a button it can be changed to outline form. Click on **Outline** at the far left of the Diagram toolbar. Below is an example of my diagram in outline view.

   29. Notice the tool bars.

Selection Quick Control

Note Quick Control

Subtopic Quick Control

Outline toolbar

Inspiration® 7.5 - [Untitled1]

File   Edit   View   Text   Outline   Effect   Tools   Utility   Window   Help

Diagram   Topic   Subtopic   Left   Right   Note   Hyperlink   Spell   Transfer

On the Farm
What I want to do when I grow up.
    I. Pig
    II. duck
    III. dog
    IV. cat
    V. horse
    VI. farmer
        A. plant crops
        B. overalls
        C. tractor
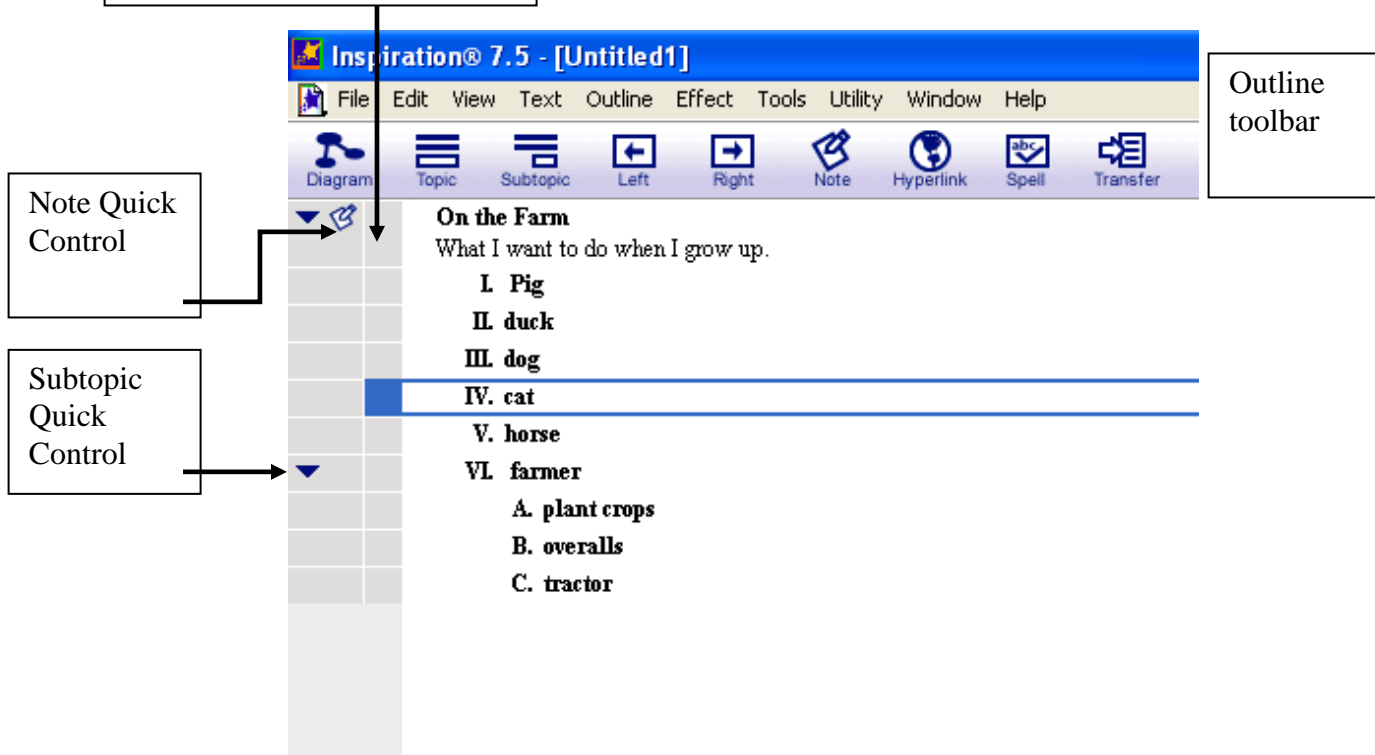
a. Outline Toolbar
    i. This functions much like the Diagram Toolbar with some different options.
        1. Diagram
            a. Changes back to the Diagram view.
        2. Topic
            a. Click to add topics after selecting the Main Idea

        3. Subtopic
            a. Click on the Subtopic button, after selecting the correct topic it corresponds.
        4. Left and Right
            a. These buttons allow you to move a topic, subtopic, or main idea into different levels of the Outline Hierarchy.
        5. Note
            a. Enhances the writing process.
        6. Hyperlink
            a. Ability to add outside resources.
        7. Spell
            a. Spell checks your document
        8. Transfer
            a. Transfers work to a word processor.

b. Selection Quick Control
    i. This allows you to select and manipulate the different topics and subtopics

      c. Note Quick Control
          i. Click on the **Note** to view or hide the note details.

      d. Subtopic Quick Control
          i. Click on the **arrows** to view the subtopics or hide the subtopics.

30. Adding a Topic:
    a. Click on the **box** beside your Main Idea "On the Farm" in the **Selection Quick Control Column**. If selected, you will see a highlighted box around the topic.
    b. Click on **Topic** in the Outline Toolbar.
   c. Type your new topic.

31. Adding a Subtopic
    a. Click on the **box** beside a detail. (Make sure it is highlighted)
    b. Click on the **subtopic** in the Outline toolbar.
    c. Type in your new subtopic.
       (Note-by adding a topic or subtopic to the outline, you also add symbols to your diagram.)

I have highlighted the added topic and subtopic to my Outline.
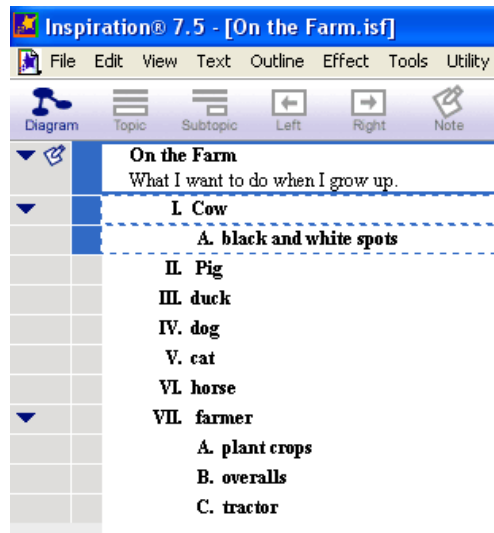
Moving Topics and Subtopics
    32. In outline view, topics can be rearranged by Clicking on a topic or subtopic and dragging to the position of your choice. Below is an example of our rearranged outline.
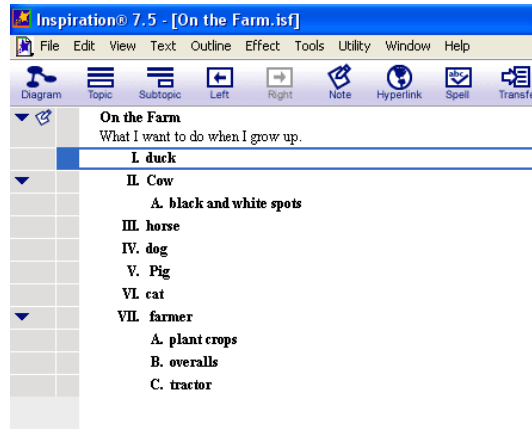
Changing the level of a topic

33. Select a detail in your Outline (Main Idea, Topic or Subtopic).

34. Click on the **Right or Left buttons** to move the details within the hierarchy.

Transferring to a word processor

35. To transfer you work after you are finished, Click on the **Transfer button** in the Diagram or Outline Toolbar.

*Important Fact: When transferring from Outline View, your diagram will not transfer over. To transfer both your Diagram and Outline, Click on the **Transfer** button in the Diagram tool bar. *

To find out more information about Inspiration, visit their website at
http://www.inspiration.com/productinfo/inspiration/index.cfm

To show that you have mastered Inspiration…

1. Create a graphic organizer with AT Least a main Idea and 8 Details.
2. Insert a picture symbol for all.
3. To <u>AT Least</u> one symbol add:
    a. a Note
    b. sound
    c. hyperlink
    d. two linked symbols (Can not be connected to your Main Idea)
    e. one picture (online or in a file)
4. Manipulate the colors of the text, notes, background, etc
5. Show the lab assistant your graphic organizer
6. Show that you can change it to outline view.
7. Show the lab assistant how to add topic or subtopic, and change levels of each
8. Show transferred diagram and outline in Word
9. Explain how this software could be useful in the classroom.