










# Inspiration Survival Skills

Inspiration automatically opens in Diagram view.

The toolbar is at the top of the screen with the following buttons:

Outline	 Outline	Switches to Outline view
New Look	 New Look	Sets default styling for new symbols & links
RapidFire	 RapidFire	Use to enter linked ideas quickly
Symbol	 Symbol	Creates a new symbol
Link	 Link	Creates a fast link between two symbols
Add Note	 Add Note	Opens the notes text window for the selected symbol
Create	 Create Create	Adds a new symbol in the direction of arrows, horizontal, vertical or diagonal
Position	 Position	Lets you move the diagram around the window
Arrange	 Arrang	Lets you arrange symbols in various tree chart groupings

<http://www.teachers-connect.net/cc/98-99/inspiration/inspiration.htm>

## To enter your main idea:

- Make sure the symbol is selected. Type in your main idea.

## Use the RapidFire tool to brainstorm your ideas quickly:

- Press the RapidFire button and then keep typing your ideas, pressing the return key to separate your ideas.

## Use the Create tool to add subtopics:

- Click on the symbol
- Click on the Create tool to add new symbols in the direction of the arrows.

## Point and Type to add random ideas that do not fit yet:

- Click the mouse anywhere on the screen and start typing. A symbol will appear.

**Symbol Libraries allow you to customize your diagrams:**

- To choose a new symbol click on the side arrows or click on the center arrow and choose the library you want from the list.
- To use a picture or another symbol from the Library drag and drop it in to your workspace.

**To change an existing symbol:**

- Click on the symbol to change and then click on the new picture or symbol.
- If you want only text and no picture choose the Text Symbol from the picture palette.

## URL Hyperlink

- Symbol Handles drag any handle to resize
- Position Tool moves diagram
- Zoom (mountains) enlarge or reduce diagram
- Link Tool helps organize concepts, click on link tool, click on symbols to link
- Click on symbol, drag from diamond to type text describing link-click on end of symbol and type
- Add Note write ideas, select symbol, click add note from menu bar or double click upper left symbol
- Move Symbol click and drag
- Move link click and drag
- Remove link click on link and press delete key
- Grid Snap utility—grid snap to align symbols
- Move multiple symbols shift click and drag or drag and select the symbols
- Arrange tool click to make choice of diagram type
- Change font, size, style select symbol go to Format menu
- Draw tool bar Select the symbols to enhance. Select fill, line and text colors from the bar at bottom of screen
- Print options choose how document will print on page
- Print preview to preview the document
- Print
- Outline view