

Inspiration Introduction and Tutorial

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Introducing Inspiration

In Inspiration, you think and learn visually. Inspiration provides you with the tools that let you create a picture of your ideas or concepts in the form of a diagram. It also provides an integrated outlining environment for you to develop your ideas into organized written documents.

When you work with visual representations of ideas, you easily see how one idea relates to the others. Learning and thinking become active rather than passive. You discover where your deepest knowledge lies, and where the gaps in your understanding are. When you create a visual map of ideas, you can recall the details better than if you had read a paragraph. That's because you can see it in your mind.

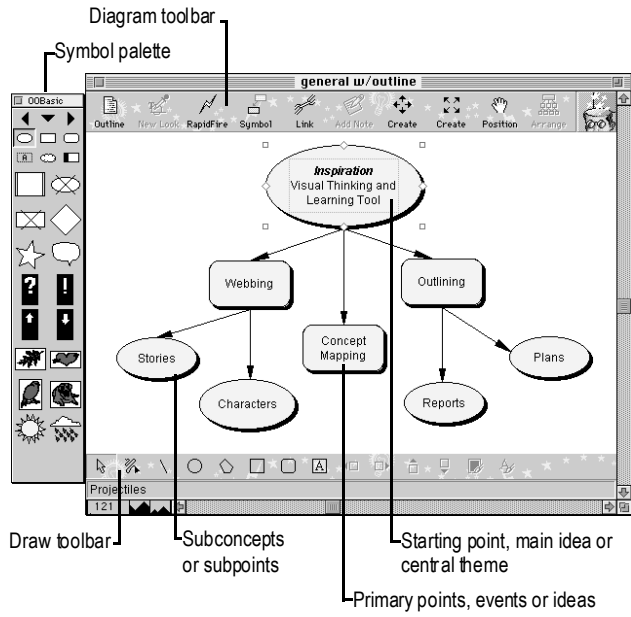
If you have an idea that you want to expand, whether it's an idea for a written document or the illustration of a key concept, Inspiration can help you organize your thoughts and save you time. Use the visual diagramming part of the program to play with your ideas, to arrange them and group them—in other words, to clarify your thinking.

When you need a different kind of structure, you can use the outlining part of the program to organize your ideas in outline form. Inspiration's outlining environment is perfect for creating structure for written documents, speeches and plans.

About the Inspiration views

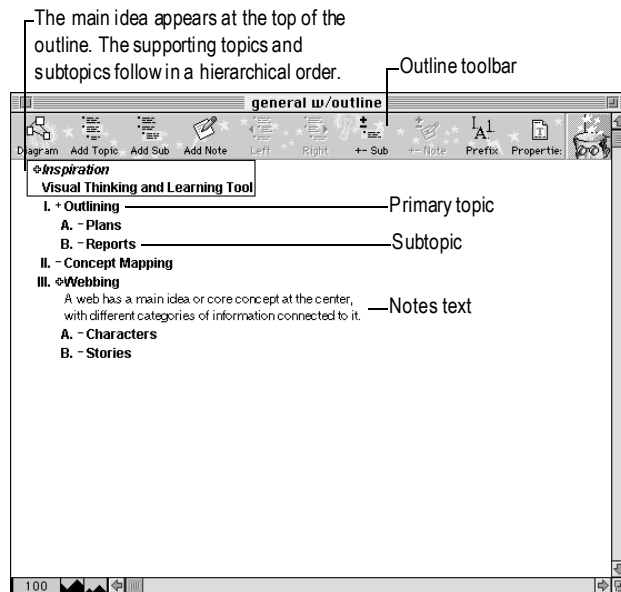
Inspiration has two main views or environments: Diagram view and Outline view. As you work, both keep track of your ideas. Sometimes you will work exclusively in Diagram view to create a diagram or a map showing how ideas or concepts interconnect. Other times you will work in Outline view where you might organize and write a report.

Here's what Diagram view looks like:



The Diagram view window

And here's what Outline view looks like:



The Outline view window

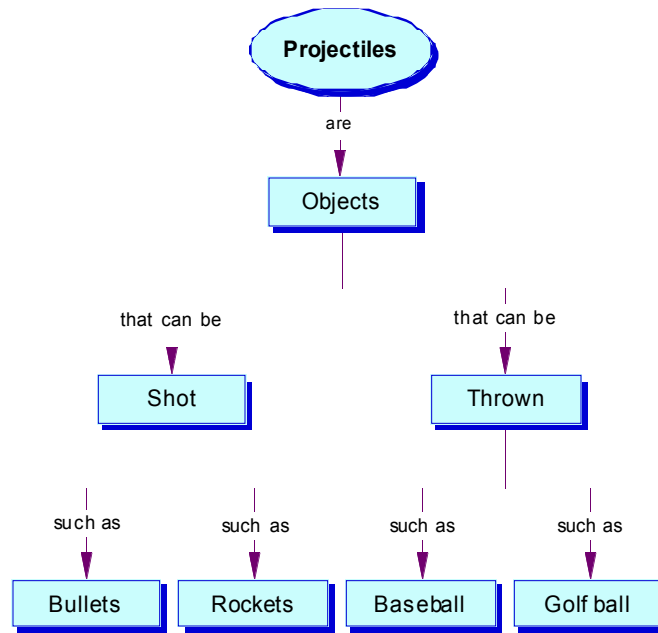
Uses of diagrams

In Inspiration you can create many types of visual diagrams. It doesn't matter if you're planning a trip, looking at cause and effect, or developing your understanding of a complex concept. The kind of diagram you create in Inspiration depends on the idea you want to develop. Here are some of the different types of diagrams you can easily build using Inspiration:

Concept map

A concept map is a hierarchical diagram used to represent a set of concepts beginning with the most general or most important, and then working down to more specific detail. Key concepts are connected by links that have descriptive words on them explaining the relationship between the concepts.

Concept maps are often used to illustrate scientific or historical concepts or for other types of knowledge mapping.

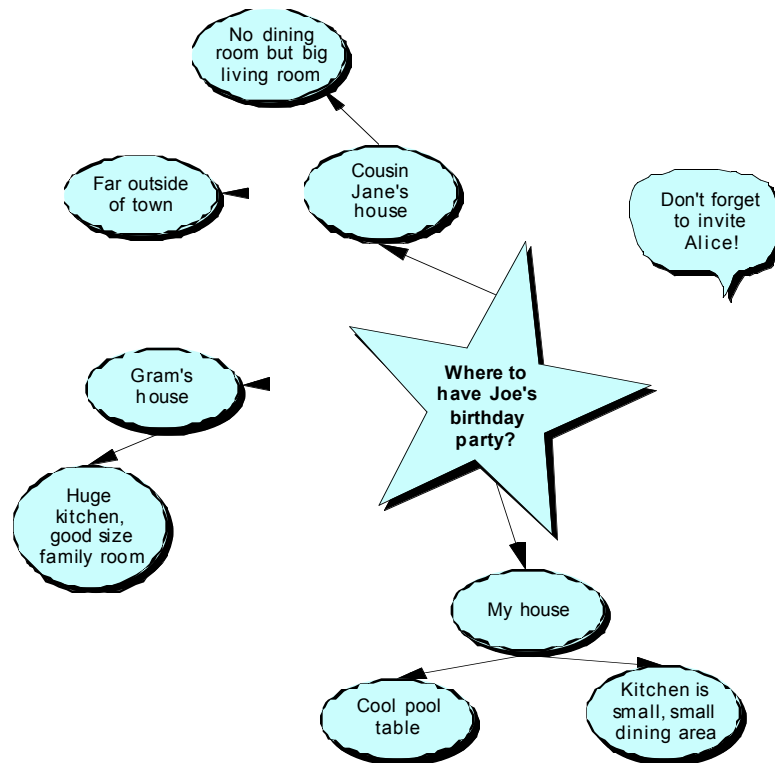


The projectile diagram is an example of a concept map.

Idea map

Idea mapping is a visual brainstorming technique used to generate ideas and develop thoughts. An idea map starts with the main idea or problem in the middle of the screen. You record ideas associated with the main idea in symbols that radiate out from the main idea. The symbols connect to the main idea with links. Sub-ideas or specific details are then added to those ideas. You let the ideas flow and then step back and look at main themes, patterns or possible solutions.

Idea maps can be used for individual or group brainstorming, planning, problem solving, report writing, strategy development and company visions.

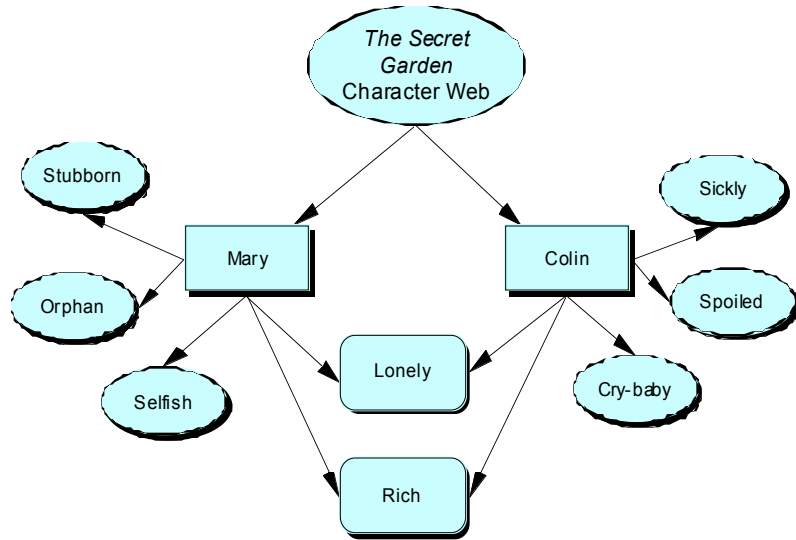


Joe's birthday party diagram is an example of an idea map.

Web

A web is a visual map that shows how different bits of information relate to each other. A web has a main idea or core concept at the center, with different categories of information connected to it. Ideas, facts and information are connected to the categories to support them.

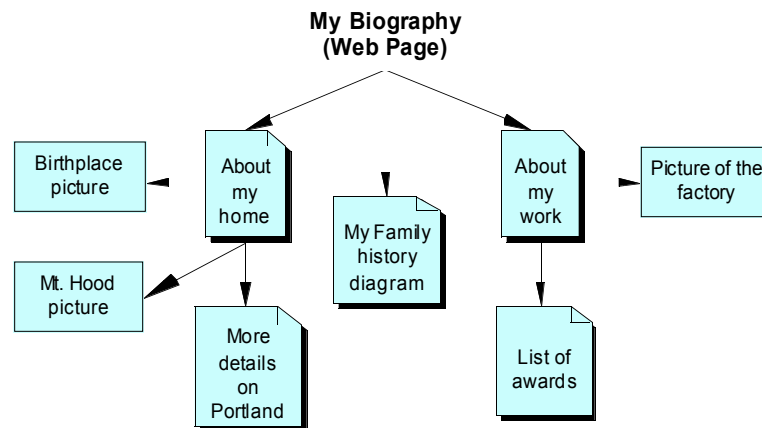
Webbing is particularly useful when you're analyzing a story or brainstorming ideas for a plan or written report.



The *Secret Garden* diagram is an example of a web.

Storyboard

A storyboard is a visual way to organize projects such as multimedia presentations or the design of a Web page. A storyboard helps you plan what you're going to say and show, and figure out what ideas belong at the beginning, middle and end. In a storyboard, each symbol can represent a different slide, screen or page.



My Biography diagram is an example of a storyboard.

Uses of Outlines

When you make an outline, you create a hierarchical structure for a report or plan. An outline helps you organize written documents, speeches or plans by providing a framework for your ideas, and by letting you order the flow of information.

You will find outlining particularly useful for planning and for structuring your ideas when writing. While the structure of an outline is simple, outlines can help you organize very complex material.

Working in Outline view makes it easy for you to see how your ideas are organized. It's also easy to arrange your ideas in a specific order. When you're writing a report, you can enter your ideas in your outline, organize them, then write the report by entering notes text for each idea.

Here are some of the ways you can use outlines:

- ◆ Creating the structure for written reports and stories
- ◆ Planning
- ◆ Organizing notes
- ◆ Writing instructional material

Opening Inspiration

Once you have your copy of Inspiration installed and personalized, you're ready to get to work. Here's how you open Inspiration.

⇒ To open Inspiration

Here's how you open Inspiration using MacOS, Windows 95 and Windows 3.1:

For the MacOS

- ◆ Open the folder that contains Inspiration, then double-click the Inspiration icon.



Inspiration icon

For Windows 95

- ◆ Click the Start button, point to Programs, point to Inspiration 5, then click Inspiration.

For Windows 3.1

- ◆ In the Program Manager, open the Inspiration Program Group, then double-click the Inspiration icon.



Inspiration icon

Inspiration opens and a new, untitled diagram appears on your screen.

Tip... You can also open a template document to work with. Templates are starter documents you can use as worksheets or style sheets. Worksheet templates are like forms with specific content that you can fill in. Style sheet templates are used to set up and configure your default Inspiration document to work and look the way you want it. For more

information about templates see, *Making the most of Inspiration*.

Learning Inspiration, a tutorial

This chapter contains a tutorial, a quick way to learn to use Inspiration. Plan on about 20 minutes from start to finish.

If you're new to Inspiration and if you like to learn while working onscreen, this tutorial is for you. We have kept the information in small, manageable chunks to make it easy to learn the basics quickly. Before you know it, you will be using Inspiration to develop your own ideas and plans!

You use Inspiration the same way you use most MacOS and Windows 95 programs. As you work, you will use the mouse to drag objects and to select text, for example. You will also be clicking and double-clicking, as well as entering information using the keyboard. If you're not comfortable doing these things, take a moment now and refer to the User's Guide that came with your computer.

Conventions we used

The tutorial has instructions for both MacOS and Windows-based computers. When we ask you to press a key or click a command on a menu, we give the MacOS instructions first, and then put the Windows instructions in parentheses immediately afterward. Here are two examples: Press Return (Enter) and Press the Command (Ctrl) key.

When we ask you to type specific text, what you enter appears in bold. For example, **Family Vacation**. When we refer to a symbol or name you've already typed, it appears in italics, like *Family Vacation*.

And a special note...

Because people work in different ways, Inspiration offers lots of ways to do things—from toolbar buttons to menu commands to keyboard shortcuts. While these options are all readily available, in the tutorial we have mostly shown one way to do a task. By limiting the alternatives we present as you learn how to use the software, we hope to make it easier for you to learn the task. In the procedure chapters and in the Appendix, you will find mention of the many ways you can do each task, so you can pick the way that's most comfortable for you.

How we organized the tutorial

In the Inspiration tutorial, you follow a series of straightforward, step-by-step instructions to create a simple visual representation of an idea—what we call a *diagram*. You also work with an *outline*, a text-based, hierarchical display of the same idea.

The tutorial is organized in mini-lessons. We designed them to be completed in order, but you don't need to do them all at one time. Each mini-lesson introduces you to one of Inspiration's unique features. As you work, you will create a diagram and an outline. When you finish the tutorial, you will be ready to create diagrams and outlines of your own.

Let's get started.


Mini-lesson 1 in which you get started

In the first mini-lesson, you will open Inspiration. Then you will enter the main idea for the diagram you're creating. Finally, you will learn how to save your work.

Starting Inspiration

Here's how you get Inspiration up and running:


For the MacOS

- ◆ Open the folder that contains Inspiration, then double-click the Inspiration icon .

For Windows 95

- ◆ Click the Start button, point to Programs, point to Inspiration5, then click Inspiration.

For Windows 3.1

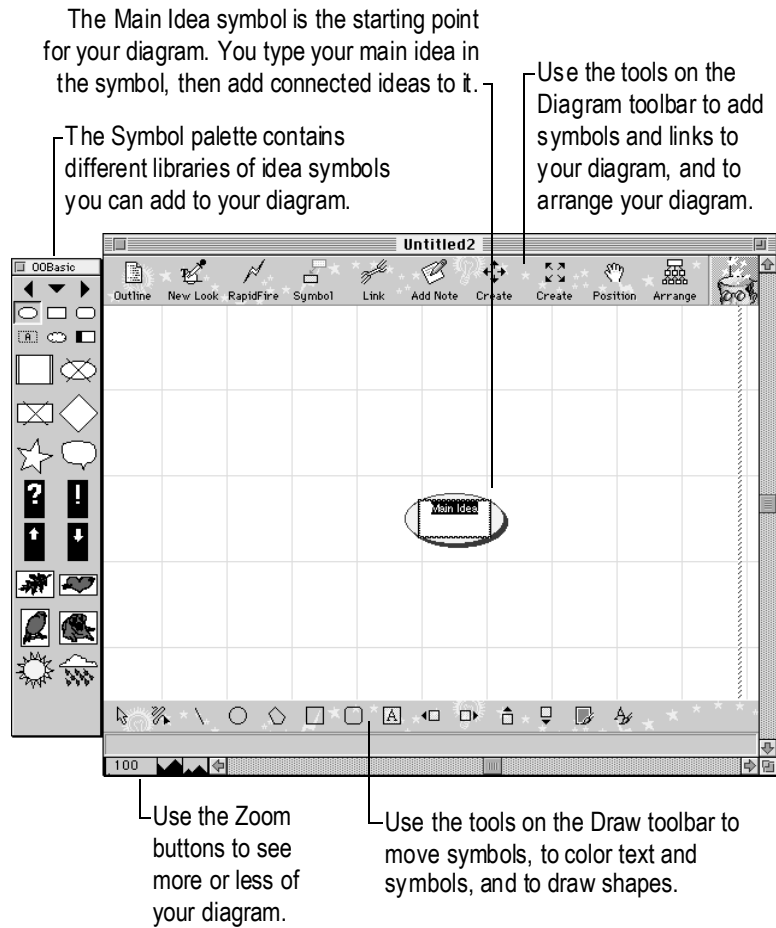
- ◆ In the Program Manager, open the Inspiration Program Group, then double-click the Inspiration icon .

Inspiration opens and a new, untitled diagram appears on your screen.

Note... Inspiration needs to be installed before you can start it. If you haven't installed Inspiration on your computer yet, see Installation instructions.

Introducing the Inspiration screen

Inspiration automatically opens in Diagram view, where you will do most of your work. As you follow this tutorial, we'll refer to various parts of the screen. Here's what Diagram view looks like:



Entering your main idea or theme

Entering text in the Main Idea symbol is the starting point for any Inspiration diagram. The main idea or theme for this tutorial is a common task—picking a place to go for your family vacation. Since most of us have figured out, or at least dreamed about, the ideal vacation at some point in our lives, it's pretty easy to imagine the steps involved. We call our tutorial Family Vacation.

To enter your main idea

When you start Inspiration, you're in Diagram view. The Main Idea symbol appears in the center of your screen. The placeholder text, Main Idea, is already selected. All you do is type.



- 1 Type your main idea—**Family Vacation**.
- 2 Press Shift+Return (Shift+Enter) to end text entry and select the symbol.

Now you're ready to save your diagram for the first time.

Saving your work

Whenever you're developing your ideas in Inspiration, as with any software program, it's important to save your work often.

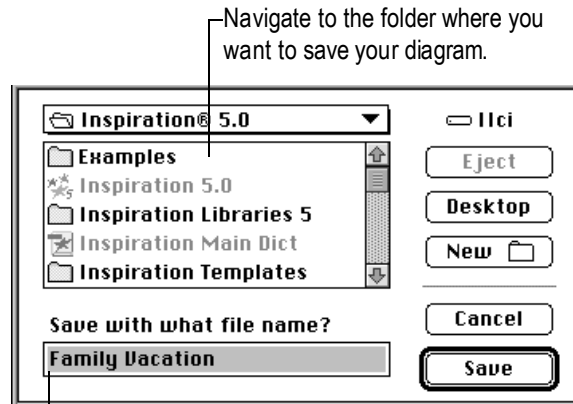
When Inspiration saves your new diagram, it automatically names the file with your main idea. That means you don't have to give your diagram a separate file name—you take care of that job the moment you start working on your diagram.

To save your diagram

- 1 On the File menu, choose Save.

The dialog box appears with your main idea as the name of the file.

You don't have to use what you're calling your main idea as the file name. You can enter another name if you wish.



- 2 If necessary, navigate to the folder in which you want to save your diagram.
- 3 Click Save.

Your diagram is saved, and the name, *Family Vacation*, appears on the title bar above your diagram.

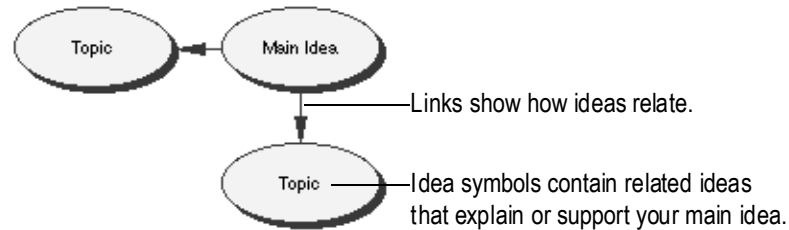
You're now ready to expand your main idea, which you will do in Mini-lesson 2.

Mini-lesson 2

in which you begin getting your ideas down

In this mini-lesson, you're going to add some ideas to help you and your family go through the process of deciding where you want to go for your vacation.

When you enter an idea using Inspiration, it appears on your diagram as an idea symbol. To show how your ideas relate, they are connected using what we call *links*.



In this mini-lesson, you're going to learn the following:

- ◆ How to use the create tools to add symbols
- ◆ How to use Rapid Fire™ quick entry to add symbols
- ◆ How to reposition your diagram in the window
- ◆ How to use the Symbol tool to add symbols
- ◆ How to zoom out to see more of the diagram in the window

Let's go.

Adding ideas to your diagram

As part of our planning, we're going to enter what each family member wants to do on vacation. First, we'll add the idea symbol, *What we want to do*. Then we'll add an idea symbol for *Mom*.

Use the Create tool to add a related idea

- 1 With *Family Vacation* selected, on the Diagram toolbar, position the pointer over the Down arrow on the horizontal and vertical Create button.

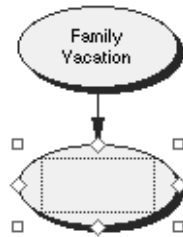


Horizontal and vertical Create button

When you point to an arrow on the Create button, it is highlighted to show you the direction in which the new idea symbol will be created.

- 2 Click the Down arrow.

The new symbol appears connected to and below the *Family Vacation* symbol.



As soon as you create a new symbol, you can enter text in it.

- 3 Type **What we want to do**.

Add an idea symbol to represent Mom

In order to enter what everyone wants to do, we'll begin by adding the family members to the diagram below the idea symbol, *What we want to do*. This time we'll use the diagonal Create button.

- 1 On the Diagram toolbar, position the pointer over the Lower Right Diagonal arrow on the diagonal Create button.



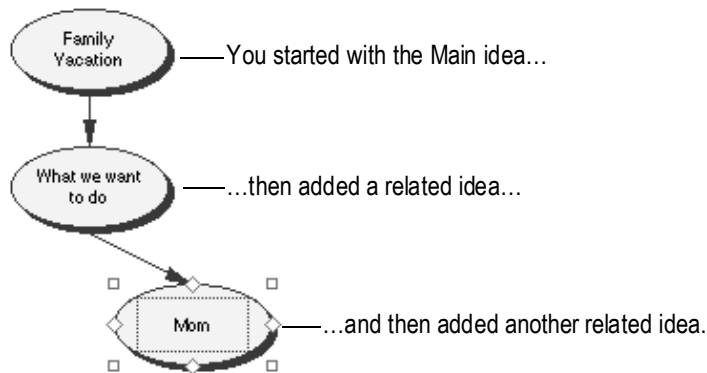
Diagonal Create button

- 2 Click the Lower Right Diagonal arrow.

The new symbol appears connected to and diagonally below the *What we want to do* symbol.

- 3 Type **Mom**.
- 4 Press Shift+Return (Shift+Enter) to end text entry.

Let's take a look at what you've created so far:



Use the RapidFire tool to get Mom's preferences down quickly

We're going to use Inspiration's RapidFire™ tool to enter the things Mom wants to do while on vacation. You use RapidFire when you want to brainstorm, capturing your ideas quickly without worrying about their order. You add ideas right into the selected symbol and let Inspiration create symbols and place them for you.

- 1 With *Mom* selected, on the Diagram toolbar, click the RapidFire button.



RapidFire button

The RapidFire icon appears in the symbol to show you the tool is turned on. You're ready to begin typing ideas.

- 2 Type **Sun**, then press Return (Enter).

Once you start working in RapidFire, you use the Return (Enter) key to separate your ideas.

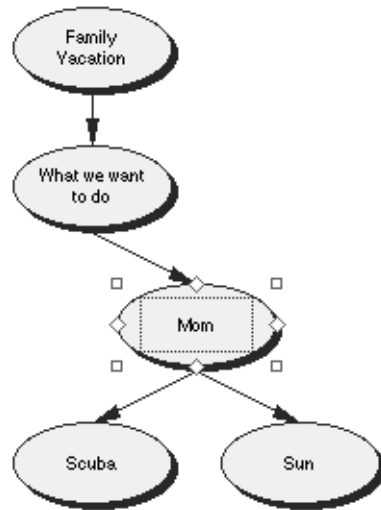
- 3 Type **Scuba**.

- 4 Click the RapidFire button to turn it off.

Inspiration places your new symbols in the diagram after you type your ideas and press Return (Enter).

Now let's take a look at your work

Here's what your diagram looks like so far.




RapidFire places your ideas in a freeform structure. You don't need to think about organizing your ideas yet—you're still getting them down so you can 'see' what you think. We'll learn about organizing the diagram later in this tutorial.

Aside... If you see that you've made a mistake while typing text in a symbol, don't worry. It's easy to fix. Double-click the text in the symbol, then select the words you want to change and type over them. You can also insert text by clicking where you want to make the correction and entering the new text.

Moving the diagram around in the window

The Position tool lets you reposition your diagram in the window. It's especially useful when you want to work on a section of your diagram that's at the bottom and you also want some space where you can add new idea symbols.

Let's move the diagram up and to the right so that the *What we want to do* symbol is just showing at the top of the window and there's an open area in the window to the left of the diagram.

- 1 On the Diagram toolbar, click the Position button , then click and drag the diagram so that *What we want to do* is just showing at the top of the window.

You should have about three open grid boxes to the left of the *Scuba* symbol.

You can move the diagram as many times as you need to until you can see the part you want to work in.

- 2 Click the Position button again to turn it off.

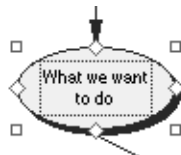
Add what Dad wants to do on vacation using the Symbol tool

Now that you've listed some things Mom wants to do on vacation, let's add some of the activities on Dad's wish list.

The Symbol tool lets you add a new symbol in *any* direction you choose. You can also add either connected symbols or symbols that aren't connected, depending on how your ideas relate.

- 1 Click the *What we want to do* symbol to select it.

When you select a symbol, it looks like this:



- 2 On the Diagram toolbar, click the Symbol button.

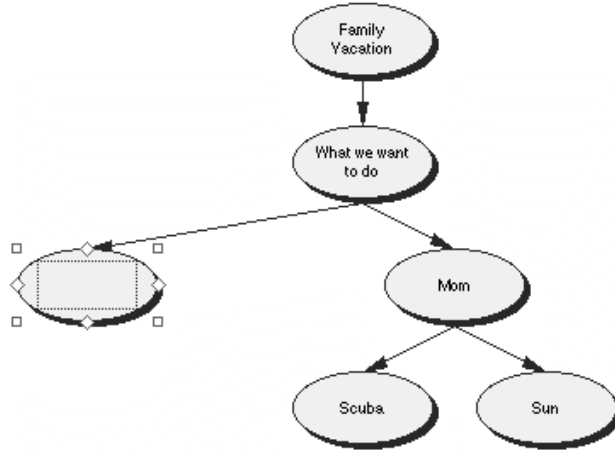


Symbol button

The pointer becomes a cross-hair + .

- 3 Position the cross-hair in the open area of the diagram about three grid squares to the left of the *Mom* symbol, then click.

The new symbol appears, connected to the one you selected.

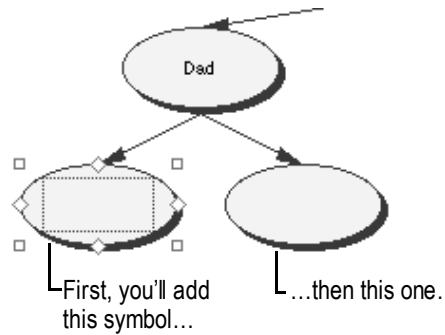


- 4 Type **Dad**.

Now we're ready to add the symbols for what Dad wants to do on vacation.

Then add two more symbols

You're going to be adding symbols here:

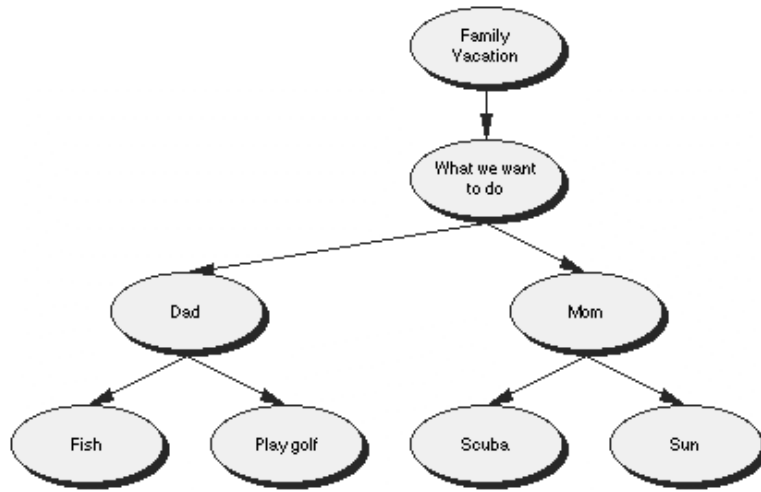


- 1 On the Diagram toolbar, click the Symbol button again.
- 2 Click below *Dad* and to the *left* to add the first symbol.
A new symbol is created that's connected to Dad.
- 3 Select the *Dad* symbol to tell Inspiration you want to create another symbol connected to it.
- 4 Click below *Dad* and to the *right* to add the second symbol.

And enter Dad's choices

- 1 In the selected symbol, type **Play golf**.
- 2 Click the other symbol to select it, then type **Fish**.

Now your diagram looks like this:



Notice how your ideas are crystallizing.

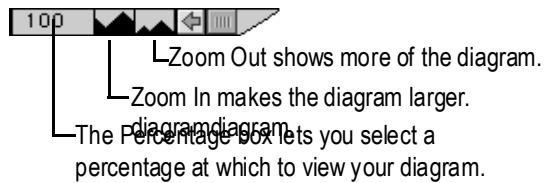
Changing the view scale

It's helpful to zoom in and out when you're working on your diagram. Sometimes you want to take a closer look at a section; at other times, you want to see more of your diagram in the window.

Here, we'll use the Zoom Out button to see more of the diagram in the window.

Zoom out to show more of the diagram

- 1 On the scroll bar at the bottom left of the window, click the Zoom Out button.



The Zoom Out button makes symbols smaller and gives you more room to work on the entire diagram. The Zoom In button makes symbols larger and easy to read. You can zoom to an exact percentage by clicking the percentage box to the left of the zoom buttons and selecting the percentage you want from the submenu.

Tip... There are also keyboard commands for Zoom Out and Zoom In. If you like using keyboard commands, you will find many shortcuts on the menus next to the commands. There's also a complete list of keyboard shortcuts in the Appendix.

Take a moment to save your work

We'll remind you every now and then to save the work you've done on your diagram. It's always a good idea to save frequently.

- ◆ To save your work, choose Save on the File menu.

You're now well on your way to completing a diagram of your ideas. In the next mini-lesson, you will complete your diagram about your family vacation.

Mini-lesson 3 in which you complete your diagram

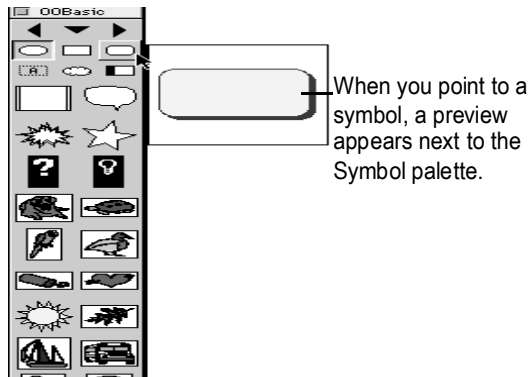
In this mini-lesson, you're going to finish making your vacation diagram as you learn each of these procedures:

- ◆ How to use drag and drop to add a symbol from the Symbol palette
- ◆ How to use point-and-type to add an unconnected symbol
- ◆ How to link symbols
- ◆ How to add text on a link
- ◆ How to move symbols in the diagram
- ◆ How to change the shape of symbols

Use drag and drop to add a specific symbol

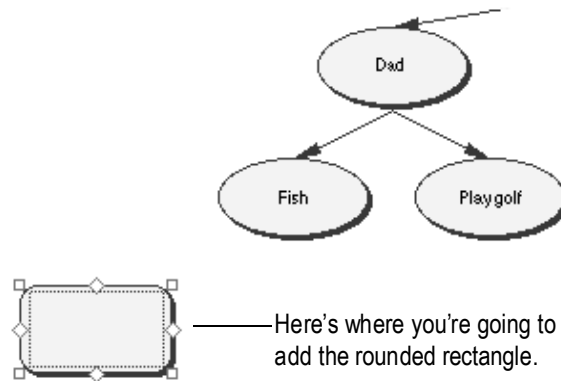
Inspiration has hundreds of symbols you can use in your diagram. Here, we'll add one of the six basic symbols, the rounded rectangle, to the diagram using drag and drop.

- 1 On the Symbol palette, locate the rounded rectangle symbol.



- 2 Click and drag the symbol until it's positioned below the *Fish* symbol and slightly to the left, then release the mouse button.

When you add a symbol using drag and drop the symbol is not connected to any other symbols. You can link it later using the Link tool on the Diagram toolbar.



- 3 Type **Marlin** in the new rounded rectangle symbol.

Use point-and-type to add an unconnected idea

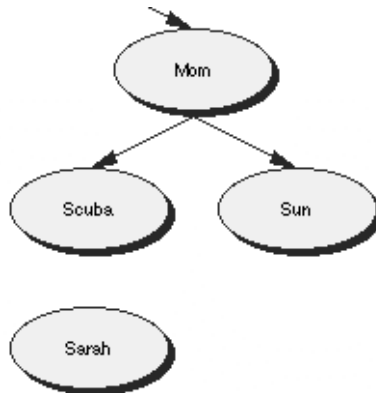
Sometimes when you're working, you want to add an idea, but you're not sure right away where it fits. You can easily add an unconnected idea anywhere on the diagram without being concerned about a specific symbol shape, using Inspiration's point-and-type method.

For now, let's add an idea symbol on the diagram to represent Sarah, another member of the family.

- 1 Click in the open area on your diagram under the Scuba symbol, then type **Sarah**.

A symbol pops up to hold the *Sarah* text. The symbol isn't linked to any other symbol.

- 2 Click away from the *Sarah* symbol to deselect it.



Link the unconnected symbols to show how they relate to other ideas

Link the *What we want to do* symbol to the *Sarah* symbol so that we can also include Sarah's ideas in our planning. To show that *Fish* and *Marlin* are related, we're also going to draw a link that connects those two idea symbols.

- 1 On the Diagram toolbar, click the Link button.

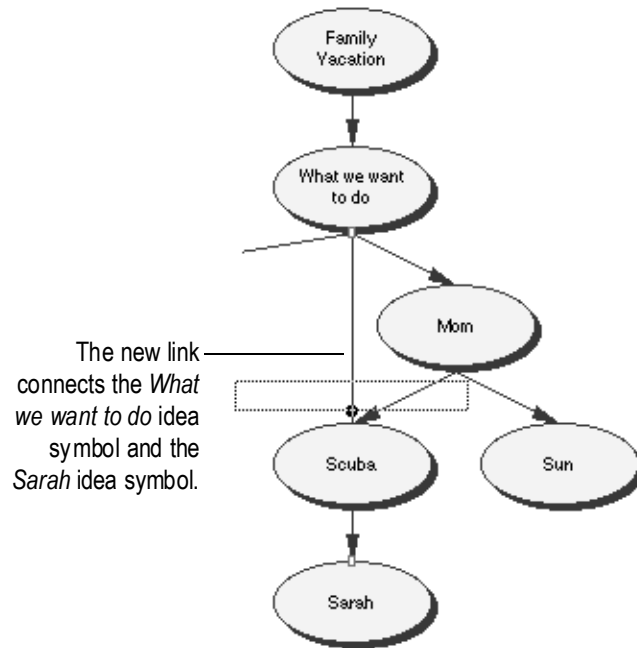


Link button

The cursor becomes a two-headed arrow.

- 2 Click the *What we want to do* symbol to tell Inspiration where you want to draw the link from (the primary symbol).
- 3 Click the *Sarah* symbol to indicate where you want to draw the link to (the secondary symbol).

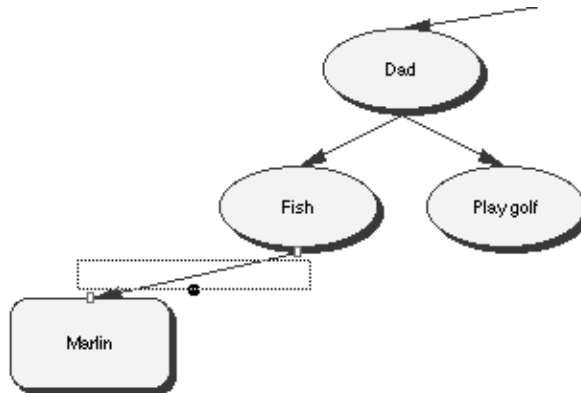
The link appears, connecting the primary to the secondary symbol. The arrow head points to *Sarah* to show that it's an offshoot of the *What we want to do* idea symbol.



Now let's link the other unconnected symbol, *Marlin*, with the idea symbol, *Fish*.

- 4 Click the *Fish* symbol to tell Inspiration from where you want to draw the link (the primary symbol).
- 5 Click the *Marlin* symbol to indicate to where you want to draw the link (the secondary symbol).

The link appears, connecting the primary to the secondary symbol. The arrow head points to *Marlin* to show that it's an offshoot of the *Fish* idea symbol.



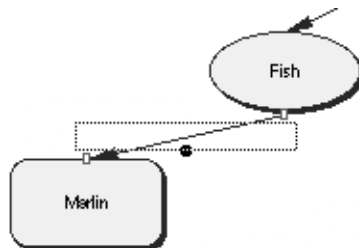
- 6 Click the Link button again to turn it off.

Add text on the link

You can add text on a link to describe the relationship between the linked ideas. Here, you will add the word *for* so it's clear that the connection is that Dad wants to fish for marlin.

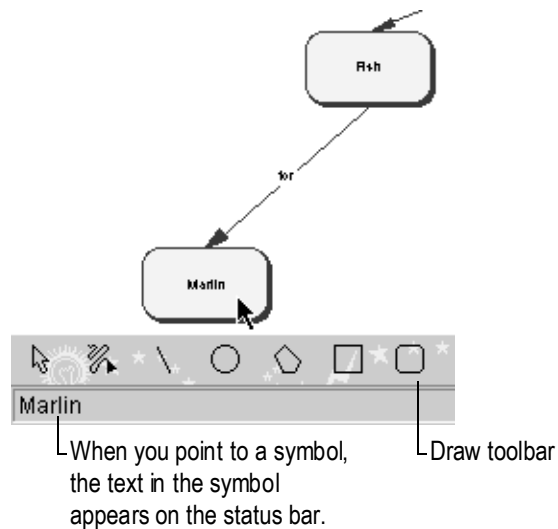
- 1 Select the link that connects *Fish* and *Marlin*, if it isn't already selected.

When the link is selected, you see the outline of the text box that's associated with that link. It's ready for you to begin typing.



- 2 Type **for**, then click outside on the diagram to deselect the link.

Now that section of your diagram looks like this:



Tip... It may be hard for you to read the link and symbol text when you are zoomed out and working in a reduced view. If you position the cursor over a symbol or link, the text is displayed at a readable size in the Status bar area at the bottom of your window.

Move idea symbols around

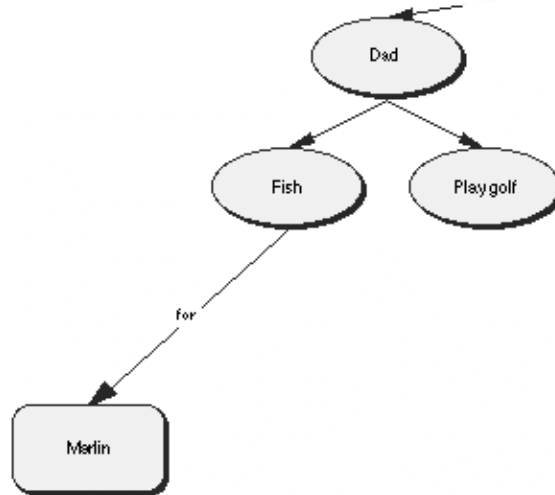
Moving symbols is easy, and it's something you will do a lot as you create diagrams. Here, you will reposition the *Marlin* symbol so that it's a bit lower on the diagram. That way, you can get an even better view of the text you added to the link to show the relationship between the ideas.

- ◆ Click and drag the *Marlin* symbol down one grid square and release the mouse button, then click outside on the diagram to deselect the link.

If you need to move the symbol again to position it to your satisfaction, just click and drag it again until it's where you want it.

Notice how Inspiration keeps the link connected for you as you move the symbol. That way, you don't lose the connection between ideas when you move them around on your diagram.

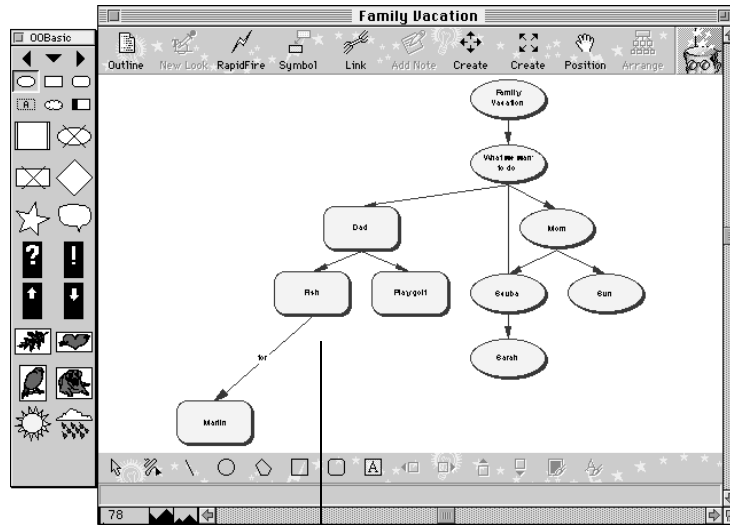
Here's what that section of the diagram looks like now:



Change the symbol shapes for Dad's ideas

Here, we'll make a section of the diagram stand out by changing the shape of the symbols. In this case, we're going to select Dad and his vacation preferences and change these symbols all at the same time to make them easy to identify.

- 1 To select the symbols, hold down the Shift key and click *Dad*, *Fish* and *Play Golf*.
- 2 On the Symbol palette, click the rounded rectangle symbol.
The selected symbols take on the new shape.



When you click the Rounded Rectangle symbol on the palette, all the selected symbols take on the new shape.

Finally, save your work once again

- ◆ On the File menu, choose Save or press Command+S (Ctrl+S).

Inspiration saves your file and you're ready to begin the next mini-lesson.

Mini-lesson 4 in which you learn about Outline view

Inspiration has two views or environments in which you can work: Diagram view and Outline view. While you've been working in Diagram view creating a visual diagram, Inspiration has been working behind the scenes, building an outline of your work.

In this mini-lesson, you will learn these procedures:

- ◆ How to add a subtopic
- ◆ How to add a topic
- ◆ How to make topics into subtopics
- ◆ How to add notes text, much as you would do if you were writing a report
- ◆ How to hide and show notes and topics
- ◆ How to move topics around by dragging
- ◆ How to change the way the outline looks—the prefixes and the fonts
- ◆ How to print your outline

It looks like a lot to do, but it only takes a few minutes!

Organizing your ideas in Outline view

First, switch to Outline view

- ◆ On the Diagram toolbar, click the Outline button.



Outline button

Your diagram appears as an outline. The idea symbols you added in Diagram view appear as topics and subtopics. Your links don't appear as part of your outline, but they're available in Diagram view.

+ Family Yacation

I. + What we want to do

- A. + Mom ————— The + next to the *Mom* topic indicates the topic has subtopics.
 - 1. - Sun
 - 2. - Scuba
- B. + Dad
 - 1. - Play golf
 - 2. + Fish
 - a) - Marlin
- C. - Sarah ————— The - next to the *Sarah* topic indicates the topic has no subtopics.

Add a subtopic

We're going to add *Swim*, which is something Mom also wants to do on vacation.

- 1 Select the topic *Mom* by clicking to the left of the topic prefix.

I. + **What we want to do**

A. + **Mom**

1. - **Sun**

Topic prefix

Click to the left of the prefix to select the topic.

When you select a topic, a selection rectangle appears around it.

- 2 On the Outline toolbar, click the Add Sub button.

A new subtopic is created below *Mom*. It's indented one level in your outline.

- 3 Type *Swim*.

+ **Family Vacation**

I. + **What we want to do**

A. + **Mom**

1. - **Swim**

2. - **Sun**

3. - **Scuba**

B. + **Dad**

1. - **Play golf**

2. + **Fish**

a) - **Marlin**

C. - **Sarah**

The new subtopic, *Swim*, appears below the topic, *Mom*. It's indented one level.

Add a topic

Adding a topic in Outline view is as simple as adding an idea symbol in Diagram view.

- 1 Select the topic *Sarah* by clicking to the left of the topic prefix.
- 2 On the Outline toolbar, click the Add Topic button.



Add Topic button

Inspiration inserts a new topic and the cursor moves to the next line so you're ready to type.

```
B. + Dad
  1. - Play golf
  2. + Fish
    a) - Marlin
C. - Sarah
D. -
```

- 3 Type **Snorkeling**.

Change the level of a topic

In Outline view, you can move a topic to the right or to the left, changing its level of importance. Snorkeling is something Sarah really wants to do so lets change the *Snorkeling* topic to a subtopic under Sarah.

- 1 On the Outline toolbar, click the Right button.



Right button

The topic, *Snorkeling*, moves to the right, so that it's now a subtopic to *Sarah*.

```
B. + Dad
  1. - Play golf
  2. + Fish
    a) - Marlin
C. + Sarah
  1. Snorkeling | ——— Snorkeling is now a
                               subtopic to Sarah.
```

Add notes text to a topic

Adding notes text is a good way to get the details down about your ideas and develop your outline into a complete written document.

Let's add a note to the topic, *Snorkeling*.

- 1 With *Snorkeling* selected, press Return (Enter).

The cursor moves to a new line so you can type in your notes.

```
B. + Dad
  1. - Play golf
  2. + Fish
    a) - Marlin
C. + Sarah
  1. Snorkeling
    | ———— When you select a topic and press
                Return (Enter), a cursor appears below
                the topic where you can add notes text.
```

2 Type Sarah would like to go out in a boat to do this.

Each topic can have notes that extend from one line to a few paragraphs of information. If you add notes to your topics, you will end up with a written report when you finish.

Whenever you add notes text to a topic, Inspiration puts an outline around the + or - in front of the prefix. It looks like this.

B. + Dad

1. - Play golf

2. + Fish

a) - Marlin

C. + Sarah

1. = Snorkeling

Sarah would like to go out in a boat to do this.

└ Notes text indicator

Tip... You can also add notes text by selecting a topic and clicking the Add Note button on the Outline toolbar.

Hiding and showing notes text

Sometimes you want to hide your notes text so you can see the outline structure more clearly. You can work with your notes text showing, or you can hide it.

First hide your notes text

- 1 Select the topic, *Snorkeling*.
- 2 With *Snorkeling* selected, on the Outline toolbar, click the Show/Hide Note button.



Show/Hide Note button

Inspiration hides your notes, so that only the outline topic is showing.

- 3 With *Snorkeling* still selected, on the Outline toolbar, click the +-Note button again.

Inspiration shows your notes onscreen.

Tip... Here's a shortcut you can use to hide and show notes—just double-click the outlined + or - next to the topic. If the notes are showing, Inspiration hides them; if they're hidden, Inspiration displays them.

Hiding subtopics

Just as you can hide and show notes text, you can hide and show subtopics. By hiding the detail in your outline it is easier to see its overall structure. We'll hide the subtopics for the *Dad* topic.

- 1 Click to the left of *Dad* to select the topic.
- 2 On the Outline toolbar, click the Show/Hide Sub button.



Show/Hide Sub button

Inspiration hides the subtopics for the selected topic, so there's less detail showing on your outline.

- 3 On the Outline toolbar, click the Show/Hide Sub button again to show the subtopics.

Tip... Here's a shortcut you can use to hide and show subtopics—just double-click to the left of the topic prefix.

Move topics around

Inspiration has lots of ways to organize your topics. One of the easiest is to drag topics and place them where you want them. Here, you will move *Sarah* so that it appears above *Mom*.

- 1 Select the topic *Sarah* by clicking to the left of the topic prefix.
- 2 Hold the mouse button down and drag the topic, *Sarah*, up in your outline until it covers the topic *Mom*.

+ Family Vacation

I. + What we want to do

- A. + Mom
 - 1. - Swim
 - 2. - Sun
 - 3. - Scuba
- B. + Dad
 - 1. - Play golf
 - 2. + Fish
 - a) - Marlin
- C. + Sarah
 - 1. = Snorkeling

As you drag the topic, a dotted rectangle follows the pointer.

- 3 When the dotted rectangle covers the topic above which you want to insert *Sarah*, release the mouse button.

Sarah and its subtopic appears above *Mom* and below *What we want to do* on the outline.

+ Family Vacation

I. + What we want to do

- A. + Sarah
 - 1. = Snorkeling
- B. + Mom
 - 1. - Swim
 - 2. - Sun
 - 3. - Scuba
- C. + Dad
 - 1. - Play golf
 - 2. + Fish
 - a) - Marlin

Changing the prefixes for your outline

Everyone has preferences about how things look. For example, you may want to change the kind of prefixes that appear in front of the topics on your outline. It's easy to do. Here we'll change from Roman Numeral (the way prefixes are when you first start Inspiration) to an alphanumeric set of prefixes.

- ◆ On the Outline toolbar, click the Prefix button, then choose AlphaNumerals.

Inspiration changes all the prefixes on your outline.

<p>+ Family Vacation</p> <p>I. + What we want to do</p> <p>A. + Sarah</p> <p> 1. = Snorkeling</p> <p>B. + Mom</p> <p> 1. - Swim</p> <p> 2. - Sun</p> <p> 3. - Scuba</p> <p>C. + Dad</p> <p> 1. - Play golf</p> <p> 2. + Fish</p> <p> a) - Marlin</p> <p>↳ You changed from the Roman Numeral prefixes...</p>	<p>+ Family Vacation</p> <p>A. + What we want to do</p> <p> 1. + Sarah</p> <p> a) = Snorkeling</p> <p> 2. + Mom</p> <p> a) - Swim</p> <p> b) - Sun</p> <p> c) - Scuba</p> <p> 3. + Dad</p> <p> a) - Play golf</p> <p> b) + Fish</p> <p> (1) - Marlin</p> <p>↳ ...to the alphanumeric prefixes.</p>
---	--

Changing the way your outline looks

One of the things you will probably want to do most often is change the fonts and styles you use in your outline. You make these and other changes, such as setting margins, headers and footers, using Outline Properties. You can access Outline Properties by clicking the Properties button on the Outline toolbar or by choosing Outline Properties on the File menu.

First, open the Outline Properties dialog box

- 1 On the Outline toolbar, click the Properties button.



Properties button

The Outline Properties dialog box appears.

Now choose the font you want to use for your outline

- 1 On the Topic Font tab, click All Items.
- 2 On the Font drop-down menu, select the font you want to use.
- 3 To change the point size in which the font appears, on the Size drop-down menu, select the size you want.

And change the font for your headers

- 1 Click the Header/Footer tab to select it.
Inspiration brings the tab to the front so you can work on it.
- 2 Click the Header Font button.
The Font dialog box appears.

- 3 On the Font drop-down menu, select the font you want to use.
- 4 Make other changes to size or style, if you wish.
- 5 Click OK.
You return to the Header/Footer tab.
- 6 Click OK again to accept your changes and return to your outline.

You will see all but your header changes onscreen. Those you will see when you preview your outline before you print it, or when you print.


Printing your outline

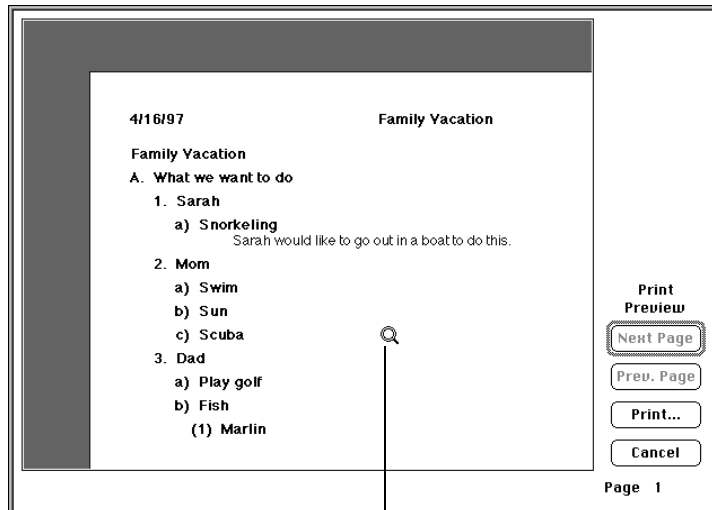
When you print your outline, Inspiration automatically includes all topics, subtopics and notes text. Inspiration also prints a header at the top of each page. Of course, you can change what's to appear in the header or choose to print no header by changing the settings in the Outline Properties dialog box.

Preview and print your outline

You can preview what your outline is going to look like, and then print it.

- 1 On the File menu, choose Print Preview.

Your outline appears onscreen so you can see how it will look on the page. When you position the pointer over the page, it becomes a magnifying glass .



Position the magnifying glass over the area you want to examine closely, then click.

- 2 To take a closer look, click on the area you want magnified. To return to previewing the full page, click again
- 3 To print your outline, click Print.
- 4 When the Print dialog box appears, click Print (OK).

Your outline prints.

Aside... Of course, you can always print directly without looking at a preview of your document. On the File menu, choose Print. When the Print dialog box appears, click Print (OK).

Ready to take a break? Save your changes and close Inspiration.

If you're ready to take a break from the tutorial, you can save your changes, then quit Inspiration. If you want to continue, just skip this procedure and turn to the next mini-lesson.

- 1 To close your file and Inspiration, on the File menu, choose Quit (Exit).

Inspiration asks whether you want to save your changes.

- 2 Click Yes to save your changes and quit Inspiration.

You can start again with Mini-lesson 5.

Mini-lesson 5

in which you return to Diagram view and finish your work

When you return to Diagram view, you will find that the symbols have changed to reflect the work you did in Outline view.

In this mini-lesson, you will learn the following:

- ◆ How to work with notes text in Diagram view
- ◆ How to change the font for all your symbols
- ◆ How to set a new default look for new symbols
- ◆ How to rearrange your diagram into a tree chart
- ◆ How to change the view scale using Fit to Window
- ◆ How to change colors for symbols and links
- ◆ How to change arrow heads
- ◆ How to print your diagram

First, return to Diagram view

Before you work with the diagram, you need to return to Diagram view.

Aside... If you quit Inspiration, you need to start the program and open your document, *Family Vacation*. Note that Inspiration always opens in the view you were working in when you last saved the document.

- 1 In Outline view, select the topic, *Snorkeling*, so that it will be selected and you can find it quickly when you return to Diagram view.

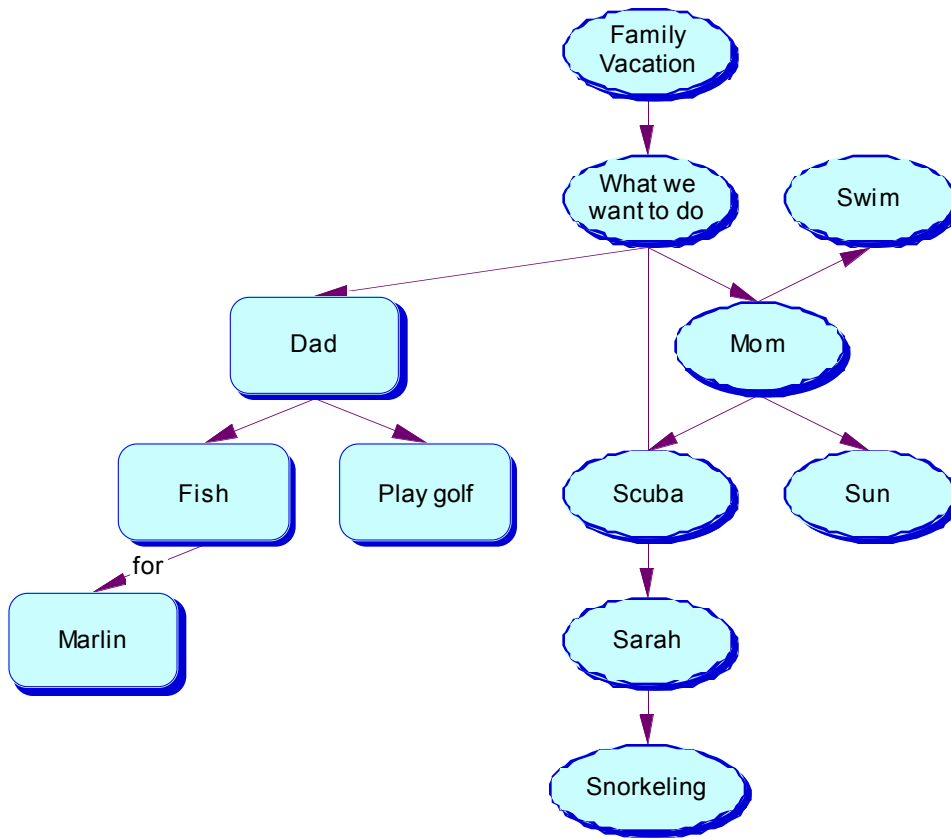
If the *Snorkeling* topic isn't showing on the screen, press Command+M (Ctrl+M) to select the Main Idea and show the top portion of your outline in the window. You can then select *Snorkeling*.

- 2 To return to Diagram view, on the Outline toolbar, click the Diagram button.



Diagram button

Here's what your diagram looks like now, including the work you did in Outline view:



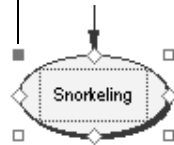
You can see that the new topics you added in Outline view, like *Snorkeling*, appear as idea symbols.

Working with your notes text in Diagram view

In Diagram view, notes text is stored in separate notes windows attached to idea symbols. Every idea symbol can have notes text. You can open a notes window at any time to write, to modify your notes and to read what you've written.

To see whether a symbol has notes text associated with it, select the symbol. If the box in the upper left corner of the symbol is filled, it means the symbol has notes text.

If the box in the upper left corner is filled,
it means the idea symbol has notes text.



Open the note you wrote in Outline view

- 1 To display the notes text for *Snorkeling*, on the Diagram toolbar, click the Add Note button.



Add Note button

The notes window opens and the note you wrote earlier appears.

At this point, you can add to or edit your notes, if you want. Just click in the notes text window where you want to begin and start typing, or select the words you want to replace and type over them.

- 2 When you're ready to close the notes text window, click the close box on the notes text window or, on the File menu, choose Close.

Tip... You can also open a notes window—whether or not it has notes in it—by double-clicking the box on the upper left corner of the selected symbol.

Changing the font used for your idea symbols

You will want to use your favorite font in your idea symbols. Let's select all the symbols and change the font.

- 1 To select all the symbols on your diagram, on the Edit menu, choose Select, then choose Symbols.
- 2 On the Format menu, choose Font, then select the font you'd like to use.

The text in all the idea symbols changes to the new font.

Tip... You use the same general procedure to change the font for all your symbols and links at the same time. On the Edit menu, choose Select All and make your change. To change only the font you're using in text on links, on the Edit menu, choose Select, then choose Links and change the font.

Setting up the default look for new symbols

Now that we have changed the way your idea symbols look, we can tell Inspiration to use this look for all new symbols we create.

Let's start by selecting an idea symbol that already has the shape and the new font we want to use. Then we'll set that as the new look so that the symbol's characteristics will appear automatically whenever we create a new symbol. We'll select the *Play golf* symbol since it is the shape, a rounded rectangle, and the font we want.

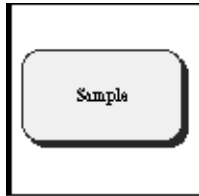
Set a new look for symbols you're going to create

- 1 Click the idea symbol, *Play golf*, to select it.
- 2 On the Diagram toolbar, click the New Look button.



New Look button

Inspiration sets the new look and shows you a preview.



Tip... If you want to apply the new default look to existing symbols or links, select the symbols or links and, on the Edit menu, choose Paste New Look.

Add a new symbol with the new default look

We will add a new symbol off the Main Idea symbol, *Family Vacation*. First we'll select the Main Idea symbol, then create the symbol.

- 1 On the keyboard, press Command+M (Ctrl+M) to select the Main Idea symbol, *Family Vacation*.
- 2 On the Diagram toolbar, position the pointer over the Left arrow on the Horizontal and Vertical Create button.
- 3 Click the Left arrow to create a new symbol to the left of *Family Vacation*.
- 4 Type **Possible places** and click outside the symbol to deselect it.

You will notice the new symbol has the new default attributes.

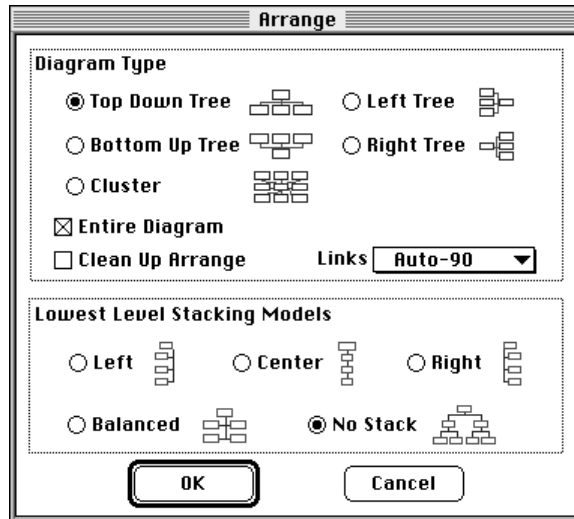
Arranging your diagram into a tree chart

The Arrange tool lets you change your diagram into various kinds of tree charts. We'll use the Arrange tool to change the format of the diagram from a cluster to a top down tree chart.

Display the Arrange Diagram dialog box and make your choice

- 1 On the Diagram toolbar, click the Arrange button.

The Arrange dialog box appears.



You can use the Arrange dialog box to straighten up your current arrangement if you've been moving symbols, or to completely rearrange the way your diagram is structured.

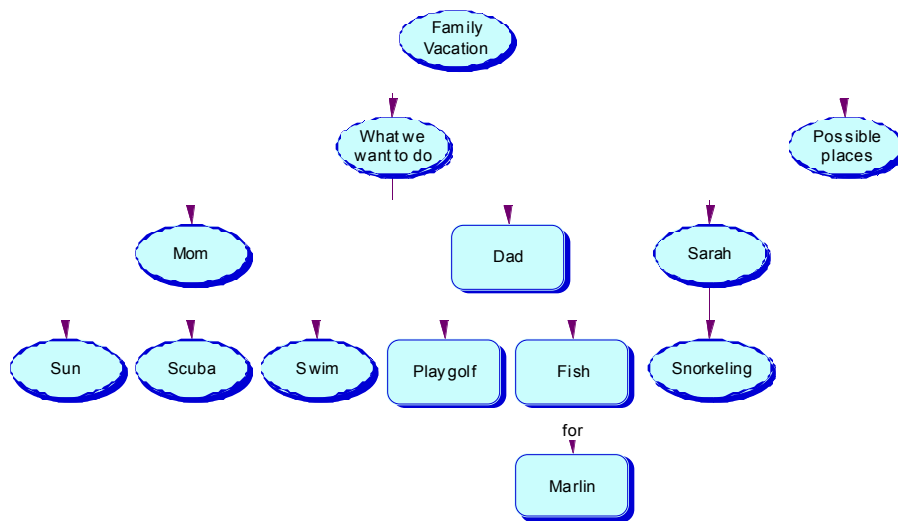
2 Review the selections in the dialog box.

You're going to use these default settings:

- ◆ Entire Diagram is selected.
- ◆ Under Diagram Type, Top Down Tree is selected.
- ◆ In the Links drop-down list, Auto-90 is selected.
- ◆ Under Lowest Level Stacking Models, No Stack is selected.

3 Click OK.

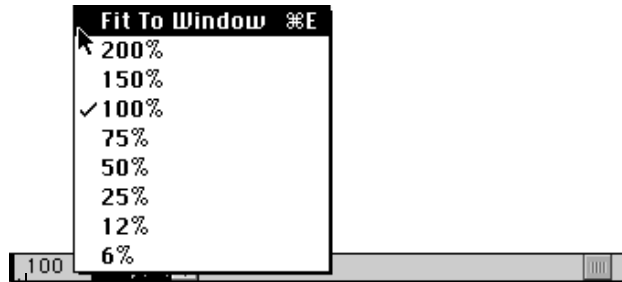
Inspiration arranges the diagram with the Main Idea symbol at the top, and the remaining idea symbols in order beneath it.



Resize the diagram so it fits in the window

Let's change the view scale so that we can see the entire diagram in the window.

- ◆ On the scroll bar at the bottom left of the window, click the Percentage box to the left of the Zoom buttons, then select Fit To Window.



Click the Zoom percentage box to display the Zoom menu, then select the percentage you want.

Tip... You can also resize your diagram to fit within the window by using the Zoom command on the View menu or by pressing Command+E (Ctrl+E) on the keyboard.

Using color

Color can help distinguish items on your diagram. You might use one color to easily identify a group of symbols (Sarah's vacation preferences, for instance). You can use the tools on the Draw toolbar or the commands on the Effect menu.

Change the fill color of the symbols

- 1 On the Edit menu, choose Select, then choose Symbols to select all the symbols on your diagram.
- 2 On the Draw toolbar, click the Fill Color button, then choose a color you want from the palette.



Fill Color button

Try a light color, such as light red. That lets your text continue to show up nicely against the symbol's fill color.

Then change the color of the symbol lines

- ◆ On the Effect menu, select Line Color, then choose a color for the line.

Line color affects both the symbol lines and shadow color.

Try a dark red, or another dark color, for contrast.

Now change the color of the links

- 1 To select all the links on your diagram, on the Edit menu, choose Select, then select Links.
- 2 On the Effect menu, choose Line Color, then select a color for the links.

Try black, or any dark color that appeals to you.

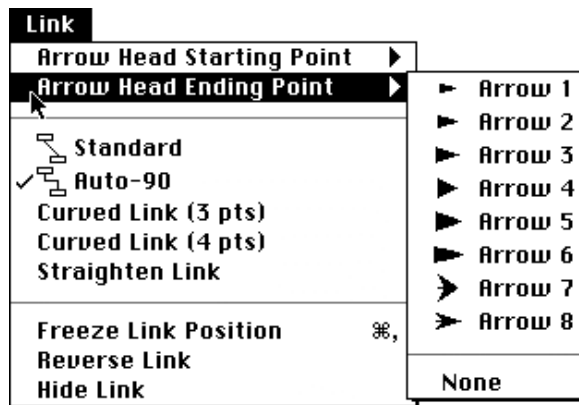
Now you have a new color scheme for your *Family Vacation* diagram.

Changing the arrow heads on the links

While we're working on the links, let's change the style of the arrow heads.

Change the style of the arrow heads

- 1 On the Link menu, choose Arrow Head Ending Point, then select Arrow 7.

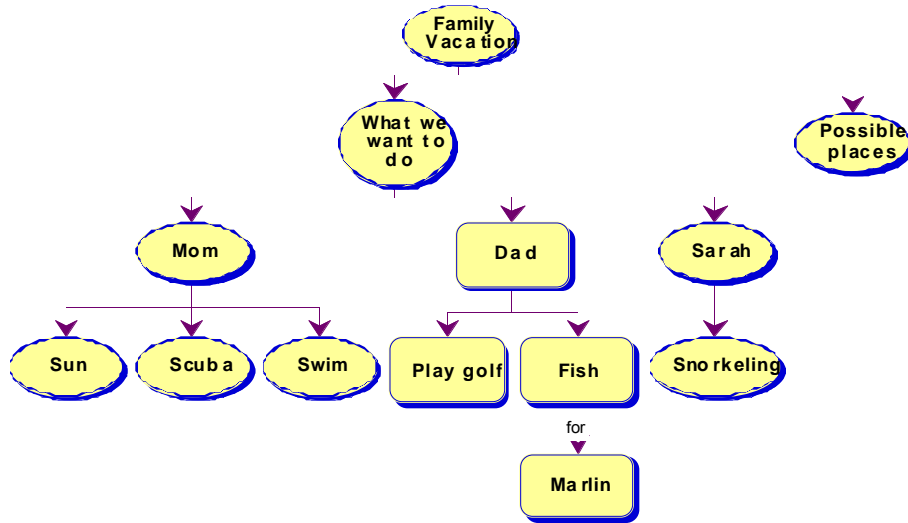


- 2 To deselect the links, click on an empty place on your diagram.

Tip... If you want a different type of link, try the curved links or other link types on the Link menu.

You've finished your diagram!

Congratulations. You've finished creating your *Family Vacation* diagram. Let's take one more look at how your diagram appears on the screen.



Printing your diagram

Inspiration gives you lots of ways to print your diagram. One of the easiest ways is to automatically print the diagram so that it fits on one page.

Set up your diagram for printing

- 1 On the File menu, choose Print Options.
- 2 In the Print Options dialog box, select Fit To 1 Page.
If necessary, Inspiration reduces the size of the diagram and centers it so that it fits on the page.
- 3 Click OK.

Then preview it

- ◆ On the File menu, choose Print Preview.

Inspiration shows you what your printed page will look like so you can return to your diagram and make adjustments if you wish.

And print

- ◆ In the Print Preview window, click Print.
- ◆ In the printer dialog box for your printer, make your choices, then click Print (OK).

Finishing up

You've now had a quick introduction to some of Inspiration's features. You can create a diagram and work on your outline, change the look, move things around, and lots more.

Let's save your document and close Inspiration

- 1 On the File menu, choose Quit (Exit).
Inspiration asks whether you want to save your changes.
- 2 Click Yes.
Inspiration closes.

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