



MULTIMEDIA LABS

Inspiration



Inspiration is a program that helps writers organize their ideas into visual/graphical formats. It allows the user to create his or her own diagrams, and also provides a number of templates, divided by subject matter, with preset organizational diagrams. Diagrams (and outlines) may be transferred to *Microsoft Word* with one mouse-click. This help sheet will guide the user through the basic steps of using *Inspiration*.

I. ACCESSING THE PROGRAM



1. Double-click the Student Applications folder.



2. Double-click the ALC Applications folder.



3. Double-click the ESL folder.

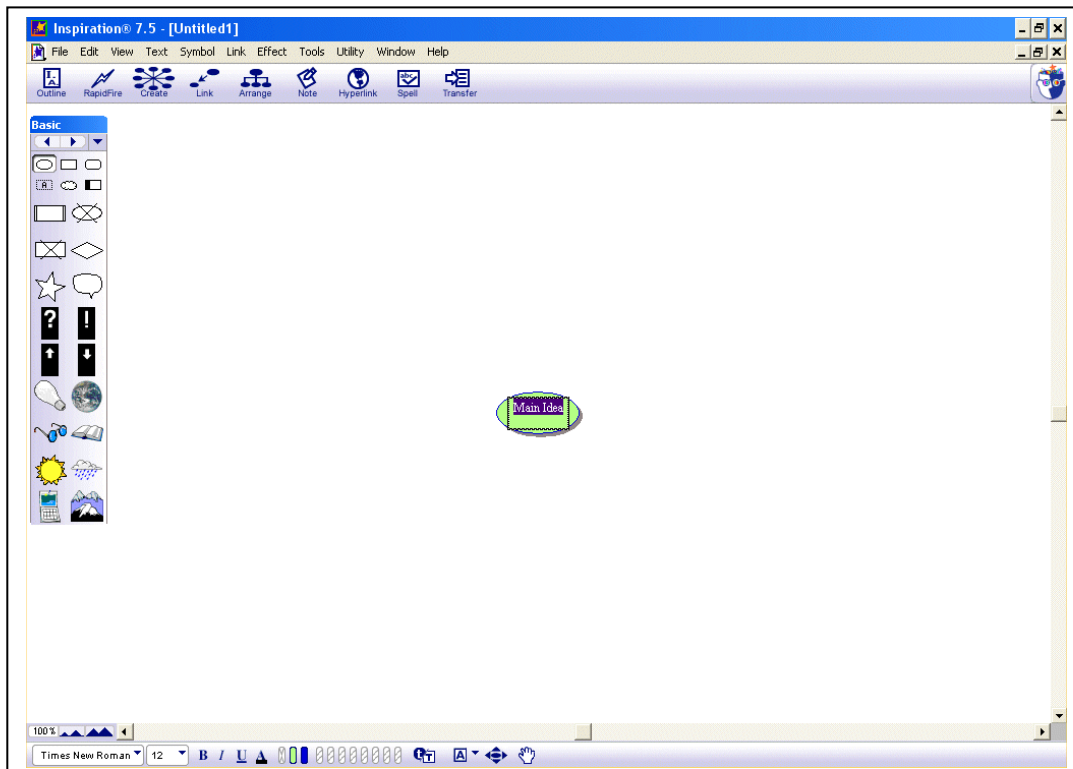


4. Double-click the *Inspiration 7.5* folder.



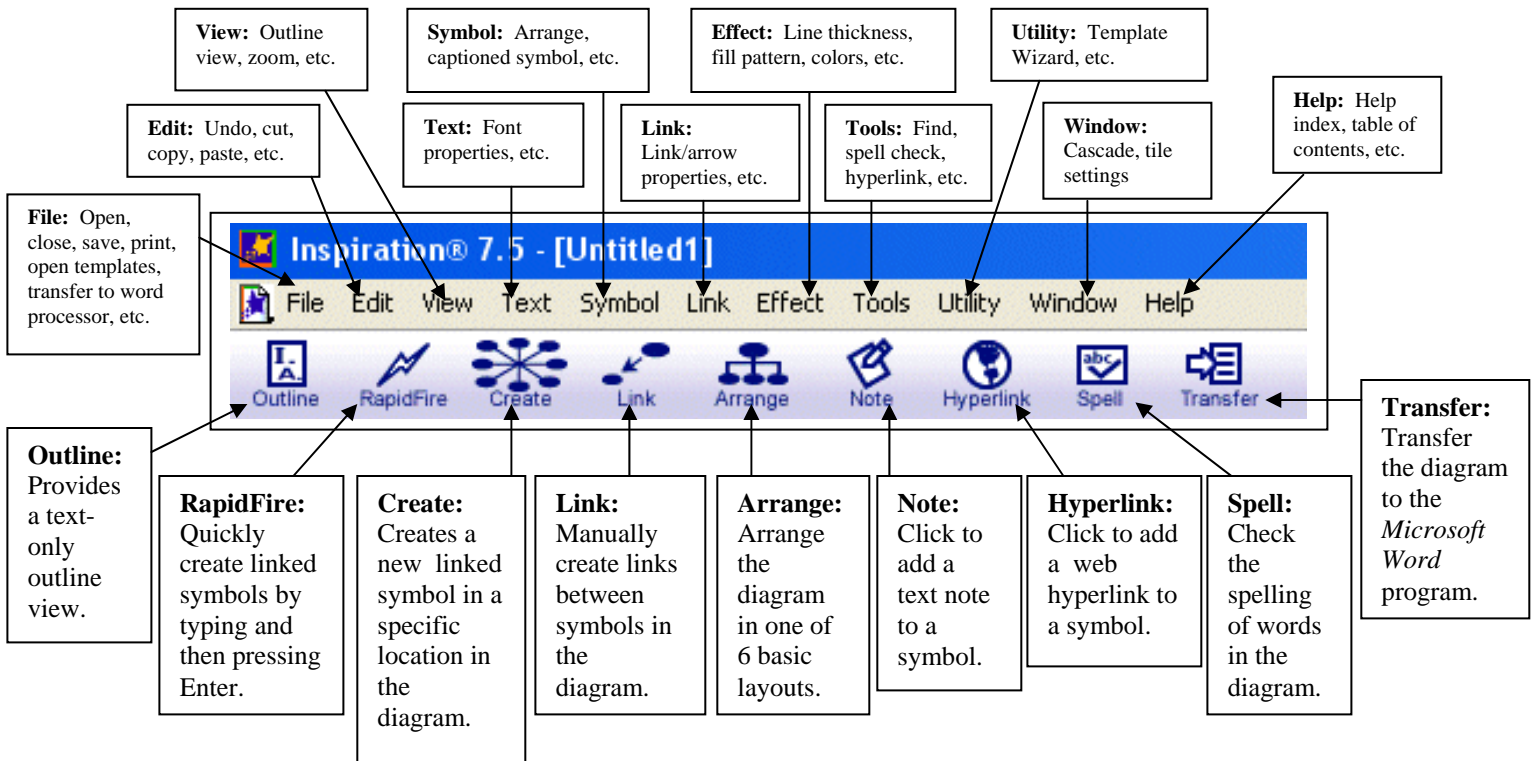
5. Double-click the *Inspiration* icon.

6. The basic start-up screen appears. In the center of the **workspace** is a symbol in which the words **Main Idea** appear. The user may use this symbol as a starting point to create a diagram that organizes his/her ideas.

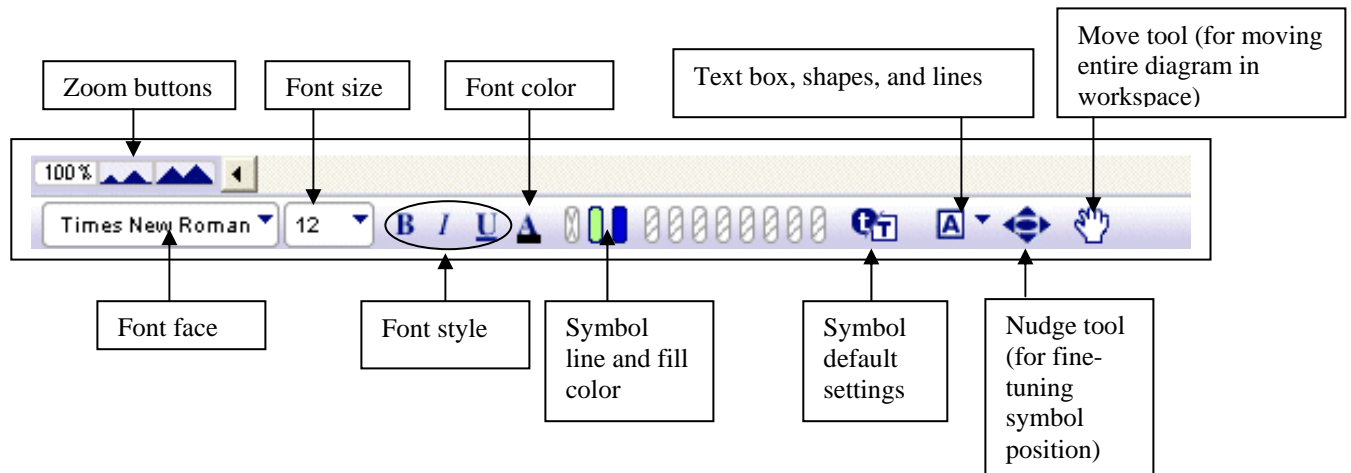


II. ELEMENTS OF THE WORKSPACE (Toolbars and Palette)

1. The **Diagram Toolbar** and the **Menu Bar** appear at the top of the screen.



2. The **Formatting Toolbar** appears at the bottom of the screen.



3. The **Symbol Palette** appears on the left side of the screen.

Click these arrows to scroll through the symbol palettes.

Click this arrow to display the index (or library) of symbol palettes.

When the program opens, it defaults to the **Basic** set of symbols (the Main Idea symbol in the center of the start-up screen is from this Basic set).

The symbols in each set are displayed in the palette.

NOTE: To add a new, different symbol to the diagram, click in the workspace on the screen and then click the new symbol in the desired palette.

To change an existing symbol in the workspace, click on it and then click the new symbol in the desired palette.

III. GETTING AROUND THE PROGRAM

1. To add a linked symbol to the diagram:

- In the workspace, click an existing symbol (in this case, Main Idea)
- Place the mouse pointer over the **Create** button in the toolbar. As you move the mouse, the symbol locators will become highlighted; click the locator you want.
- A linked symbol will appear in the diagram in the selected location.

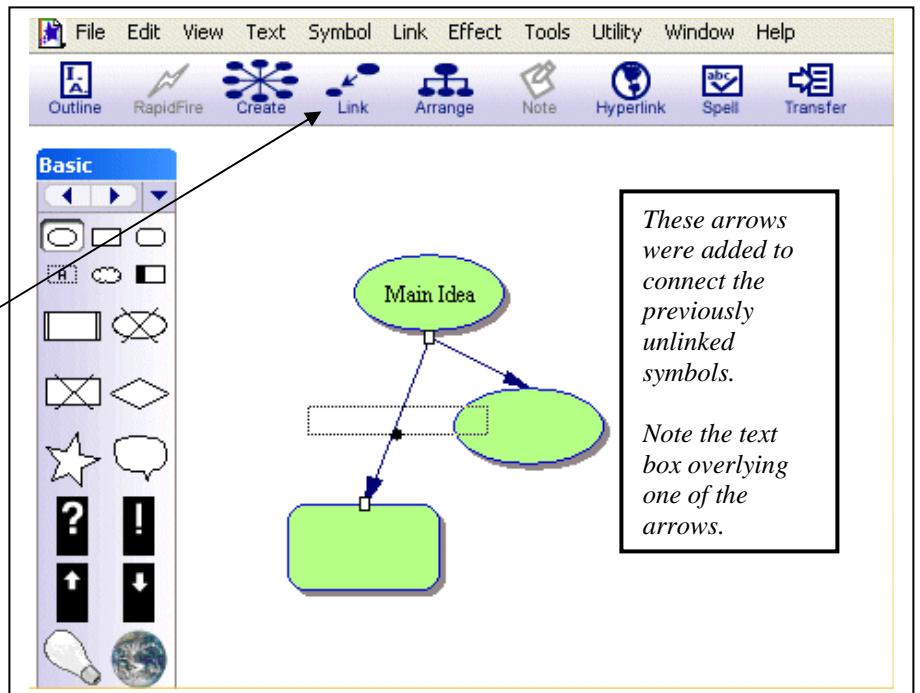
2. To add a non-linked symbol:

- Click the area in the workspace where you want the symbol located.
- Click a symbol in the palette.
- A non-linked symbol will appear in the workspace.

3. To insert a link/arrow between non-linked symbols:

- Click the symbol where you want the arrow to start.
- Click the Link button on the toolbar; an arrow appears in the workspace. Place the mouse pointer on the symbol to which the arrow should point, and then click the mouse button.
- The arrow will be inserted.

NOTE: A text box overlies all arrows, but is hidden unless the arrow is clicked; the user may type notes in this box to describe the link, etc.

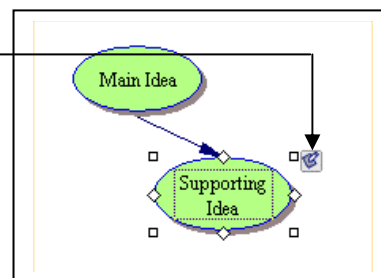
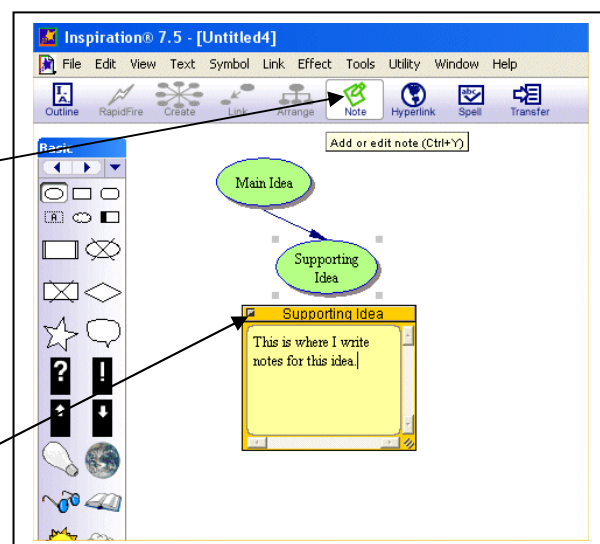


4. To attach a Note to a symbol:

- Click the symbol/idea to which you want to attach a Note.
- Click the **Note** button on the toolbar. A small box, with the title of the symbol at its top, will appear under the symbol.
- Type your notes in the box.

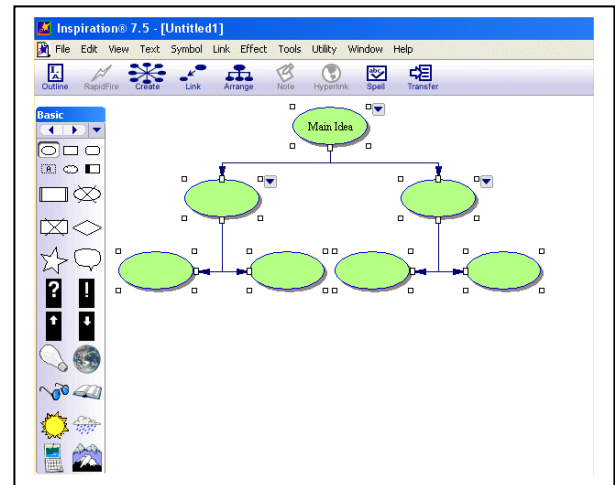
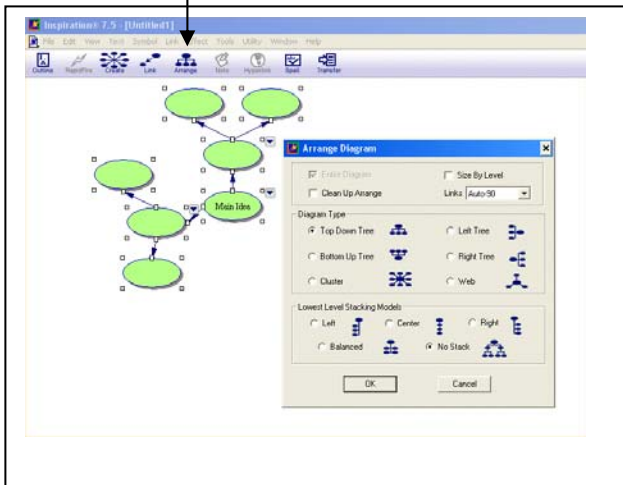
5. To hide Notes attached to a symbol:

- Click the small icon in the upper left corner of the Note box.
- The Note box will be hidden; however, a small icon will remain near the upper right of the symbol. Click this to open and view the Note box.



6. To arrange the diagram in a preset format/design:

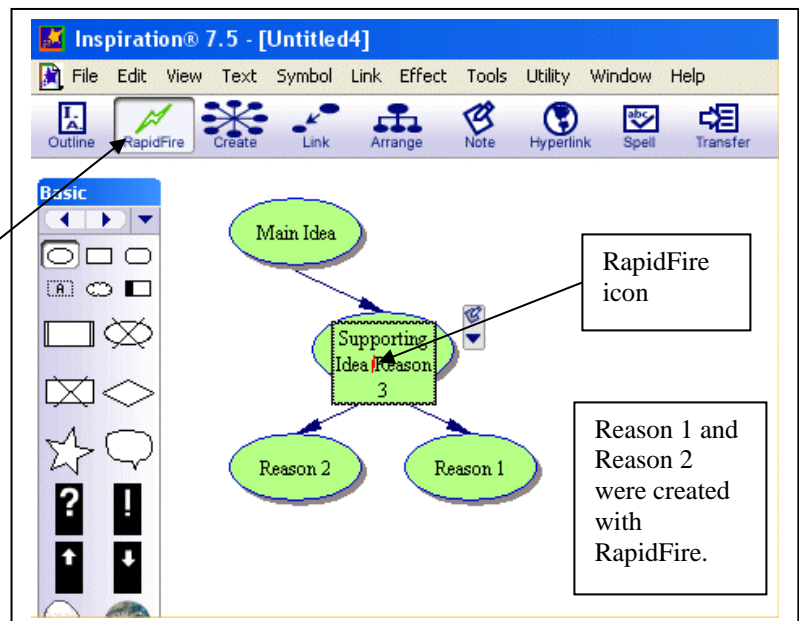
- Click the Arrange button on the toolbar; a dialog box opens that presents a number of options for preset formats.
- Make your selection and click OK.
- The diagram will now be arranged in the format you selected (in this case, Top Down Tree/Balanced).



7. To use the RapidFire feature:

(RapidFire is an *Inspiration* brainstorming feature that allows the user to quickly add linked symbols in a diagram without having to stop typing his/her ideas.)

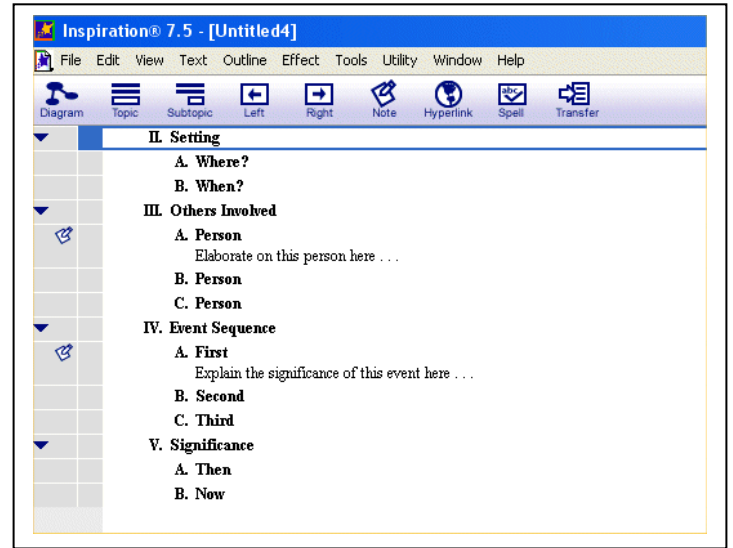
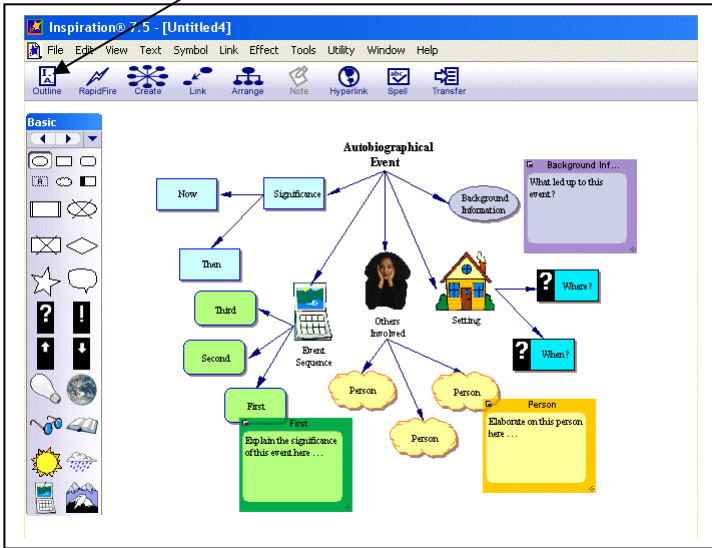
- Click in a symbol that contains an idea for brainstorming.
- Click the RapidFire button on the toolbar; the red RapidFire icon appears inside the symbol.
- After typing an idea, press Enter; a new linked symbol with that idea automatically appears in the diagram (this procedure may be repeated as many times as needed).
- To turn off the RapidFire tool, click the button again.



8. To use Outline View:

(Outline View presents a non-diagrammatic environment of organized ideas – in other words, a traditional outline.)

- Click the Outline button on the toolbar; the Diagram View switches to the Outline View.



Elements of Outline View

Add a topic

Add a subtopic

Move topic/subtopics one level to the left or right

Same functions as Diagram View

Toggle between Outline and Diagram views

Hide/reveal subtopics

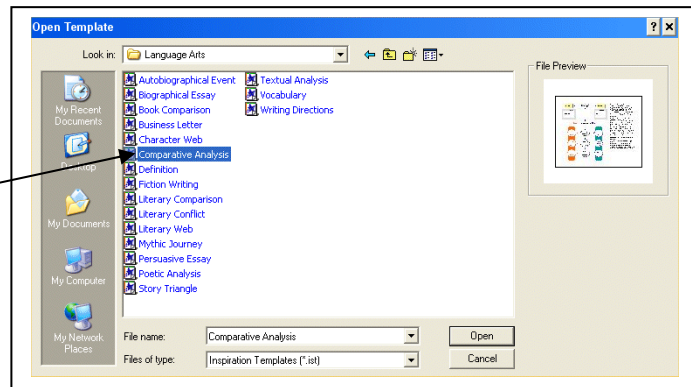
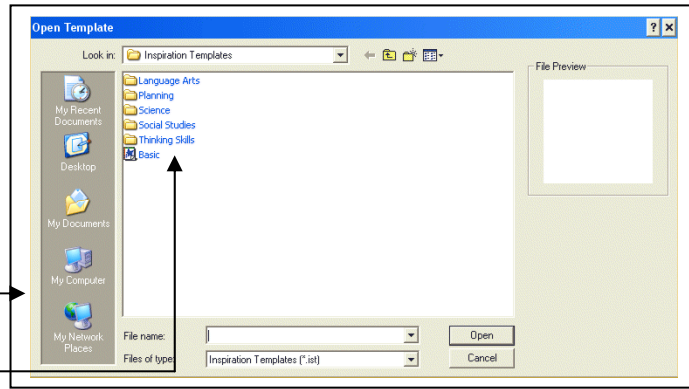
Hide/reveal Note

NOTE: The menu bar commands (File, Edit, etc.) in Outline View remain the same as in Diagram View.

9. Using Templates:

(*Inspiration* provides a collection of diagram templates in a number of categories.)

- To open a template, click File on the menu bar, and then click Open Template
- The Open Template dialog box appears and displays a list of the following categories: Language Arts; Planning; Science; Social Studies; Thinking Skills.
- To open a template category to see its contents, double-click it (or click it once and then click the Open button).
- Select a template; double-click it (or click it once and then click the Open button).
- The selected template diagram (in this case, Comparative Analysis) will open in the workspace.



How to use this template

1. Enter a title for your essay, report, or paragraph into the symbol labeled "Title."
2. Replace the words "Idea A" and "Idea B" with the two items being compared.
3. Explore areas for comparison between the two ideas and enter them into the appropriate symbols. Add more symbols if necessary.
4. Enter details of the comparison into the subtopics for each area.
5. Think about how you will introduce the comparisons you have drawn. Enter an introductory sentence into the note attached to the symbol labeled "Introduction."
6. Think about the conclusions you can derive based on the comparison. Enter a concluding sentence into the note attached to the symbol labeled "Conclusion."
7. Click the Transfer button to finalize your analysis in a word processor.

Benefits of using the Comparative Analysis template

Comparative analysis is an important skill that is used across the curriculum. Using this template helps students structure a comparative analysis, and by switching to Outline View, aids them in easily transferring their initial work into a written paper or report.

Templates are edited and manipulated in the same way as diagrams created from scratch (i.e., the user can enter text in the symbols, add or delete symbols, add notes, rearrange the diagram, etc.).

A list of suggestions for using the template appear on its right side (these suggestions may be deleted by clicking on them and pressing the Delete key).

Suggestions for using the template

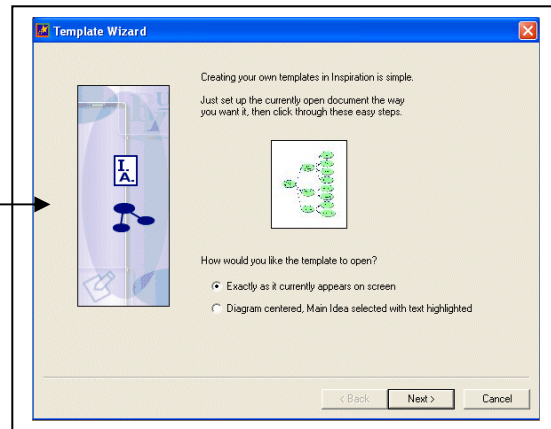
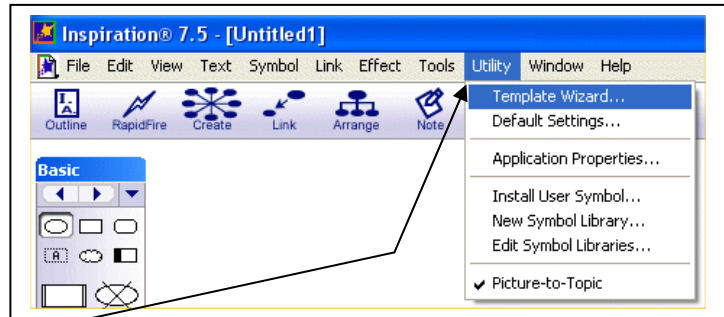
IV. ADDITIONAL FEATURES

1. To Create a Template using the Template Wizard:

(You may use the Template Wizard to create your own customized diagram templates.)

To create a template:

- In the workspace, make a diagram that you want to use as your template.
- Click **Utility** on the menu bar.
- Select **Template Wizard** from the drop-down menu.
- Follow the sequential steps in the Wizard to create your template, and then save it. (At some point, instructors might want to put the template on the T: drive so students can access it easily.)



2. Transferring Diagrams and Outlines to Microsoft Word:

(Diagrams and outlines may be quickly transferred to *Microsoft Word*.)

NOTE: *When a diagram is transferred, it is inserted into Word as a picture and its contents cannot be edited. However, a transferred outline essentially becomes a Word document, so it may be edited as such.*

To transfer a diagram or outline to *Word*:

- Make sure your diagram or outline is on the screen.
- Click the Transfer button on the toolbar. If you have saved your file before transferring, the transfer will proceed and a *Word* file with the diagram or outline will open (if you haven't saved your file before attempting to transfer, you will be prompted to do so).
- The *Word* file may be saved like any other *Word* file.

