



Quickstart Guide

Outline:

1. What is Inspiration?
2. “All About Me” Sample Activity
3. Explore Classroom Use Samples
4. Hands-On Tutorial
5. Independent Practice

1. What is Inspiration?

Inspiration is a visual thinking tool used by students grades 6 to adult to brainstorm, plan, organize, outline, diagram, and write. Users can create concept maps, record meeting minutes or brainstorming results. Ideas can be organized and then shared in paper or electronic forms, including publication on the internet.

In the classroom, Inspiration can be used to:

- ◇ Bridge the gap between visual and verbal literacy
- ◇ Help students organize an essay
- ◇ Document the steps or parts of a concept or process
- ◇ Record and organize classwide brainstorming

2. “All About Me” Sample Activity

Download and open the “All About Me” Inspiration template:

www.wtvi.com/plainview

3. Examples of Inspiration’s Classroom uses in grades 6-12 is available on:

http://www.inspiration.com/productinfo/inspiration/using_insp/index.cfm

<http://www.internet4classrooms.com/inspiration.htm>

(These are linked from www.wtvi.com/plainview)

4. Hands-On Tutorial

STEP 1: Get Started with a Topic

1. Open Inspiration.
2. Read and close the “Tip of the Day.”
3. Start typing - you do not need to click the mouse - this will be your MAIN IDEA or TOPIC.

STEP 2: Add More Ideas

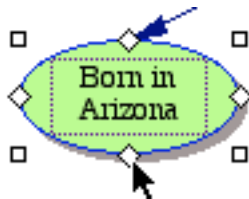


1. Click the RAPID FIRE button:
2. Type a word or phrase related to the topic, then press ENTER.
3. Repeat as many times as desired.
4. When finished, either:
 1. Hold down SHIFT and press RETURN.
 2. Click away from the diagram (in unused white space)

STEP 3: Move, Resize, and Link Objects



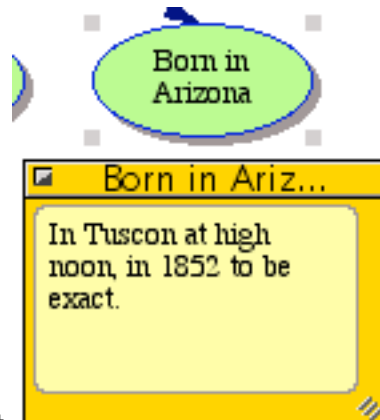
1. Click an object to make it ACTIVE. “Handles” appear:
2. MOVE: Click and drag an active object to a new location to MOVE it.
3. RESIZE: Click on the CORNER handle of an active object, hold down the mouse and drag to RESIZE it.
4. LINK: Click inside one of the diamond handles (top, bottom, left or right side) and drag the created line



to another object.

STEP 4: Edit an Object, Add a Note

1. EDIT an object by double clicking it.
2. Add a note to an object by double clicking inside the UPPER LEFT CORNER HANDLE. Click the



“close box” in the upper left corner of the note to hide it.

STEP 5: Change Views and Scale

1. Click OUTLINE in the top menu to switch to outline view:



2. When in outline view, click on DIAGRAM to return to the graphical view:



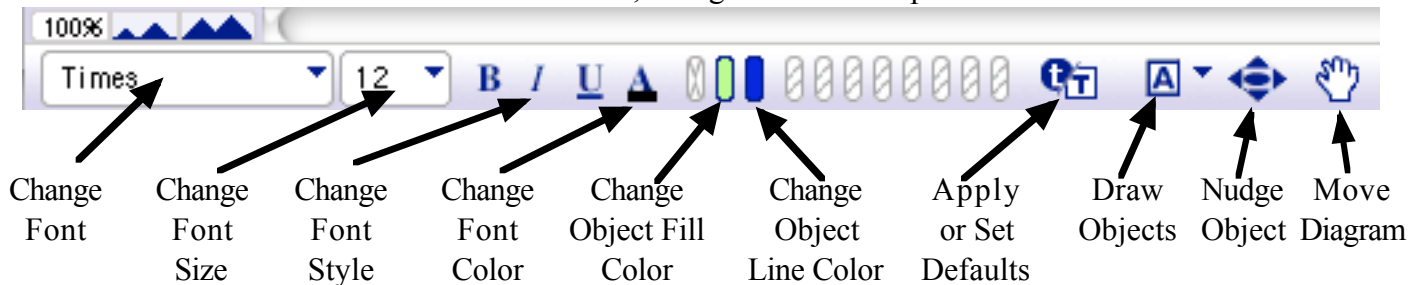
3. Click the “big mountains” to zoom in, or the “small mountains” to zoom out:



STEP 6: Change Colors, Symbols, and Line Thickness

1. Click on an object to make it ACTIVE.

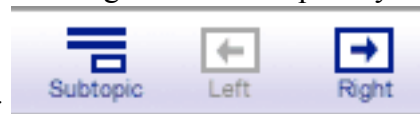
2. From the menu at the bottom of the screen, change the desired option:



STEP 7: Add New Levels and Hyperlinks

1. Go into the OUTLINE view.

2. Click the SUBTOPIC button to add a topic within an existing one. Move topics by clicking RIGHT or



LEFT, just like numbered/bulleted lists in MS Word:

3. To add a HYPERLINK (to a webpage, another file, another inspiration document, or an email address),



in either outline or diagram view click HYPERLINK:

STEP 8: Organize Diagrams Automatically

1. Go into the DIAGRAM view.



2. Click the ARRANGE button:

3. Choose the desired arrangement and click OK.

1. STEP 9: Change Symbols

1. Click an object in DIAGRAM view to make it active.

2. From the SYMBOL PALETTE click on the desired symbol, in the desired LIBRARY.

STEP 10: Export to PowerPoint

1. Go into the OUTLINE view.

2. Click on MS PowerPoint RTF.

3. Open the file in PowerPoint (must choose SHOW ALL FILES).