

Let's get some "Inspiration"

What is visual learning?

Visual learning consists of a variety of activities and systems for organizing information graphically or visually. Let's look at some examples!

Inspiration can be used for:

- ◆ Planning and organizing ideas and information
- ◆ Concept Mapping
- ◆ Outlining
- ◆ Webbing
- ◆ Creative Thinking

What are the benefits of visual learning?

- ◆ Organization
- ◆ Creativity
- ◆ Retention
- ◆ Understanding

What are the benefits of using computer-generated graphical organizers?

- ◆ Easy to read and less messy
- ◆ Focus on ideas and not drawing process
- ◆ Easy to organize, update and change
- ◆ Converts to outline easily for writing process

Are there templates available to use?

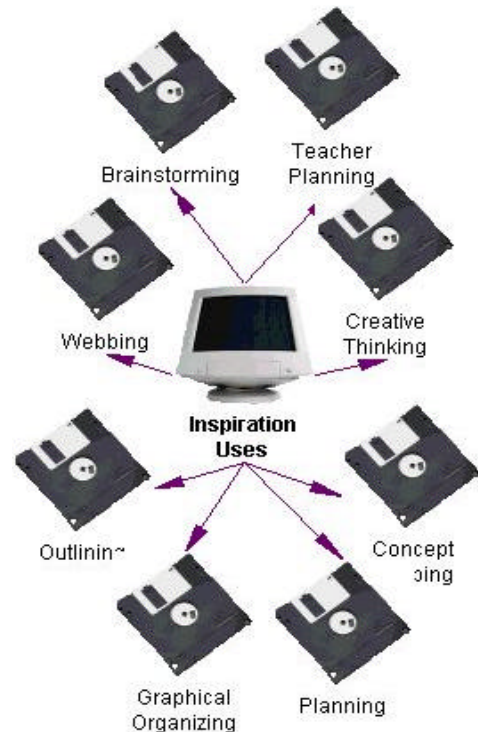
Templates can be found within the Inspiration program. Go to **File** and **Template**.

What is visible on my desktop when I open the program?



◆ Menu Bar (top line under Title Bar)

File, Edit, View, Format, Symbol, Link, Effect, Utility, Window, Help



- ◆ **Diagram Toolbar (below Menu Bar) (control-F8)**

Outline, New Look, RapidFire, Link, Add Note, Create, Position, Arrange, Spell

- ◆ **Draw Toolbar (bottom of screen) (control-F8)**



Selection tool, Freeform line tool, Line tool, Oval tool, Polygon tool, Rectangle tool, Rounded Rectangle tool, Text Box tool, Nudge Left/Right/Up/Down, Fill Color, Line Color, MultiColor tool, Text Color

- ◆ **Symbol Palette (left side of screen) (F8)**

Different libraries of idea symbols that can be added to diagrams

- ◆ **Zoom Buttons (left-hand corner)**

Use these buttons to see more or less of your diagram



- ◆ **Scroll Bars** - Use these to move up or down, left or right so that you can see the rest of your diagram



- ◆ **Grid Lines** - These show how your symbols will be snapped into place

- ◆ **Main Idea Symbol** - The starting point for your diagram - type your main idea in the symbol and build off of it

How can I create symbols within the program?

- ◆ **Create Tools** - horizontally/vertically or diagonal
- ◆ **RapidFire Entry** - used to add a series of connected ideas
- ◆ **Point and Type** - click in an open area, start typing ideas, and a symbol is added
- ◆ **Control-Click** - Select the symbol you want, hold down the control, and then click where you want the new symbol
- ◆ **Drag and Drop** - Click on the symbol you want then drag it into the diagram then type your text
- ◆ **Point and Click** - Click in an empty grid area then click on a symbol in the palette

What are the Symbol Libraries and how can I use them?

Changing Symbol Shapes

Select the symbol whose shape you want to change

Then click on a different symbol shape in the Symbol Palette

Links and text are re-adjusted automatically

Changing Palette Libraries

Use the forward and backward buttons on the palette itself

Use the Select Library Button



How can I move symbols in my diagram?

Single Symbols - click and drag to new location and the links are moved too!

Multiple Symbols -

- ◆ **Shift Select method** - Hold the shift key down and click on the objects you want to select and move
- ◆ **Lasso method** - Use the mouse to click and drag a selection rectangle across those objects you want selected (please note that anything the rectangle touches will be included in the selection process!!!)

Can I resize the symbols in my diagram?

Select the symbol that you want, then grab any one of the corners. Click and hold and change it to the size that you want. You can pull left, right or proportionally on the image to resize it.

How can I add the "missing Links" between symbols?

Link Tool -



- ◆ Click on the **Link Tool** in the **Diagram toolbar**
- ◆ Click on the symbol you want the link to come from then click on the symbol you want the link to go to
- ◆ Link as many items as you need to together
- ◆ Just click on the **Link Tool** again to de-activate it

Drawing Links - Uses the handles when an object is selected and hot spots

- ◆ Click on the symbol where you want the link to originate and get your "handles"
- ◆ Click on the handle closest to the symbol you want to link to and drag
- ◆ When you touch the symbol with the link you will get a series of dots called hot spots that you can connect to.

Link Text



- ◆ Select the link by clicking on it - it will get "handles" just as the symbols did!
- ◆ Once it is selected you will see a dotted rectangle appear across the link
- ◆ The bottom bullet on this box is used to move the text up and down the link

Can I change the link types and arrowhead starting and ending points?

Link Types:

The various link types can be found under the Link pull-down menu:

Standard, Auto-90, Curved Link (3 and 4 point)

Moving Links to change relationships

- ◆ Select the link that you want to move
- ◆ Position the pointer over the end that you want to change

- ◆ Click and drag away from that symbol and to the symbol that you now want to connect to

Changing the starting and ending point - You can change arrowheads by using the Link pull-down menu also

Inspiration Features and Options

Grid Snap - Used to help align your symbols - turn off by going to the **Utility Menu** and pull down to the **Grid Snap option**. When the grid snap option is off the lines disappear on your diagram.

Notes Text - You can start writing your ideas in the Diagram view by using the Notes text windows this will help you develop your diagram into a written document. Each symbol has a Notes text window attached to it. There are three different ways to access this feature...

1. Select the symbol whose Notes text area you want to open, then click the **Add Note** button on the Diagram toolbar.
2. Double Click on the upper Left Handle on the symbol or pressing Control-Y
3. Go to the **View** menu and go to the **View Notes** text and select **Show** from the submenu.

How can I change the Fonts and dress up my symbols?

You can change the fonts and use different styling for text within symbols and links. You can also set the defaults!!!!

- **Format menu** includes Font, Size, Styles, and Justification. You can apply changes to specifically selected text or to entire symbol.
- **Color and Patterns** are accessible through both the **Drawing toolbar** and the **Effect Menu**.
- **Importing Graphics** from another program is easy with Inspiration - it is just a matter of copying the image to the clipboard and then pasting it where you want it. **Edit Menu - Copy** and **Edit Menu - Paste**.
- **Arrange** lets you rearrange your diagrams into various tree charts (**Arrange button** on the **Diagram toolbar**)
- **Align** lets you evenly align selected symbols with each other (**Symbol Menu - Align Submenu**)
- **Spacing** lets you evenly distribute the space between symbols (**Symbol Menu - Evenly Space Submenu**)



Can I print my diagram?

The diagram view of Inspiration shows a page line on your screen so you will know where your diagram will print on the page.

Print Options - found under the **File Menu**

Normal - smart page breaks - keeps links on same page

Normal - full size

Fit to one page

Fit diagram to - pages - maximum

Print symbol handles

Page order

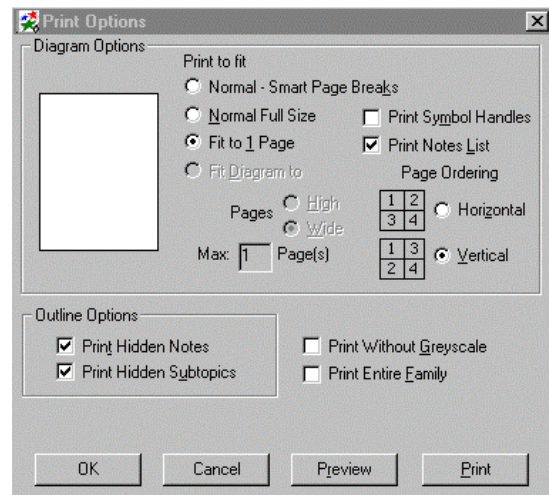
Print hidden notes

Print hidden subtopics

Print Symbol text

Print in Black and White

Print Preview - see how it looks prior to printing



Does Inspiration do anything other than create diagrams?

Changing Views - to get to the **Outline View** (from the Diagram View) click on the **Outline Icon** on the **Diagram toolbar**



- ◆ **Adding a Topic** - Use the **Add Topic** button on the **Outline toolbar** OR **F9** OR **Control-G**
- ◆ **Adding a Subtopic** - Use the **Add Subtopic** button on the **Outline toolbar** OR **Control-K**
- ◆ **Making a topic a subtopic** - Use the **Move Right** Button on the **Outline toolbar** OR **Control-R**
- ◆ **Making a subtopic a topic** - Use the **Move Left** Button on the **Outline toolbar** OR **Control-L**
- ◆ **Moving topics by dragging** - Click and drag to desired location
- ◆ **Hide/Show Subtopics** - Use the **+ - Sub** tool on the **Outline toolbar**
- ◆ **Notes Text** - Use the **Add Note** button on the **Outline toolbar** OR **Control-H**
- ◆ **Hide/Show Notes Text** - Use the **+ - Notes** tool on the **Outline toolbar** OR **Control-Y**
- ◆ **Prefix Labels** - Inspiration provides predefined prefix labels and you can also customize your own!!! Use the **Prefix** button on the **Outline toolbar** OR go to **File** and pull down to **Outline Properties** OR use the **Properties** button on the toolbar

- ◆ **Properties (Topic Styling, Margins, Header/Footer, Layout)** - Use the **Properties** button on the **Outline toolbar** OR go to **File** and pull down to **Outline Properties**
- ◆ **Printing** - same as for Diagram

Special Features of Inspiration version 6

Internet Hyperlinks - You can create hyperlinks to connect to resources on the Internet. Simply type in a web address (<http://www.yahooligans.com>) or assign a web address to selected text using the **Internet** command on the **Utility** menu. Clicking on an active hyperlink starts your browser and opens the web address listed.

Animated Symbols - This version of Inspiration includes many animated symbols that you can use in your diagrams. This feature can be turned on or off using the by going to the **File** menu and selecting **Application Properties**.

In this pop-up window one of the checked boxes says **Animate GIF's**.

Re-coloring Symbols - Personalize symbols by changing the colors. Just select the image that you want to change the color of then click on the **Multicolor** tool. You will be given the opportunity to change all of the colors associated with this image.



Frame Symbols - You can add a frame to any of the symbols in the libraries. Simply go the **Symbol** menu and select **Frame**.

Checklist Feature - This feature allows you to add a check box next to the symbol in your diagram or item in the outline view. As you work on an item, you can check off completed items in Diagram or Outline View. To turn on the checklist feature, choose the **Utility** menu and choose **Show Checklist**.

Importing graphics and creating your own symbol libraries - Using the **New Symbol** library option on the **Utility** menu you can create your own library! OR You can add a graphic to the existing symbol library. Go to the **Utility** menu and choose **Install User Symbol!**

PDF Symbol Guide - This printable reference is indexed and full-color. Go to the Inspiration web site (http://www.inspiration.com/new_in_six.html) Once you locate the images that you use most often - try creating a custom symbol library as described above and place your favorites in it!

**Visit the Inspiration website
for more tips, tricks, and ideas!
<http://www.inspiration.com/>**