

Expanding Your Inspiration

Advanced
Inspiration[®]
Features
and Uses



Inspiration[®]
SOFTWARE, INC

The Leader in
Visual Thinking and Learning[™]

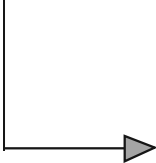

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Several sections of this booklet discuss the use of outside graphics with Inspiration. One place to find additional graphics is www.pics4learning.com. Thanks to Tech4Learning, Inc. for allowing us to use their graphics in the Expanding Your Inspiration presentation.

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Expanding *your* inspiration

Want to expand your use of Inspiration®? Looking for hints and ideas to take your use of Inspiration to the next level? If so, this resource was designed with you in mind!

Now that you've mastered the basics of Inspiration—symbols, links, diagrams, and outlines—it's time to focus on some of the program's advanced features and uses. In the next few pages, you'll find instructions and information on tools you can use to take your use of Inspiration and visual learning to the next level.

Ready? Get inspired!

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Enhancing your Inspiration diagrams

WORKING WITH SYMBOL LIBRARIES



Inspiration's symbol libraries provide students with pictures and images to represent their concepts and ideas. You can manage the symbol libraries by adding new libraries, moving symbols around, and bringing outside graphics into your Inspiration projects.

Bringing outside graphics into diagrams

Inspiration contains over 1,250 colorful, high-quality symbols. You can also use graphics and images from other sources such as clip art, digital images, Internet graphics, and more in your Inspiration projects.

On the Macintosh, you can import PICT, JPEG, and GIF files. In Windows, you can import WMF, BMP, GIF, and JPEG files. There are several ways to import a graphic: by copying and pasting, by dragging and dropping, and by inserting the graphic.

Copying and pasting a graphic onto a diagram

When working on a diagram, it's easy to bring outside graphics into your project. One way to do so is by simply copying and pasting the file onto your diagram.

To copy and paste a graphic onto a diagram:

1. Copy the graphic you want to use to the clipboard in the draw or paint program, on the desktop, or elsewhere.
2. Open the Inspiration diagram where you want to use the graphic.

3. Select the symbol you want to replace -or- you can also click anywhere on the diagram to paste the graphic without replacing a symbol.
4. On the Edit menu, choose Paste.

Your graphic replaces the symbol if you had one selected. If the original symbol had text in it, the text appears as a caption below the new symbol. Or, if the symbol did not have text, there's a text area below the new symbol.

Dragging and dropping a graphics file onto a diagram

To drag and drop a graphics file onto a diagram:

1. Open the folder containing the source file (the graphic you want to place in your diagram). Arrange the program windows so that both the source file and the Inspiration window are visible. You must be able to see the information you want to drag as well as the location where you want to drop it.
2. Select the graphics file and then drag it into the location you want it to appear.

Tip: You can also select multiple files and drag them onto the diagram.

3. Release the mouse button.

Inserting a graphic from a file

To insert a graphic from a file:

1. Click on the diagram where you want to place the graphic.
2. On the Edit menu, choose Insert Graphic.
3. Select the file you want to insert, and then click Open.

The graphic will appear on the diagram.



Creating new symbol libraries

You can create your own symbol libraries and fill them with symbols of your choosing. You might want to create a special library for a specific project your students are working on, or you might want to make a new library for graphics you import or create using the draw tools. You can also copy the symbols you use frequently into a custom symbol library.

To create a new symbol library:

1. On the Utility menu, choose New Symbol Library. The Add New Library dialog box appears.
2. On the Category drop-down menu, choose the category you want the new library to appear under. If you do not choose a category, Inspiration places the new symbol library under the Custom category.



3. Enter the name for the new library.
4. Click OK to create the library or click Cancel to exit without creating a new library.

Adding symbols to your new library

Once you've created your new symbol library, you can fill it with symbols in several ways.

Moving a symbol to another library

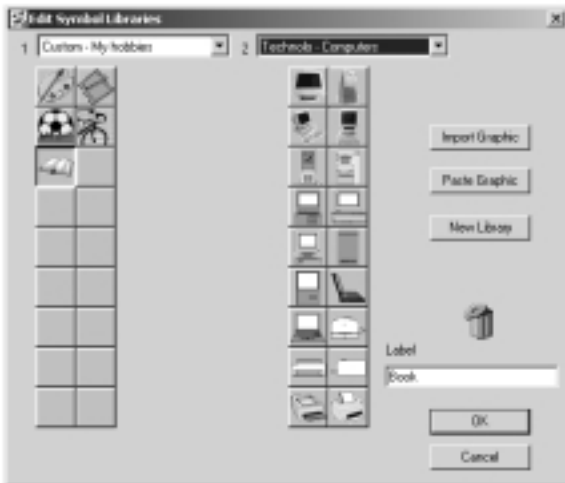
You can move symbols between libraries using the Edit Symbol Libraries dialog box. When you move a symbol, Inspiration copies the symbol to the new location.

To move a symbol to another library:

1. On the Utility menu, choose Edit Symbol Libraries. The Edit Symbol Libraries dialog box appears.
2. On either the Library 1 or the Library 2 drop-down list, display the library to which you want to add symbols.

When you open the dialog box, Library 1 displays the current symbol library in Diagram View.

3. On the other library drop-down list, display the library that contains the symbol you want to copy.
4. Select the symbol you want to copy, then drag it to the other library. As you drag the symbol, you see its outline. When you position it over the other library, a red line appears in the location where the symbol will be placed.



5. When the symbol is in the location you want, release the mouse button. A copy of the symbol appears in its new location.
6. In the Label box, enter a name for the symbol. If the symbol already has a name, you can change it if you want. In Diagram View, the symbol's label appears in the status bar when you move the pointer over the symbol in the Symbol palette.
7. Copy as many symbols from library to library as you wish. You can select different libraries from the Library 1 or Library 2 drop-down lists as needed.
8. When you finish, click OK. If you change your mind, click Cancel.

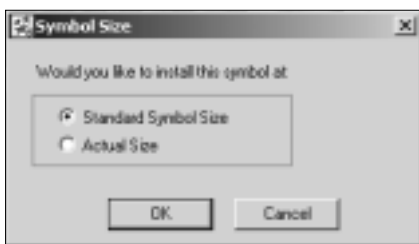
Installing a custom graphic into a symbol library

To install a custom graphic on your diagram into a symbol library:

1. Add a symbol to your diagram following the directions on pages 1-2.
2. Select the graphic on the diagram.
3. On the Symbol palette, display the library to which you want to add the graphic.

Note: There must be an open slot at the bottom of the library in order to add the symbol. If there are no open slots in the library, Inspiration creates a new library called User 1 under the Custom category. When no slots are available in User 1, Inspiration creates a User 2 library and so on.

4. On the Utility menu, choose Install User Symbol. The Symbol Size dialog box appears.



5. Select Standard Symbol Size or Actual Size, and then click OK. (Choose Standard Symbol Size to size the symbol equivalent to the other Inspiration symbols. Choose Actual Size to retain the original size of the graphic.)

When your symbol is installed, it appears at the bottom of the Symbol palette entries. It's now ready for your use.

Copying and pasting a graphic into a symbol library

You can copy and paste graphics created in other programs directly into the symbol libraries.

To copy and paste a graphic into a symbol library:

1. Copy the graphic to the clipboard.

2. On the Utility menu, choose Edit Symbol Libraries. The Edit Symbol Libraries dialog box appears.
3. On the Library 1 drop-down list, select the library to which you want to paste the graphic.
4. Click Paste Graphic. The Symbol Size dialog box appears.
5. Select Standard Symbol Size or Actual Size and then click OK.
6. In the Label box, enter a name for the symbol.
7. Click OK.

When your symbol is installed, it appears at the top of the Symbol palette entries. It's now ready for your use.

Dragging and dropping a graphics file into a symbol library

You can drag and drop graphics files created in other programs directly into the symbol libraries.

To drag and drop a graphics file into a symbol library:

1. Open the folder containing the source file (the graphic you want to install into the symbol library). Arrange the program windows so that both the source file and the Symbol palette are visible. You must be able to see the information you want to drag as well as the location where you want to drop it.
2. On the Symbol palette, select the library to which you want to install the graphic.
3. Select the graphic, and then drag it to the Symbol palette.
4. Release the mouse button. The Symbol Size dialog box appears.
5. Select Standard Symbol Size or Actual Size, and then click OK.

When your symbol is installed, it appears at the top of the Symbol palette entries. It's now ready for your use.

Importing a graphics file into a symbol library

You can import graphics files created in other programs directly into the symbol libraries.

To import a graphics file into a symbol library:

1. On the Utility menu, choose Edit Symbol Libraries. The Edit Symbol Libraries dialog box appears.
2. On the Library 1 drop-down list, select the library to which you want to import the graphic.
3. Click Import Graphic.
4. Select the graphic you want to install, and then click Open. The Symbol Size dialog box appears.
5. Select Standard Symbol Size or Actual Size, and then click OK.
6. In the Label box, enter a name for the symbol.
7. Click OK.

When your symbol is installed, it appears at the top of the Symbol palette entries. It's now ready for your use.

ALIGNING, SPACING, AND SIZING SYMBOLS

These tools provide you with precise control over where your symbols are placed and how they are sized, helping you create polished, neat diagrams.

Aligning symbols

When you are fine tuning your diagram you may find it useful to align symbols in various ways.

To align symbols with each other:

1. Select the symbols you want to align. You need to select at least two symbols to make the Align command available. (To select symbols, you can click on the symbols while holding down the Shift key.)

- On the Symbol menu, choose Align, then select the arrangement you want. Each choice on the Align submenu shows how the selected symbols will align. The symbols rearrange themselves to reflect your choice.

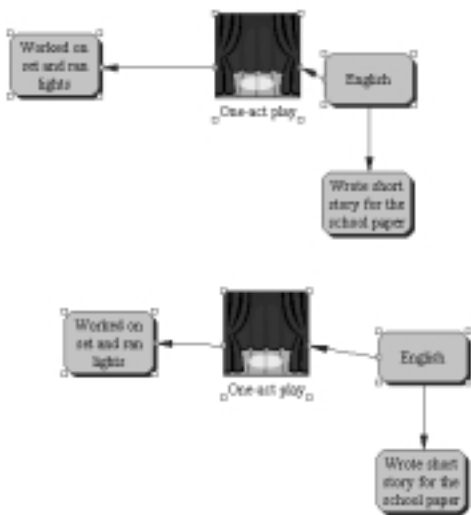


Spacing symbols evenly

Use the Evenly Space Symbols option when you want to have an even amount of space between selected symbols.

To space symbols evenly:

- Select the symbols you want to arrange.
- You need to select at least three symbols to make the Evenly Space command available.
- On the Symbol menu, choose Evenly Space, then select Horizontal or Vertical.



Making symbols the same size

If you want to make a symbol the exact same size as another symbol, but you don't want to change anything else, you can use the Paste Size command.

To make symbols the same size:

1. Select the symbol that has the size you want to use.
2. On the Edit menu, choose Copy. A copy of the symbol is now available on the clipboard.
3. Select the symbols you want to make the same size.
4. On the Edit menu, choose Paste Size.

Note: You can also size symbols by level using the Arrange button.

OTHER EFFECTS

Changing the color of the background

When you're working in Diagram View or Outline View, you can change the color of the background that appears on your screen.

To change the color of the background, choose Background Color from the Effect menu. Then select the color you want.

Diagram Properties: setting the preferences for Diagram View

You use the Diagram Properties dialog box to configure features and commands used in Diagram View. You can set the appearance of symbols and links to suit your needs, and you can specify the automatic behavior of features such as the grid and diagram arranging. When you change the preference settings in the Diagram Properties dialog box, the new settings affect only the current Inspiration document.

To set the preferences for Diagram View, choose Diagram Properties on the File menu.

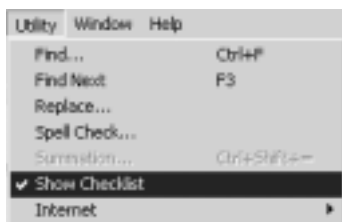
Powerful outlining tools

Inspiration's Outline View provides you with a powerful set of tools for outlining projects and information.

MANAGING PROJECTS WITH THE CHECKLIST FEATURE

As you work on a project, you can use the checklist to track your progress. You can check off topics in Outline View or symbols in Diagram View. If you check off a topic in Outline View, the corresponding symbol in Diagram View is also checked off.

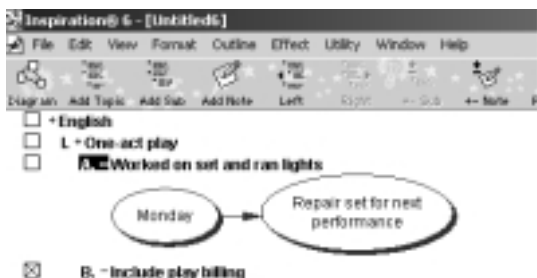
To turn on the checklist, choose Show Checklist on the Utility menu.



In Outline View, a check box appears to the left of each topic. In Diagram View, a check box appears in the lower-right corner of each symbol. To check a box, select it. To clear the box, select it again.

ADDING GRAPHICS TO NOTES TEXT

You can add graphical elements to your Inspiration outlines. You might wish to use a graphic to illustrate a point in one of your topics, or you may wish to add a piece of your work in Diagram View to your notes text. On the Macintosh, you can add PICT, JPEG, and GIF files into notes text. In Windows you can add WMF, BMP, JPEG, and GIF files.



Copying and pasting a graphic into notes text

To copy and paste a graphic into notes text:

1. In a paint or draw application, copy the image you want to use in your outline. (You can also copy some or all of your Inspiration diagram.)
2. In Outline View, select the topic where you want to paste the graphic.
3. On the Edit menu, choose Paste.

The graphic appears at the end of the notes text for the selected topic. If your notes are hidden, Inspiration displays the notes text as it adds the graphic.

Note: You can add only one graphic to a topic. When you add another graphic, the second graphic replaces the first.

Dragging and dropping a graphics file into notes text

To drag and drop a graphics file into notes text:

1. Open the folder containing the source file (the graphic you want to place in your notes text). Arrange the program windows so that both the source file and the Inspiration window are visible. You must be able to see the information you want to drag as well as the location where you want to drop it.
2. Select the source file, and then drag it to the notes text where you want it to appear.
3. Release the mouse button.

Inserting a graphics file into notes text

To insert a graphics file into notes text:

1. In Outline View, select the topic where you want the graphic to appear in notes text.
2. On the Edit menu, choose Insert Graphic.
3. Select the file you want to insert, and then click Open.

SPLIT TOPIC COMMAND

If you discover that a topic contains two ideas and you want to split it, you can use the Split Topic command on the Outline menu to make two separate topics. When you split a topic that has no subtopics, both parts remain at the same level in your outline. When you split a topic that has a subtopic, the second portion becomes a subtopic. You can also split notes text. When you do this, the information in front of the cursor remains notes text and the remainder becomes a new topic.

To split a topic or notes text:

1. In the topic or the notes text you want to split, click the location in the text where you want to break it.
2. On the Outline menu, choose Split Topic. The topic or notes text divides.



OUTLINE PROPERTIES: SETTING THE PREFERENCES FOR OUTLINE VIEW

You use the Outline Properties dialog box to configure features and commands used in Outline View. You can set the appearance of topics and notes text to suit your needs, as well as the look of your entire paper. When you change the preference settings in the Outline Properties dialog box, the new settings affect only the current Inspiration document.

To set the preferences for Outline View, choose Outline Properties on the File menu.

Inspiration and the Internet

Inspiration is used by students everywhere for a variety of Internet-related projects, from organizing and planning web sites to tackling a web quest. Inspiration has some special Internet options that make these projects even easier.

HYPERLINKS

A hyperlink (also referred to as a “URL” or “Internet address”) is a “hot spot” that allows you to jump from Inspiration to a location on the Internet. Hyperlinks help students pull the resources of the Internet into their Inspiration projects.

To add a hyperlink to your diagram, you can type a URL where you want the hyperlink to appear or you can assign a URL to selected text in the diagram. When you click a hyperlink, your browser starts and opens the URL.

When you export your diagram to a web page, the hyperlinks are also active in the exported document.

Adding hyperlinks to diagrams and outlines

You can add hyperlinks to symbols, links, notes text, and drawings you create with the Draw tools. The hyperlinks are active in Outline View and Notes List View as well.

To add a hyperlink, simply type the Internet address where you want the hyperlink to appear. After you finish adding the hyperlink, when you move the mouse pointer over the link, the pointer becomes an icon. This icon indicates the hyperlink is “live” and ready to start your browser.

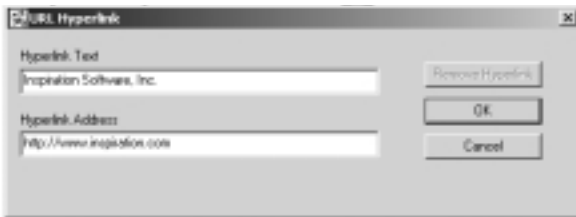


Adding hyperlinks to selected text

You can assign hyperlinks to selected text in topics, subtopics, symbols, links, notes text, and drawings you create with the Draw tools. The hyperlinks are active in Diagram View, Outline View, and Notes List View.

To add a hyperlink to selected text:

1. Select the text to which you want to assign the hyperlink.
2. On the Utility menu, choose Internet, and then select URL Hyperlink. The URL Hyperlink dialog box appears.
3. The text you selected appears in the Hyperlink Text box. (You can edit the text in the Hyperlink Text box.)



4. In the Hyperlink Address box, enter the Internet address that you want to assign to the text.
5. Click OK.



Editing a hyperlink

To edit a hyperlink:

1. Click directly before the first character in the link or directly after the last character.
2. Drag the mouse pointer across the link, and then release the mouse button. (You can also use the arrow keys to move the cursor inside the link.)

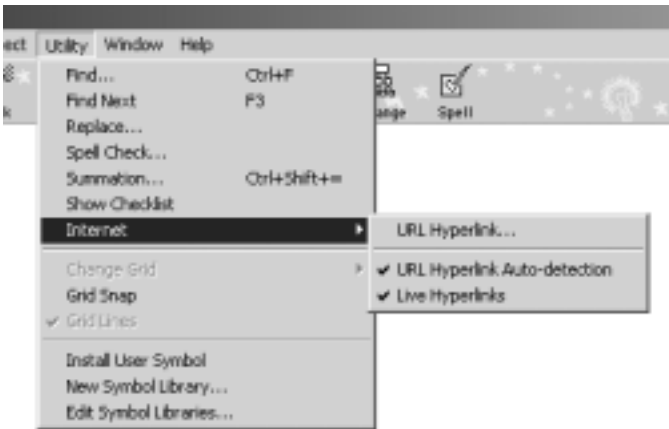
3. Edit the text, and then click away from the link.

Note: You can also turn off hyperlinks when you want to edit a hyperlink. Turning off hyperlinks prevents you from unintentionally starting your browser while you are editing a hyperlink.

Auto-detection and other hyperlink options

Turning off automatic detection of URL hyperlinks

You can turn off automatic detection of URL hyperlinks if you do not want an Internet address (URL) that you add to your document to be automatically formatted as a hyperlink.



To turn off automatic detection of URL hyperlinks, do one of the following:

On the Utility menu, choose Internet, and then select URL Hyperlink Auto-detection to clear the check mark and turn off the feature.

Or

On the File menu, choose Application Properties. Clear the URL Hyperlink Auto-detection check box.

Turning off hyperlinks

You can turn off automatic hyperlinks if you do not want Internet addresses that you add to your document to be active. This can be useful when you want to edit Internet addresses in a document.

To turn off hyperlinks, do one of the following:

On the Utility menu, choose Internet, and then select Live Hyperlinks to clear the check mark and turn off the feature.

Or

On the File menu, choose Application Properties. Clear the Live Hyperlinks check box.

Removing a hyperlink

Select the hyperlink, and then press Clear (Macintosh) or Delete (Windows).

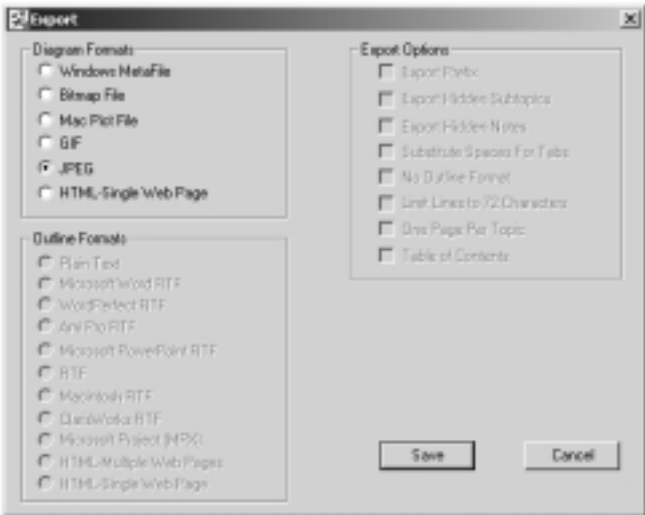
Or

1. Select the text to which the Internet address (URL) is assigned.
2. On the Utility menu, choose Internet, and then select URL Hyperlink. The URL Hyperlink dialog box appears.
3. Click Remove Hyperlink.
4. Click OK.

Exporting your Inspiration diagrams and outlines

SAVING AN INSPIRATION DIAGRAM AS A GRAPHIC

1. Display the document in Diagram View.
2. On the File menu, choose Export. The Export dialog box appears.
3. In the Diagram Formats list, click the graphic format in which you want to export the diagram.

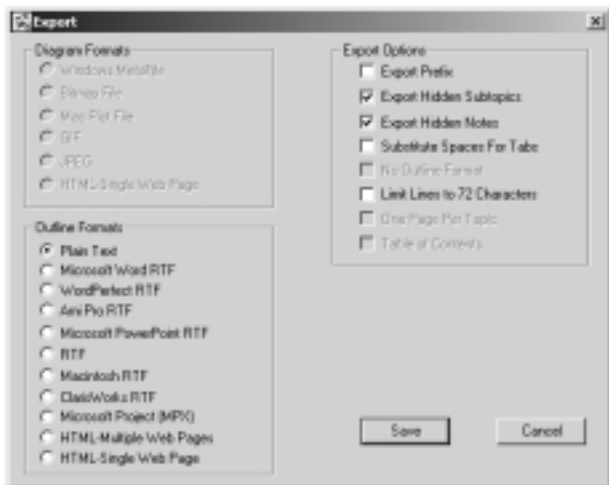


4. Click Save. The Save As dialog box appears.
5. Navigate to the folder where you want to save the graphic.
6. Enter a name for the graphic. Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change it if you want.
7. Click Save.

The diagram is saved as a graphic and can be placed in another document.

SAVING AN INSPIRATION DOCUMENT AS A TEXT FILE


1. While in Outline View, choose Export from the File menu. The Export dialog box appears.
2. In the Outline Formats list, select the format in which you want to save your Inspiration outline:



3. In the Export Options list, select the options you want. For example, do you want to export the topic prefixes? Want to maintain the outline format?
4. Click Save. The Save As dialog box appears.
5. Navigate to the location where you want to save the document.
6. Enter a name for the document. Inspiration automatically names the document after the outline main idea. You can save the file with this name and not erase your original Inspiration file.
7. Click Save.

Saving an outline as a single web page

You can export your Inspiration outline as HTML to quickly create a starting place for your web site projects. When you save your outline as a single scrollable web page, the main idea becomes the title of the HTML document and appears



in large type at the top of the page. Topics, subtopics, and notes text appear as the body of the document. At the end of the page, "Back to Top" appears in hypertext.

To save an outline as a single web page:

1. In Outline View, display the outline that you want to convert to HTML format.
2. On the File menu, choose Export. The Export dialog box appears.
3. On the Outline Formats list, select HTML-Single Web Page.
4. Click Save. The Save As dialog box appears.
5. Navigate to the folder where you want to save the document.
6. Enter a name for the document.
7. Click Save.

You can now open the document in a web browser and use it as a web page on the Internet. Or you can use a web authoring program to further design your web page.

Saving an outline as multiple web pages

When you save an outline as a multilayered web page, Inspiration creates a set of HTML files. The main idea becomes the title of the table of contents, and the first level topics are listed below the title in hypertext format. Each first level topic, along with its subtopics and notes text, appears on a separate page. The first level topic becomes the title of the page, and the subtopics and notes text appear below it. At the end of each topic page, "Back" appears in hypertext. When you click "Back," you return to the table of contents.

To save an outline as multiple web pages:

1. In Outline View, display the outline that you want to convert to HTML format.

2. On the File menu, choose Export. The Export dialog box appears.
3. On the Outline Formats list, select HTML-Multiple Web Page.
4. On the Export Options list, select One Page Per Topic.
5. Click Save. The Save As dialog box appears.
6. Navigate to the folder where you want to save the document.
7. Enter a name for the document.
8. Click Save.

Exporting your Inspiration outline to PowerPoint

One of the options you'll find in the Outline Export Options list is Microsoft PowerPoint RTF. Inspiration is a great place for you and your students to plan and organize your PowerPoint presentations.

The Microsoft PowerPoint RTF outline format option saves a formatted document with text and any graphics placed in the outline that can be opened in Microsoft PowerPoint. The main idea becomes the presentation title and each first level topic becomes a separate slide. Second level and lower topics become slide content.

Working with Inspiration templates

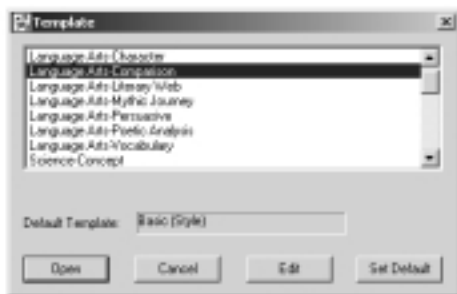
Inspiration's templates are starter documents that you and your students use as worksheets or style sheets. The templates that were installed with Inspiration provide you with beginning documents from which you can quickly build your own documents.

OPENING AND USING INSPIRATION TEMPLATES

To use a template, open the one you want to work with and then save it as your own document under a new name.

To open a template to create a new document:

1. On the File menu, choose Template. The Open dialog box appears listing the names of your Inspiration templates.
2. Select the template document you want to open, then click Open.



CREATING AND SAVING TEMPLATES

You can use any Inspiration document as the basis for a new template. Use the Inspiration tools and commands to design the look you want for your template. You will find it useful to set the preferences for both Diagram View and Outline View of your document using the property sheets (Diagram Properties and Outline Properties under the File menu). When you create a new template, you add it to Inspiration's collection of templates to make it available at any time.

To create a template using an Inspiration document:

1. Create an Inspiration document that you want to save as a template.
2. On the File menu, choose Save As Template.
3. Enter a name for the template.
4. Click Save.

SHARING INSPIRATION TEMPLATES

You can share a template with another computer running Inspiration by copying the template file to a floppy disk (or network server), and then copying the file to the Inspiration Templates folder on the other computer.

To share a template with another computer:

1. Save the template to a floppy disk (or network server).
2. Insert the floppy disk into the computer with which you want to share the template.
3. Navigate to the Inspiration 6 folder and double-click it to open it.
4. Double-click the Inspiration Templates folder.
5. Navigate to the drive containing the template you want to share.
6. Select the template, and drag it to the Inspiration Templates folder.

You can also email Inspiration templates to another Inspiration user. The recipient will then save the document to their Inspiration Templates folder.

SETTING THE DEFAULT TEMPLATE


The default template provides the look for your Inspiration projects when you first launch the program or select New from the File menu. You can easily create a new template and set it as the default. This way, your symbols, links, outline, and more will have the look you have set.

To specify a new default template:

1. Create an Inspiration template with the settings you desire.
2. On the File menu, choose Save As Template. The Save As Template dialog box appears.
3. Click Set Default.
4. Click Save.

When you replace the default Inspiration template, all new Inspiration documents are based on the new default template. The old Inspiration default template, which is named Basic, is retained in the Inspiration Templates folder in case you want to use it as the default template in the future.





Now that
you're inspired!

With the features and tools we've just explored, you are now ready to take your use of Inspiration to the next level! As you continue to master Inspiration, remember to use these resources available to you:

- On our web site—www.inspiration.com—you'll find new and updated product information, classroom examples, training materials, and more.
- In Inspiration itself, you'll find a wealth of information in the Help system.
- In *Flashes*, the official newsletter of Inspiration Software, Inc., you'll find informative case studies, product information, company happenings, and more. Sign up for the newsletter at www.inspiration.com/newsletter.



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