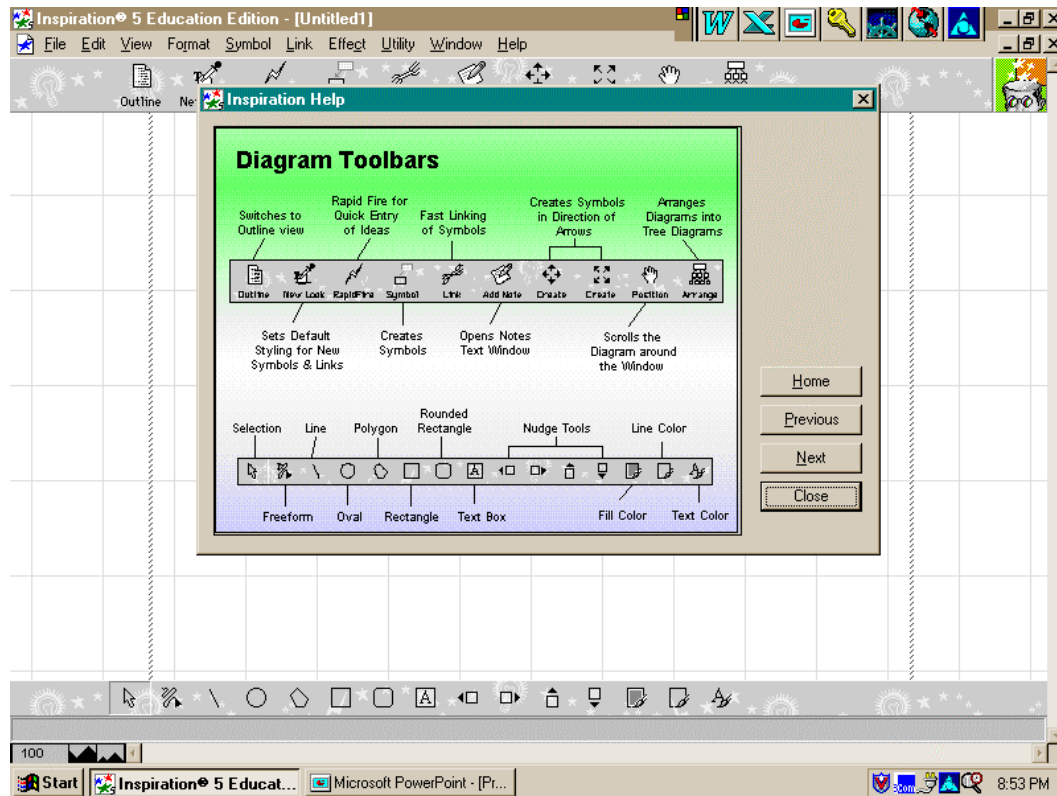


How to use Inspiration



Create Tools

☞ Use the Create tools to attach an idea symbol to any other symbol in the diagram. The symbol appears in the direction you choose.

- 1) Select the Idea Symbol that you want the new symbol to connect to.
- 2) On the diagram tool bar, put the pointer over the arrow that points in the direction you want to add your new idea.
- 3) Type your idea in the symbol.
- 4) You can now add a new symbol to the one you just created.

Rapid Fire

☞ Use this tool when you want to put down a bunch of ideas at once and you can't take the time to create new symbols.

☞ How To:

- 1) Select the symbol to which you want to add a series of ideas.
- 2) Click the Rapid Fire tool to activate.
- 3) Type your ideas then hit the Return key after each idea. Inspiration creates the new symbol after each Return.
- 4) Turn off Rapid Fire by clicking the button.

Creating Links between Ideas

- 1) Click the Links button on the Diagram Tool bar.
- 2) Select the symbol that you want the link drawn to.
- 3) The link appears.
- 4) Draw more links between the symbols if you wish.
- 5) Turn off Links by clicking on the button again.

Changing the Symbol shape.

- 1) Click on the symbol you want to change.
- 2) Click on the shape in the library you want to change it to.
- 3) To view options by category, click the down arrow to list categories.

THE OUTLINE TOOLBAR

Topics are the main ideas you want to make in your outline.

Adding Topics

- 1) Select the topic under which you want to make a topic.
- 2) On the outline toolbar, select the Add Topic button.

Subtopics are the bits of information that support your topic.

Adding Subtopics:

- 1) Select the topic under which you want to add a subtopic.
- 2) On the outline toolbar, select the Add Subtopic button.

Adding Notes Text

- 1) Select the topic to which you want to add notes.
- 2) Press Return
- 3) Enter your notes

Moving Topics to the Left or Right

- 1) Select the Topic you want to move.
- 2) Select the Nudge Left or Nudge Right button.