



## Inspiration Software – A How – To Guide

1. Open Inspiration software
2. Open diagram view or select create a diagram
3. **Enter a main idea in centre where it says main idea:** click on words main idea: back space and enter your own idea: Fall Plans
4. **Add ideas with Rapid Fire tool.**
  - a. Click on main idea box until you see corner squares. Go to tool bar at top of screen and click on lightening sign: Rapid Fire
  - b. Go back to main idea: you should see a red line; start adding ideas: sports, school, weather, hobbies/activities, work
  - c. Click on rapid fire symbol again to turn it off. You'll see a control button now in the corner of your main idea screen. Click on this, and your extra ideas will disappear.
  - d. Click again and they reappear.
5. **Search for symbols: to be able to access all the tools,** go to Utility on the tool bar, click preferences and 'turn on' or check that "online access" is checked. Then close the box.
  - a. Go to symbols menu at side of screen.
  - b. Type leaves in bottom box.
  - c. Select a picture and drag it to the side of your weather box
  - d. Select add link from tool bar. Join leaves diagram to weather box.
  - e. Click in dialogue box at bottom of sun to add a caption.
  - f. Click on the sports box.
  - g. Go to symbols library.
  - h. Click on fun then sports
  - i. Click on football helmet symbol
  - j. The sports bubble becomes the helmet.

*Note: if you wish to move any of the bubbles, just drag them around the screen. The links will follow.*

6. **To change the colour of your 'bubbles:**
  - a. click on a bubble; go to the effects tool on the tool bar,
  - b. select: Fill colour: choose a colour. The bubble will change.
7. **To change the colour of more than one bubble at a time,** press the shift key, highlight the bubbles you want, go to effects tool, and select the colour. All the bubbles you have selected will change.
8. **To change the shape of your bubble,** select the bubble(s) you want to change, then go to the symbols library at the side of the screen and select the shape you want. The bubble will change to **the** shape you have selected.
9. **To add a note to your work:**
  - a. Right click on a bubble
  - b. Go to 'add/edit note
  - c. Write in the dialogue box your note
  - d. You can add a picture by going to edit, insert graphic, and selecting a picture from your 'my pictures' file
  - e. By clicking on the two way arrow in the top left hand screen of the note, you can enlarge the size of the note to see a large picture
  - f. By clicking on the upper side of the note box, you can change the fill or line colour to match a theme.

10. To add a **hyperlink** to your work: **for a file** in your m drive or on a memory key
  - a. Click on hyperlink symbol in tool bar
  - b. Select file option
  - c. Name the file in the dialogue box (e.g. Inspiration tutorial)
  - d. Go to select file
  - e. Browse your documents to select the file you wish to add
  - f. Click on the file
  - g. Press ok when you get back to the page
  - h. The box in inspiration will now load when you click on it
11. For a **web page link**:
  - a. Click on hyperlink symbol in the tool bar
  - b. Select Web page option
  - c. Name the web page in the first dialogue box
  - d. Copy and paste the URL link into the http box
  - e. Press ok
  - f. The box in Inspiration will now automatically open the web link if you are 'live'
12. **To add a voice recording to your work:**
  - a. Click on the bubble to which you would like to attach the recording
  - b. Click on the tools option on your tool bar
  - c. Go to insert sound or video
  - d. Click on record voice
  - e. You will get a tool bar with instructions for recording your voice
  - f. The red button starts the record
  - g. The black square stops the recording
  - h. You can listen to your work with the play button
  - i. When you close the file you will see an icon that alerts you to the presence of a sound file.
13. **To add a music file ( seems to prefer MP3 files...)**
  - a. Click on the bubble to which you would like to attach your file
  - b. Go to tools
  - c. Click on insert sound or video
  - d. Go to insert sound file
  - e. You will be take to a browse function from which to select your file
  - f. Click on the file you want
  - g. Inspiration automatically sends the file to your map.
  - h. You will see the icon beside the bubble which alerts you to the sound file
14. **To save your work**, go to save, and create a folder in your M space to put the work or use a memory stick . . .
15. **To save the work in a Word file**, go to File, Export on the menu bar. Select Include diagram and all of the options except indentation from the menu list, then press save. Your document automatically converts to a word file, which you can save and print.
16. **To print directly from Inspiration**, go to File print preview on the tool bar. Check to see if your document will fit on one screen. If not, go back to your document, and click on the small mountains on the bottom left screen to zoom out until your document will fit.
17. **To see the 'outline view'** go to top left screen and click on Outline. This will show you a 'word' version of the diagram, which you can use for report or essay writing. Anything that you add, delete, edit or refine in this view will also appear in your diagram, and vice versa.