

Quick Inspiration

When Inspiration opens close the tip window.

The main idea box is already there – type the main idea

To correct type in a box click in the box and retype.

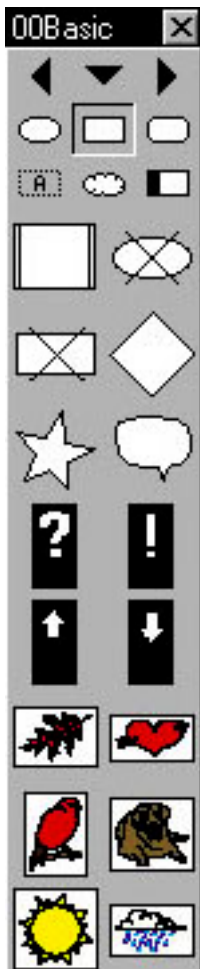
To create topics off the main idea

1. Select main idea by clicking it once
2. Click one of the create arrows (arrows determine direction box will appear from main idea.
3. Type the topic in the new box.
4. Make sure the main idea is selected and create your second subtopic.



Remember to first select the topic the subtopic will link back to.

Move boxes around by selecting and dragging. The connection links will adjust.



Changing the shape of the boxes.

Inspiration comes with libraries of various shapes and graphics for the topic boxes.

1. Select the topic box to be changed by clicking it once.
2. From the symbol toolbar click on the new shape/graphic.
3. If you can't see the symbol toolbar go to View in the menu and select the symbol toolbar.
4. To get more symbol libraries, click on the dropdown arrow in the symbol toolbar.

NOTE: When using a graphic symbol the text label for the topic will appear below the graphic.

For Quick Entry

Using the Rapid Fire tool allows you to quickly type in subtopics without having to first create the boxes. Rapid Fire will create the boxes as your type.



1. Select the topic box you wish to make subtopics for by clicking it once.
2. Click on the Rapid Fire button in the toolbar.
3. Type your first idea/subtopic and press Enter.
4. Type next subtopic and press Enter
5. Press Enter after typing each subtopic.
6. When finished click on the Rapid Fire button to turn it off.

NOTE: Just keep typing, it may take the program a while to make all the boxes.

To link boxes that are not already linked

1. Click the link tool in the toolbar
2. Be sure to first click on the topic that will lead link to a subtopic.
3. Click on the second box (This is the one the arrow will point to.)



To change colors of boxes and lines, right-click on the box or line and select from the menu that opens the item you wish to change.

Outline View

The graphical diagram can be viewed as a traditional outline by clicking on the diagram button in the toolbar. Changes made in the outline will also appear on the diagram view.

Printing

If possible before printing, move objects in the diagram view inside the page lines so the diagram will print on one page.



Use the **view** tools to help see all of a large diagram.