

Inspiration

To Open Inspiration:

- Open the Creativity folder.
- Click on Inspiration (you do not need a CD).

To Resize a Symbol:

- Click on the symbol to select it.
- Click and drag on the bottom right handle bar.

To link a related idea to the Main Idea:

- Click on the main idea symbol to select it.
- Press CTRL and hold down as you click the location where you want the linked symbol to appear.

To use Rapid Fire:

- Click on the symbol.
- Click on the Rapid Fire icon on the Diagram Tool Bar.
- Type related idea. Press Enter. Repeat this until you have completed all linked symbols.
- Click the Rapid Fire icon to turn it off.

To zoom in or out:

- Click on the big or little mountains on the bottom scroll bar.

To correct a typo or change the wording in a symbol:

- Double click the text in the symbol.
- Retype the text. (Or click where you want to make the correction.)

To move a Symbol:

- Click and drag the symbol.

To select all symbols:

- Click on Edit/Select All.

To change a symbol Shape or appearance:

- Click the symbol you want to change.
- Click on a new shape or picture in the Symbol Palette.

To add text to a link:

- Click the link and type in the text.

To flip through the Symbol Library:

- Click on the left (previous) and right (next) arrows at the top of the symbol palette.

To go directly to a specific Symbol Library:

- Click on the down arrow in the center top of the symbol palette.
- This will bring up a menu list of all libraries. Select one.

To turn the grid off or on:

- Click on the Utility Menu.
- Click on Grid Snap.

To go to Outline View:

- Click on the Outline symbol on the Diagram Tool Bar.

To go to Diagram View:

- Click on the Diagram symbol on the Diagram Tool Bar.

To change the font of the symbol text:

- Click on the symbol that contains the font you wish to change.
- Click on Format/Font.
- Click on the font of your choice.

To change the Fill color:

- Click on the symbol you want to change.
- From the Effects menu, click on Fill color, and then click on the color you want to use.

To change the Line color:

- Click on the symbol you want to change.
- From the Effect menu, click on Line color and then click on the color you want to use.

To delete a symbol:

- Click on the symbol you wish to delete.
- Press the Delete key on the keyboard.

To change color of text:

- Click on the symbol that contains the text.
- Click on the Effect menu.
- Click on Text color.
- Click on the color of your choice.

To change the background color of the document:

- Click on the Effect menu.
- Click on the Text Color.
- Click on the color of your choice.

To print an Inspiration document:

- Click on File/Print Options.
- Select Fit to One Page (If you want all of your diagram on one page.)
- Click on OK, File/Print, OK.

To Save an Inspiration document:

- Click on File/Save.
- Type in a name for the document.
- Change to the appropriate drive.
- Click on Save.