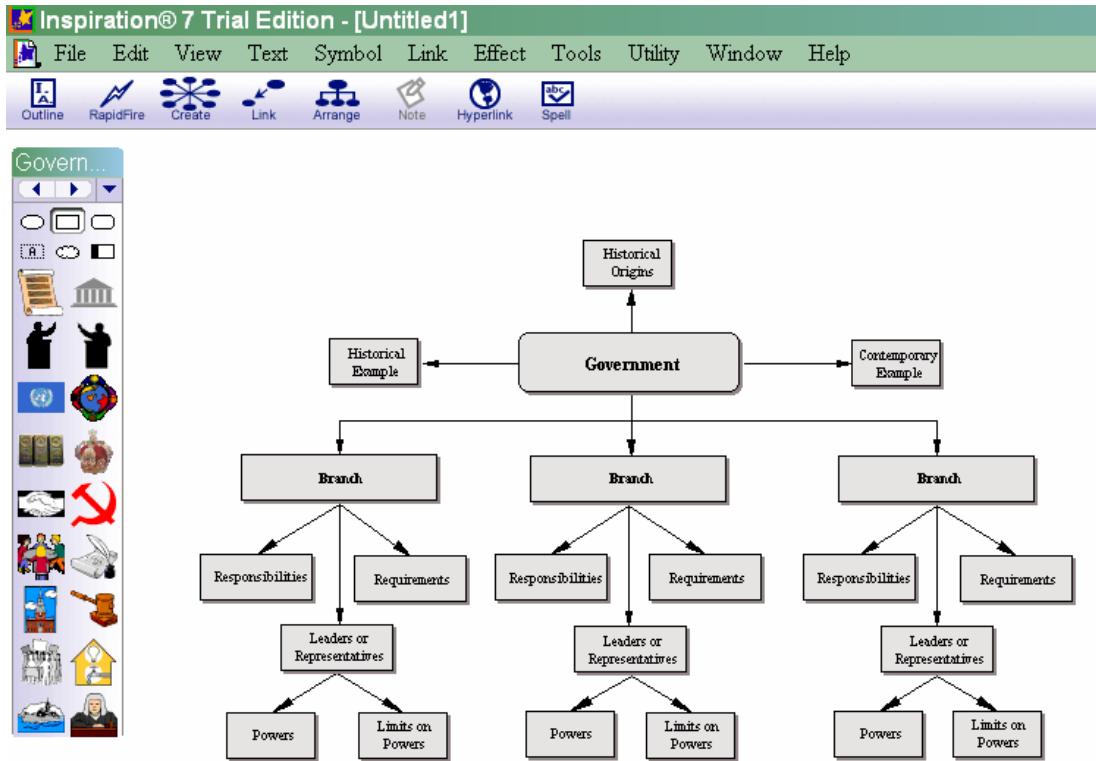


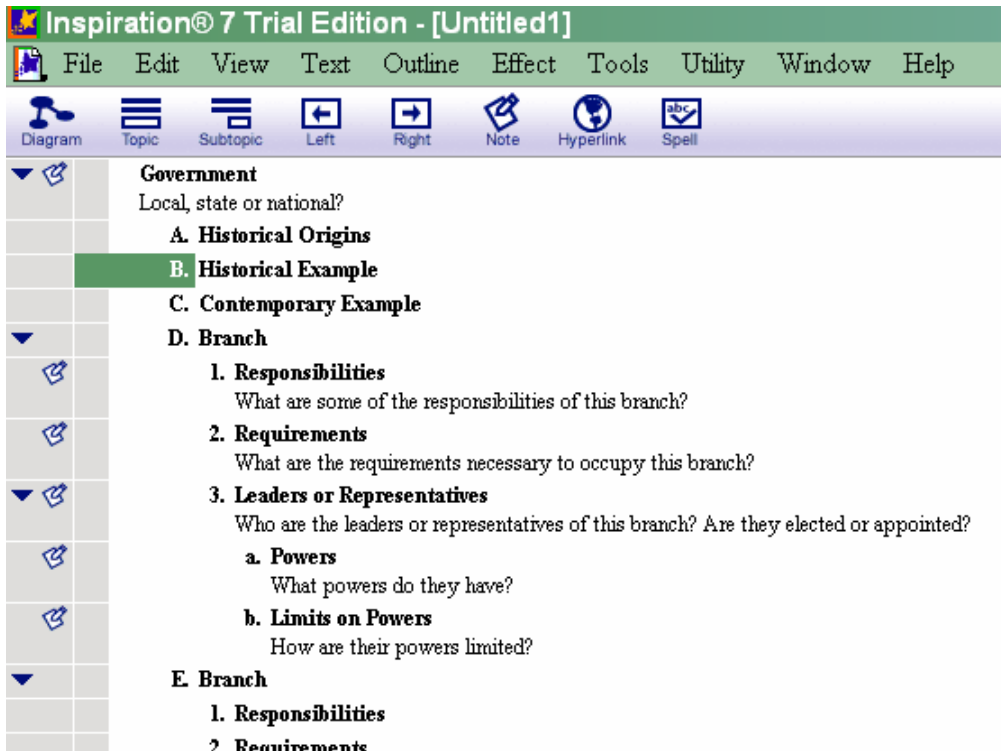
## Creating Graphic Organizers Using Inspiration 7.0

1. Open Inspiration.
2. If you do not get a new document automatically, select FILE and then NEW.
3. There should now be a bubble in the middle of the screen with MAIN IDEA at the center.
4. To type your main idea, highlight MAIN IDEA and then type your topic
5. There are multiple ways to add additional idea symbols to your diagram
  - a. Click on the CREATE arrow from the DIAGRAM TOOLBAR that points in the direction you want your link to go
6. To change the bubble icons, click on the bubble and then select the icon you want from the SYMBOL PALETTE. You can change the colors and other characteristics of the symbol under the effect menu.
7. If you wish to change a link, you must select it first by clicking on it and then go to the LINK menu and make your selections. You can also change the color of the link from the EFFECT menu.
8. If you are currently working in Diagram view. You can also view your links in outline form by going to the view menu and selecting OUTLINE or click on the OUTLINE BUTTON on the DIAGRAM TOOLBAR. To get back to DIAGRAM view from the outline, go to View menu and choose DIAGRAM or click on the DIAGRAM button on the OUTLINE tool bar.

## Diagram View



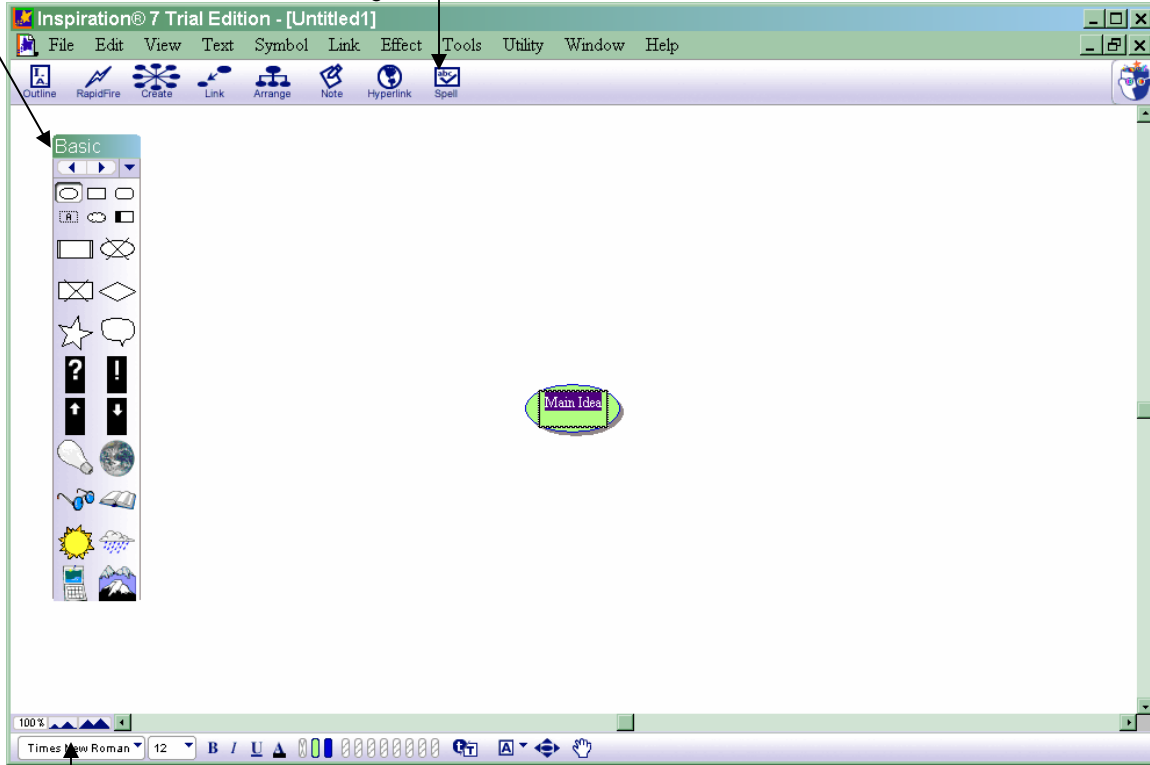
## Outline View



## Diagram View Screen and Toolbars

Use the Symbol Palette to add idea symbols to your diagram.









Use the tools on the DIAGRAM toolbar to add symbols and links to your diagram and to arrange your diagram.



Use the ZOOM buttons to see more or less of your diagram.

Use the tools on the FORMATTING toolbar to format text, change colors of fills and lines, draw shapes and set defaults.









The tools available on the DIAGRAM toolbar:

 Outline	 RapidFire	 Create	 Link	 Arrange	 Note	 Hyperlink	 Spell
Outline – Switches to Outline view							
RapidFire – Lets you enter linked ideas quickly							
Link - Creates a link between two symbols							
Arrange – Adjusts placement of bubbles in diagram							
Create - Adds new bubbles at 90 degree or 45 degree angles							
Note – opens the notes text window for the selected symbol							
Hyperlink – creates a hyperlink to a file, website or new Inspiration document							
Spell – Spell checks entire document							

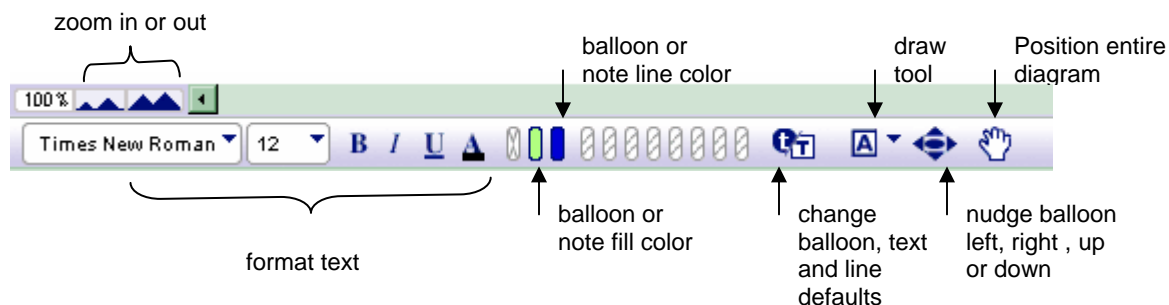
### RAPID FIRE

1. Click on the idea bubble in which you wish to type.
2. Type a heading
3. Click on the RAPIDFIRE icon on the toolbar
4. Type your supporting ideas into the same bubble
5. Hit return at the end of each idea
6. Inspiration will automatically create a new bubble each time you hit return.

The tools available on the OUTLINE toolbar:

 Diagram	 Topic	 Subtopic	 Left	 Right	 Note	 Hyperlink	 Spell
Diagram – Switches to Diagram view							
Topic– Adds a topic below and at the same level as the selected topic							
Subtopic - Adds a subtopic below and one level to the right as the selected topic							
Left – Moves a topic to a higher level in the outline							
Right – Moves a topic to a lower level in the outline							
Note – opens the notes text window for the selected symbol							
Hyperlink – creates a hyperlink to a file, website or new Inspiration document							
Spell – Spell checks entire document							

The tools available on the Formatting toolbar:



## Important Menu Options

File	Open Template (Customizable predesigned diagrams) Print Options Go here to make your diagram print on one page
Edit	Undo Cut, Copy, Paste Select Main Idea
View	Outline Notes Subtopics Page lines
Text	Font Size Style Bold, Italics, Underline, etc.
Link	Arrow options Color, angle, arrow head direction, two headed
Effect	Line options Thickness, color, patterns Fill Pattern/Color for bubbles Text color Background color
Tools	Find Replace Spell Check Hyperlink Sound Show Checklist
Utility	Template Wizard Create New Symbol libraries

## **Inserting Other Images**

Saved graphic files, digital photos or scanned images can also be inserted into Inspiration by going to the EDIT menu and selecting INSERT GRAPHIC. A dialog box will pop up in which you will locate your picture.

Clipart resources:

[www.pics4learning.com](http://www.pics4learning.com)

[www.ditto.com](http://www.ditto.com)

[www.mediabuilder.com](http://www.mediabuilder.com)

Remember to site where you got your image.

## **Printing**

To print your diagram on one page, go to File/Page Setup/and click in the radio button to the left of FIT TO ONE PAGE. Then click print.

## **Visual Literacy/ Graphic Organizer Resources**

[www.inspiration.com](http://www.inspiration.com)

[www.graphic.org](http://www.graphic.org)