



Inspiration for the Mac and Windows

<http://tipt3.utoledo.edu/tools.html>
<http://tipt3.utoledo.edu/inspiration.html>

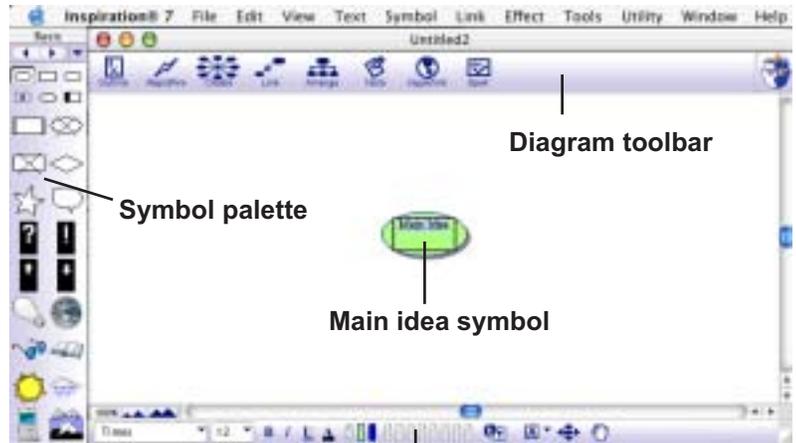
Inspiration provides tools for creating concept maps and other visual organizers.

To get started:

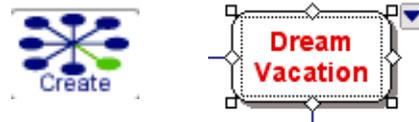
- Open Inspiration.
 - (Mac - Applications Folder)
 - (Windows - Start > Programs)
- Click in the oval symbol.
- Delete the word Main Idea.
- Type the word: Dream Vacations.

To add a new linked symbol:

- Select the Dream Vacations symbol.
- Click the up dot on the Create button.
 - The dot should match the direction.
- Enter the word Mountains.
- Click the dot again for another symbol.
- Enter the words Rocky Mountains.
- Select the Dream Vacations symbol.
 - Notice the quick control in the upper right corner.
 - This control hides and shows subtopics.
- Click the "down" dot for another symbol.
- Enter the word Beach.
- Drag the symbols to rearrange them.



Formatting toolbar



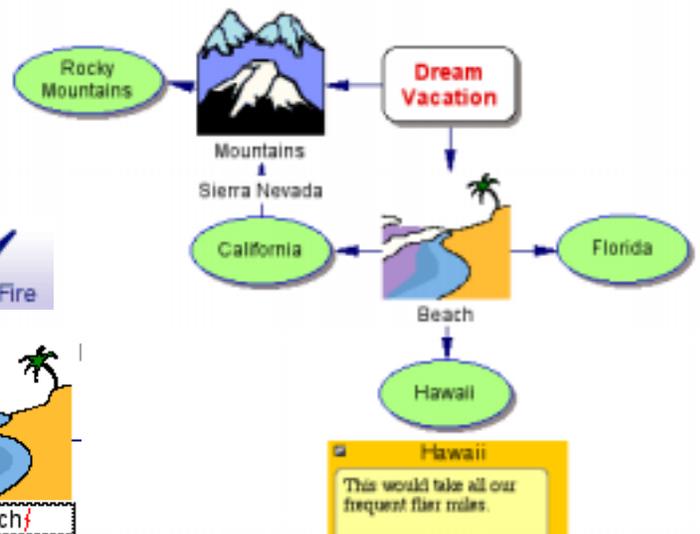
To change fonts:

- Drag over the words Dream Vacation.
- Use the formatting toolbar to change font type, size, style, and color.
- You can also use the Text menu to make font selections.



To replace the oval symbol with an icon symbol:

- Click on the symbol where you want the art.
- Click on the symbol from the symbol palette.
- Use the arrows to move between symbol topics.
- Add mountain and beach art.



To use Rapid Fire:

- Click on the Beach symbol.
- Click on the Rapid Fire button.
 - Notice a ride Rapid Fire icon appears.
- Type Florida and press Return (enter).
- Type Hawaii and press Return (enter).
- Type California and press Return (enter).
- Click the Rapid Fire button to turn it off.



To add a note:

- Click on the Hawaii symbol.
- Click on the Note button.
- Type your ideas.
- Click the Close box to close the box.



To add a link:

- Click the California symbol.
- Click the Link symbol.
- Click the Mountains symbol.



A link will appear between California and Mountains.
Click the Link symbol to turn it off.

To change the link directions or arrows:

- Click the Link.
- Pull down the Link menu, Select Arrow Direction, and make a choice.
- Pulldown the Link menu, Select Arrowheads, and make a choice.
- Click the middle of the link line.
- Type in a connecting word such as Sierra Nevada.

To add an unconnected symbol:

- Click in the open area of your diagram.
- Click on a symbol from the Symbol palette.
- This works good for directions, titles, and other information.
- You can also drag and symbol from the Symbol palette to the diagram.

To copy and paste a picture from the web:

- Open a web browser.
- Copy a picture.
- (Macs - Hold the mouse down on the graphic, choose copy)
- (Windows - Right click on graphic, choose copy)

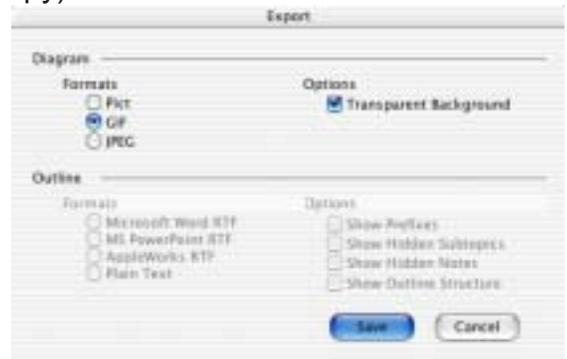
- Return to your Dream Vacation diagram.
- Click on the symbol you wish to replace.
- Or, click in an open area.
- Pull down the Edit menu, choose Paste.

To save:

- Pull down the File menu, choose Save.
- Name the file and save.

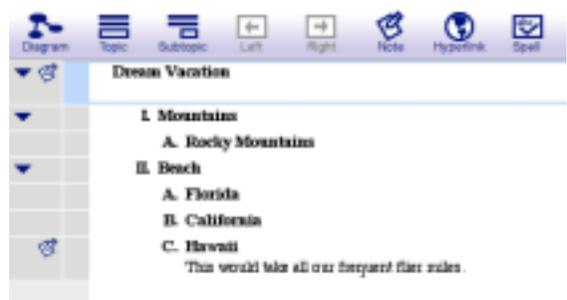
To save as a pict, gif, or jpeg file:

- Pull down the File menu, choose Export.
- Choose an option, click Save.
- Name the file and save.



To view the document as an outline:

- Click the Outline button.
- Drag the lines around to modify your outline.
- Rearranging will not impact your diagram.
- To return to the diagram, click the Diagram button.



To save the outline as a word processing file:

- In the outline mode, pull down the File menu, choose Export.

To rearrange your diagram:

- Click the Arrange tool.
- Make choices.



If you don't like the result, go to the Edit menu, select Undo.

To change the view:

- Click the Zoom in (large mountains) to make the diagram appear larger.
- Click the Zoom out (small mountains) to make the diagram appear smaller



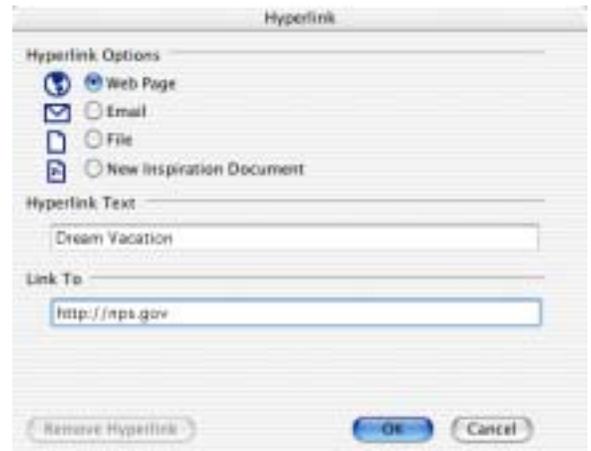
To move the display:

- Click the Position button.
- Click and drag the diagram.



To add a hyperlink:

Select the words Dream Vacation.
Click the Hyperlink button on the Diagram toolbar.
Select Web Page.
Type <http://nps.gov>
Click OK.
Click off the symbol to deselect it.
Click the blue link and you'll be taken to the website.



You can also create email and file links.

Click the Mountains Button.
Link to a Rocky Mountain High MP3 music file.
Or, link to a video clip.

To record a sound:

Select the Beach button.
Pull down the Tools menu, choose Sound, Click Record.

The Recording Control Box will appear.

Click Record to begin recording.

Say "Life's a Beach!"

When you finish, click Save.

The Audio Quick Control will appear  on symbol.

Click the control to play the sound.



Record Button
Stop Button
Pause Button
Play Button

To print the diagram:

Pull down the File menu, choose Page Setup.

Determine margins, portrait/landscapes

Choose Print Preview.

Click Print.

To create a web page:

Pull down the File menu, select Export as Web Page.

Click Save.

To use a template:

Pull down the File menu, select Template.

Open and modify a template.

