

Inspiration

...a 16 minute trip in 16 steps

Inspiration is a creative planning and problem solving tool which can be used by anyone for many purposes. Recording minutes from a meeting, planning session, web activity, brainstorming session, or the creation of a concept map is instant as the activity progresses. Visual diagrams as well as instant outlines are created by Inspiration.

Let's Begin-Open Inspiration

1. A blank screen will appear. Read and close the Tip of the Day. Begin typing—you don't even need to click the mouse—your **main idea** or **main topic**. To get new objects on the screen, there are **three** options below:
 - A new unconnected object can be created by just clicking on the screen.
 - **Rapid-Fire** allows for new objects to be created by pressing the Enter (Enter on Macintosh also) key between topics.
 - From the Button Bar at the top of the page, select on the eight directional arrows from the Create button.

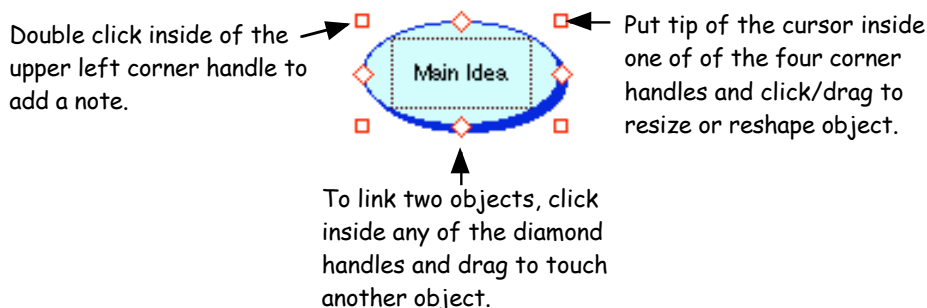


Let's Try It!

2. Open Inspiration. Read and close the Tip of the Day. Turn on Rapid Fire from the Button Bar.
3. Type a word (phrase) to be used as the Main Topic. Press Enter.
4. Continue to type words or phrases representing the next level of topics. Press Return(Enter) between each entry.
5. Press Shift-Return(Enter) or just click in "white space" to end the rapid-fire entry.
6. You can also just click the mouse in white space (about two grid rows above or three grid rows right) to create a stand-alone symbol in which you can type.

Selecting, Moving, and Linking Objects

7. Objects can be moved with the "click/drag" method once the object is selected to make it active. Handles (clear squares or diamonds) appear around the object when it is active.



8. Multiple symbols can be selected by using the shift-click method. Select several symbols and change the **Basic Shapes** under the **Symbol** menu.
9. Each object can have up to 32 links.

Instructional implication: Visual positioning through the relocation of the objects (symbols), as well as the assignment of color, shape and size, allow a learner to see new relationships and make new meanings. Concept mapping is an essential strategy for concept formation.

Changing the Symbol for the Object

10. The Symbol Palette, at the left of the screen (View -> Symbol Palette) contains many symbols or pictures to replace the default blue oval object. To change the shape of the object, click on it to make it active and then click on a symbol from the palette. Many different palettes are available by clicking the black arrows at the top of the Symbol Palette.

Instructional implication: The interpretation of thoughts are affected by the shape and color of the symbol. Experiment with the different shapes to determine the appropriate container for your message.

Viewing the Project

11. To zoom out (step back for a "bird's eye" view of your document) or zoom in for closeups, click on the "mountains" in the lower left corner of your screen.. Use the **big mountains** to zoom in and **little mountains** to zoom out.
12. **Outline View:** Change the symbol view into an **Outline** by pulling down the **View** menu bar (or click on the Outline button on the left of the Button Bar. Using *Inspiration's* outline makes adding, editing, revising, rearranging information easy to do.
 - Add **topics** to the outline: Click the mouse just to the right of the Main Topic. Select Add a topic from the Outline menu.
 - To add a **Subtopic**, select the item under which you would like a subtopic, and choose Insert Subtopic from the Outline menu.
 - **Notes** can be entered into the outline which are great for documenting quick ideas or concepts. To add notes, click the mouse after the last word of a topic and press the Enter (Return on the Macintosh) key.
 - In the Outline View, the file can be exported for use in Microsoft Word, Power Point, or AppleWorks.
13. **Diagram View:** To change back to the Diagram view, select the Diagram icon on the Button Bar or from the View menubar, select Diagram. Notice that all of the subtopics are now represented by symbols. The notes are hidden, but can be easily seen by double clicking in the upper left corner handle. If you get the message that your symbols may overlap, just click **Rearrange**.

14. To see the notes: Notice that the symbol under which notes were typed now has a solid red "**handle**" in the upper left corner. Double click on the red handle. Your notes will appear in a text window. They can be edited and added to at this point.
- In the diagram view, the image can be exported as a JPEG graphic file.

For Fun ~ Create Your Own Symbols

15. First, you have to get some draw tools so that you can create your own symbol. From the **Utility** menu bar, choose **Symbol** and then slide over the highlight the **Draw Palette**. Using the Draw tools, create an original drawing. Group all of the objects together used to create the drawing.

Creating New Levels

16. There may be times when you want to create more depth to a topic or subtopic. In Inspiration the main or top level of the document is called the **family head**. You may create a **child** diagram or outline which is still a part of the family document but in its own window. To open a **child**, select the symbol from the main diagram by clicking on it to make it active. From the **File** menu, choose **Open Child**. There is now a new window for your "child" and it is the **main idea** in this window.

What Next?

- Save this file as an Inspiration file for future editing.
- From the outline view, go File to Export and export this outline as a word processing document (Microsoft Word or AppleWorks). You can choose to save the prefixes or not.
- From the outline view, go File to Export and export this outline as a PowerPoint presentation. Because this save will look much like the previous save, add a 2 to the file name before saving.
- From the diagram view, go File to Export and export this diagram as a .jpg picture or as an HTML (web) page.
- From the diagram view, go to File to Export as a Web Page and it will become a linkable web page.

Isn't this a neat program?

For ideas for using Inspiration, please visit:

http://www.inspiration.com/productinfo/inspiration/using_insp/index.cfm

<http://www.internet4classrooms.com/inspiration.htm>

For extended instruction, please visit:

<http://aitt.acadiaw.ca/tutorials/Inspiration/>