Inspiration®

Comprehend. Create. Communicate. **Achieve more.**

version 9

Getting Started

Inspiration®
SOFTWARE, INC
The Leader in Visual Thinking and Learning™

Windows® | Macintosh®

Credits

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Chapter 1: Getting Started

For visual mapping, outlining, writing and making presentations, **Inspiration® 9** is the ultimate thinking and learning tool. Brainstorm ideas, structure your thoughts and visually communicate concepts to strengthen understanding with the Diagram and Map Views. To take notes, organize more efficiently, and structure writing for plans, papers and reports, use the integrated Outline View. With Inspiration's Presentation Manager, transform your diagrams, mind maps and outlines into polished presentations that communicate ideas clearly and demonstrate understanding and knowledge.

This guide is designed to help you get started using Inspiration. It contains the following:

- What's new in Inspiration 9
- System requirements
- Installation instructions
- Customer service information
- Introduction to Inspiration
- Tutorials

Where to find more information

The Inspiration Help system contains detailed information about using Inspiration commands and features.

- To access the Help system while you are using Inspiration, choose **Help** on the **Help** menu.
- Inspiration Technical Support is available online. To connect to Technical Support while you are using Inspiration, choose **Online Technical Support** on the **Help** menu.

What's new in Inspiration 9 and Inspiration 9.1

Throughout Inspiration 9, dozens of new features and enhancements help you better comprehend, create, communicate and achieve more. These improvements include:

New in the Inspiration 9.1 update

Export or import iPad documents. Now you can export your documents to a .inspmaps format to be opened on your iPad in the Inspiration Maps™ app. Or you can import documents created in Inspiration Maps to be opened in Inspiration 9.1 or greater.

More ways to engage and learn visually

New Map View. With Inspiration's new mind map capabilities, you have the tools you need to build a mind map to visually represent an entire concept or idea with branches of associated thoughts.
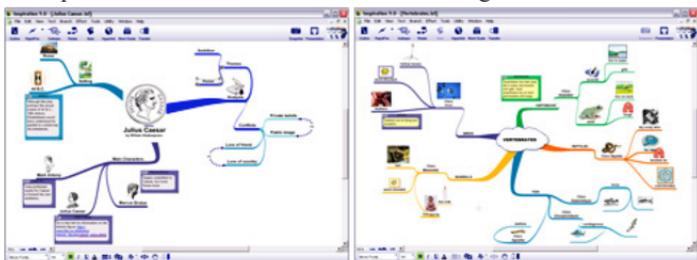
New Presentation Manager. Use the content you've developed in Diagram, Map and Outline Views and expand your work into presentations and final projects. Inspiration provides all the tools you need to create organized, polished presentations that convey ideas clearly and demonstrate your understanding and knowledge. Play your presentations directly from Inspiration or from any Macintosh® or Windows® computer using the FREE Inspiration Presenter.
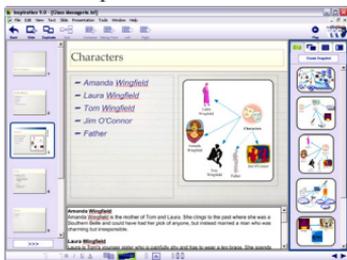
Diagram View updates

Inspiration 9 provides more visual learning support for reading, writing and thinking.

More symbols. Additional symbols in the symbol libraries give better support for curriculum content.

Linking Phrases. Label concept map links using Linking Phrases to easily explain relationships.

Select a link in a diagram, then choose **Link>Linking Phrases** and choose the phrase to insert.

Lock items in place. Keep elements of your diagram from being moved or deleted. Select one or more items, then choose **Lock Item** from the **Symbol** menu.

Outline View updates

In Outline View there are even more organizing, outlining and writing capabilities.

Link text. You can see all of the connections you've made in Diagram View by displaying link text in your outline. Click the **Show Link Text** button on the Formatting toolbar.

Symbols. Visualize your connections with the option to show symbols used in Diagram or Map View while working on your outline. Click the **Show Symbols** button on the Formatting toolbar.

Split topics. Inspiration allows you to split a single topic into two easily. Select a point within the text of a topic or subtopic in your outline, then click the **Split** button.

Combine topics. When you decide two topics should be merged into one, select them and choose **Combine Topics** from the **Outline** menu.

Word and page count. Keep tabs on the length of your writing with the new Word Count feature. Choose **Word Count** from the **Outline** menu to see the number of words and pages in your outline.

Sound and video in notes. While researching and embellishing your work, import audio and video into your notes. Select a topic, choose **Tools>Insert Video or Sound**, then choose whether to insert a sound file, record a sound or add a video.

Convert notes to topics. Break notes text into a series of new topics, with a new topic created for each carriage return in your note. Select the topic with notes, then choose **Break Apart** from the **Outline** menu.

Favorite word processors. Inspiration 9 provides additional transfer and export options. Now in addition to Microsoft® Word, you can transfer or export your document to OpenOffice.org Writer on either Macintosh or Windows, or to iWork Pages on a Macintosh.

Exporting to PDF. When you want to share your Inspiration work, you can export your document or presentation directly to PDF. Choose **Export to PDF File** from the **File** menu. If you are exporting a presentation, you can select additional formatting options.

Exporting to PowerPoint (.pptx). When you want to present your Inspiration work, you can also export your document or presentation directly to PowerPoint. Choose **Export to PowerPoint (.pptx)** from the **File** menu. If you are exporting a document, you may need to select additional formatting options.

Installing Inspiration

Before installing Inspiration, make sure your computer meets the following minimum requirements:

Windows system requirements

- Pentium III 450 MHz or higher
- XP, Vista, Windows 7 or 8
- 256 MB RAM
- 250 MB available hard drive space

Recommended:

- Internet connection
- QuickTime®

Optional:

- Interactive electronic whiteboard
- Microphone

Macintosh system requirements

- OS X 10.6, 10.7, & 10.8

Recommended:

- Internet connection

Optional:

- Interactive electronic whiteboard
- Microphone

About upgrading from an earlier version of Inspiration

When you install Inspiration 9, it does not overwrite any earlier version of Inspiration installed on your computer. This enables you to keep custom templates and custom symbol libraries created in the earlier version of Inspiration.

After you install Inspiration 9, you can copy custom templates and symbol libraries from the earlier version to the appropriate folders.

Windows

Copy individual symbol libraries to the Custom Libraries folder, located in the Libraries folder. If the Custom Libraries folder does not exist, you can create it.

Copy templates from the earlier version of Inspiration to the Templates folder inside the Inspiration 9 folder. After you copy the templates and libraries you want to keep, you can remove the earlier version of Inspiration from your computer.

Any files you created using Inspiration 6, 7, or 8 can be opened by Inspiration 9.

Macintosh

Copy individual symbol libraries from the existing Inpiration folder found in the Applications folder to the new location in the Custom Libraries folder, located in the Inspiration 9 folder in your Documents folder. If the Custom Libraries folder does not exist, you can create it.

Copy templates from the earlier version of Inspiration to the Templates folder inside the Inspiration 9 folder in your Documents folder. After you copy the templates and libraries you want to keep, you can remove the earlier version of Inspiration from your computer.

Any files you created using Inspiration 6, 7, or 8 can be opened by Inspiration 9.

Windows installation

1. Close all programs, including screen saver and anti-virus programs.
2. Insert the Inspiration CD-ROM into your CD-ROM drive.
3. Double-click My Computer, then double-click the icon for your CD-ROM drive.
4. Double-click the Install.exe icon, then choose an install location.
5. Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.

   The installer will inform you if QuickTime, or an update, is needed. QuickTime enables Inspiration's multimedia capabilities. Click **OK** to view a web page that will help you download this free software.

   After completing these additional installations, you can choose to restart your computer now or later.
6. Inspiration starts automatically and the Personalize Inspiration dialog appears.
7. Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Inspiration; it is required to personalize your Inspiration application. Click **OK**.

   To register your copy of Inspiration, see "Registering Inspiration" on page 12.

Macintosh installation

1. Close all programs, including screen saver and anti-virus programs.
2. Insert the Inspiration CD-ROM into your CD-ROM drive.
3. Drag the Inspiration 9 folder to your Applications folder.
4. Double-click the Inspiration application icon to start Inspiration. The Personalize Inspiration dialog appears.
5. Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Inspiration; it is required to personalize your Inspiration application. Click **OK**.

   To register your copy of Inspiration, see "Registering Inspiration" on page 12.

Network installation

Refer to the network installation instructions provided with your volume license. Volume licenses are available from Inspiration Software, Inc. For more information, call 503-297-3004.

Starting Inspiration

After you have your copy of Inspiration installed and personalized, you're ready to get to work. Here's how you open Inspiration.

To start Inspiration on a computer running Windows®:

▶ Click the **Start** button, point to **Programs**, then click **Inspiration 9**.

To start Inspiration on a Macintosh® computer:

▶ Open the folder that contains Inspiration, then double-click the Inspiration icon.

Viewing and printing Inspiration documentation

The Inspiration Getting Started Guide and other written documentation is available in the form of PDF files. To view or print this information, you need Adobe® Reader® installed on your computer. If your computer does not have Adobe Reader, you can download a free copy from Adobe at www.adobe.com.

To view or print Inspiration documentation:

1. Start Inspiration.
2. On the Inspiration Starter screen, click the **Learn to Use** button.
3. Double-click the **Documentation** folder to open.
4. Double-click a document to open it to view or print.

Removing Inspiration

Windows

1. Click the **Start** button, point to **Settings**, then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Select **Inspiration 9** in the list box, then click **Add/Remove**.

Macintosh

▶ Drag the Inspiration 9 folder to the Trash, then empty the Trash.

Registering Inspiration

To register a single copy of Inspiration, click **Register Online** after you personalize Inspiration. Your browser starts and opens Inspiration's online registration form. Follow the on-screen instructions. (*Note:* You must have Internet access and a browser installed to register online.)

To register at a later time, choose **Register Online** from the **Help** menu..

To register a volume license, please complete and mail or fax the printed license agreement.

Customer service

Inspiration Software, Inc. is committed to assisting our customers. If you have comments, questions or need assistance while working with Inspiration, you can contact us by email at **techsupport@inspiration.com**.

Inspiration Software, Inc. provides customer service and technical support for registered users. Be sure to register so you can take advantage of our support services.

When you contact us, please be ready to provide your serial number. Our support services are open Monday–Friday from 8 a.m. to 5 p.m. Pacific time.

Chapter 2: Introducing Inspiration®

In Inspiration® you think and learn visually. Inspiration allows you to create a picture of your ideas and concepts in the form of a diagram or mind map. It also provides an integrated outlining environment for developing your ideas into organized written documents. Inspiration stimulates both visual and linear thinking to deepen understanding of concepts, increase memory retention, develop organizational skills and tap creativity.

When you work with visual representations of ideas, you easily see how one idea relates to the others. Learning and thinking become active rather than passive. You discover where your deepest knowledge lies and where the gaps in your understanding exist. When you create a visual map of ideas, you recall details better than if you had simply read a paragraph—that's because you can see it in your mind.

If you have an idea that you want to expand, whether it's an idea for a written document or for mapping out a plan, Inspiration can help you organize your thoughts and save you time. You can create a diagram or mind map to work through your ideas and arrange and group them to clarify your thinking.

When you're ready to structure your ideas, you can use Outline View to organize your ideas hierarchically. Inspiration's outlining environment is perfect for adding structure to written documents, reports and plans.

Finally, when you're ready to share your ideas, Inspiration's Presentation Manager provides all the tools you need to create organized, polished presentations that convey ideas clearly and demonstrate your understanding and knowledge.

About the Inspiration environments

Inspiration has four environments: Diagram View, Map View, Outline View and Presentation Manager. As you work in a diagram or mind map, changes will be automatically reflected in the integrated outline. Sometimes you will work exclusively in Diagram View or Map View to create a graphic organizer or a map showing how ideas or concepts relate. Other times you will work in Outline View where you might organize and write a report. Then use the content you've developed in Diagram, Map and Outline Views to expand your work into presentations and final projects.

Diagram View

Use Diagram View to create diagrams that show the relationships between ideas or concepts.

Here's what Diagram View looks like:
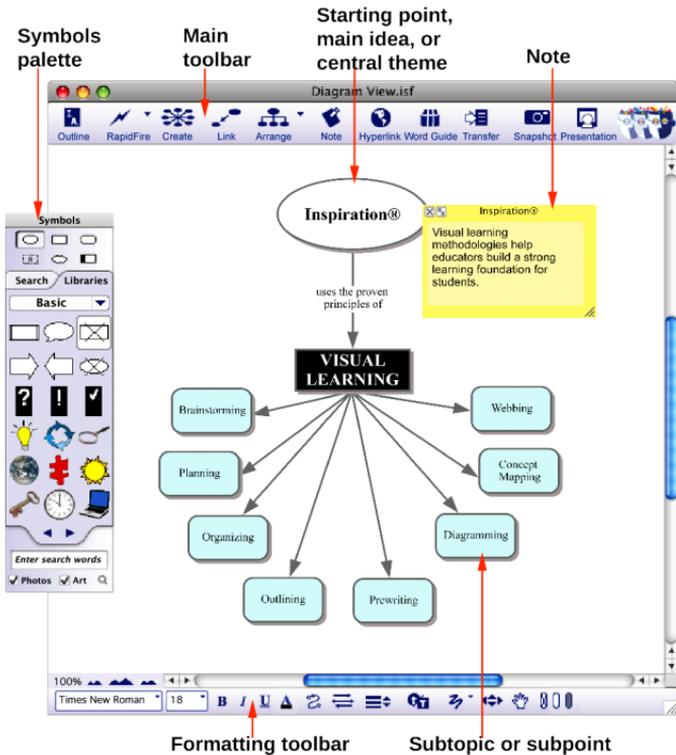
Map View

Use Map View to create mind maps, building branches of associated topics around a central idea.

Here's what Map View looks like:

Symbols palette   Main toolbar   Central idea   Subtopic

Formatting toolbar   Note
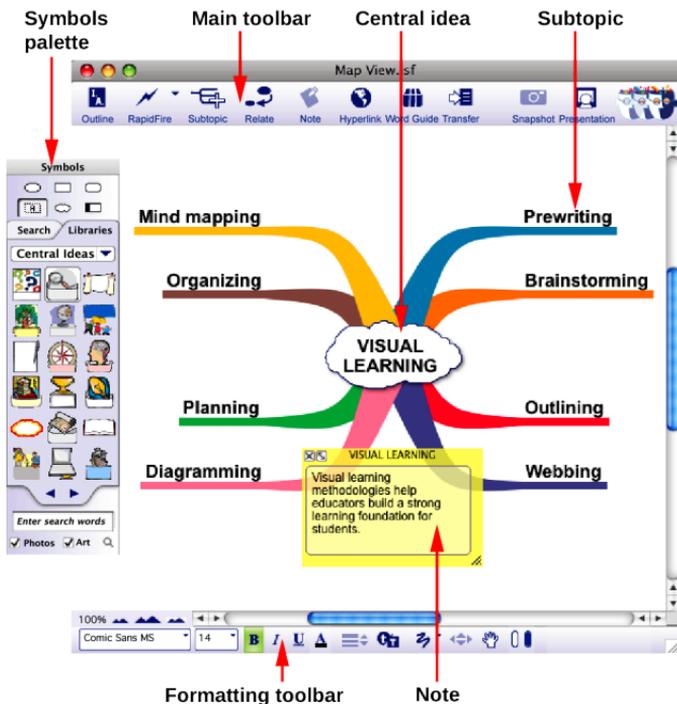
Outline View

Use Outline View to create outlines of your ideas or to organize and write reports.

Here's what Outline View looks like:

Selection control columns

Primary or main idea, or central topic

Subtopic or subpoint

Main toolbar

Link text

Locked item

Note Quick Control

Audio Quick Control

Subtopic Quick Control

Diagram or Map Symbol

Formatting toolbar

Note text
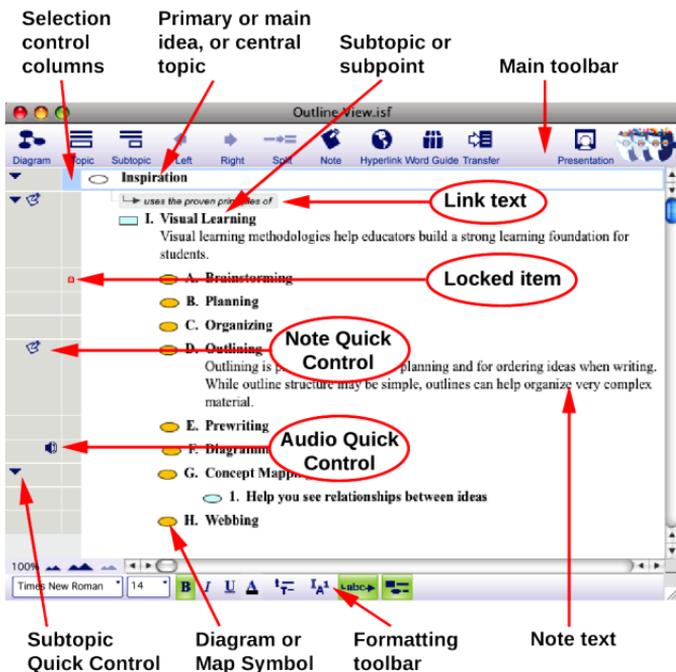
Presentation Manager

When you have developed your content in the form of a diagram, mind map or outline, use Presentation Manager to create a presentation.

Here's what Presentation Manager looks like:

Slide Sorter
Main toolbar
Slide editing area
Snapshots Themes
Bullets Layouts

Formatting toolbar
Speaker's notes
Gallery thumbnails

Uses of graphic organizers

In Inspiration you can create many types of graphic organizers. It doesn't matter if you're comparing literary novels, looking at cause and effect or developing your understanding of a complex concept. The kind of diagram or mind map you create in Inspiration depends on the idea you want to develop. The following are some of the different types of graphic organizers you can easily build using Inspiration.

Concept map
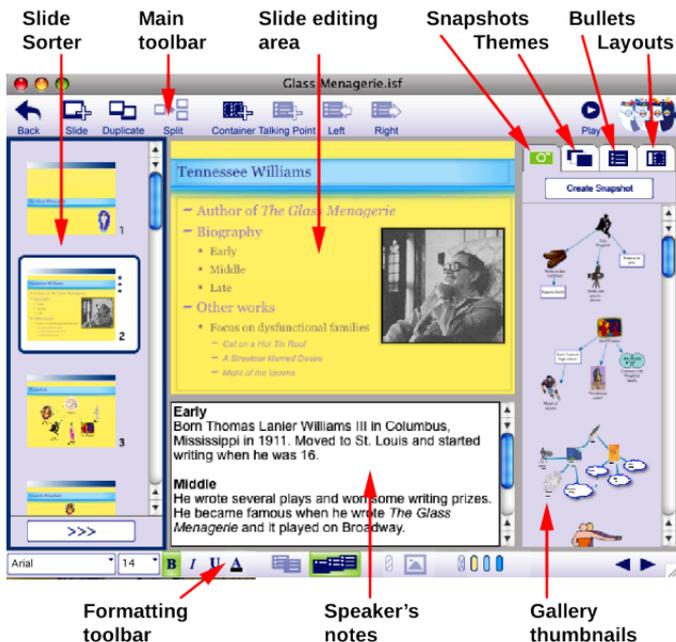
A concept map is a hierarchical diagram used to represent a set of concepts beginning with the most general or most important and then working down to more specific detail. Key concepts are connected by links that have descriptive words on them explaining the relationship between the concepts.

Concept maps are often used to illustrate scientific or historical concepts or for other types of knowledge mapping.
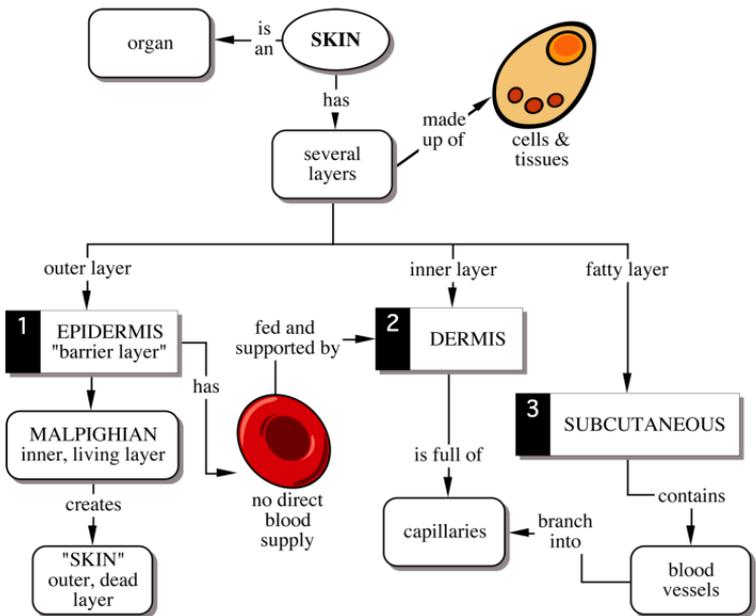
The *Skin* diagram is an example of a concept map.

Idea map

You can use an idea map to brainstorm ideas and develop thoughts. An idea map starts with a main idea or problem in the middle of the screen. You record ideas associated with the main idea in symbols that radiate out from the main idea. The symbols connect to the main idea with links. Subtopics or specific details are then added to those ideas. You let the ideas flow and then step back and look at main themes, patterns or possible solutions.

Idea maps can be used for individual or group brainstorming, planning, problem solving and creative writing.
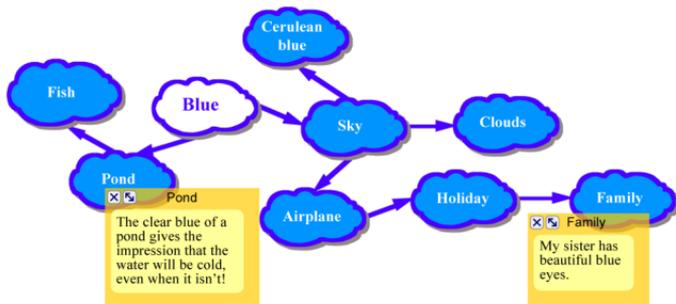
The *Blue* diagram is an example of an idea map.

Mind map

A mind map is a hierarchical diagram with a central idea, or image, at the center of the map surrounded by branches that extend from the central idea. Inspiration mind maps follow the techniques developed by Tony Buzan and others. Mind map branches contain supporting ideas, or topics with higher level topics closest to the central idea.

Mind mapping provides a powerful framework to help organize and recall information while allowing for easy editing.
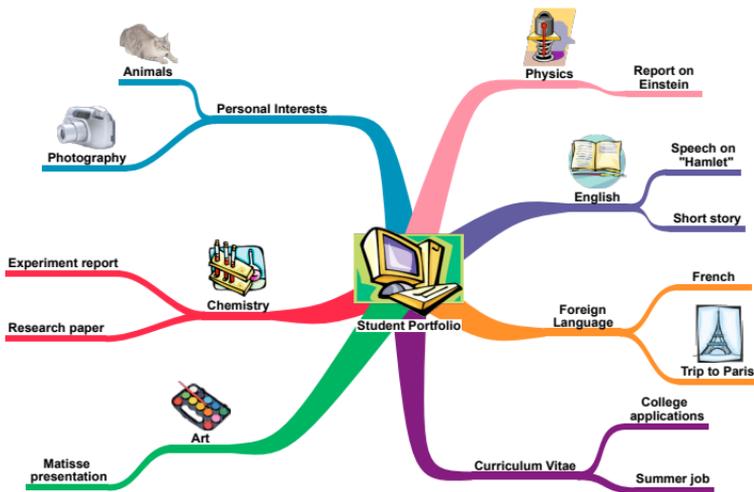
Student Portfolio **is an example of a mind map.**

Web

A web is a visual map that shows how different bits of information relate to each other. A web has a main idea or core concept at the center, with different categories of information connected to it. Ideas, facts and information are connected to the categories to support them.

Webbing is particularly useful when you're analyzing a story or brainstorming ideas for a plan or written report.
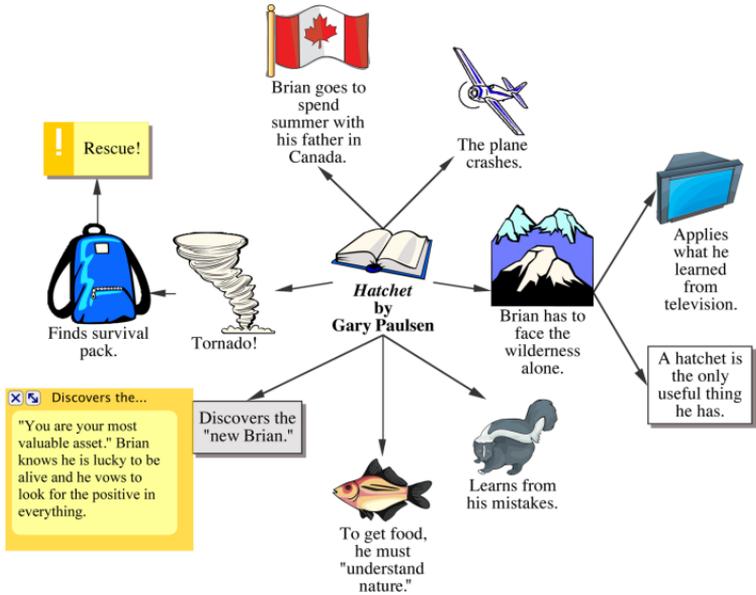
The *Hatchet* diagram is an example of a web.

Storyboard

A storyboard is a visual way to organize projects such as multimedia presentations or the design of a web page. A storyboard helps you plan what you're going to say and show, and figure out which ideas belong at the beginning, middle and end. In a storyboard, each symbol can represent a different slide, screen or page.
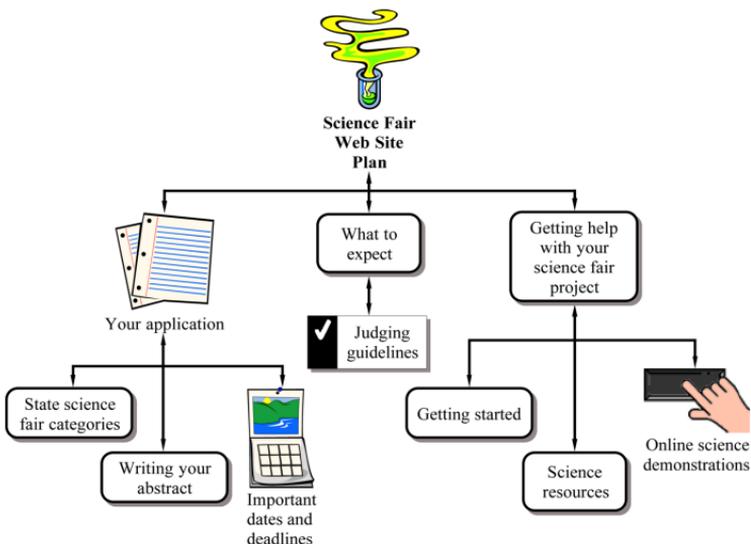
The *Science Fair Web Site Plan* diagram is an example of a storyboard.

Uses of outlines

When you make an outline, you create a hierarchical structure for your ideas. An outline helps you organize written documents, speeches or plans by providing a framework for your ideas and by letting you order the flow of information.

You will find outlining particularly useful for planning and structuring information when writing. While the structure of an outline is simple, outlines can help you organize very complex material.

Outlining

  I. Definition

      An outline is like a jigsaw puzzle; you are working to fit pieces of information together into a cohesive picture.

    A. Summary or synopsis of information

    B. An organizational pattern or schematic summary of ideas

  II. Hierarchical Form

    A. Supporting details are arranged beneath more important ideas

      1. See relationships among ideas

      2. Ideas are more supportive in nature as outline branches out

    B. Display organization of ideas

      1. Show areas where you need additional details to support main topics

      2. Point out areas which have too much emphasis and need to be trimmed to avoid imbalance

      3. Make clear what information is not relevant to your topic

  III. Uses

    A. Map out chronology

    B. Show cause and effect relationships

    C. Clarify processes

    D. Expound logic

Chapter 3: Learning Inspiration®, A Tutorial

This tutorial is a great starting point for learning how to use Inspiration®. Please plan on 45 minutes from start to finish.

If you're new to Inspiration and like to learn while working on screen, this tutorial is for you. We have kept the information in small, manageable chunks to make it easy to learn the basics quickly. Before you know it, you'll be using Inspiration to develop your own great ideas!

You use Inspiration the same way as most Macintosh® and Windows® programs. You use the mouse to drag objects and to select text. You also click and double-click, and enter information using the keyboard. If you're not comfortable doing these things, refer to the documentation that came with your operating system.

Conventions we use

The tutorial has instructions for both Macintosh and Windows computers. When you're asked to press a key or choose a menu command, the Mac instructions appear first, and if they are different, the Windows instructions are in parentheses immediately afterward. Here are two examples: "Press **Return** (**Enter**)," and "Press **Command-X** (**Control-X**)."

When you're asked to enter specific text, the text you type appears in bold. For example, **The Enlightenment**. When referring to a symbol or name you already entered, it appears in italics, like *The Enlightenment*. Names of user interface elements like buttons and menus are in a bold sans serif type. For example, "Choose **Exit** from the **File** menu" or "Click the **OK** button to continue."

And a special note . . . Because people work in different ways, Inspiration offers many ways to do things—from toolbar buttons to menu commands to keyboard shortcuts. While these options are all readily available, this tutorial usually shows one way to do a task. By limiting the alternatives presented, we hope to make it easier to learn the task. In the Help system, you will find many ways to do each task so you can pick the one that's most comfortable for you. To access the Help system, see "Where to find more information" on page 6.

How we organized the tutorial

In the Inspiration tutorial, you will follow a series of straightforward, step-by-step instructions to create a simple visual representation of an idea called a diagram. You also work with an outline: a text-based, hierarchical display of the same idea. You will create a mind map to visually represent a concept

with branches of associated thoughts. Finally, you will create a presentation that you can use to present your finished project to others.

The tutorial is organized into four lessons. They're designed to be completed in order, but you don't need to do them all at one time. Each lesson introduces you to a set of the unique features in Inspiration. When you finish the tutorial, you'll be ready to create diagrams, outlines, mind maps and presentations on your own.

Lesson One: Introduction to Diagram View

In this lesson, you'll create a diagram about the Enlightenment period using symbols, links and notes. You'll learn to do the following:

- Start Inspiration
- Start a new diagram
- Enter a main idea
- Add ideas quickly using the RapidFire® tool
- Point and type to add an unconnected symbol
- Use the Create tool to add a linked symbol
- Search for a symbol
- Browse symbol libraries
- Connect ideas using the Link tool
- Label the connections between ideas
- Add a note to a symbol
- Arrange a diagram using the Arrange tool
- Change the view scale
- Save a document
- Quit Inspiration

Start Inspiration

Note: Before you can start the program, Inspiration needs to be installed. If you haven't installed Inspiration on your computer yet, see "Installing Inspiration" on page 9.

To start Inspiration on a computer running Windows

▶ Click the **Start** button, point to **Programs**, then click **Inspiration 9**.

The Inspiration Starter opens.

To start Inspiration on a Macintosh computer

▶ Open the Inspiration 9 folder, then double-click the Inspiration icon.

The Inspiration Starter opens.

Start a new diagram

From the Inspiration Starter you can quickly begin a new project, open existing documents and access the many different Inspiration templates. You can also open any of the resources, including examples and training videos, provided to help you learn and use Inspiration.

To start a new diagram, click the *Diagram* button.

You'll begin this tutorial by starting a new diagram.

▶ To start a new diagram, click the **Diagram** button.

This creates a new document with the *Main Idea* symbol centered on screen.

Enter a main idea

The Main Idea symbol provides a starting point for your work. It's easy to get started—just type!

▶ Type the diagram topic, **The Enlightenment**, into the *Main Idea* symbol.

Now you're ready to add topics that expand or explain your main idea.

Add ideas quickly using the RapidFire® tool

The RapidFire tool allows you to add a series of ideas that are connected to a symbol (RapidFire With Links option) or to add a series of unconnected ideas (RapidFire Without Links option). When you use the RapidFire tool, you can concentrate on adding ideas rather than creating symbols one at a time.

The RapidFire tool places information in a freeform structure. There's no need to think about organizing yet; you're still getting ideas down to "see" what you think. You'll learn more about organizing the information later in this tutorial.

First, you'll add linked symbols to your main idea.

1. Select *The Enlightenment* if it's not already selected. On the Main toolbar, click the **RapidFire** button.

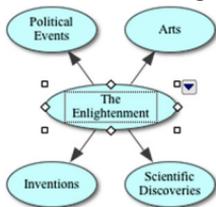A red lightning bolt appears in the symbol to show that the RapidFire tool is turned on.

2. Type **Scientific Discoveries** and press **Return** (**Enter**).
3. Type **Inventions** and press **Return** (**Enter**).
4. Type **Political Events** and press **Return** (**Enter**).
5. Type **Arts**.
6. Click the **RapidFire** button again to turn the RapidFire tool off.

You'll notice there's now a Subtopic Quick Control ▼ near the upper right

corner of *The Enlightenment*.

The **Subtopic Quick Control** appears next to a symbol to show that it has a subtopic. Clicking the **Subtopic Quick Control** will hide and show the subtopics.

Here's what the diagram looks like now:

Now use the RapidFire tool again, this time adding a series of unconnected ideas.

1. Select *The Enlightenment* if it's not already selected. On the Main toolbar, click the **RapidFire Options** button. Choose **Without Links** from the pop-up menu.

   Again, a red lightning bolt appears in the symbol to show that the RapidFire tool is turned on.

2. Type **Law of Gravity** and press **Return** (**Enter**).

3. Type **Steam Engine** and press **Return** (**Enter**).

4. Type **American Revolution**.

5. Click the **RapidFire** button to turn the RapidFire tool off.

Here's what the diagram looks like now:
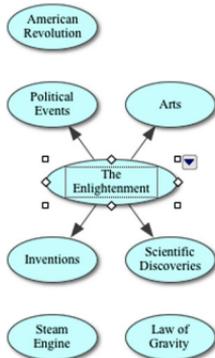
Tip: If you made a mistake while entering text into a symbol, don't worry. Double-click the text in the symbol. Then select the words to change and type over them. You can also insert text by clicking where you want to make a correction and entering the new text.

Point and type to add an unconnected symbol

Pointing and typing anywhere on the workspace is another quick way to add an unlinked idea. When you type, a new symbol is automatically created.

1. Click in the open area of the diagram above *Arts*.

2. Type **Montesquieu**.

Here's what the diagram looks like now:
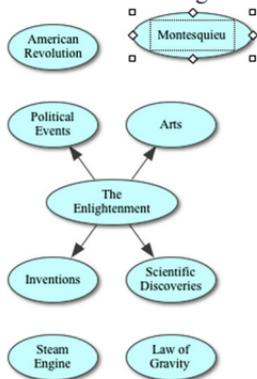
Use the Create tool to add a linked symbol

To add a linked symbol in any direction, use the Create tool.

1. Select *Political Events*. On the Main toolbar, position the mouse pointer over the middle left point on the **Create** button.

**Click the middle left point to create a
new, linked symbol in that direction.**

When you move the mouse over a point on the **Create** button, it highlights to show the direction in which the new symbol will be created.

2. Click the middle left point. A new symbol appears connected to and directly left of *Political Events*. This symbol is selected and ready for you to enter an idea.

3. Type **French Revolution** into the new symbol.

Search for a symbol

Inspiration provides a wide variety of pictures and images to represent concepts and ideas. In the built-in libraries, you'll find more than 1,200 symbols organized into curriculum-based categories. In addition to the libraries that come with Inspiration, the program offers an extensive collection of online images.

Inspiration's search function makes finding just the right image a snap. When you search for symbols, Inspiration searches both the Inspiration libraries on your computer and the online collection.

Note: The Online Access option is selected by default. To turn Online Access off, choose **Preferences** in the **Utility** menu, then make sure the **Online Access** box is not checked.

1. Select *French Revolution* if it's not already selected.

2. In the box at the bottom of the Symbols palette, type the words **French** and **flag**.

3. Click the **Find** button .

Inspiration searches for all images containing your keywords.

4. Click one of the images that appear. Since it was selected, the *French Revolution* symbol automatically changes to your selection.

Here's what the diagram looks like now:
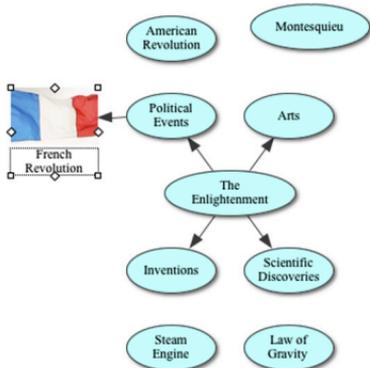
Browse the symbol libraries

You can browse Inspiration's built-in libraries to see a variety of symbols within a specific category. The **Select Library** ▾ button offers a category list of all of Inspiration's built-in symbols. You can then jump right to a specific library.

1. Select the *Arts* symbol.
2. On the Symbols palette, click the **Libraries** tab.
3. Click the **Select Library** button ▾. Navigate to the *Literature-Art* category, and choose the *Art* library. Click on the *paint brushes*.

   Tip: Point at a symbol on the Symbols palette to see a larger version of it.
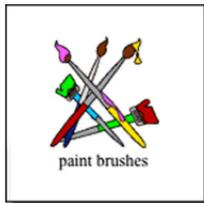

   Arts automatically changes to the shape of the *paint brushes* symbol.

   You may want to reposition *Arts* to make more of the link visible. Inspiration makes it easy to move symbols—you just click and drag them anywhere on the workspace. When you move a symbol, any links automatically adjust.

4. With *Arts* still selected, drag the symbol over so your diagram looks like the one below.
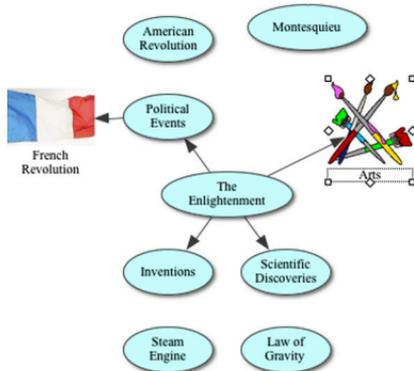
You can also use drag and drop to add a symbol from the Symbols palette to represent a new idea. You can scroll through the libraries using the **Next Library** ▶ or **Previous Library** ◀ buttons on the Symbols palette.

1. Click the **Previous Library** ◀ button once to view the *Renaissance-Reformation* library.

2. Drag the *telescope* symbol until it is positioned to the left of *Inventions*.

When you add a symbol using drag and drop, it is not connected to any other symbols.
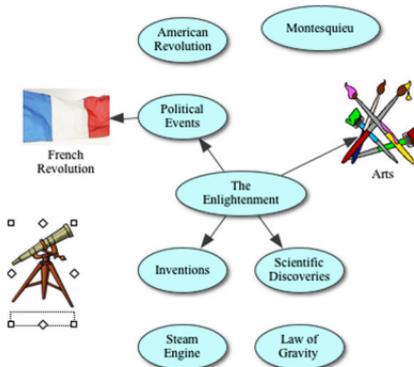
Connect ideas using the Link tool

Links show the relationships and connections between ideas. When you use the RapidFire With Links tool or the Create tool, your ideas are automatically linked. You can also create links.

1. Select *Political Events*. This is the symbol where the link will start.
2. On the Main toolbar, click the **Link** button to turn on the Link tool.

   The mouse pointer now looks like this ▷☞.
3. Click *American Revolution*. This is the symbol where the link will end.

   A link with the arrowhead pointing to the *American Revolution* symbol appears.
4. Click *American Revolution* again.
5. Now click *Montesquieu*.

   A second link appears and the arrowhead points to the *Montesquieu* symbol.
6. Continue to link symbols together. Click on the first symbol and then the symbol where you want the link to end.
   • Link *Scientific Discoveries* to *Law of Gravity*.
   • Link *Inventions* to *Steam Engine*.
   • Finally, link *Inventions* to *Telescope*.
7. Click the **Link** button again to turn off the Link tool.

Here's what the diagram looks like now:
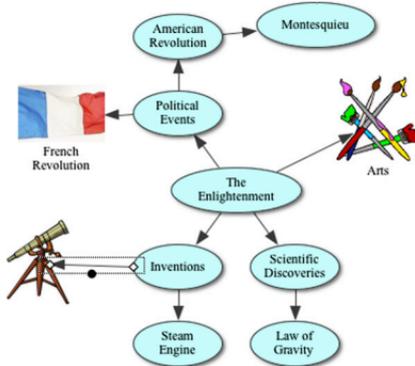
Label the connections between ideas

Each link has a text box that appears when the link is selected. Adding text to this box defines the relationship between the symbols.

1. Select the link between *Inventions* and *Telescope* if it's not already selected.

   When a link is selected, you see the outline of the text box associated with that link. It's ready for you to enter text.

2. Control-click (Mac) or right-click (Windows) on the link text box. Choose **includes** from the **Linking Phrases** shortcut menu.
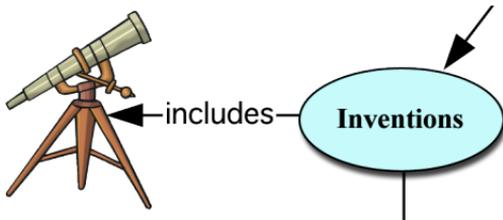
Add a note to a symbol

A note is available for each symbol in a diagram. Notes allow you to expand ideas and actually begin the writing process while continuing to work in a visual format.

1. Select *Montesquieu*. On the Main toolbar, click the **Note** button.

   A note opens below the symbol.

2. Type **Montesquieu's work influenced the writing of constitutions in many countries, including the United States.**

Arrange a diagram using the Arrange tool

The Arrange tool changes a freeform diagram into a more structured layout. You can apply one of three basic arrangements to a diagram, then make refinements using the Arrange options.

1. Select *The Enlightenment*.

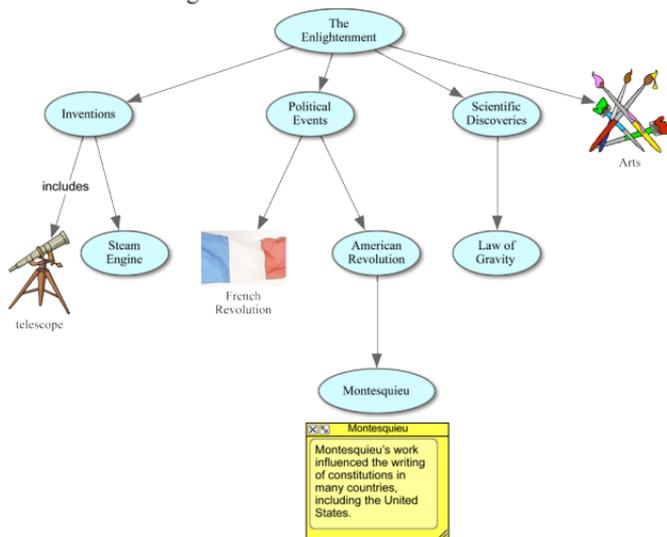2. On the Main toolbar, click the **Arrange** button.

   This opens the Arrange dialog.

3. Select **Tree**.

4. Click the **More Options** button.

    ▶ More Options

5. Choose **Straight** from the **Links** (**Links style**) pop-up menu.

6. Click **OK**.

    The diagram automatically rearranges into the new format.

Here's what the diagram looks like now:

Change the view scale

Magnifying and reducing the view allows you to work with specific parts of your diagram or outline, or to see the entire screen at one time. To see more of the diagram or outline in the window, you zoom can out. To make symbols or topics look bigger, you can zoom in. You can also zoom in or out to a specific percentage.

1. To the left of the bottom scroll bar, click the **Zoom In** button several times. This makes your diagram appear larger on the screen.

2. If you'd like the diagram to appear smaller on screen, click the **Zoom Out** button.

3. To size your diagram to fit nicely on screen, click the **Fit to Window** button.

Zoom   Zoom   Fit to
Out   In   Window

Save a document

Whenever you're working on a document, it's a good idea to save it on a regular basis. To save a document for the first time, or to save a document you've already saved using the current file name, use the Save command.

1. On the **File** menu, choose **Save**.

2. If necessary, select the folder in which you want to save the document.

3. Click **Save**.

Note: All Inspiration documents are automatically saved with an ISF extension.

Quit Inspiration

If you're ready to take a break from the tutorial, you can quit Inspiration after saving your changes. If you want to continue, just skip this procedure and turn to the next lesson.

1. To close your file and quit Inspiration, Choose **Inspiration 9>Quit** (Mac) or **File>Exit** (Windows).

   If you've made changes to the document, Inspiration prompts you to save those changes.

2. Click **Yes** to save your changes and quit Inspiration. You can start again with the next lesson.

Lesson Two: Introduction to Outline View

Inspiration's diagramming environment is fully integrated with the outline environment. While you've been creating a web of your ideas in Diagram View, Inspiration has also been working behind the scenes, building an outline of your work.

You can always begin a new outline from scratch by clicking the **Outline** button on the Inspiration Starter. For this lesson though, open the diagram created in the previous lesson by clicking the **Open** button.

To open an existing file, click the *Open* button.

Working in Outline View, you'll learn to do the following:

- Switch from Diagram View to Outline View
- Add a topic
- Add a subtopic
- Move a topic by dragging
- Change the level of a topic
- Split a topic
- Hide and show subtopics
- Add a note
- Hide and show a note
- Set topic defaults
- Change topic prefixes
- Print your document
- Transfer your document to a word processor

Switch from Diagram View to Outline View

When you switch to Outline View, your information is instantly displayed in a traditional hierarchy.

1. Select *The Enlightenment*.
2. To view your information in Outline View, click the **Outline** button on the Main toolbar.

The diagram is transformed into an outline. The symbols now appear as topics and subtopics, and the notes text is visible. Even though you did not name the *telescope* symbol in Diagram View, the Picture-to-Topic option automatically provided a label for the topic to ensure you didn't lose the relationship between ideas when you switched views. In addition, link text you added to your map or diagram is displayed in the outline.

Tip: You can show or hide link text using the **Show Link Text** button on the Formatting toolbar. You can also show or hide diagram or mind map symbols with the **Show Symbols** button.

Here's what the outline looks like now:

Subtopic Quick Control

Selection control column

Main toolbar

Note Quick Control

Formatting toolbar
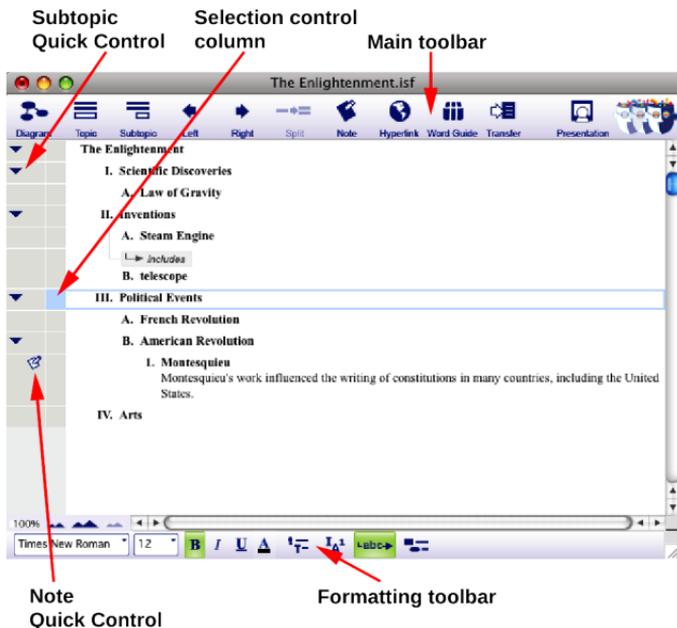
Add a topic

Topics are the core ideas in your outline. You can add a new topic in Outline View as easily as you added a new symbol in Diagram View.

1. Select *Political Events* by clicking in the Selection Control column.

A colored box appears around the topic to show it's selected.

2. On the Main toolbar, click the **Topic** button.

Inspiration inserts a new topic and automatically assigns it a prefix. The cursor moves to the new line so you're ready to enter text for your new idea.

3. Type **Influential People**.

Add a subtopic

In the same way you added a new topic, you can add new subtopics. These ideas provide information that is subordinate or supplemental to a topic.
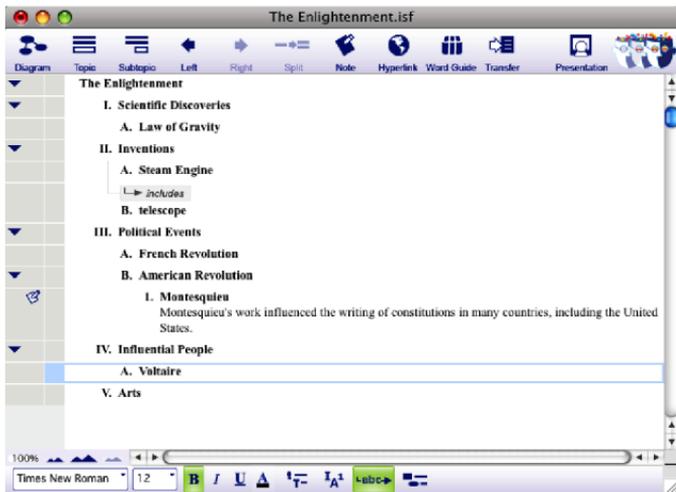
1. With *Influential People* selected, click the **Subtopic** button on the Main toolbar.

When you add a subtopic, Inspiration automatically indents it one level below the selected topic and assigns it a prefix. The cursor also moves to the new line so you can enter text for the new idea.

2. Type **Voltaire**.

Here's what the outline looks like now:

Move a topic by dragging

There are many ways to organize your outline. The most direct is simply dragging a topic up or down in the outline. Any subtopics associated with this topic move too.

1. Select *Montesquieu*.
2. Drag the topic so it is positioned directly below *Voltaire*.

While you drag, the topic remains in its original position until you release the mouse button. You can tell where the topic's new location will be by watching the gray line as you drag. The small highlighted dot indicates the indentation level of the topic's new location.

A. Voltaire

V. Arts
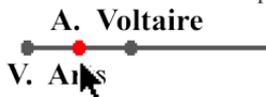
Montesquieu now appears as a subtopic of *Influential People*, at the same level as *Voltaire*.

Here's what the outline looks like now:
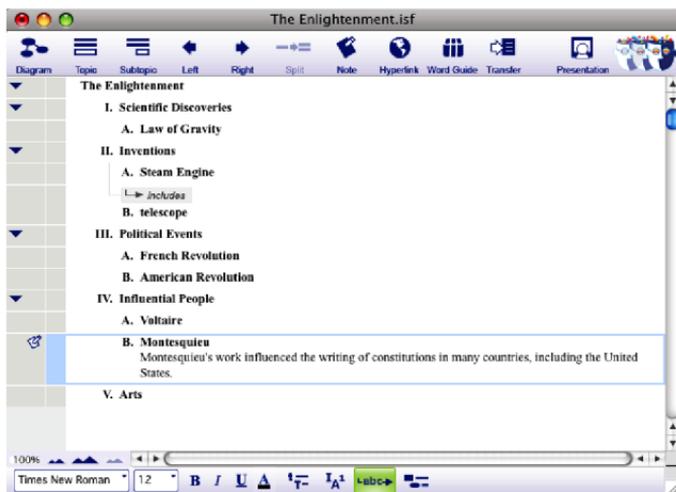
Change the level of a topic

To move a topic to a lower level in the outline, drag it to the right or use the Right tool to move it down in the hierarchy.

1. Select *Inventions*.

2. On the Main toolbar, click the **Right** button.

The *Inventions* topic and its subtopics move to the right and are now subtopics of *Scientific Discoveries*.

Here's what this section of the outline looks like now.

The Enlightenment

I. Scientific Discoveries

A. Law of Gravity

B. Inventions

1. Steam Engine

→ *includes*

2. telescope

Split a topic

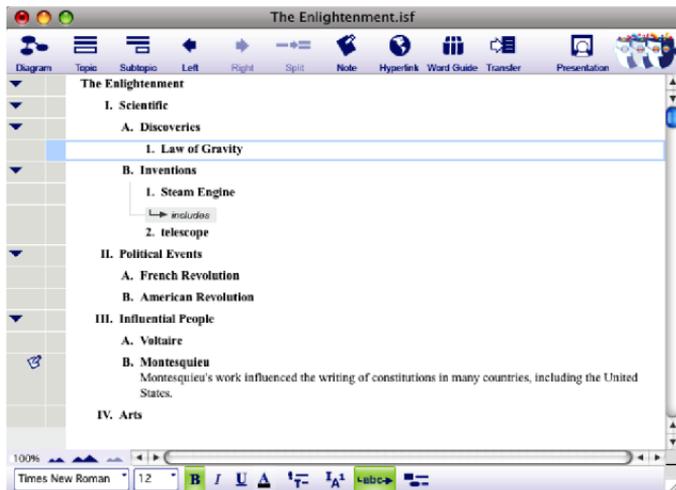There are a number of tools in Inspiration to manage topics, including the ability to split a topic into two.

1. Position the text cursor between "Scientific" and "Discoveries" in the outline.

I. Scientific│Discoveries

2. Click the **Split** button on the Main toolbar.

Split

3. Select *Law of Gravity* and click the **Right** button so that it is a subtopic of *Discoveries*.

Hide and show subtopics

When working with a complex outline, it's often useful to hide subtopics so you can concentrate on the main topics.

1. Click the **Subtopic Quick Control** ▼ to the left of *Scientific*.

The subtopics for this topic are now hidden.

2. Click the **Subtopic Quick Control** again to show the subtopics.

Add a note

Notes text is a good way to further develop ideas in Outline View. You can add anything from one sentence to multiple paragraphs to several pages of text.

1. Select *Telescope*.

2. On the Main toolbar, click the **Note** button.

The cursor moves to a new line so you can enter the notes text.

3. Type **A Dutch glass maker built a primitive telescope. Galileo then improved on the design.**

When you add a note, a **Note Quick Control** appears in the Note control column to the left of the topic. The **Note Quick Control** indicates that the topic's note is either hidden [image] or showing [image].

Set topic defaults

To clearly define the structure of your outline, you can set the defaults for any or all topic levels and notes. Default options include font, text size, text color and other style choices.

1. On the Formatting toolbar, click the **Topic Defaults** button .

   The Topic Defaults dialog appears.
2. Select **Level 1** and change the color to dark green. Click **Preview**.
3. Select a new font. Click **OK**.

Change topic prefixes

Inspiration offers a variety of prefix styles you can use in your outline.

1. On the Formatting toolbar, click the **Prefix** button .
2. Select a new prefix style.

   All of the prefixes in the outline are changed to reflect your selection.

Print your document

Before you print your project, use Page Setup to specify layout options, margins, and page headers and footers. Page Setup also allows you to preview the diagram, mind map or outline before printing and—once you're ready—to print.

1. Choose **Page Setup** on the **File** menu.
2. Make your selections and click **Print Preview** to preview your work.
3. Click **Print**.

Note: If you're creating a bulletin board or other display, you can scale your work to fill a specified number of pages.

Transfer your document

Transferring to a word processor:

When you are ready to finalize your work for publication, you can easily transfer it to a word processor. The Transfer tool automatically launches Microsoft Word, iWork Pages (Mac only), or OpenOffice.org Writer.

1. Click the **Transfer** button on the Main toolbar.

   The first time you use the Transfer tool, Inspiration will prompt you to choose your word processor. You can change this later in Inspiration's Preferences, available from the **Utility** menu.

   The Transfer Options dialog appears.

2. Select your preferred options and click **OK**.

Inspiration automatically launches your preferred word processor and transfers your work.

Note: In some cases, it may be advantageous to simply transfer your notes. Using this option, each note becomes a separate paragraph, making it easy to finalize your paper or report.

Transferring to Inspiration Maps for iPad:

If you have an iPad and would like to move Inspiration 9 or Inspiration 8 diagrams and outlines to your device to continue working on them, you can do this with Inspiration 9.1 by exporting your work as Inspiration Maps documents. Your document will look similar on your iPad but not identical.

Note: You will need to have the Inspiration Maps app installed on your iPad in order to open a document on your iPad. The Inspiration Maps app is available for purchase from the Apple App store.

1. Open the Inspiration 9 document you would like to **transfer**. Choose **Export as iPad Inspiration Maps document** on the **File** menu. This will create a file with the extension .inspmaps, which the Inspiration Maps app can read.

2. Choose where you would like to save your Inspiration Maps document.
  a. To get your document to your iPad, you can:
     i. Email your .inspmaps document to yourself. In your email app on your iPad, open the email with the attachment, and double-click on the attachment to open it with Inspiration Maps.
     ii. Put .inspmaps document in a Dropbox folder that you can access from your iPad.

Note: Mind maps created in Inspiration 9 Map View, and presentations created in the Presentation Manager cannot be exported to your iPad. An alternative for mind maps is to turn the mind map into a diagram, then export the diagram as an Inspiration Maps document. To convert your mind map into a diagram, choose **Make Diagram Document** on the **File** menu. To export, follow the directions above.

Importing Inspiration Maps for iPad documents

Inspiration 9.1 can import documents that were created in Inspiration Maps.

1. From Diagram or Outline View, choose **Import iPad Inspiration Maps document** on the **File** menu.
2. Select the document you would like to import.

By default, diagrams and outlines imported into Inspiration will be saved as Inspiration 9 documents with the extension .isf that cannot be opened again on your iPad. In order to open your document again on your iPad, you will have to export your document as an Inspiration Maps document with the extension .inspmaps when you are finished working on it on your computer.

Transferring to Webspiration Classroom™ or WebspirationPRO™

If you have a Webspiration Classroom or WebspirationPRO account, you can upload an Inspiration 8 or Inspiration 9 document to your account to continue working on it in the cloud. You can do this from inside Webspiration Classroom or WebspirationPRO.

Taking a break

If you're ready to take a break from the tutorial, save your changes and quit Inspiration. If you want to continue, just skip this procedure and turn to the next lesson.

Lesson Three: Introduction to Map View

Inspiration's Map View allows you to create a mind map using the techniques developed by Tony Buzan and others. Many of the same features found in Diagram View are available when creating a mind map. We will review some of these commonly used features in the mind map lessons; however, we recommend you review topics covered in the previous lessons for additional details.

In this lesson, you'll learn to do the following:

- Start a new mind map
- Enter a central idea
- Add branch text
- Use the Add Subtopic Quick Control to add a topic
- Add subtopics using the RapidFire® tool
- Point and type to add a detached topic
- Move topics and branches to a different branch
- Rearrange topics and branches
- Change the color of branches and text
- Add symbols to your map
- Connect ideas using the Relationship tool
- Add multimedia
- Export your document
- Switch to Outline View

Start a new mind map

You'll begin this lesson by creating a new mind map document.

To start a new mind map, click the *Map* button.

A new document opens with the Central Idea symbol centered on the screen and four starter branches.

Enter a central idea

The *Central Idea* symbol provides a starting point for your work. Just enter an idea to get started!

▶ Type **My Carbon Footprint** into the *Central Idea* symbol.

Add branch text

Now you're ready to add topics that expand or explain your main idea.

1. Select the blue branch in the upper left and type **commuting**.
2. Select the orange branch in the upper right and type **electricity**.
3. Select the purple branch in the lower right and type **housing**.
4. Select the red branch in the lower left and type **reduce, reuse, recycle**.

Here's what your mind map looks like now:
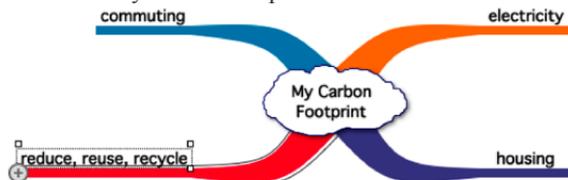
Use the Add Subtopic Quick Control to add a topic

You can add subtopics to expand on your ideas. The **Add Subtopic Quick Control** adds a linked subtopic in one click.

1. Select *commuting*.

2. Click the **Add Subtopic Quick Control** at the end of the *commuting* branch.

3. Type **car**.

Here's what your mind map looks like now:
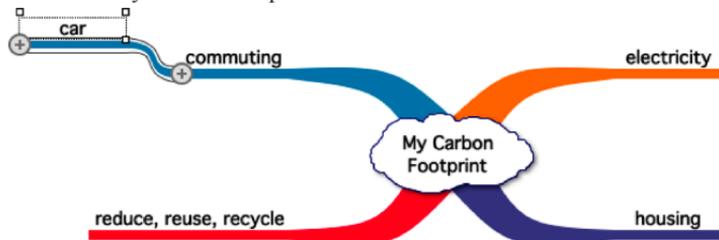
Note: If you select *commuting*, you'll notice there's now a **Subtopic Quick Control** ▾ near the upper right corner of the topic. The **Subtopic Quick Control** appears next to a topic to show that it has a subtopic. Click the **Subtopic Quick Control** to hide and show the subtopics.

You can also add a new branch off the *Central Idea* symbol using the **Add Subtopic Quick Control**.

1. Select *My Carbon Footprint*.

    Add Subtopic Quick Controls appear on either side of the central idea and at every junction of the branches.

2. Click the **Add Subtopic Quick Control** on the left side of *My Carbon Footprint*. A new branch appears. The topic is selected and ready for you to enter text.

3. Type **flights** into the new topic.

Here's what your mind map looks like now:
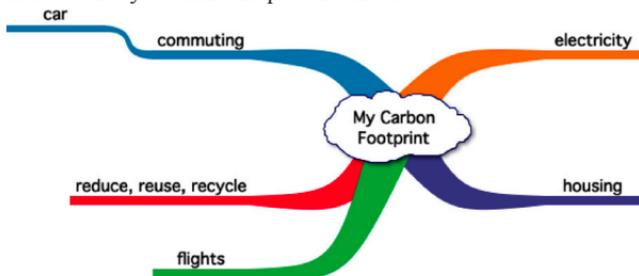
Add subtopics using the RapidFire® tool

The RapidFire tool allows you to quickly add a series of ideas to your map.

When you use the RapidFire tool, you can concentrate on adding information rather than creating new branches or topics. You can choose to add attached or detached topics.

1. Select the *reduce, reuse, recycle* branch.

2. Click the **RapidFire Options** button. Choose **Attached** from the pop-up menu.

A red lightning bolt appears in the topic text area to show that the RapidFire tool is turned on.

3. Type **replace bulbs** and press **Return** (**Enter**).

4. Type **insulate** and press **Return** (**Enter**).

5. Type **replace appliances**.

6. Click the **RapidFire** button again to turn the RapidFire tool off.

Here's what your mind map looks like now:
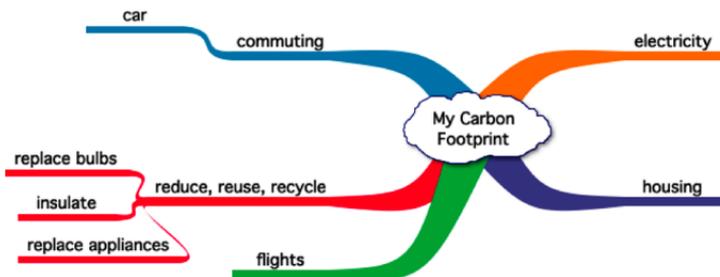
Point and type to add a detached topic

Another easy way to capture your ideas is to just point and type anywhere on the workspace. When you type, a new topic is automatically created.

1. Click on an open area of the mind map.
2. Type **low-e windows**.

Tip: Deleting topics and branches is easy. Just select a topic and press **Delete** or **Backspace**. The selected topic and all associated subtopics will be deleted. To delete a single topic in the middle of a branch, select the topic and choose **Delete Topic Only** from the **Branch** menu.

Move topics and branches to a different branch

Topics can also be moved from one branch to another by dragging. As the dragged topic or branch passes directly over another topic, a highlight indicates where it will be attached when you release the mouse button. If you continue to drag beyond the topic, the highlight disappears.

1. Select *flights* and drag it over *commuting*. Release the mouse button when you see the highlight.

   Flights becomes a subtopic of *commuting* and inherits the formatting characteristics of *commuting*.

2. Select *low-e windows*. Drag it over **housing** and release the mouse button.

Here's what your mind map looks like now:

Tip: Magnifying and reducing the view allows you to work with specific parts of your mind map, or to see the entire mind map on your screen. The **Zoom** controls are found at the bottom left of the window.

Rearrange topics and branches

There are many ways to organize your mind map. One way is to drag a branch or topic anywhere on the workspace. When you drag a branch, it moves as a single unit. When you drag a topic, any subtopics associated with the topic move as well.

1. Select *reduce, reuse, recycle*.
2. Drag the topic to the upper right of the mind map. When the branch passes the *Central Idea*, the subtopics flip to the other side.
3. Select *electricity*.
4. Drag the topic to the lower left of the mind map.

Here's what your mind map looks like now:
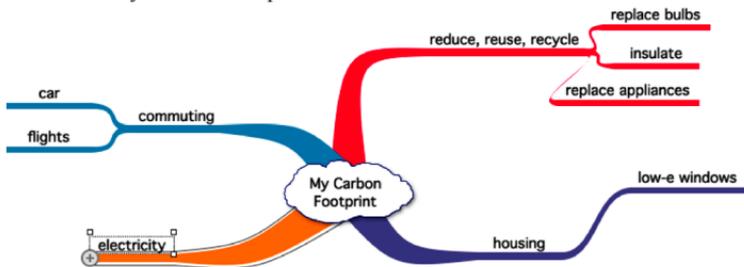
Change the color of branches and text

Color is a great way to enhance and customize the look of your mind map.

1. Select *reduce, reuse, recycle*. The entire branch is highlighted.

2. On the Formatting toolbar, click the **Branch Color** button . Select a bright green color from the palette. The entire branch changes to reflect your selection.

3. Now click the **Text Color** button on the Formatting toolbar and select the same green color so the text matches the branch.

Add symbols to your map

You can add symbols from Inspiration's libraries to enhance your mind map.

1. Select *My Carbon Footprint*.
2. On the Symbols palette, select the Central Ideas library.
3. Click the tree. Since ***My Carbon Footprint*** was selected, the image is automatically added above this text.
4. Type **recycle** in the search field on the Symbols palette and click .
5. Drag a symbol from the search results onto the *reduce, reuse, recycle* topic.

Here's what your mind map looks like now:
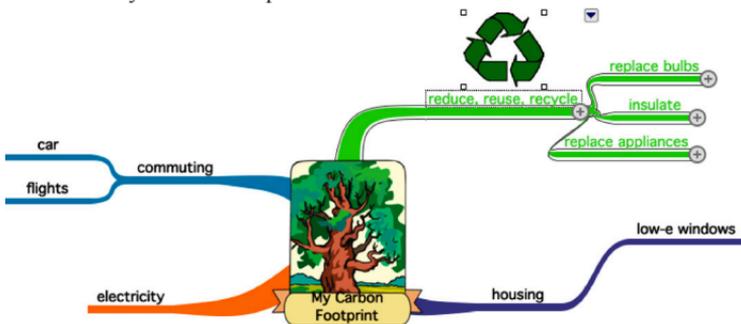
Tip: To delete a symbol from a topic, select the topic. Choose **Effect>Symbol**, then choose **Remove** from the submenu.

Connect ideas using the Relationship tool

Using relationship links, you can show a connection between topics on your mind map. They can be detached, on the same branch or on separate branches.

1. Select *low-e windows*. This is where the relationship link will start.
2. On the Main toolbar, click the **Relate** button to turn on the Relationship tool.

The mouse pointer now looks like this .

3. Click *insulate*. This is the topic where the relationship link will end.

4. Click the **Relate** button again to turn off the Relationship tool.

Here's what your mind map looks like now:
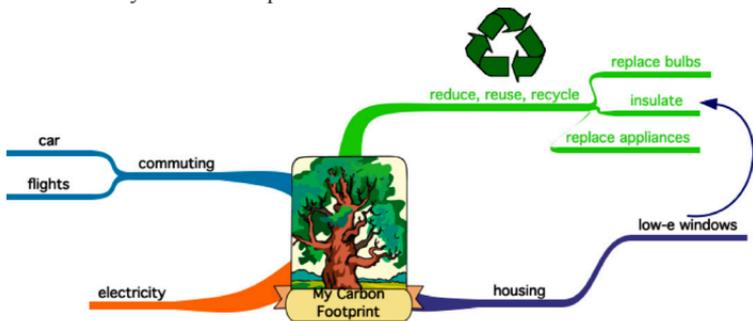
Add multimedia

You can also annotate diagrams, mind maps and outlines with recorded comments.

Note: To record sounds, the **Record Sound** option must be selected in the Audio section of Preferences, and your computer must have a microphone. You will find **Preferences** on the **Utility** menu.

1. Select the *electricity* branch.

2. Choose **Tools>Insert Video or Sound**, then choose **Record Sound** from the submenu.

3. In the recording control box, click **Record** to begin recording.

4. Say "Refrigerators and air conditioners are two of the biggest uses."

5. When you finish recording, click **Save**.

The **Audio Quick Control** 🔊 is displayed next to the *electricity* branch.

6. Click the **Audio Quick Control** to play your recorded sound.

You can also add video and imported sounds to diagrams and mind maps for research and reports, planning multimedia projects, and creating more dynamic presentations. These options are available on the **Insert Video or Sound** submenu of the **Tools** menu.

Note: To insert and play a video, your computer must have QuickTime®. To install QuickTime, choose Get QuickTime on the Inspiration Help menu.

Export your document

Your Inspiration document can be exported for use in a variety of other programs.

▶ Choose **Export** on the **File** menu and make your selections.

Note: You can also export your document as a PDF that can be read using Adobe® Reader® or as a PowerPoint (.pptx) file. Choose **Export to PDF File** or **Export to PowerPoint** (.pptx) from the **File** menu.

Switch from Map View to Outline View

You can easily create an outline from your mind map by switching to Outline View. In Outline View, your information is displayed in a traditional hierarchy.

The two views are fully integrated; any changes made in one are automatically made in the other.

▶ To view your information in Outline View, click the **Outline** button on the Main toolbar.

Outline

The mind map is transformed into an outline. As discussed in the previous lessons, in Outline View you can add and organize topics and subtopics, add notes, set defaults, change prefix styles and more.

Here's what your outline looks like:
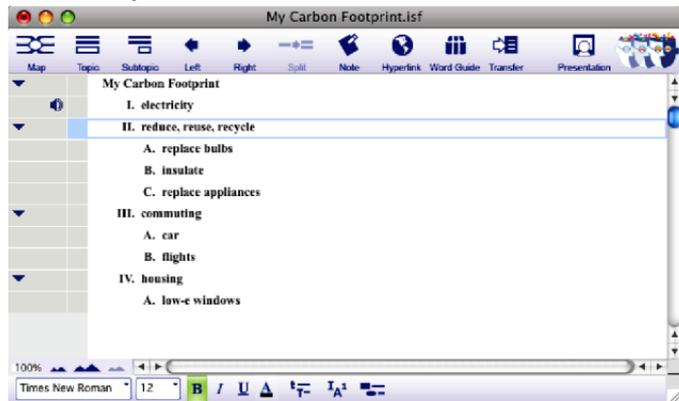
Congratulations! You've finished creating your *My Carbon Footprint* project. If you'd like to return to your mind map, click the **Map** button on the Main toolbar.

Taking a break

If you're ready to take a break from the tutorial, save your changes and quit Inspiration. If you want to continue, just turn to the next lesson.

Lesson Four: Introduction to the Presentation Manager

After you've planned and organized your ideas or information in Diagram, Map, or Outline View, Inspiration 9 gives you the tools to create and deliver professional presentations.

In this lesson, you'll learn to do the following:

- Create a new presentation
- Add details to your title slide
- Add a talking point
- Create a new slide
- Select a new layout
- Add a snapshot
- Create a custom snapshot
- Edit speaker notes
- Reorder slides
- Modify the presentation theme
- Create a custom theme
- Use reveals and transitions
- Add imported images
- Add videos and sounds
- Start over on a new presentation
- Print the presentation
- Play the presentation
- Use Auto Play options
- Play presentations on computers without Inspiration 9

Create a new presentation

The content you develop in Diagram, Map or Outline View helps you jump-start the creation of your presentation, complete with talking point text, pictures, speaker notes and more.

Once you start a presentation, changes you make to your slides will not be reflected back in your Diagram, Map or Outline View. Also, changes you make in Diagram, Map or Outline Views will not be reflected in your

presentation unless you start your presentation over.

This tutorial uses a document that was installed along with Inspiration 9. On the Inspiration Starter screen, click the **Learn to Use** button, open the Examples folder, open Language Arts, and open the file Glass Menagerie.isf.

This is a fully fleshed out diagram with detailed notes that we want to convert into a presentation.
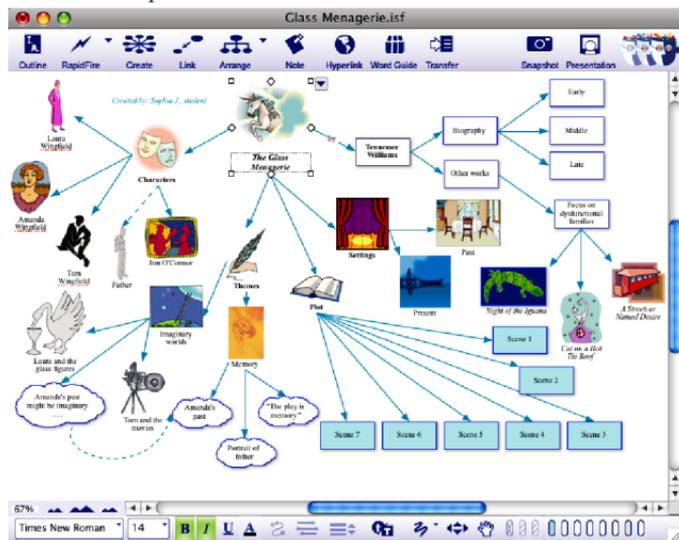
1. To begin creating your presentation, click the **Presentation** button on the Main toolbar.

2. In the Presentation Settings dialog, click the theme named Bokeh and click **OK**.
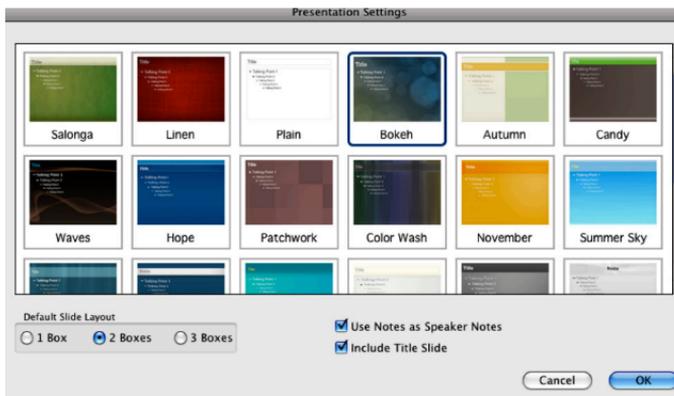
Other options allow you to set the number of containers on each slide, whether to include your notes as speaker notes in your presentation, and whether to include a title slide. For this example, leave the other settings at their defaults.

Your presentation will look like this:

Slide Sorter

Main toolbar

Slide editing area

Gallery tabs

Formatting toolbar

Speaker's notes area

Gallery thumbnails
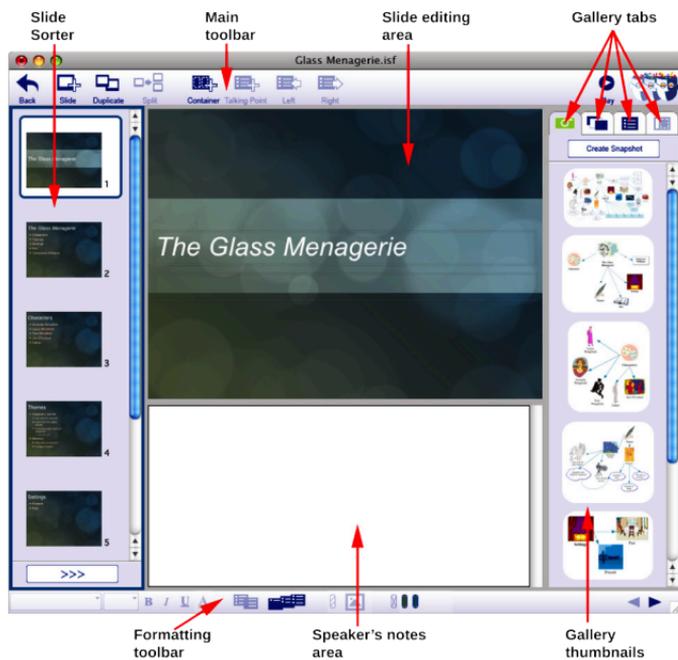
Add details to your title slide

The title slide is a starting point that will orient your viewers to your topic: The title is inserted automatically; you can add other details as well.

1. Click in the box at the bottom of the title slide.
2. Type your name or other information.
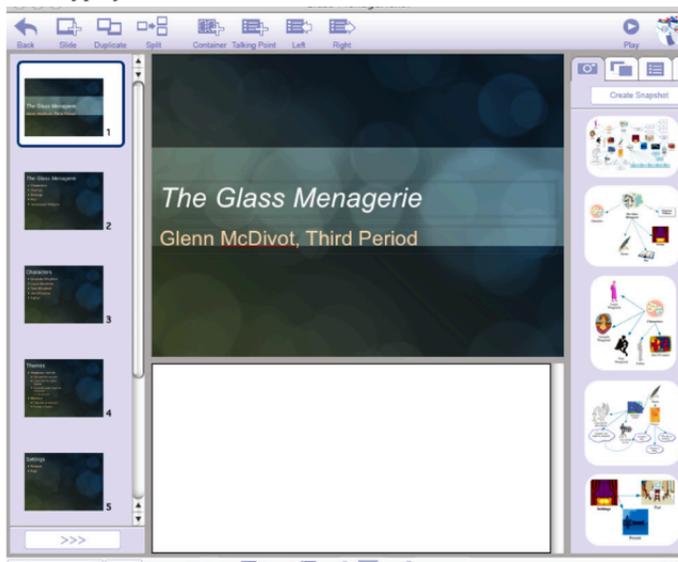
Add a talking point

Talking points are phrases that are relevant to the topic of a slide. During your presentation, you will usually discuss talking points one at a time.

Your presentation will already have talking points from your work in Map, Diagram or Outline View, but you can add more if you choose.

1. Select the Themes slide in the Slide Sorter on the left.

   The Themes slide is the fourth slide in the presentation.

   Tip: You can see a larger version of any slide in the Slide Sorter by resting the mouse pointer over its thumbnail.

2. Select the last talking point.
3. Press **Return** (**Enter**) to add a new talking point.

4. Type **Difficulty with reality.**

Create a new slide

As you develop your presentation you will want to add new slides. New slides can use any layout and any content you want to include.

1. Select the *Themes* slide if it isn't already selected.

The new slide will be added after the selected slide.

2. Click the **Slide** button.

3. Click on the title area at the top of the slide and type **Tennessee Williams Biography**.

Select a new layout

Slide layouts allow you to structure your slides easily. Slides start with a default layout, but you can apply a different layout to any slide. Layouts include pre-positioned *containers*, which are the boxes where you add talking points, snapshots (images from your Inspiration diagram or mind map), or imported graphics.

1. Select the *Tennessee Williams Biography* slide if it is not already selected.

2. Click the **Layout** tab in the gallery panel on the right.

3. Select a layout.

   For this slide, choose the fourth layout from the top, which looks like this:
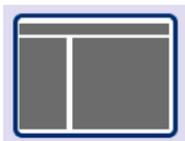
4. Select the container on the left.

5. Type **Born 1911**, press **Return** (**Enter**), then type **Died 1983**.

Add a snapshot

A snapshot is an image captured from the Diagram or Map View of your Inspiration document. When you create your presentation, Inspiration automatically creates a basic set of images that you can supplement with additional snapshots.

1. Click the **Snapshots** tab in the gallery panel on the right.

Create Snapshot

2. Scroll the Snapshot gallery to the very bottom, then drag the last snapshot to the container on the right side of the slide.
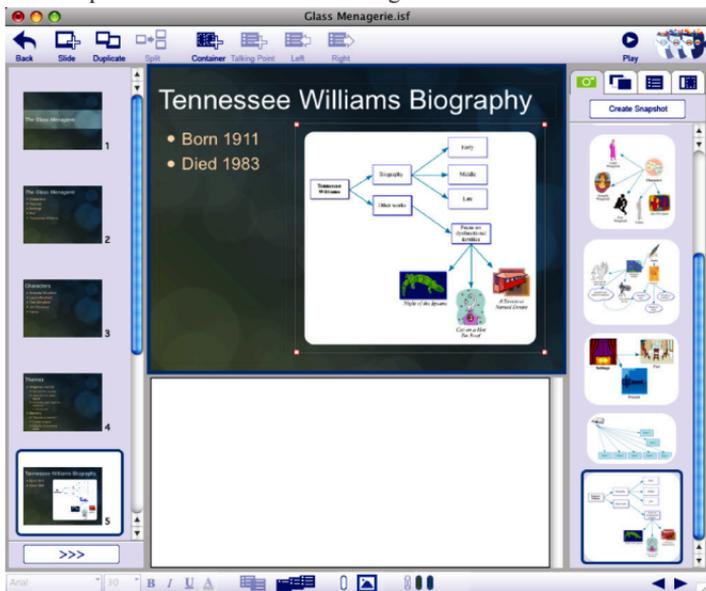
Create a custom snapshot

While Inspiration automatically creates a set of snapshots from your diagram or map, you may find it useful to add your own custom images.

1. Click the **Snapshots** tab in the gallery panel on the right if it is not already selected.

2. Click the **Create Snapshot** button.

   This will return you temporarily to the Map or Diagram View.

3. Select the symbols or branches that you want to capture in your snapshot.

Tip: Hold down the **Shift** key and click multiple objects, or drag a rectangle around several objects.
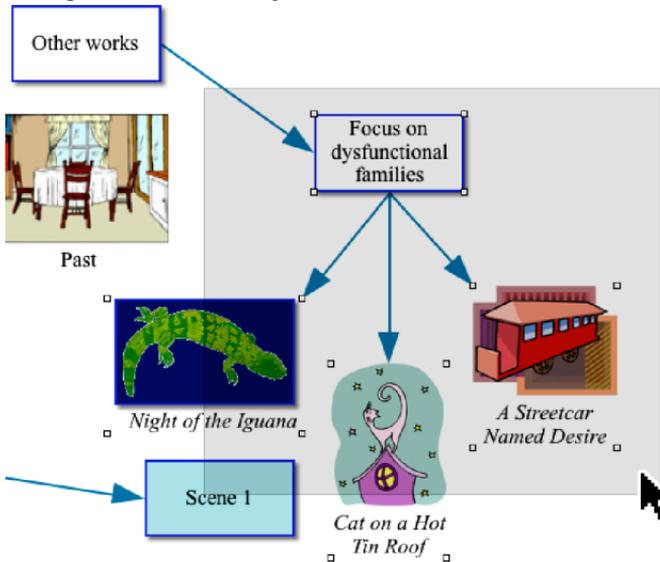
4. Click the **Snapshot** button on the Main toolbar.

5. Choose whether the snapshot should be Framed or Unframed.

Unframed snapshots have a transparent background instead of white.

6. Accept or reject the snapshot preview.

7. After you accept your snapshot, click **No** to return to your presentation.

8. After you return to the presentation, locate the new snapshot at the top of the Snapshots gallery.

9. Drag the new snapshot to the container on the right of the *Tennessee Williams Biography* slide.

The new snapshot replaces the previous graphic.
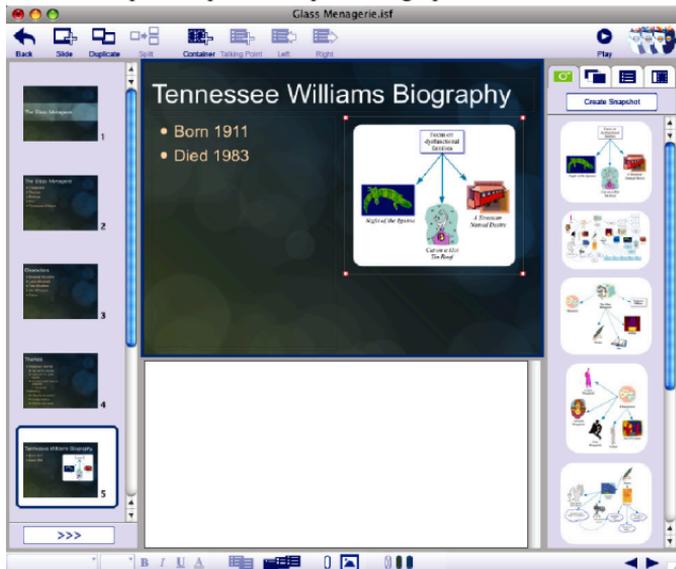
Edit speaker notes

Inspiration automatically converted any notes you added in your outline, diagram or map to speaker notes in your presentation: You can add to or replace speaker notes using typical word processor editing techniques, including changing the style and size of text.

1. Select the *Tennessee Williams Biography* slide if it is not already selected.

2. Click in the speaker notes area below the slide editing area.

3. Type **Williams's life was reflected in the dysfunction in his works.**

Tips: You can include speakers notes as a printing option. When you play your presentation on a system with two monitors (or a monitor and a projector), the speaker notes are visible on the speaker's monitor.

Reorder slides

When you want to move slides around in your presentation, expand the Slide Sorter and drag slides to reposition them:

1. Click the **Expand** button on the Slide Sorter.

>>>

2. Drag a slide to a new position.

3. Click the **Collapse** button to return to your presentation.

<<<

Tip: You can also reorder slides when the Slide Sorter is collapsed.

Modify the theme elements on an individual slide

You can modify the look of individual slides without changing the overall presentation theme. This includes background colors, graphic frames, and text styles.

1. Select the slide you want to modify.

2. Click one of the theme color buttons ![buttons] on the Formatting toolbar.
   Note: Different themes have different numbers of colors.

3. Select a different color from the color palette.

4. Select a graphic on the slide.

5. Click the **Graphics Frame** button ![icon] on the Formatting toolbar.

6. Choose whether the graphic should have a rectangular frame, rounded rectangular frame or no frame.
   With no frame, the graphic background is transparent.

7. Click the **Graphic Frame Color** button ![icon].

8. Choose a new color from the color palette.

9. Select a container with talking points.

10. Click the **Font** pop-up menu on the Formatting toolbar and choose a new font. Click the **Text Color** button and choose a new color.
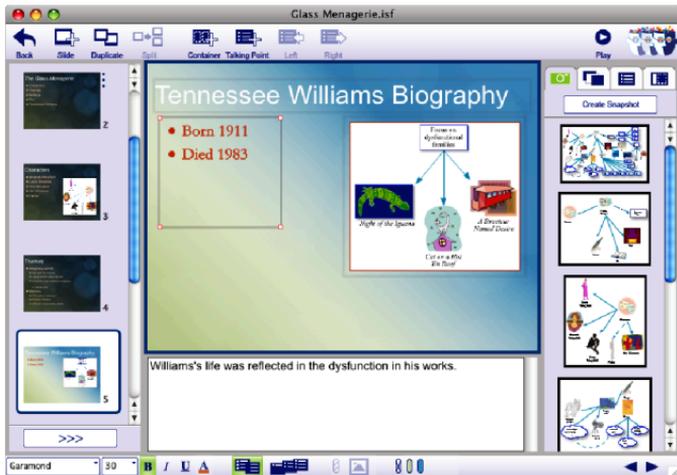
Create a custom theme

Besides changing individual slides, you can customize the entire
presentation and also save the customized theme to use in other
presentations.

▶ Click the **Customize Theme** button on the Themes gallery.

The Theme Editor opens.
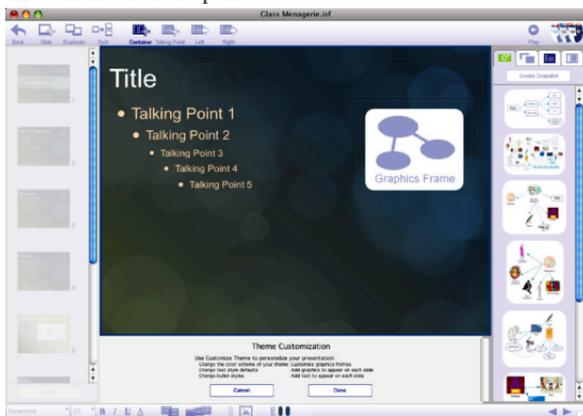
Change theme colors

1. Click a theme color button on the Formatting toolbar.
2. Choose a new color from the pop-up color palette.

Change the default graphic frame

1. Click the **Graphics Frame** button on the Formatting toolbar.
2. Choose from **Rectangle**, **Rounded Rectangle** or **No Frame**.

   With no frame, the graphic background will be transparent, otherwise
   it will be white.

   3. Click the **Graphics Frame Color** button.

   You can change the border color if the graphic frame is a rectangle or rounded rectangle.

   4. Choose a border color from the pop-up color palette.

Change default talking point text formatting

   1. Select a topic level in the talking points container.

   2. Change the font, size, style and color as desired.

   All talking points at that level in your presentation will share this text formatting.

Add shared graphics or text

You can add text or graphics (such as a school logo) that will appear on every slide.

   1. Click the **Container** button.

   2. Type the text you want to appear on every slide,

   –or–

   Choose **Insert Graphic** from the **Edit** menu and select a graphic that you want to show on every slide.

   3. Resize the container and drag it to where you want it to appear on the slide.

Finalize your changes

   ▶ Click the **Done** button in the Theme Editor.

The new theme will be applied to your current presentation.

Save the custom theme for future use

You can give your customized theme a name, and it will appear in the Themes gallery, available for you to use in future presentations.

   1. Choose **Install Customized Theme** from the **Presentation** menu.

**2.** Enter a name for the theme.
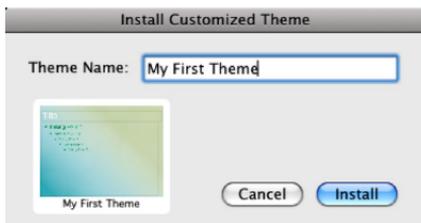
3. Click **Install** to add the theme to the Themes gallery.

Use reveals and transitions

Reveals allow you to show one talking point at a time as you present a given slide.

1. Select the slide for which you wish to enable reveals.

2. Click the **Reveal Talking Points** button on the Formatting toolbar.

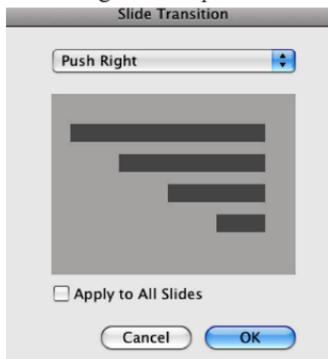The slide's thumbnail in the Slide Sorter will show three blue dots to indicate that reveals are enabled.
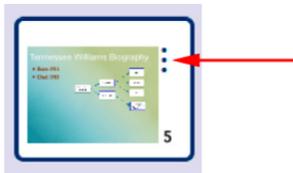
Tip: You can select multiple slides in the Slide Sorter and enable reveals for them at the same time.

A transition is a visual effect that is displayed when advancing from one slide to the next.

1. Select one or more slides in the Slide Sorter.

2. Choose **Slide Transition** from the **Slide** menu.

3. Choose **Push Right** from the pop-up list of transition effects.

The dialog shows a preview of the effect when you select it.

Tip: You can check the **Apply to All Slides** box to use the same transition on every slide in your presentation.

4. Click **OK** to apply the transition.

The slide's thumbnail will show a color bar above it to indicate a transition has been applied to it.

Add imported images

In addition to the snapshots made from graphics in your diagram or mind map, you can import additional graphics to embellish your presentation.

1. Select the container where you want to place the imported graphic.

2. Choose **Insert Graphic** from the **Edit** menu.

3. In the Open dialog, navigate to the file you want to import.

You can filter specific file types using the pop-up list at the bottom of the dialog.

4. Click **OK** to import the selected file.

5. Move and resize the graphic as needed.

Tip: You can also import a graphic by dragging its file directly onto the container on the slide.

Add video and sounds

You can add video to a container on a slide. First select a container, then choose **Tools>Insert Video or Sound**, then choose **Video** from the submenu to select a video file.

You can also add an audio file or recording to a talking point. Select a talking point, choose **Tools>Insert Video or Sound**, then choose **Sound File** to insert a pre-recorded sound, or choose **Record Sound** to record a sound using your computer's microphone.

Note: When your presentation is run using Auto Play, sounds and video play automatically. Sounds play from top to bottom, and videos play in the order they have been added to a slide.

Start over on a new presentation

When you create your presentation, Inspiration uses the existing content in your mind map, diagram, or outline to make slides and snapshots. After this, any changes you make in the other Views will not be reflected in the presentation. If you want to make changes to another View, you can delete your presentation and start over, or keep the existing presentation.

To make changes to another View, click the **Back** button on the Main toolbar to return to the View you were previously working in.

Back

After making changes, click the **Presentation** button. You will be asked if you want to delete your existing slides or keep them.

You can also choose **Start Over** from the **Presentation** menu. This will delete your slides and return to the View you were last working in. Make your changes and then click the **Presentation** button; you will be prompted again to choose a theme and specify other Presentation Settings.

Print the presentation

To print the presentation, choose **Print** from the **File** menu. Click the **Options** button to set print options for your printer.

The pop-up menu on the left offers many print layout options. The preview in the center of the dialog changes as you select each option to show exactly what your printed presentation would look like.

Layout options

Color options

Print preview
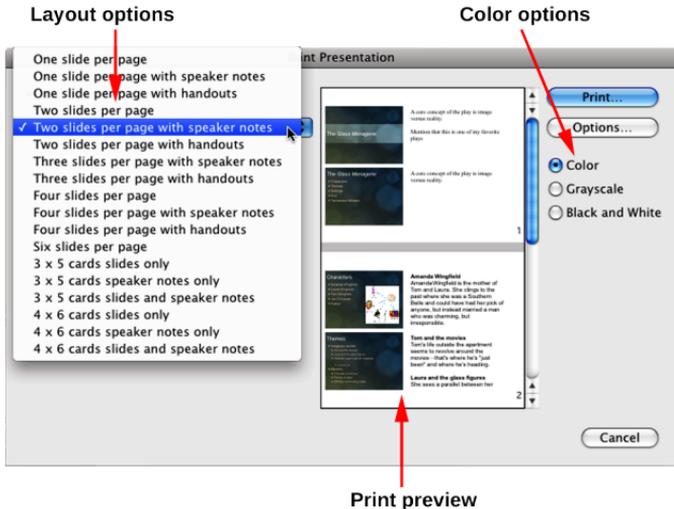
Layout options for printing are:

- *Slides:* You can print 1, 2, 4, or 6 slides on a page.
- *Slides with speaker notes:* You can print 1, 2, 3, or 4 slides with their speaker notes on a page.

  The space available for speaker notes is limited. The more slides you print per page, the less space will be available for text. Speaker notes may be truncated.

- *Slides with handouts:* You can print 1, 2, 3, or 4 slides with ruled space left for handwritten notes.

  You can print these to make your own notes on, or hand them out during your presentation for viewers to use.

- *3 x 5 cards:* You can print slides, speaker notes, or both.

  Cards are printed 4 per page and can be cut apart for use during your presentation.

- *4 x 6 cards:* You can print slides, speaker notes, or both.

  Cards are printed 2 per page and can be cut apart for use during your presentation.

Play the presentation

When you are ready to preview or play your presentation, select the slide you want to start on and click the **Play** button on the Main toolbar.

- Press the **Right Arrow** key to move to the next slide or talking point. Slides with reveals enabled show one talking point at a time.
- Press the **Left Arrow** key to move to the previous slide.
- Click on a video, then click the **Play** button at the bottom of the video to play it.
- Move the mouse pointer to the bottom right area of the presentation screen to reveal the **Presentation Control** button. Click it to access a menu with navigation, printing and Auto Play controls.
- If you are using a computer that has two monitors or a monitor and a projector, Inspiration uses one monitor to display the Presenter Control Window. This window shows speaker notes, the current slide, and large thumbnails of the previous and next slides.
- Press the **Escape** key to exit the presentation.

Use Auto Play options

Auto Play allows your presentation to run unattended, such as for a parents' night display, a science fair project, or a kiosk:

1. Choose **Auto Play Settings** from the **Presentation** menu.
2. Set the number of seconds to wait between each slide or talking point reveal.
3. Choose the Stop or Loop option.
   Loop allows the presentation to start over once it reaches the end.
4. Click **OK**.
5. Click the **Play** button to start playing the presentation.
6. Click the **Presentation Control** button and choose **Auto Play** from the shortcut menu.

Note: Sound and video on a slide will play automatically.

To end a presentation that is running in Auto Play mode, press the **Esc** key, or click the **Presentation Control** button and choose **End Presentation** from the shortcut menu.

Play presentations on computers without Inspiration 9

If you want to play your presentation on a computer that does not have Inspiration 9 installed, you can use the free Inspiration Presenter software.

Inspiration Presenter versions for Macintosh and Windows are installed on your computer along with Inspiration 9; you can copy either or both of these to a flash drive or other media, or place them on a server that is accessible from the computer you will use.

Inspiration provides a quick way to copy both versions to a flash drive.

1. Insert your flash drive into a USB port on your computer.

2. Choose **Copy Inspiration Presenter** from the **Help** menu.

3. Select the drive and folder where you want to copy the presenter files.

4. Copy your presentation file to the same location.

5. You can either copy Inspiration Presenter and your file to the computer where you will play your presentation,

–or–

Play it directly from the flash drive.

6. To play your presentation, first start Inspiration Presenter.

7. Locate and open your presentation file.

Tip: You can also download the Inspiration Presenter from the Inspiration Software web site, http://www.inspiration.com.

Note: You can also export your presentation to PowerPoint (.pptx).

Other inspiring resources

To learn more about using Inspiration, check out these inspiring resources.

Training videos

Inspiration includes access to online training videos that can help get you started.

Note: To view a video, your computer must have QuickTime. To install QuickTime, choose **Get QuickTime** on the Inspiration **Help** menu.

1. On the Inspiration Starter, click **Learn to Use**.

2. Double-click **Training Videos** to see the list of available videos.

3. Select a video title in the list, then click **Open**.

Help system

The Inspiration Help system contains detailed information about how to use Inspiration, including special features, tools and commands.

▶ To open the Help file, choose **Inspiration Help** on the **Help** menu. If the Help system is not available, you must install it using the Inspiration CD-ROM.

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