Inspiration® 9

Comprehend. Create. Communicate. Achieve more.

Quick Start Guide

Welcome to Inspiration® 9, the ultimate thinking and learning tool to comprehend, create, communicate and achieve more.

Over 20 years ago, Inspiration® Software created Inspiration as a visual thinking and learning software tool to make it easier for thinkers and learners of all ages to apply visual thinking methodologies and outlining skills to their work, improving their critical thinking, creativity, comprehension, retention, and reading and writing abilities.

Inspiration 9 reflects the suggestions and ideas from faithful users, advancing technology and our commitment to finding new ways to help you master the core thinking and learning skills that lead to academic success and personal productivity. This Quick Start is intended to guide you through the new capabilities so you can start using them easily.

Thank you for taking a look at Inspiration 9!

Create new diagrams, outlines and mind maps

Templates for curriculum areas and thinking

Training videos, examples and documentation

New Starter screen

Begin projects quickly by starting a new document in Diagram, Outline or the new Map View. Find templates that offer frameworks for gathering information and organizing ideas. With an Internet connection, find on-demand training videos that show you how to start using Inspiration easily.

Inspiration®
S O F T W A R E , I N C

More visual thinking support in Diagram View to strengthen understanding, retention and communication
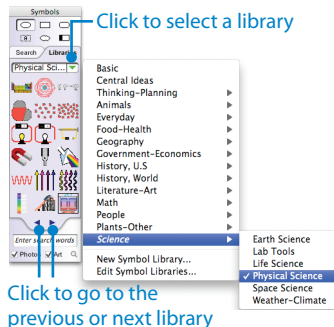
DIAGRAM

In Inspiration's Diagram View, create a variety of graphic organizers and visual diagrams, including concept maps, webs and idea maps, to express your thoughts and comprehension of information. Inspiration 9 adds more capabilities to enhance the visual thinking and learning process.

Symbols to support curriculum content

Easily find images that visually represent concepts with new Symbol Libraries organized to support middle and high school curriculum.

*If necessary, open the **Symbols** palette [Control + 8 (Windows), [Command + 8 (Macintosh)] to browse through the Symbol Libraries.*

Click to select a library

Click to go to the previous or next library

Lock items in place

Keep elements in your diagram or outline from being moved or deleted by locking items—ideal for setting up graphic organizers for students to complete and for keeping templates intact.

*Select one or more symbols in your diagram and choose **Symbol menu> Lock Item**. A lock icon appears on the four corners of the symbol when it is selected. In **Outline View**, select one or more topics in your outline and go to **Outline menu>Lock Item.***

Lock icon

Periodic Table & Periodicity

Note: Locks set in Outline View are maintained in Diagram View, and locks set in Diagram View are maintained in Outline View.
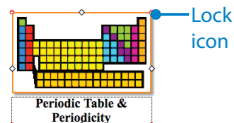
Linking Phrases

Explain relationships between ideas more clearly and create formal concept maps with an easily accessible collection of Linking Phrases.

*Select a link in a diagram, then choose **Link menu>Linking Phrases** and choose the phrase to insert.*
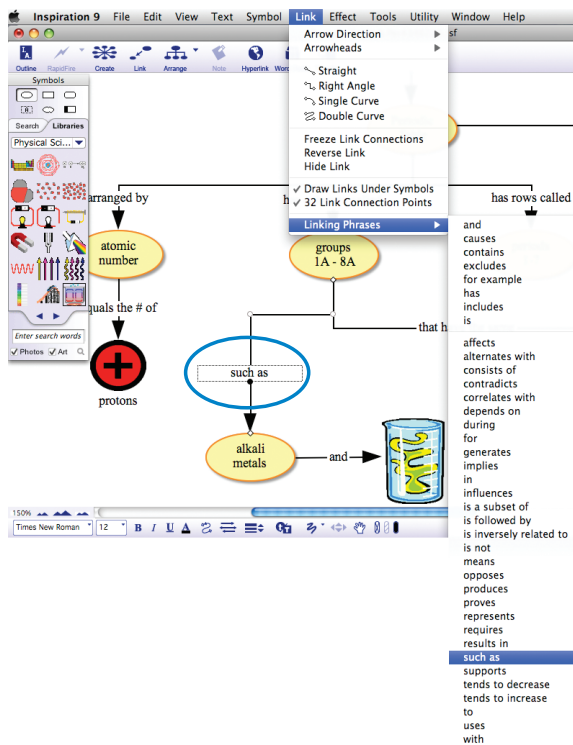
Powerful Map View to think and create with mind maps

In addition to the variety of graphic organizers and visual diagrams that can be created in Diagram View, Inspiration 9 now also includes Map View, to make it easy to create mind maps, another visual thinking strategy. The Inspiration Map View again takes a paper and pencil strategy and expands and improves upon it to stimulate thinking, making it easier to create, develop, structure, and think right on the computer.

Central Idea library

Define the central idea of your mind map with words and an image. Use a symbol from the Central Idea library, which contains symbols designed specifically for mind maps.

*When you enter **Map View**, a new untitled mind map with a **Central Idea** symbol and four starter branches appears. With the text "Central Idea" selected, start typing to enter your idea into the central idea topic.*

*The **Central Idea** library is located after the **Basic** library on the **Symbols** palette. However, you can use any symbol to represent the central idea.*
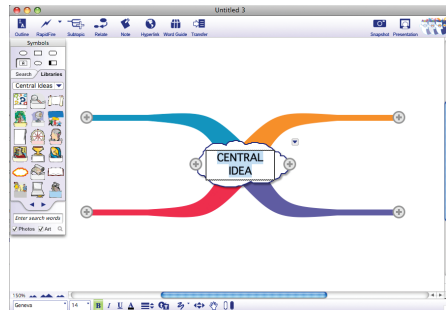

To develop the topics for the four starter branches, simply select a branch to add text and symbols.

Add Subtopic Quick Control and RapidFire®

Capture additional ideas and add new branches with one click or brainstorm freely with Inspiration's signature RapidFire® tool.

*Select an existing branch or the Central Idea symbol and use the **Add Subtopic Quick Control** ⊕ or click the **Subtopic** button 🔲 on the **Main** toolbar to add details and additional information to the branch.*

*Click on a branch and use **RapidFire** 📈 on the **Main** toolbar to quickly add a series of new ideas.*

Select the topic to which you want to add a subtopic, then…

click the Add Subtopic Quick Control.
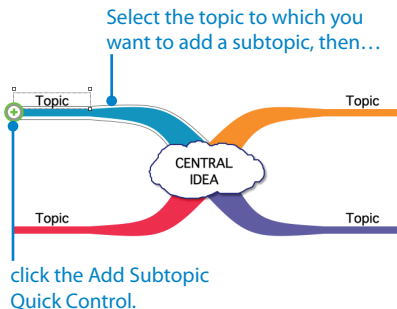
Symbols

Find exactly the right images to visually represent your ideas and information with Inspiration's collection of symbols. Just like in Diagram View, you can choose from the Symbol Libraries, search for images from Inspiration's online symbol collection, or drag and drop in your own images from the Internet or your computer.
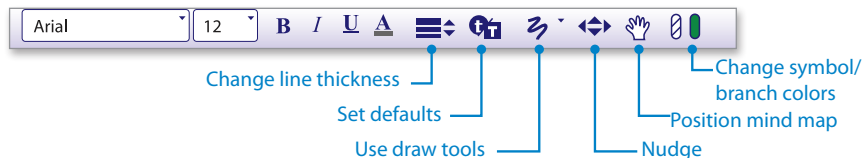
*To find a symbol, browse through the **Symbol Libraries** or enter keyword(s) in the search field at the bottom of the **Symbols** palette.*

Formatting tools

Differentiate and emphasize ideas using colors, and font sizes and styles. Use the Formatting toolbar, which includes tools for formatting text, branches and symbols; draw tools; and tools that enable you to position the mind map on the page, position objects precisely and space objects evenly.

*Find the **Formatting** toolbar at the bottom of your workspace.*

Note: There are unique toolbars for Diagram, Map and Outline Views.

Change line thickness

Set defaults

Use draw tools

Change symbol/branch colors

Position mind map

Nudge

Rearrange ideas

Change how ideas are related simply by selecting a topic and attaching it to another branch. As you drag an idea to a new location, its associated subtopics will move as well.

Select the topic where you want to detach the branch and click and hold your mouse to drag it to a new location. When the branch is positioned to attach, an arrow indicates the new connection between your ideas.

Select the branch, then drag it onto the topic where you want to attach it.
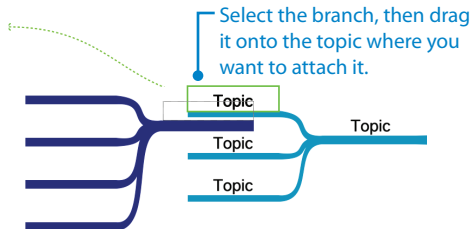
Relationship tool

Connect related concepts on your mind map using the Relationship tool. Add link text or Linking Phrases to describe the association between ideas.

*Select the topic where you want the relationship link to start, click **Relate*** *and then click the topic where you want the relationship link to end. Click **Relate** again to turn off the Relationship tool. Enter a description for the connection.*

To create a relationship link, select the topic where you want the link to begin, then…

click a connection point on the topic where you want the link to end.
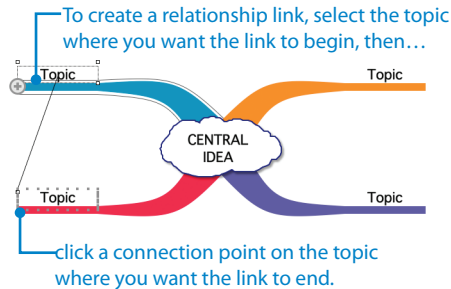
Visually integrated notes

Expand your ideas and begin writing, while continuing to work in the visual format. For each topic on a mind map, a note is available.

*Select the topic or Central Idea symbol. On the **Main** toolbar, click the **Note** button and enter your text into the note. Click ☒ to close the note.*
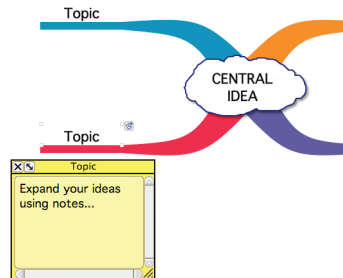
Integrated Outline View

Continue to develop your content in writing. After you have your ideas in a visual format, you can easily create an outline of your mind map by switching to Outline View. Changes you make in Outline View are automatically made in Map View and vice versa.

*On the **Main** toolbar, click the **Outline** button or choose **View menu>Outline**. To return to Map View from Outline View, click the **Map** button on the **Main** toolbar.*

More capabilities for organizing, outlining and writing added to Outline View

OUTLINE Inspiration's integrated Outline View transforms your diagrams and mind maps into outlines to facilitate the writing process. In Outline View, you build off your initial outline and continue to structure and develop your content, making it easier to plan and write. In Inspiration 9, we added more support for visual-written connections and powerful outlining commands to make it easier to quickly structure your thinking in outline form.

Link text in outlines

See all of the connections made in Diagram View by displaying link text in Outline View.

Click the **Show link text** *button* ←abc→ *on the* **Formatting** *toolbar or choose* **View menu>Show Link Text** *to hide or show link text.*

Symbols in Outline View

Visualize your connections and anchor words in your outline with the option to show the images used in Diagram and Map Views.

Click the **Show symbols** *button* ⬚ *on the* **Formatting** *toolbar or choose* **View menu>Show symbols** *to show or hide symbols.*
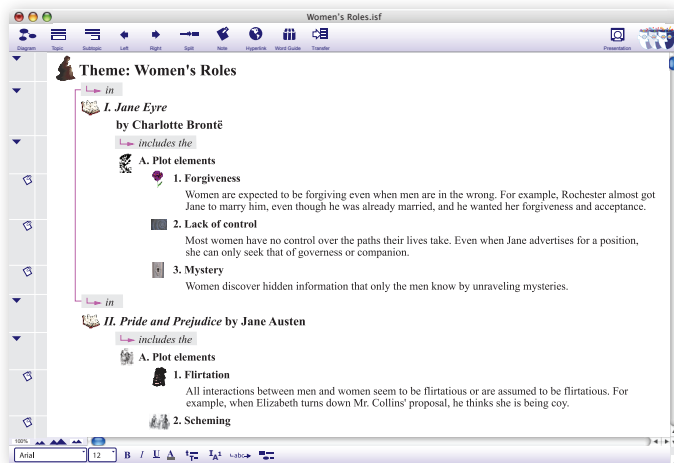
## Break Apart and Combine Topics outlining tools

Structure and organize your outline easily with new outlining tools. Divide a single topic with multiple ideas in notes text into separate topics with the Break Apart tool. A new topic will be created for each carriage return in the note.

*Select the topic that includes the note text to be separated and go to **Outline menu>Break Apart**.*
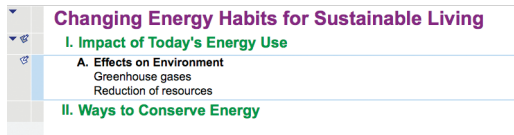
Take multiple topics and instantly make them one topic using Combine Topics.
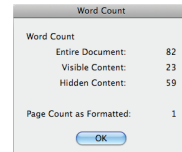
*Select the topics to combine and go to **Outline menu>Combine Topics**.*
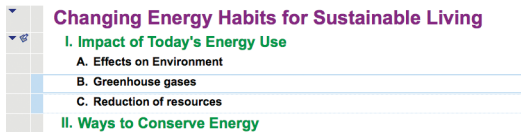
Word Count

Meet project requirements and check the number of words and the page count in your document.
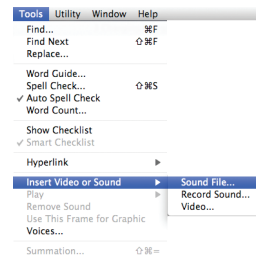
*Check word and page count in **Outline View** by going to **Tools menu>Word Count.***

Sound and video in notes

While researching and elaborating on your work, import audio and video into your notes and play them directly from Outline View.

*Drag and drop multimedia files into your outline or record audio by going to **Tools menu>Insert Videos or Sound**.*

Presentation Manager to develop polished presentations and demonstrate knowledge

Use the content you've developed in Diagram, Map and Outline Views and expand your work into presentations and final projects. 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.
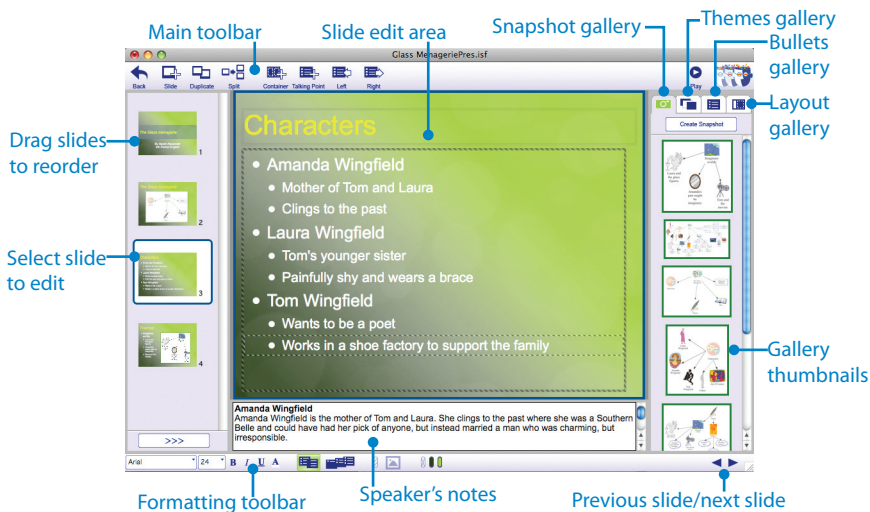
Quick presentation creation

With one click, Presentation Manager automatically generates slides and snapshot graphics from your diagram, mind map and outline to jumpstart the creation of your presentation.

To try this, click **Learn to Use** *on the* **Inspiration Starter** *screen. From the* *Examples folder, open* **Language Arts***, and then* **Glass Menagerie.isf***. Click the* **Presentation** *button* *, and then in the* **Presentation Settings***, select a theme.*

Presentation Manager overview

Develop your presentations with all of the easy-to-use tools available in Presentation Manager.

Main toolbar   Slide edit area   Snapshot gallery   Themes gallery   Bullets gallery   Layout gallery

Drag slides to reorder

Select slide to edit

Gallery thumbnails

Formatting toolbar   Speaker's notes   Previous slide/next slide

Easy slide creation and organization

Continue to develop your presentation with the ability to add, duplicate, reorder and delete slides. Access these options easily on the Main toolbar, Slide menu and Slide Sorter.

Add and duplicate slides from the **Main** *toolbar and* **Slide** *menu. Reorder slides in the* **Slide Sorter** *by clicking and dragging them to their desired locations, expanding the* **Slide Sorter** *if necessary. To delete a slide, select it and then press* **Backspace** *(Windows) or* **Delete** *(Mac).*

Main toolbar

Slide menu

Slide Sorter

Expand Slide Sorter
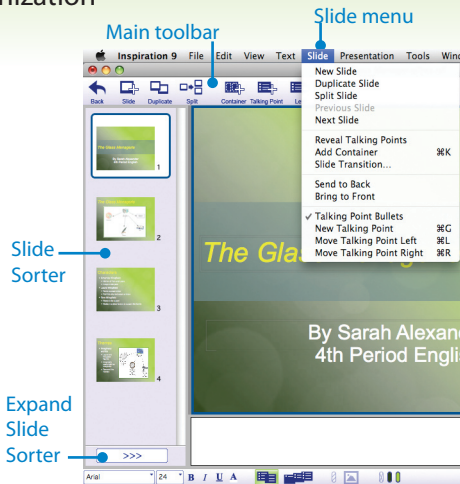
Ready-made presentation themes

Use one of several professionally-created, pre-designed themes that combine backgrounds, colors, and font and bullet styles, or customize your own, to create visually cohesive and polished presentations. Each theme also comes with its own unique title slide.

Follow the prompt during the initial creation of your presentation to select a presentation theme or change your selection later in the **Themes** *gallery* .

Customize your presentation theme by selecting the theme in the **Themes gallery***, then click the* **Customize Theme** *button, or go to* **Presentation menu>Customize Theme***.*
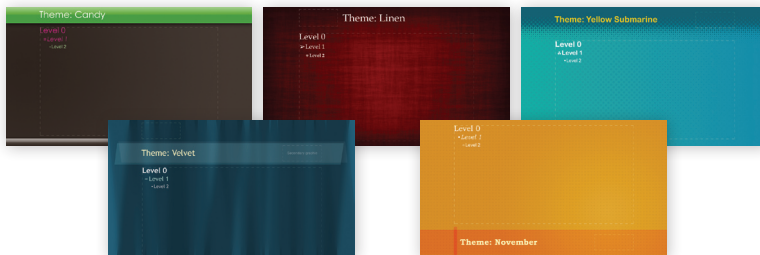
Pre-defined slide layouts

All slides start with a default layout, but you can choose from a variety of slide layouts using containers that hold text, bullets and graphics. Easily add, delete, rearrange or resize the containers on your slide to showcase and communicate your key points.

*Use the **Choose layout** gallery* ▦ *to change a slide's layout. Add containers by clicking the **Add Container** button* 🗔 *on the **Main** toolbar. Select a container to drag and move it, and resize it by dragging its small red handles.*

Talking points and bullet styles

Talking points are phrases that are relevant to the topic of a slide, and are usually discussed one at a time during a presentation. Add, arrange and edit talking points to communicate your key messages effectively.

*Click in an empty container and start typing. To add more talking points to a container, place your cursor at the end of an existing talking point and hit Enter/ Return, then type. To move a talking point, simply select it and drag and drop it to the desired location. Use the **Move left*** 🗔 *and **Move right*** 🗔 *buttons to change the level of your bullet.*

*Use the **Choose bullets** gallery* ▥ *to select the bullet styles for your slide.*

Speaker notes

When first starting Presentation Manager, Inspiration places notes from the diagram, mind map and outline associated with this presentation into speaker notes. Add supporting information or edit notes to clarify your points of view.

Click in the speaker notes area below the slide editing area. Your cursor will appear wherever you clicked and you can add to or replace words using typical word processor editing techniques.
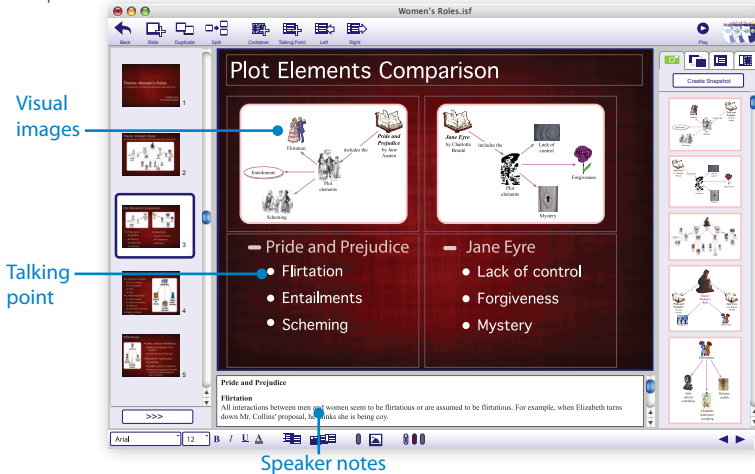
Add images and visual support to presentations

Communicate your ideas visually by capturing parts of your diagram or mind map and including them in your slides. You can also import other graphics from your computer and the Internet.

Insert automatically generated snapshot

When you first create your presentation, Inspiration automatically creates a basic set of images that will reside in the Snapshots gallery [ ]. Drag any of these into a slide or capture your own image from Diagram or Map View.

Create Snapshot

To create a custom snapshot, click Create Snapshot [Create Snapshot] which will return you temporarily to Diagram or Map View. Select the symbols or branches you want to capture in your snapshot and click Snapshot [Snapshot]. Follow the prompts and your new snapshot(s) will be available at the top of the Snapshots gallery, which you can then drag into any slide.

Insert other graphics
Add graphics that reside on your computer or on the Internet simply by dragging and dropping them into a container.

Multimedia support
Add impact to talking points by including videos and sound that play directly from your presentation.

*Go to **Tools menu>Insert Video or Sound** to include sound or video files or record your own audio file onto a slide, or simply drag and drop the media file onto your slide.*

Reveal talking points and slide transitions
Engage your audience during your presentation by revealing one talking point at a time and by incorporating slide transitions.

*Select the slide for which you wish to enable reveals, and then click **Reveal Talking Points**   .*

*A transition is a visual effect that is displayed when advancing from one slide to the next. Select one or more slides in the **Slide Sorter**, choose **Slide Transition** from the **Slide** menu, and then preview and make your slide transition selection from the list.*

Print options
Print slides in various handout formats for practice and reference, including 3x5 and 4x6 note cards for oral presentations.

*Find the right printing option for your presentation and audience needs under **File menu>Print**. Select a layout from the drop-down list.*

Layout options

Color options

Print Preview
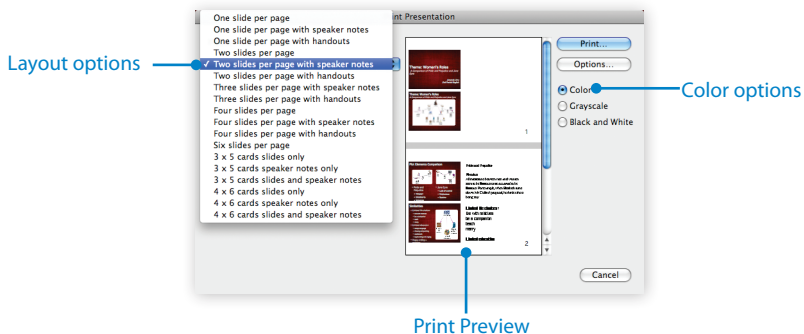
Play presentation

When you are ready to present your slide show, play your presentation.

*To play your presentation, click the slide you want to begin with and click **Play** .*

Click your mouse or press the Right Arrow key on your keyboard to advance to the next talking point or slide.

Auto Play

Run your presentation unattended with presentation Auto Play.

*Find Auto Play options under **Presentation menu>Auto Play**.*

*Alternatively, move your mouse over the bottom right of your presentation to reveal the **Presentation Control** button. Click it to access a menu with navigation, printing and Auto Play controls.*
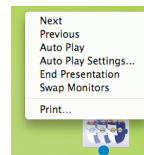
**Presentation Control button**

Inspiration® Presenter

Play presentations directly from Inspiration or from any Windows® or Macintosh® computer using the free stand-alone player available on the installation disc or at www.inspiration.com.

More ways to share work and create better projects

Speaker monitor support

Present projects created in Presentation Manager with a single computer screen or take advantage of speaker monitor support that shows speaker notes and presenter information when you are using a second monitor.
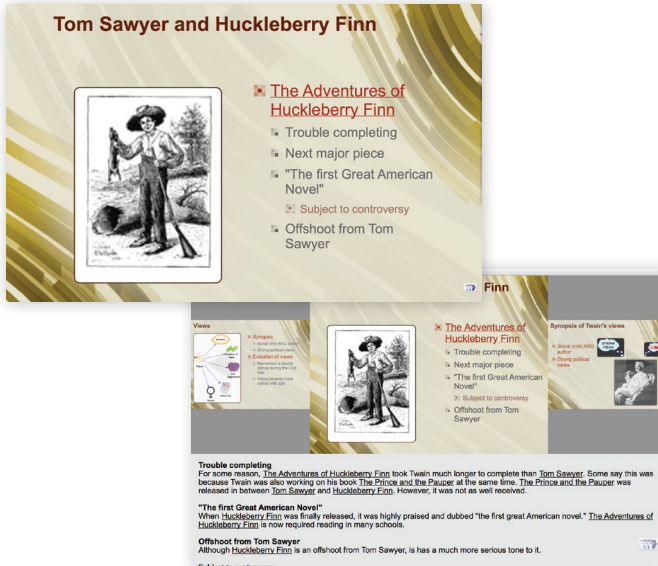
Exporting to PDF files

Export your document or presentation directly to PDF, making it easy to share your work with others.

We hope this Quick Start has been helpful in showing you how to get started using Inspiration quickly and easily. For more detailed information on how to use Inspiration's diagramming, outlining, mind mapping and presentation tools, please see the Inspiration *Getting Started Guide* and Help system, both of which are accessible via the Inspiration Help menu.

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