- Inspiration can help you to structure your essays

- It can be useful for brainstorming or revising a topic

- Similar to a paper based spider diagrams, but they are much more flexible

- You can copy and paste information into them.
    - (For assignments please remember to reference)

- The bubbles and page grows to fit text

- If you have Dragon Naturally Speaking software you can dictate ideas into it.

Contents

Settings

How to change the font style

In the bottom left corner of the screen, click and choose a font from the drop down box.

How to change the font size
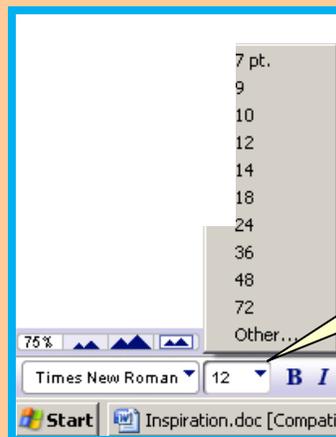
In the bottom left corner of the screen, click and choose a suitable size from the drop down box.

How to change the font colour
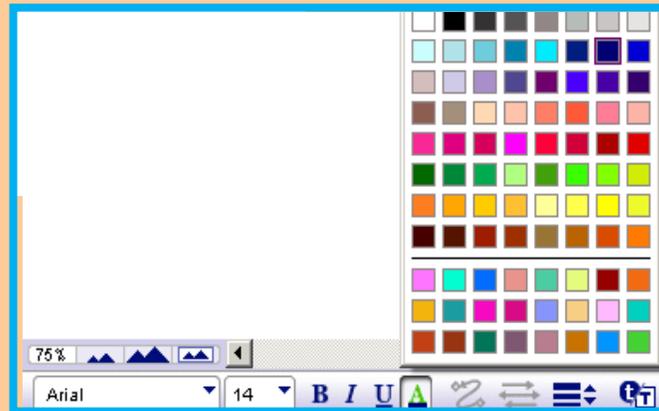
Click here and choose a suitable colour

How to change the colour of the bubbles
* Tip – You can colour code the bubbles to help with essay structure or revision. *

At the bottom of the screen, click on the middle button and change to desired colour.

Start creating your diagram.

1. Just click anywhere on the blank paper and start typing.
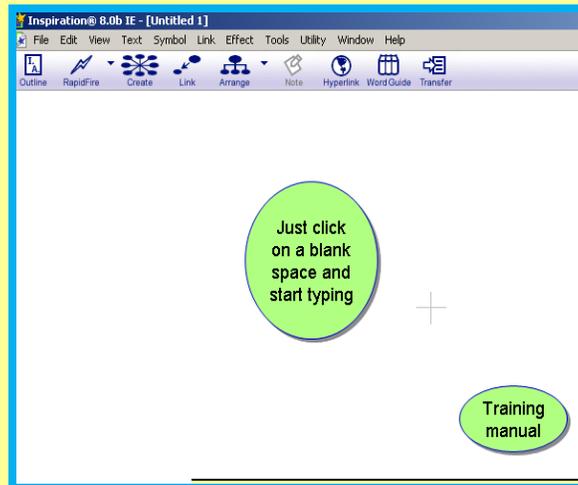
The bubble will grow to fit the text

Adding links

2. Then just click and drag to draw an arrow.
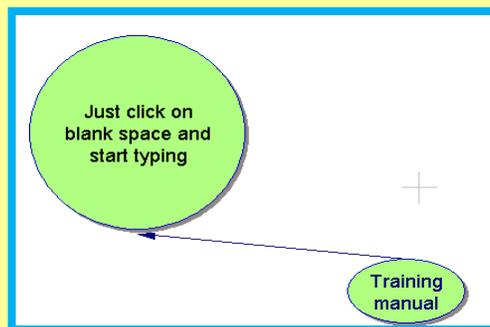
Deleting and moving bubbles

To delete

Just highlight the bubble and press delete on the keyboard.

To move

Just click and hold, then move the bubble to the required position.
Tip – Any links will automatically move with the bubble

Resizing bubbles

The bubbles should automatically grow to fit the text.

To change the size of the bubbles manually, simply;

1. Click once on the bubble, it should now look like this.
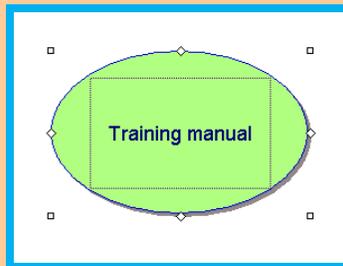
2. Then click on any of the four corners and drag to the required position.

Zooming in and out

Located in the bottom left corner of the screen

Zooming in
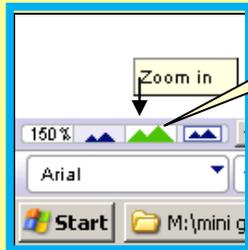
Click here to zoom in.

Zooming out
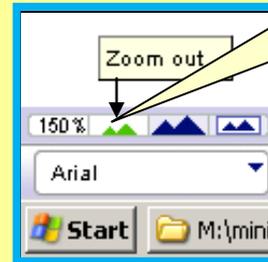
Click here to zoom out.

Copy and paste

You can copy and paste into bubbles, just click on the edit option, it is the same as in Word.
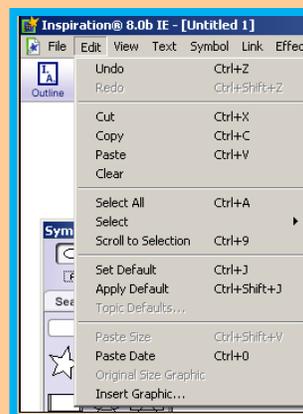
Or use the short cut keys of
Ctrl + C to Copy
Ctrl + V to Paste.

Note function

Add extra information - this can be hidden away so the map doesn't get cluttered.

Use as a revision aid – ask yourself a question and then reveal the answer.

1. First, select a bubble to add a note to
2. Then click on the note button

A yellow box will appear, you can add extra text here
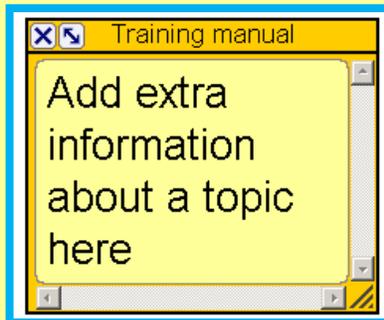
When you have finished adding the extra information.
You can close the note box, by click the cross in the top left corner.

Training manual

Add extra
information
about a topic
here
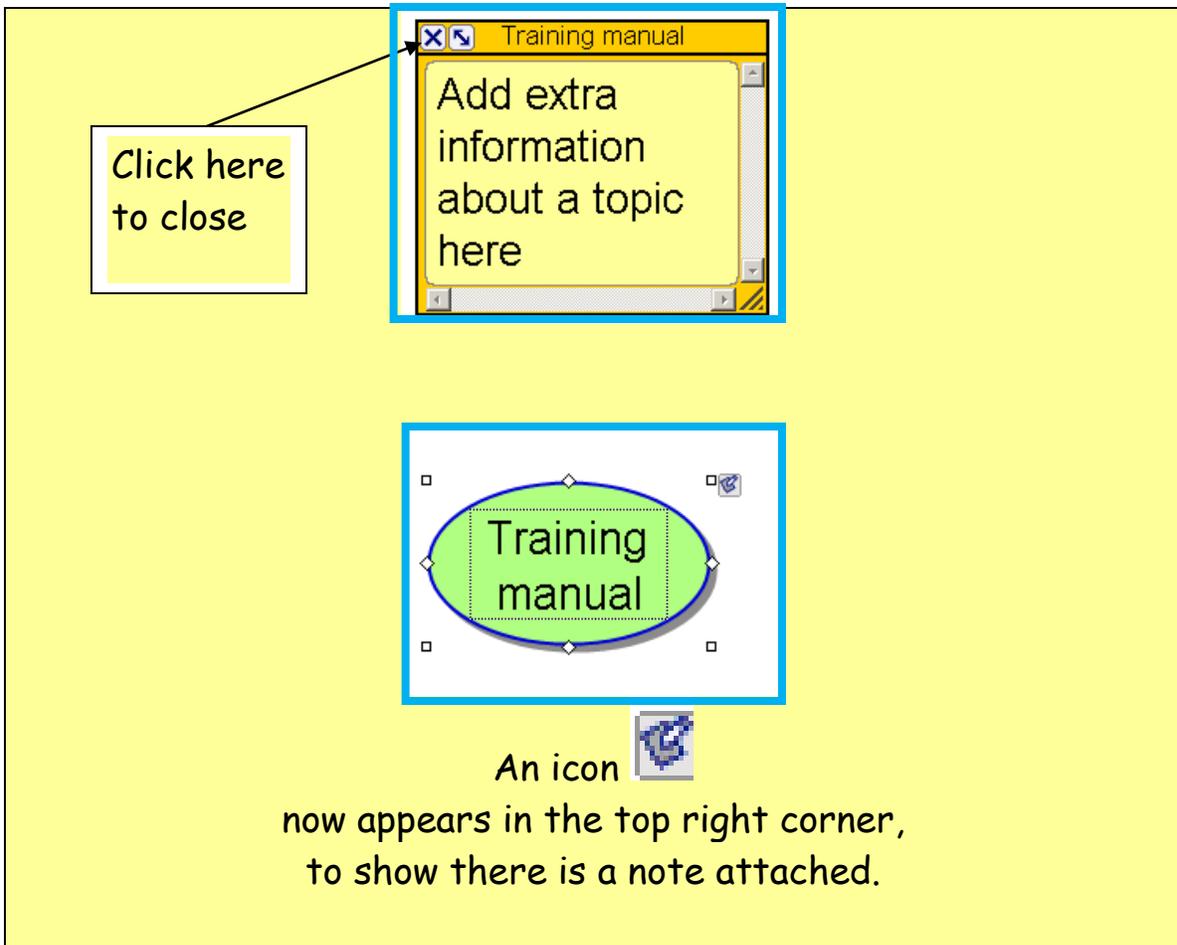
Click here
to close

Training
manual

An icon

now appears in the top right corner,
to show there is a note attached.

Arrange function

Some mind maps can start looking a bit messy!
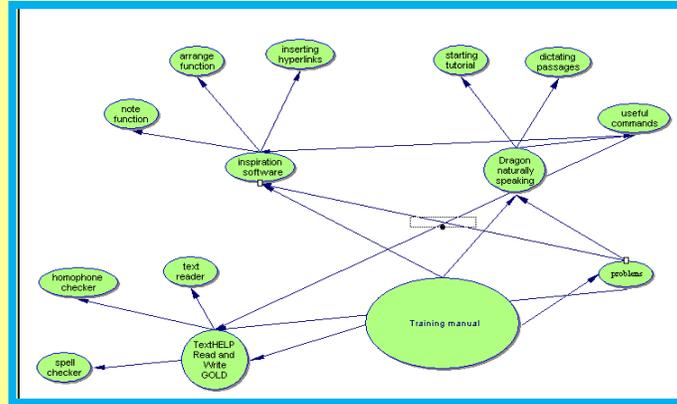
To tidy up, click on the arrange button.

You can choose either tree, web or split tree design.
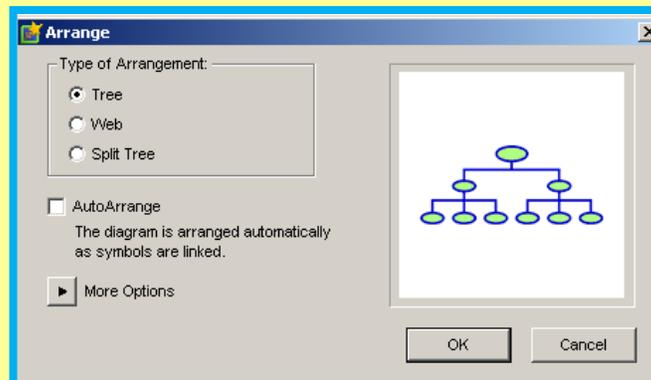
Hiding sub topics
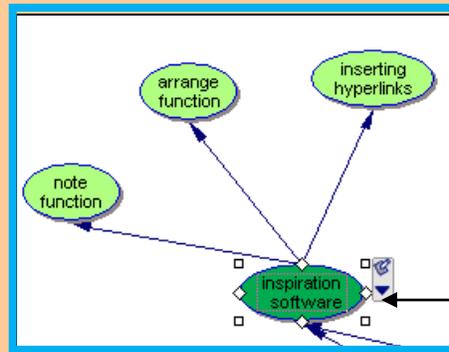
To hide
sub-topics
click here

Showing sub topics
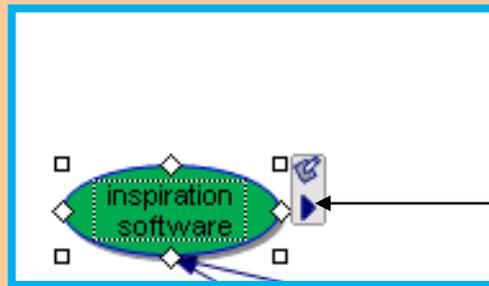
To re-open
sub-topics
click here
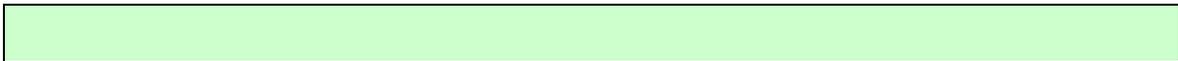
Outline view

To get your mind map to look more like an essay you can use the outline view.
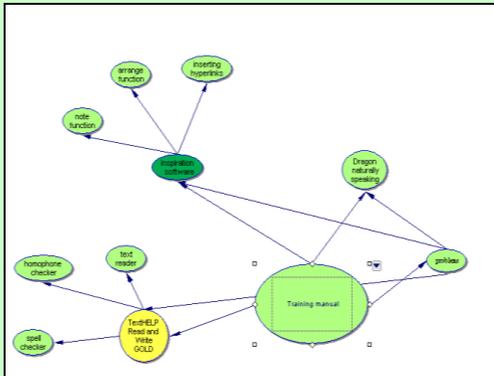
Diagram view   Outline view
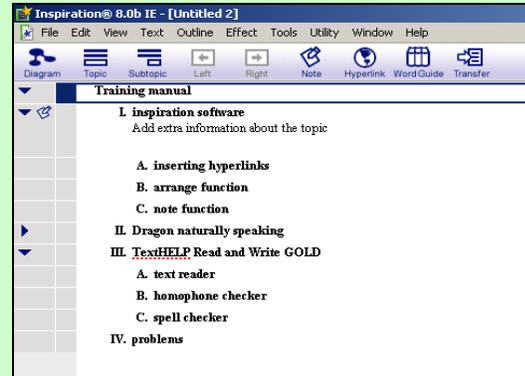
Just click on the outline button

You can move parts of your essay around by simply clicking and dragging on the left hand side of the screen.

Transferring to Word

You can transfer the outline view into word.

Click here to transfer to word

Inspiration® 8.0b IE - [Untitled 2]

File   Edit   View   Text   Symbol   Link   Effect   Tools   Utility   Window   Help

Outline   RapidFire   Create   Link   Arrange   Note   Hyperlink   Word Guide   Transfer

You can also transfer your diagram/flowchart into word.

*Tip – this isn't advisable if you have a large flowchart as it won't fit onto the page!

Linking to a webpage

1. Click on the hyperlink button.

2. The following dialogue box will appear

Type in the webpage you want to link to
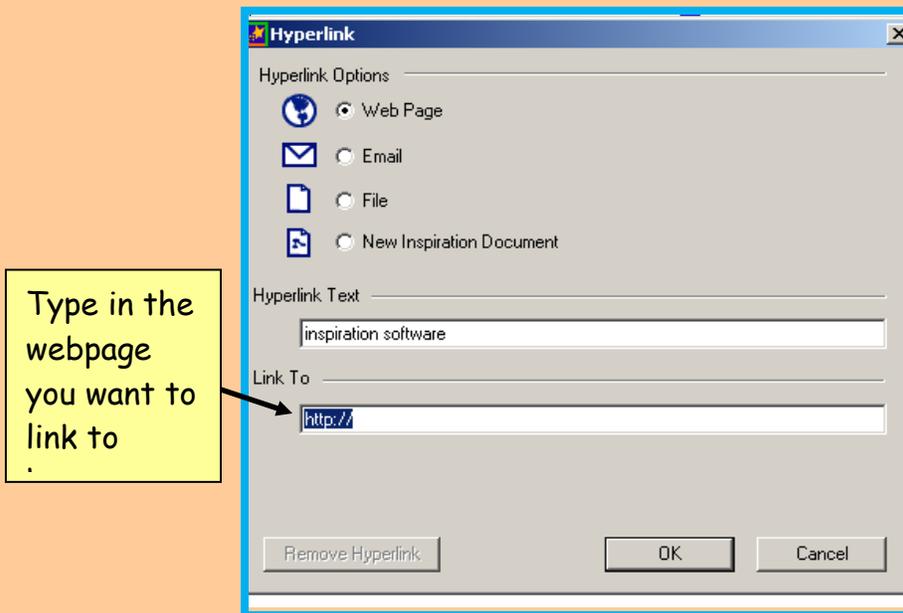
Linking to a file

1. Click on the hyperlink button.
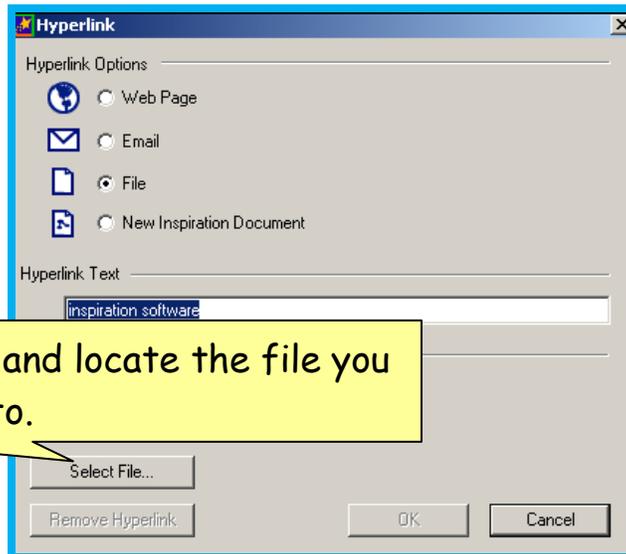
2. Click here and locate the file you want to link to.