# Inspiration®

Version 6

## Getting Started

# Credits

Inspiration® is designed, developed and marketed by Inspiration Software®, Inc.

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This manual and its sample files contain sample names and places used to illustrate features and other Inspiration capabilities. Any similarities to names and places of actual individuals are purely coincidental. Information in this manual is subject to change without notice.

# Contents

# 1 Getting Started

## *About this guide*

Welcome to Inspiration® 6, the premier tool to develop ideas and organize thinking. This guide is intended to get you started using Inspiration quickly and easily. This guide contains:

♦ What's new in Inspiration 6!

♦ System requirements.

♦ Installation instructions.

♦ Customer service information.

♦ An overview of what Inspiration is and how you can use it to develop and clarify your ideas and concepts.

♦ A short step-by-step tutorial that shows you how to use the Inspiration tools and commands to create a diagram and outline.

♦ A guide to Inspiration templates. Templates are starter documents and worksheets you can use to jumpstart your diagrams and outlines.

### Where to find more information

The Inspiration Help system contains detailed information about using Inspiration commands and features. The *Inspiration User's Manual* on the CD-ROM contains all the information in the Help system.

♦ To access online Help while you are using Inspiration, choose Inspiration Help on the Help menu.

♦ To view or print the User's Manual see "Viewing and printing the *Inspiration User's Manual* on the CD-ROM" later in this guide.

## What's new in Inspiration® 6!

Inspiration includes the following improvements and new features:

**URL Hyperlinks**—Connect to the Internet directly from Inspiration! With Inspiration 6, you can create hyperlinks to connect to resources on the World Wide Web. You can simply type a Web address to create a hyperlink or you can assign a Web address to selected text using the Internet command on the Utility menu. Clicking on an active hyperlink starts your browser and opens the Web address. When you export an Inspiration document to HTML, hyperlinks are also active in the exported file.

**Expanded and enhanced symbol libraries**—Inspiration 6 has over 1,250 colorful, high-resolution symbols, including several hundred photographic quality images. Symbol libraries are organized into subject categories, making the process of finding a symbol quick and easy. Click the down arrow ▼ on the Symbol palette to see the categories and associated libraries.

**Internet graphic support**—The growth of the Internet has brought two graphics standards to the forefront—JPG and GIF. Inspiration 6 lets you create symbols using both of these formats, as well as BMP, WMF and PICT.

**Simplified graphics importing and symbol creation**—It's easy to add your own graphics and symbols in Inspiration 6. You can drag and drop a graphic directly from another program onto your Inspiration document or the Symbol palette. You can also import graphics directly into the symbol libraries using the improved Edit Symbol Library feature.

**Animated symbols**—Inspiration 6 includes support for animated symbols, and a select number of animated symbols are included in the symbol libraries. You can also import your own animated GIF files. An Application Properties setting lets you turn this feature on or off. With the feature turned off, Inspiration displays only the first frame of the animation.

**Multicolor symbols**—Personalize multicolor symbols using the new Multicolor button  on the Draw toolbar. Click the Multicolor button to display the colors used in a selected symbol and choose new colors.

**Reinstallation of symbols**—With Inspiration 6, you can now add an existing symbol to your diagram, manipulate it, add draw elements, combine it with other symbols, and reinstall it in a symbol library as a new symbol.

**Frame enhanced symbols**—You can now add (or remove) a rectangular frame to any symbol. Choose Frame on the Symbol menu to add or remove a frame.

**More templates**—Inspiration 6 has twice as many templates to help you get started. Subject categories include language arts, science, social studies, teacher planning and thinking tools.

**Webbing Arrange**—Use this feature to arrange your diagram in a web with the main idea at the center and related ideas radiating outward. This feature is great for story webs, character webs and other related diagrams.

**Size By Level Arrange option**—The Size By Level arrange option enhances visual learning by emphasizing levels through symbol size. Symbols at each level in the diagram are sized equivalently, with symbols at the top of the hierarchy sized larger and subsequent levels sized smaller. You can apply this feature to all arrange types using the Size By Level check box in the Arrange dialog box.

**Picture-to-Topic**—This feature helps the transition from a diagram to an outline by associating a word with the symbol image. To use this feature, add several symbols to your diagram, then click the Outline button to switch to Outline view. The symbol labels appear as topic text. When you return to Diagram view, the text now appears in the symbols. You can turn this feature off using the Picture-to-Topic option in Application Properties.

**Checklist**—This feature makes Inspiration 6 a more powerful tool for project planning and tracking tasks. As you work on a document, you can check off completed items in Diagram or Outline view. In Outline view, a check box appears to the left of each topic. In Diagram view, a check box appears in the lower right corner of each symbol. To turn on Checklist mode, choose Show Checklist on the Utility menu.

**Notes List**—In Inspiration 6, notes you add to your diagram are automatically printed as a separate document when you print your diagram. You can turn this feature off using the Print Notes List check box in Print Options. You can also view and modify all the notes for your diagram by choosing Notes List on the View menu.

**Selective Text color**—In Inspiration 6, you can now select text in a symbol or outline topic and change its color. In Diagram view, use the Text Color button on the Draw toolbar to change the color of selected text. In Outline view, choose Text Color on the Effect menu.

**Continuous nudge**—Click a nudge button (up, down, right, left) without releasing the mouse button to continuously nudge a selected symbol or draw object.

**Outline View cursor tracking**—When you move the cursor to the left of a topic in Outline view the pointer looks like this ➤. The pointer change makes it easier to find the right spot to grab the topic you want to move.

**Expanded Help system**—Inspiration 6 includes a fully indexed and searchable Help system.

**Resize symbols from any corner**—You can now size symbols from all four corners of a selected symbol.

**Spell check button on the Diagram and Outline toolbars**—You can now check the spelling in your documents using the new Spell button on the Diagram or Outline toolbar. Note that the Properties tool has been removed from the Outline toolbar; and the Symbol tool has been removed from the Diagram toolbar.

**Background colors included in diagram export**s—
Inspiration 6 exports the background color of your diagram.
Now when you export your diagram, what you see in Inspiration
is what appears in the exported document.

**Measurement options**—You can now set measurements for
the grid and rulers to inches or centimeters using a setting in
Application Properties.

**New Line/New Topic settings**—Application Properties
settings allow you to control Enter (Return) key functions when
you add notes and new topics.

**Grid square selection**—With Grid Snap on (choose Grid Snap
on the Utility menu), the pointer remains a crosshair +, rather
than selecting a grid square. To change the size of the grid
squares, choose Diagram Properties on the File menu. Click the
Options tab, and then enter values for Grid Height and Grid
Width.

**User friendly default settings**—You have asked us to change
some of our defaults. The default for Grid snap and Page lines is
now off. In Print Options, the default for printing is now Fit to
1 Page; the default for printing notes text in Diagram view is on.
In Windows®, the default symbol is now an oval (like the
Macintosh®).

For more information about the new features in Inspiration 6,
choose Inspiration Help on the Help menu.

## *Installing Inspiration*

### System Requirements

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

#### *Macintosh® computers*

♦ Macintosh or Power Macintosh

♦ System 7.0, or later (System 7.6 is required to use the Internet features)

♦ 2 MB available RAM

♦ 640 x 480 display; 16 colors or more

♦ 30 MB available hard disk space for full install, including symbols, templates, examples and Help (5 MB minimum for custom install with selected components)

♦ CD-ROM drive

♦ Internet browser, optional (A browser is required to use the Internet features.)

♦ Macintosh compatible printer (B/W or color), optional

### *Microsoft® Windows computers*

♦ 486 processor (or equivalent) or higher

♦ Windows 95/98™ or NT 4.0, or later

♦ 8 MB RAM

♦ VGA, Super VGA or other Windows compatible graphics card

♦ 20 MB available hard disk space for full install, including symbols, templates, examples and Help (5 MB for custom install with selected components)

♦ CD-ROM drive

♦ Internet browser, optional (A browser is required to use the Internet features)

♦ Windows compatible printer (B/W or color), optional

## About upgrading from an earlier version of Inspiration

When you install Inspiration 6, 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 6, you can copy custom templates and symbol libraries from the earlier version of Inspiration to the Inspiration 6 folder.

Copy symbol libraries from the earlier version of Inspiration to a folder inside the Inspiration Libraries 6 folder. You can copy the libraries to an existing folder or to a folder you create. For example, you could create a new folder called "Inspiration 5 Symbols."

Copy templates from the earlier version of Inspiration to the Inspiration Templates folder inside the Inspiration 6 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 with an earlier version of Inspiration can be opened by Inspiration 6; however, after you open a file in Inspiration 6, it cannot be opened in the earlier version of Inspiration.

## Macintosh installation

The following instructions explain how to install Inspiration for use on a single Macintosh. For network installations, refer to the network installation instructions provided with your site license.

*Note…* Site licenses and network licenses are available from Inspiration Software, Inc. For more information, please call (503) 297-3004.

⇒ **To install Inspiration on a Macintosh**

Before installing, be sure to turn off any anti-virus software.

1 Insert the Inspiration CD-ROM into the CD-ROM drive.

2 Double-click the Inspiration 6 Install icon that appears on the CD-ROM.

3 Read the Welcome dialog box, and then click Continue.

4 On the drop-down menu, choose Easy Install or Custom Install.

♦ Choose Easy Install to install the full Inspiration application, including symbols, templates, examples and Help.

♦ Choose Custom Install to selectively install symbols, templates, examples and Help. Choose this option if you have limited hard drive space available, and you do not want to install the full Inspiration application.

5 Choose the Install location by selecting the drive and folder in which you wish to install Inspiration.

6 Click Install.

**7**    Click Quit when the installation is complete.

*Note…* You can exit the installation process at any time by clicking Cancel.

Inspiration starts automatically following installation. To begin using Inspiration, see "Personalizing Inspiration" later in this guide.

## Windows installation

The following instructions explain how to install Inspiration for use on a single computer. For network installations, refer to the network installation instructions provided with your site license.

*Note…* Site licenses and network licenses are available from Inspiration Software, Inc. For more information, please call (503) 297-3004.

⇒ **To install Inspiration in Windows**

Before installing, be sure to turn off any anti-virus software.

**1**    Insert the Inspiration CD-ROM into the CD-ROM drive.

**2**    On the desktop, double-click My Computer.

**3**    In My Computer, double-click the CD-ROM icon.

**4**    Double-click the Install.exe icon.

**5**    Read the Welcome dialog box, and then click Next.

**6**    Enter a location for your Inspiration folder, and then click Next.

*Note…* Inspiration automatically chooses the C drive of your computer, but you can specify another drive.

**7** Choose Easy Install or Custom Install, and then click Next.

♦ Choose Easy Install to install the full Inspiration application, including symbols, templates, examples and Help.

♦ Choose Custom Install to selectively install symbols, templates, examples and Help. Choose this option if you have limited hard drive space available, and you do not want to install the full Inspiration application.

**8** Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.

*Note…* You can exit the installation process at any time by clicking Cancel.

Inspiration starts automatically following installation. To begin using Inspiration, see "Personalizing Inspiration" later in this guide.

## *Personalizing Inspiration*

Before you begin using Inspiration, you need to personalize it by entering your name, organization and serial number.

⇒ **To personalize your copy of Inspiration**

1 When installation is complete, Inspiration starts automatically.

The Personalize Inspiration dialog appears.

2 Enter your name in the Name box.

—And/Or—

Click in the School/Organization box, then enter the name of your school or organization.

3 Click in the Serial Number box, then enter your serial number.

The serial number identifies your copy of Inspiration; it is required to personalize your Inspiration application.

*Note…* Your serial number can be found on the CD-ROM sleeve.

4 Check the Name, Organization and Serial Number boxes carefully to be sure you have entered the information correctly. To make changes, click in the box you want to change and edit the information.

5 Click OK to personalize your copy of Inspiration.

6 To register Inspiration, see "Registering Inspiration" later in this guide.

## *Registering Inspiration*

If you purchased a single copy of Inspiration, you can register online or send in the printed registration card provided.

To register online, 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 a modem and a browser installed to register online.) If you are unable to register online, please complete and mail the printed registration form.

To register a multiuser license, please send in the printed license agreement.

When you register, you're entitled to special benefits from Inspiration Software, Inc. As a registered customer, here's what you get:

♦   Inspiration telephone, fax and e-mail support

♦   Substantial discounts on Inspiration upgrades

♦   Tips on using Inspiration

♦   Information about new products or updates

♦   Inspiration newsletter, featuring articles on creative ways to use Inspiration

## *Viewing and printing the Inspiration User's Manual on the CD-ROM*

The *Inspiration User's Manual* is included on the Inspiration 6 CD-ROM. To view or print the manual, you need Adobe® Acrobat® Reader installed on your computer. If your computer does not have Acrobat Reader, you can install it using the install program on the Inspiration CD-ROM.

⇒ **To view or print the Inspiration User's Manual on a Macintosh**

1   Insert the Inspiration CD-ROM into the CD-ROM drive.

2   Double-click the Manual folder that appears on the CD-ROM. If Acrobat is already installed on your computer, skip to step 5.

3   Double-click the Reader Installer icon.

4   Follow the on-screen instructions to complete the installation process.

5   Double-click the Manual folder to open it. The folder contains two documents:

GetStart.pdf   This *Getting Started Guide*, including installation instructions and tutorial (approximately 130 pages)

Manual.pdf   *Inspiration User's Manual* (approximately 230 pages)

6   Double-click a file to view or print it.

⇒ **To view or print the *Inspiration User's Manual* in Windows**

1 Insert the Inspiration CD-ROM into the CD-ROM drive. If Acrobat Reader is already installed on your computer, skip to step 7.

2 On the desktop, double-click My Computer.

3 In My Computer, double-click the CD-ROM drive icon to view the contents of the CD-ROM.

4 Double-click the Manual folder to open it.

5 Double-click Acrobat.exe to install Acrobat Reader.

6 Follow the on-screen instructions to complete the installation process.

7 On the desktop, double-click My Computer, and then double-click the CD-ROM drive icon to view the contents of the CD-ROM.

8 Double-click the Manual folder to open it. The folder contains two documents:

GetStart.pdf This *Getting Started Guide*, including installation information and tutorial (approximately 130 pages)

Manual.pdf *Inspiration User's Manual* (approximately 230 pages)

9 Double-click a file to view or print it.

## About Inspiration customer service

We at Inspiration Software, Inc. are committed to assisting our customers. If you have comments, questions or need help working with Inspiration, you can contact us by phone, fax or e-mail. You can also connect directly to Inspiration Technical Support by choosing Help on the Web on the Help menu.

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 provide your serial number. Our support services are open Monday through Friday from 8 a.m. to 5 p.m. Pacific Time. Our telephone number is (503) 297-3004. Our Fax number is (503) 297-4676. Our e-mail address is techsupport@inspiration.com. We look forward to hearing from you!

# 2 Introducing Inspiration

In Inspiration, you think and learn visually. Inspiration provides you with the tools to create a picture of your ideas or concepts in the form of a diagram. It also provides an integrated outlining environment to help you develop your ideas into organized written documents. Inspiration's combination of visual and linear thinking deepens understanding of concepts, increases memory retention, develops organizational skills and taps 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 are. When you create a visual map of ideas, you can recall the details better than if you had 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 to map out a plan, Inspiration can help you organize your thoughts and save you time. Use the visual diagramming part of the program to work with your ideas, to arrange them and group them—in other words, to clarify your thinking.

When you need a different kind of structure, you can use the outlining part of the program to organize your ideas in outline form. Inspiration's outlining environment is perfect for creating structure for written documents, speeches and plans.

## *About the Inspiration views*

Inspiration has two main views or environments: Diagram view and Outline view. As you work, both keep track of your ideas. Sometimes you will work exclusively in Diagram view to create a graphical organizer or a map showing how ideas or concepts interconnect. Other times you will work in Outline view where you might organize and write a report.

Here's what Diagram view looks like:
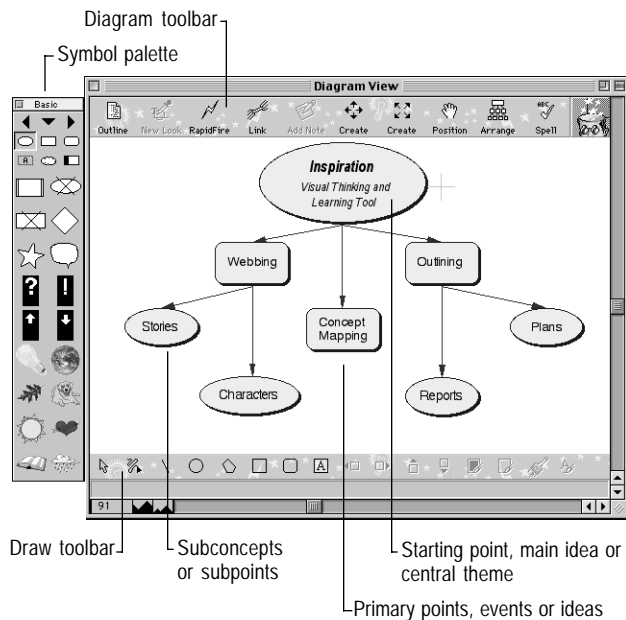


The Diagram view window

And here's what Outline view looks like:

The main idea appears at the top of the
outline. The supporting topics and
subtopics follow in a hierarchical order.

Outline toolbar
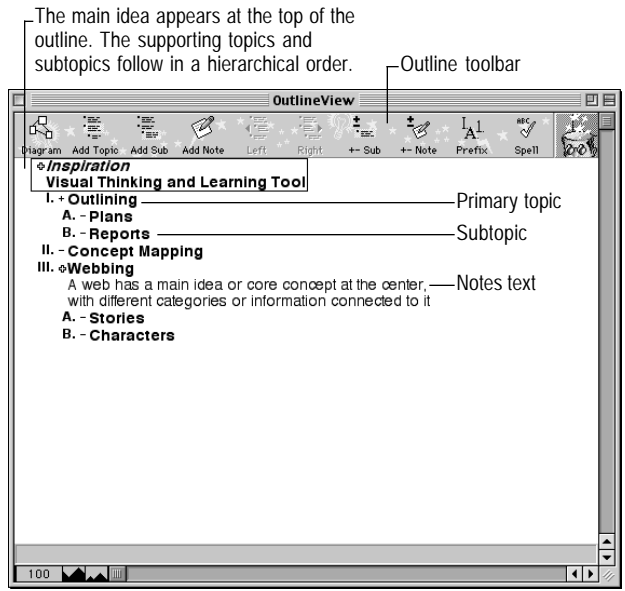


The Outline view window

## *Uses of diagrams*

In Inspiration you can create many types of visual diagrams. It
doesn't matter if you're planning a project, looking at cause and
effect, or developing your understanding of a complex concept.
The kind of diagram you create in Inspiration depends on the
idea you want to develop. Here are some of the different types
of diagrams 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. Most concept maps can be read starting at the main idea and working down the visual paths.

Concept maps are often used to illustrate scientific or historical concepts or for other types of knowledge mapping.
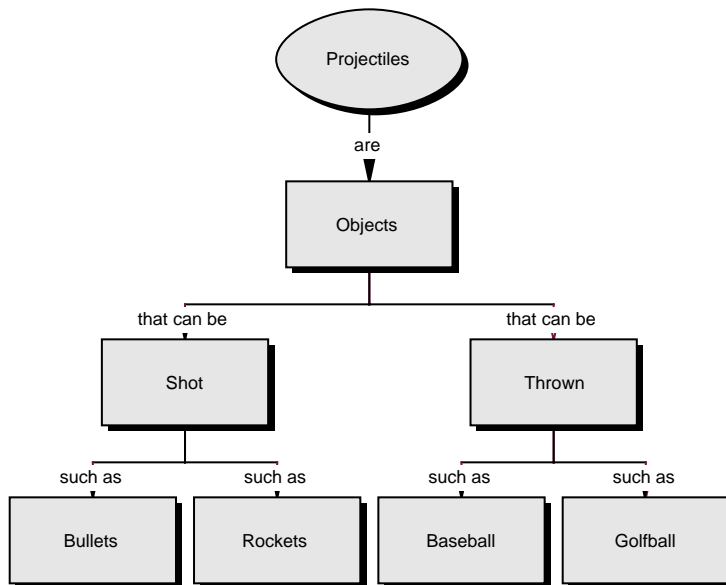


The projectile diagram is an example of a concept map.

### Idea map

Idea mapping is a visual brainstorming technique used to generate ideas and develop thoughts. An idea map starts with the 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. Sub-ideas 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, report writing and strategy development.
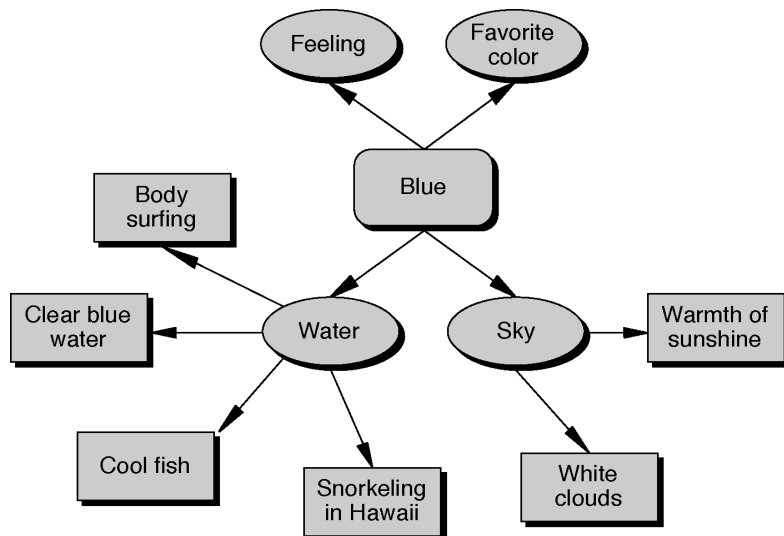


The *Blue* diagram is an example of an idea map.

## 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.
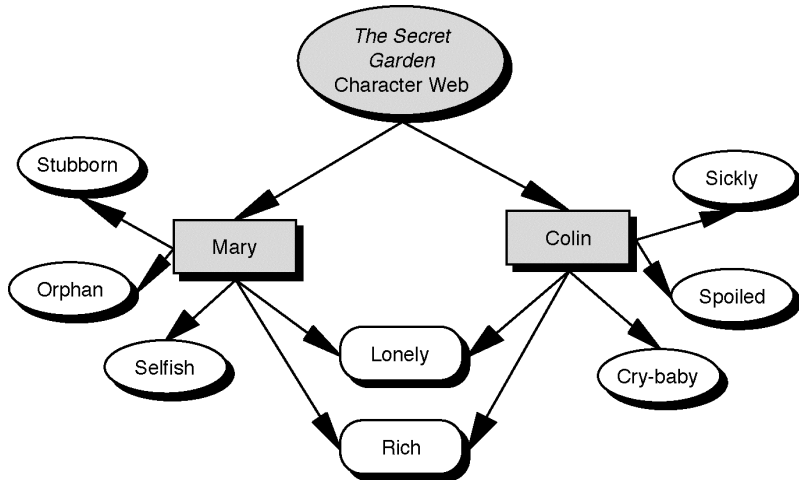
The *Secret Garden* diagram is an example of a web.

## *Storyboard*

A storyboard is a visual way to organize projects such as multimedia presentations or the design of a Web page or site. A storyboard helps you plan what you're going to say and show, and figure out what ideas belong at the beginning, middle and end. In a storyboard, each symbol can represent a different slide, screen or page.

**My Biography
(Web Page)**

Birthplace picture

About my home

My Family history diagram

About my activities

Picture of my soccer team

Mt. Hood picture

More details on Portland

List of awards
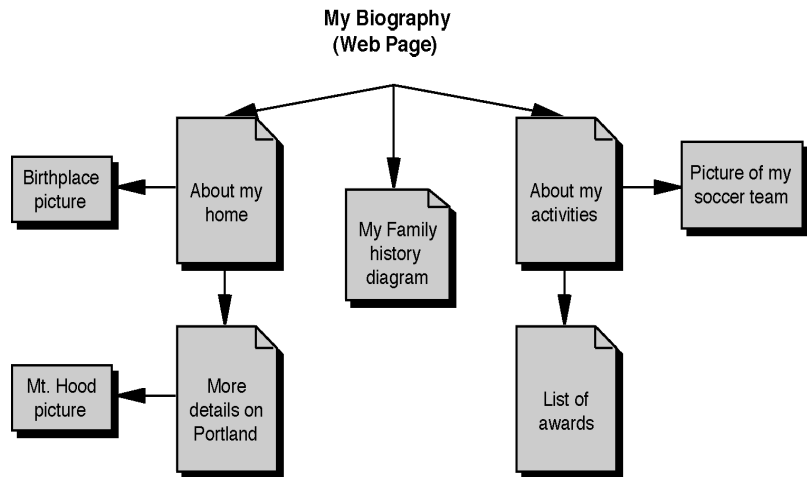
*My Biography* diagram is an example of a storyboard.

## *Uses of Outlines*

When you make an outline, you create a hierarchical structure for a report or plan. 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 and structure paragraph detail and contents.

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

Working in Outline view makes it easy for you to see how your ideas are organized. It's also easy to arrange your ideas in a specific order. When you're writing a report, you can enter your ideas in your outline, organize them, then write the report by entering notes text for each idea.

Here are some of the ways you can use outlines:

♦ Creating the structure for written reports and stories

♦ Planning

♦ Organizing notes

♦ Writing instructional material

## *Opening 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 open Inspiration

Here's how you open Inspiration using MacOS™ or Windows 95/98:

### For the MacOS™

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

Inspiration icon

### For Windows 95/98™

♦ Click the Start button, point to Programs, point to Inspiration 6, and then click Inspiration.

Inspiration opens and a new, untitled diagram appears on your screen.

*Tip…* You can also open a template document to work with. Templates are starter documents you can use as worksheets or style sheets. Worksheet templates are like forms with specific content that you can fill in. Style sheet templates are used to set up and configure your default Inspiration document to work and look the way you want it. For more information about templates, see online Help or the *Inspiration User's Manual* on the CD-ROM. To access Help see "Where to find more information" earlier in this guide. To view or print the User's Manual, see "Viewing and printing the *Inspiration User's Manual* on the CD-ROM" earlier in this guide.

# 3 Learning Inspiration, a tutorial

This chapter contains a tutorial, a quick way to learn to use Inspiration. Plan on about 35 minutes from start to finish.

If you're new to Inspiration and if you 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 will be using Inspiration to develop your own ideas and plans!

You use Inspiration the same way you use most MacOS and Windows programs. As you work, you will use the mouse to drag objects and to select text, for example. You will also be clicking and double-clicking, as well as entering information using the keyboard. If you're not comfortable doing these things, take a moment now and refer to the User's Guide that came with your computer.

## Conventions we used

The tutorial has instructions for both MacOS and Windows-based computers. When we ask you to press a key or click a command on a menu, we give the MacOS instructions first, and then put the Windows instructions in parentheses immediately afterward. Here are two examples: Press Return (Enter) and Press the Command (Ctrl) key.

When we ask you to type specific text, what you enter appears in bold. For example, **Family Vacation**. When we refer to a symbol or name you've already typed, it appears in italics, like *Family Vacation*.

### And a special note…

Because people work in different ways, Inspiration offers lots of ways to do things—from toolbar buttons to menu commands to keyboard shortcuts. While these options are all readily available, in the tutorial we have mostly shown one way to do a task. By limiting the alternatives we present as you learn how to use the software, we hope to make it easier for you to learn the task. In the online Help and the User's Manual on the CD-ROM, you will find mention of the many ways you can do each task, so you can pick the way that's most comfortable for you. To access Help, see "Where to find more information" earlier in this guide. To view or print the User's Manual on the CD-ROM, see "Viewing and printing the *Inspiration User's Manual* on the CD-ROM" earlier in this guide.

### How we organized the tutorial

In the Inspiration tutorial, you follow a series of straightforward, step-by-step instructions to create a simple visual representation of an idea—what we call a *diagram*. You also work with an *outline*, a text-based, hierarchical display of the same idea.

The tutorial is organized in mini-lessons. We designed them to be completed in order, but you don't need to do them all at one time. Each mini-lesson introduces you to one of Inspiration's unique features. As you work, you will create a diagram and an outline. When you finish the tutorial, you will be ready to create diagrams and outlines of your own.

Let's get started.

# Mini-lesson 1
# in which you get started

In the first mini-lesson, you will open Inspiration. Then you will enter the main idea for the diagram that you're creating. Finally, you will learn how to save your work.

## Opening Inspiration

Here's how you get Inspiration up and running:

### For the MacOS

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

### For Windows 95/98

♦ Click the Start button, point to Programs, point to Inspiration 6, then click Inspiration.

Inspiration opens and a new, untitled diagram appears on your screen.

*Note...* Inspiration needs to be installed before you can start it. If you haven't installed Inspiration on your computer yet, see "Installing Inspiration" earlier in this guide.

## Introducing the Inspiration screen

Inspiration automatically opens in Diagram view, where you will do most of your work. As you follow this tutorial, we'll refer to various parts of the screen. Here's what Diagram view looks like:

The Main Idea symbol is the starting point for your diagram. You type your main idea in the symbol, then add connected ideas to it.

Use the tools on the Diagram toolbar to add symbols and links to your diagram, and to arrange your diagram.

The Symbol palette contains different libraries of idea symbols you can add to your diagram.



Use the Zoom buttons to see more or less of your diagram.

Use the tools on the Draw toolbar to move symbols, to color text and symbols, and to draw shapes.

## Entering your main idea or theme

Entering text in the Main Idea symbol is the starting point for any Inspiration diagram. The main idea or theme for this tutorial is a common task—picking a place to go for your family vacation. Since most of us have figured out, or at least dreamed about, the ideal vacation at some point in our lives, it's pretty easy to imagine the steps involved. We call our tutorial Family Vacation.

### To enter your main idea

When you start Inspiration, you're in Diagram view. The Main Idea symbol appears in the center of your screen. The placeholder text, Main Idea, is already selected. All you do is type.



1   Type your main idea—**Family Vacation**.

2   Press Shift+Return (Shift+Enter) to end text entry and select the symbol.

Now you're ready to save your diagram for the first time.

## Saving your work

Whenever you're developing your ideas in Inspiration, as with any software program, it's important to save your work often.

When Inspiration saves your new diagram, it automatically names the file with your main idea. That means you don't have to give your diagram a separate file name—you take care of that job the moment you start working on your diagram.

### To save your diagram

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

The dialog box appears with your main idea as the name of the file.

You don't have to use what you're calling your main idea as the file name. You can enter another name if you wish.

Navigate to the folder where you want to save your diagram.



Enter the name of your diagram here.
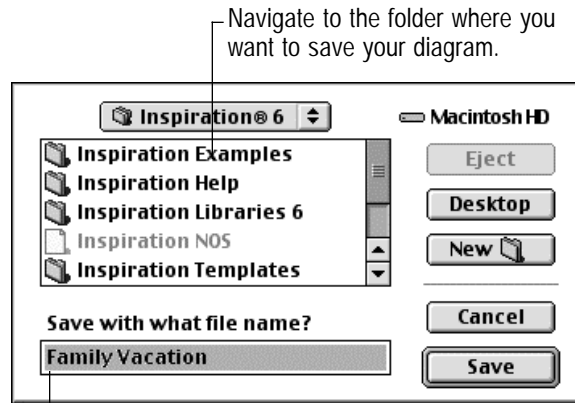
**2**  If necessary, navigate to the folder in which you want to save your diagram.

**3**  Click Save.

Your diagram is saved, and the file name, *Family Vacation*, appears on the title bar above your diagram.

You're now ready to expand your main idea, which you will do in Mini-lesson 2.

# Mini-lesson 2
## in which you begin getting your ideas down

In this mini-lesson, you're going to add some ideas to help you and your family go through the process of deciding where you want to go for your vacation.

When you enter an idea using Inspiration, it appears on your diagram as an idea symbol. To show how your ideas relate, they are connected using what we call *links*.



Links show how ideas relate.

Idea symbols contain related ideas that explain or support your main idea.
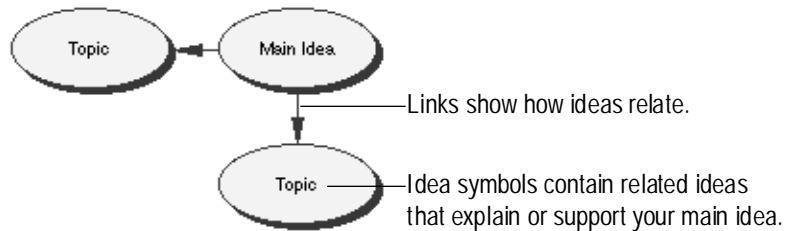
In this mini-lesson, you're going to learn the following:

♦   How to use the create tools to add symbols

♦   How to use RapidFire™ quick entry to add symbols

♦   How to reposition your diagram in the window

♦   How to zoom out to see more of the diagram in the window

Let's go.

## Adding ideas to your diagram

As part of our planning, we're going to enter what each family member wants to do on vacation. First, we'll add the idea symbol, *What we want to do*. Then we'll add an idea symbol for *Mom*.

### Use the Create tool to add a related idea

**1**  With *Family Vacation* selected, on the Diagram toolbar, position the pointer over the Down arrow on the horizontal and vertical Create button.
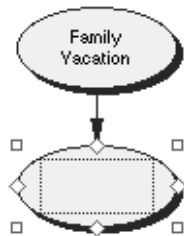
Horizontal and vertical Create button

When you point to an arrow on the Create button, it is highlighted to show you the direction in which the new idea symbol will be created.

**2**  Click the Down arrow.

The new symbol appears connected to and below the *Family Vacation* symbol.

As soon as you create a new symbol, you can enter text in it.

**3**  Type **What we want to do**.

### Add idea symbols to represent Mom and Dad

In order to enter what everyone wants to do, we'll begin by adding the family members to the diagram below the idea symbol, *What we want to do*. This time we'll use the diagonal Create button.

**1** On the Diagram toolbar, position the pointer over the Lower Right Diagonal arrow on the diagonal Create button.

Diagonal Create button

**2** Click the Lower Right Diagonal arrow.

The new symbol appears connected to and diagonally below the *What we want to do* symbol.

**3** Type **Mom**.

**4** Press Shift+Return (Shift+Enter) to end text entry.

**5** Select *What we want to do*.

**6** Click the Lower Left Diagonal arrow.

**7** Type **Dad.**

**8** Press Shift+Return (Shift+Enter) to end text entry.

Let's take a look at what you've created so far:

Family
Vacation — You started with the Main idea...

What we want
to do — ...then added a related idea...

Dad

Mom

... and then added
another related idea.

... then added another
related idea...
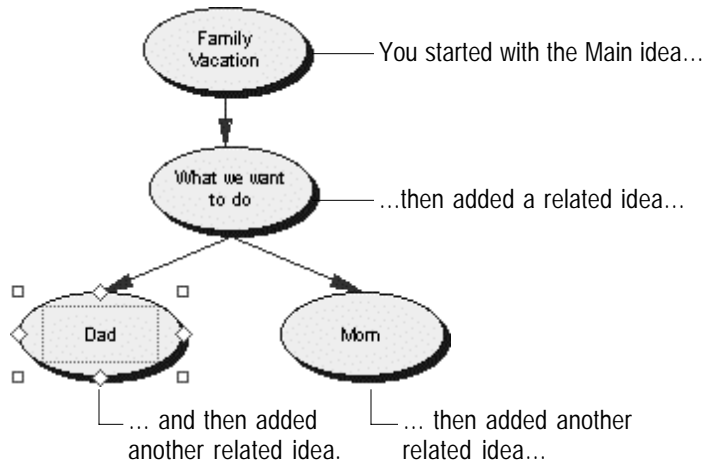
### Use the RapidFire™ tool to get Mom's preferences down quickly

We're going to use Inspiration's RapidFire tool to enter the things Mom wants to do while on vacation. You use RapidFire when you want to brainstorm, capturing your ideas quickly without worrying about their order. You add ideas right into the selected symbol and let Inspiration create symbols and place them for you.

**1** Click the *Mom* symbol to select it. On the Diagram toolbar, click the RapidFire button.



RapidFire button

The RapidFire icon appears in the symbol to show you the tool is turned on. You're ready to begin typing ideas.

**2** Type **Sun**, then press Return (Enter).

Once you start working in RapidFire, you use the Return (Enter) key to separate your ideas.

**3** Type **Scuba**.

**4** Click the RapidFire button to turn it off.

Inspiration places your new symbols in the diagram after you type your ideas and press Return (Enter).

### Now let's add Dad's preferences

**1**  First, select *Dad* and drag him to the left two inches to give yourself more space to work with.

**2**  With *Dad* selected, on the Diagram toolbar, click the RapidFire button.



RapidFire button

The RapidFire icon appears in the symbol to show you the tool is turned on. You're ready to begin typing ideas.

**3**  Type **Play golf**, then press Return (Enter).

**4**  Type **Fish**.

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

## Now let's take a look at your work

Here's what your diagram looks like so far.
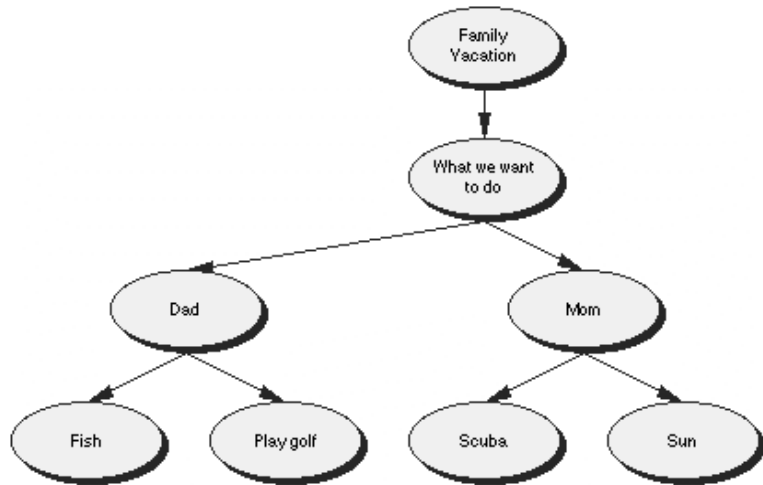


RapidFire places your ideas in a freeform structure. You don't need to think about organizing your ideas yet—you're still getting them down so you can 'see' what you think. We'll learn about organizing the diagram later in this tutorial.

*Aside...* If you see that you've made a mistake while typing text in a symbol, don't worry. It's easy to fix. Double-click the text in the symbol, then select the words you want to change and type over them. You can also insert text by clicking where you want to make the correction and entering the new text.

## Changing the view scale

It's helpful to zoom in and out when you're working on your diagram. Sometimes you want to take a closer look at a section; at other times, you want to see more of your diagram in the window.

Here, we'll use the Zoom Out button to see more of the diagram in the window.

### Zoom out to show more of the diagram

♦ On the scroll bar at the bottom left of the window, click the Zoom Out button.

```
100   [icons]
              └ Zoom Out shows more of the diagram.
            └ Zoom In makes the diagram larger.
         └ The Percentage box lets you select a
           percentage at which to view your diagram.
```

The Zoom Out button makes symbols smaller and gives you more room to work on the entire diagram. The Zoom In button makes symbols larger and easy to read. You can zoom to an exact percentage by clicking the percentage box to the left of the zoom buttons and selecting the percentage you want from the submenu.

*Tip...* There are also keyboard commands for Zoom Out and Zoom In. If you like using keyboard commands, you will find many shortcuts on the menus next to the commands. For a list of keyboard shortcuts, refer to online Help or the *Inspiration User's Manual* on the Inspiration CD-ROM.

## Moving the diagram around in the window

The Position tool lets you reposition your diagram in the window. It's especially useful when you want to work on a section of your diagram that's at the bottom and you also want some space where you can add new idea symbols.

Let's move the diagram up and to the right so that the *What we want to do* symbol is just showing at the top of the window and there's an open area in the window to the left of the diagram.

1   On the Diagram toolbar, click the Position button ✋ , then click and drag the diagram so that *What we want to do* is just showing at the top of the window.

    You can move the diagram as many times as you need to until you can see the part you want to work in.

2   Click the Position button again to turn it off.

## Take a moment to save your work

We'll remind you every now and then to save the work you've done on your diagram. It's always a good idea to save frequently.

♦   To save your work, choose Save on the File menu.

You're now well on your way to completing a diagram of your ideas. In the next mini-lesson, you will complete your diagram about your family vacation.

# Mini-lesson 3
## in which you complete your diagram

In this mini-lesson, you're going to finish making your vacation diagram as you learn each of these procedures:

♦ How to use drag and drop to add a symbol from the Symbol palette

♦ How to use point and type to add an unconnected symbol

♦ How to link symbols

♦ How to add text on a link

♦ How to move symbols in the diagram

♦ How to change the shape of symbols

### Use drag and drop to add a specific symbol

Inspiration has hundreds of symbols you can use in your diagram. Here, we'll add one of the six basic symbols, the rounded rectangle, to the diagram using drag and drop.

**1** On the Symbol palette, locate the rounded rectangle symbol.



When you point to a symbol, a preview appears next to the Symbol palette.
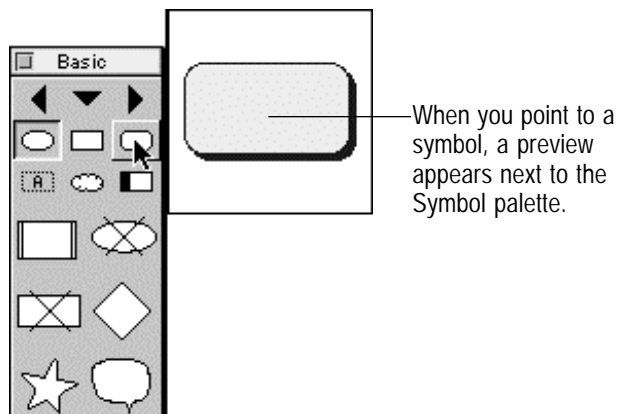
**2** Click and drag the symbol until it's positioned below the *Fish* symbol and slightly to the left, then release the mouse button.

When you add a symbol using drag and drop, the symbol is not connected to any other symbols. You can link it later using the Link tool on the Diagram toolbar.
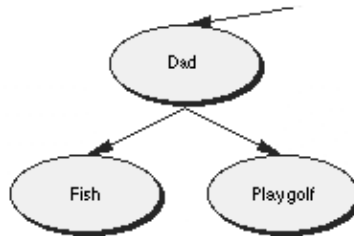


Here's where you added the rounded rectangle.

**3**   Type **Marlin** in the new rounded rectangle symbol.

## Use point and type to add an unconnected idea

Sometimes when you're working, you want to add an idea, but you're not sure right away where it fits. You can easily add an unconnected idea anywhere on the diagram without being concerned about how it relates to the other ideas, using Inspiration's point and type method.

For now, let's add an idea symbol on the diagram to represent Sarah, another member of the family.

**1**   Click in the open area on your diagram under the *Scuba* symbol, then type **Sarah**.

A symbol pops up to hold the *Sarah* text. The symbol isn't linked to any other symbol.

**2** Click away from the *Sarah* symbol to deselect it.
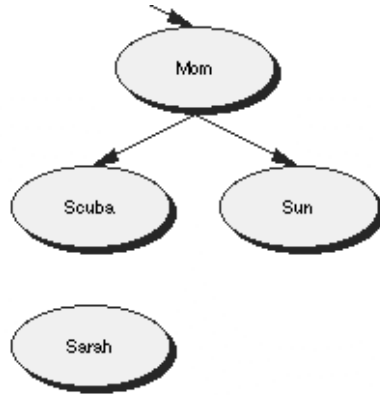


### Link the unconnected symbols to show how they relate to other ideas

Link the *What we want to do* symbol to the *Sarah* symbol so that we can also include Sarah's ideas in our planning. To show that *Fish* and *Marlin* are related, we're also going to draw a link that connects those two idea symbols.

**1** On the Diagram toolbar, click the Link button.



Link button

The cursor becomes a two-headed arrow.

**2** Click the *What we want to do* symbol to tell Inspiration where you want to draw the link from (the primary symbol).

**3** Click the *Sarah* symbol to indicate where you want to draw the link to (the secondary symbol).

The link appears, connecting the primary to the secondary symbol. The arrow head points to *Sarah* to show that it's an offshoot of the *What we want to do* idea symbol.



The new link connects the *What we want to do* idea symbol and the *Sarah* idea symbol.
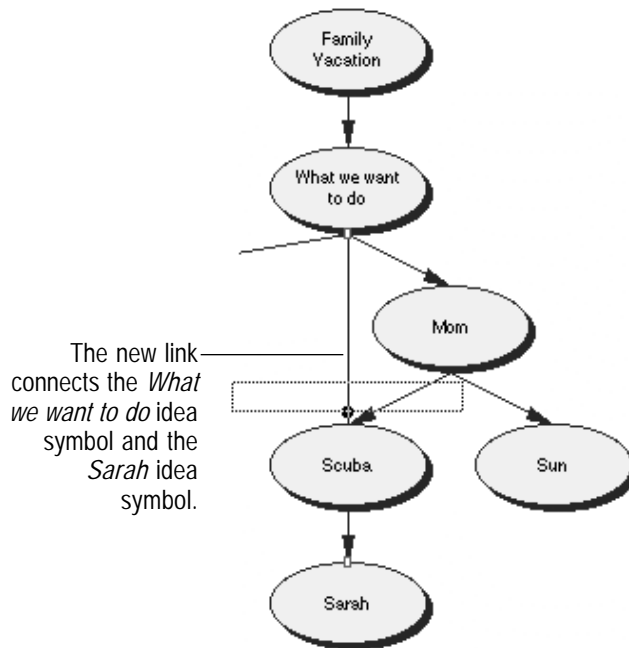
Now let's link the other unconnected symbol, *Marlin*, with the idea symbol, *Fish*.

4 Click the *Fish* symbol to tell Inspiration from where you want to draw the link (the primary symbol).

5 Click the *Marlin* symbol to indicate to where you want to draw the link (the secondary symbol).

The link appears, connecting the primary to the secondary symbol. The arrow head points to *Marlin* to show that it's an offshoot of the *Fish* idea symbol.
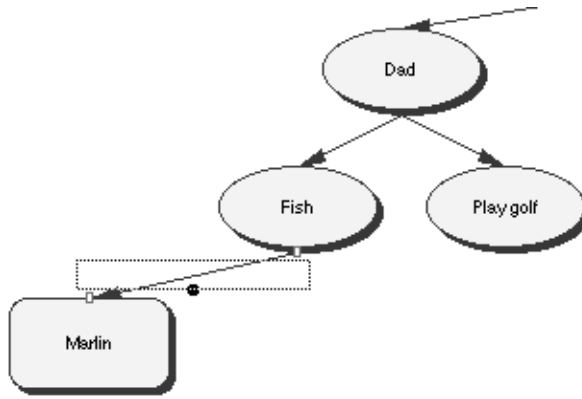


**6** Click the Link button again to turn it off.

### Add text on the link

You can add text on a link to describe the relationship between the linked ideas. Here, you will add the word *for* so it's clear that the connection is that Dad wants to fish for marlin.

**1** Select the link that connects *Fish* and *Marlin*, if it isn't already selected.

When the link is selected, you see the outline of the text box that's associated with that link. It's ready for you to begin typing.
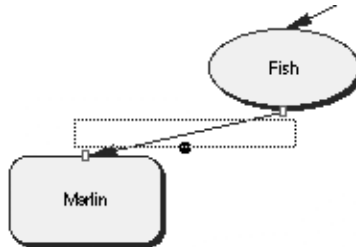
**2** Type **for**, then click outside on the diagram to deselect the link.

Now that section of your diagram looks like this:



When you point to a symbol, the text in the symbol appears on the status bar.

Draw toolbar
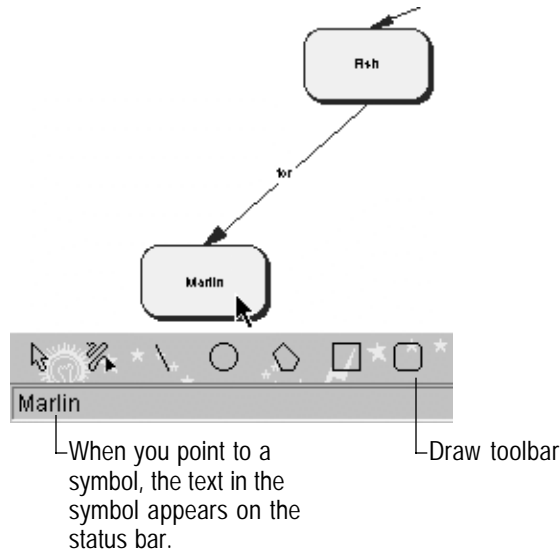
*Tip…*It may be hard for you to read the link and symbol text when you are zoomed out and working in a reduced view. If you position the cursor over a symbol or link, the text is displayed at a readable size in the Status bar area at the bottom of your window.

### Move idea symbols around

Moving symbols is easy, and it's something you will do a lot as you create diagrams. Here, you will reposition the *Marlin* symbol so that it's a bit lower on the diagram. That way, you can get an even better view of the text you added to the link to show the relationship between the ideas.

♦ Click and drag the *Marlin* symbol down about an inch and release the mouse button, then click outside on the diagram to deselect the link.

If you need to move the symbol again to position it to your satisfaction, just click and drag it again until it's where you want it.

Notice how Inspiration keeps the link connected for you as you move the symbol. That way, you don't lose the connection between ideas when you move them around on your diagram.

Here's what that section of the diagram looks like now:
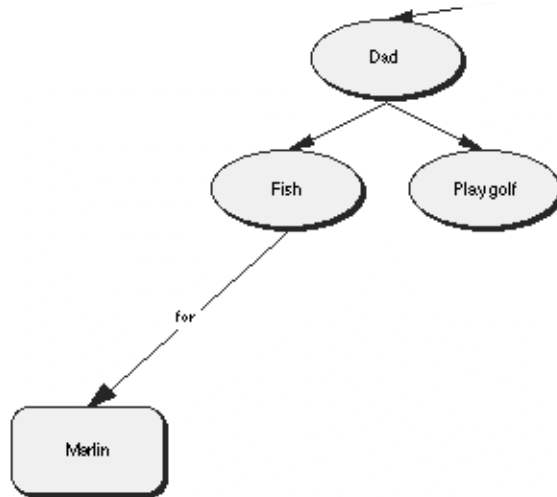


### Change the symbol shapes for Dad's ideas

Here, we'll make a section of the diagram stand out by changing the shape of the symbols. In this case, we're going to select Dad and his vacation preferences and change these symbols all at the same time to make them easy to identify.

1   To select the symbols, hold down the Shift key and click *Dad*, *Fish* and *Play golf*.

2   On the Symbol palette, click the rounded rectangle symbol.

    The selected symbols take on the new shape.
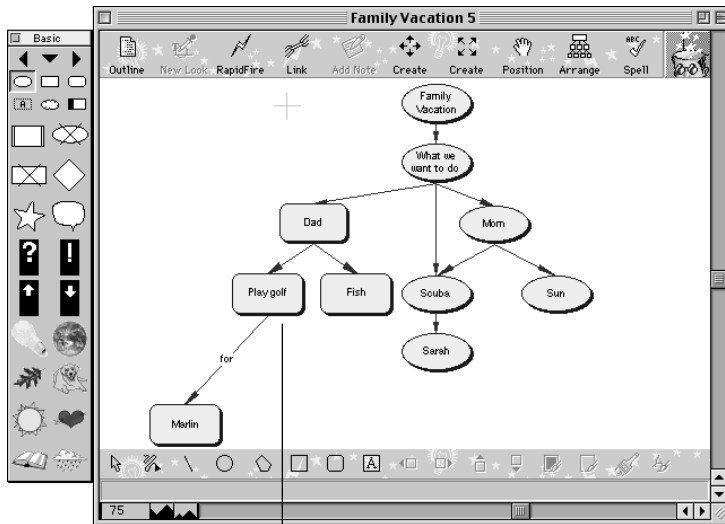
When you click the Rounded Rectangle symbol on the palette, all the selected symbols take on the new shape.

### Finally, save your work once again

♦ On the File menu, choose Save or press Command+S (Ctrl+S).

Inspiration saves your file and you're ready to begin the next mini-lesson.

# Mini-lesson 4
# in which you learn about Outline view

Inspiration has two views or environments in which you can work: Diagram view and Outline view. While you've been working in Diagram view creating a visual diagram, Inspiration has been working behind the scenes, building an outline of your work.

In this mini-lesson, you will learn these procedures:

♦ How to add a subtopic

♦ How to add a topic

♦ How to make topics into subtopics

♦ How to add notes text, much as you would do if you were writing a report

♦ How to hide and show notes and topics

♦ How to move topics around by dragging

♦ How to change the way the outline looks—the prefixes and the fonts

♦ How to print your outline

It looks like a lot to do, but it only takes a few minutes!

# Organizing your ideas in Outline view

## First, switch to Outline view

♦ On the Diagram toolbar, click the Outline button.

Outline button

Your diagram appears as an outline. The idea symbols you added in Diagram view appear as topics and subtopics. Your links don't appear as part of your outline, but they're available in Diagram view.

+ Family Vacation
   I. + What we want to do
      A. + Mom ——————The + next to the *Mom*
         1. – Sun        topic indicates the topic
         2. – Scuba     has subtopics.
      B. + Dad
         1. – Play golf
         2. + Fish
           a) – Marlin
      C. – Sarah ——————The – next to the *Sarah*
                           topic indicates the topic
                           has no subtopics.

### Add a subtopic

We're going to add *Swim*, which is something Mom also wants to do on vacation.

1 Select the topic *Mom* by clicking to the left of the topic prefix.

I. + **What we want to do**

▶ A. + **Mom** ——————————— When you select a topic,
      1. - **Sun**            a selection rectangle
    └─Topic prefix       appears around it.

└─ Click to the left of the
    prefix to select the topic.
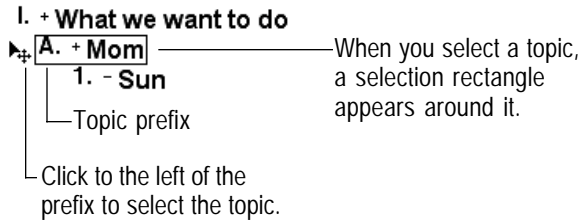
2 On the Outline toolbar, click the Add Sub button.

A new subtopic is created below *Mom*. It's indented one level in your outline.

3 Type **Swim**.

+ **Family Vacation**
  I. + **What we want to do**
    A. + **Mom**
       **1. - Swim**| ——————— The new subtopic, *Swim*,
       2. - **Sun**           appears below the topic,
       3. - **Scuba**        *Mom*. It's indented one level.
    B. + **Dad**
       1. - **Play golf**
       2. + **Fish**
         a) - **Marlin**
    C. - **Sarah**
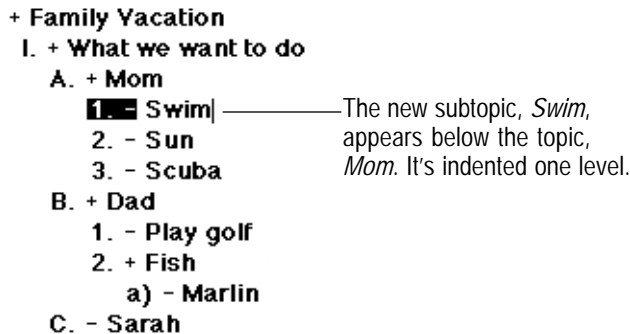
### Add a topic

Adding a topic in Outline view is as simple as adding an idea symbol in Diagram view.

**1**  Select the topic *Sarah* by clicking to the left of the topic prefix.

**2**  On the Outline toolbar, click the Add Topic button.



Add Topic button

Inspiration inserts a new topic and the cursor moves to the next line so you're ready to type.



**3**  Type **Snorkeling**.

## Change the level of a topic

In Outline view, you can move a topic to the right or to the left, changing its level of importance. Snorkeling is something Sarah really wants to do so lets change the *Snorkeling* topic to a subtopic under *Sarah*.

**1**   On the Outline toolbar, click the Right button.

Right button

The topic, *Snorkeling*, moves to the right, so that it's now a subtopic to *Sarah*.

```
B. + Dad
    1. - Play golf
    2. + Fish
        a) - Marlin
C. + Sarah
    1.  Snorkeling|  ——— Snorkeling is now a
                            subtopic to Sarah.
```

## Add notes text to a topic

Adding notes text is a good way to get the details down about your ideas and develop your outline into a complete written document.

Let's add a note to the topic, *Snorkeling*.

**1**   With *Snorkeling* selected, press Return (Enter).

The cursor moves to a new line so you can type in your notes.

```
B. + Dad
    1. - Play golf
    2. + Fish
        a) - Marlin
C. + Sarah
    1.  Snorkeling
        |  ——————— When you select a topic and press
                    Return (Enter), a cursor appears below
                    the topic where you can add notes text.
```

**2**    Type **Sarah would like to go out in a boat to do this**.

Each topic can have notes that extend from one line to many paragraphs of information. If you add notes to your topics, you will end up with a written report when you finish.

Whenever you add notes text to a topic, Inspiration puts an outline around the + or - in front of the prefix. It looks like this.

B. + Dad
    1. - **Play golf**
    2. + **Fish**
       a) - **Marlin**
C. + **Sarah**
    1. = **Snorkeling**
       Sarah would like to go out in a boat to do this.

    └─Notes text indicator

*Tip...* You can also add notes text by selecting a topic and clicking the Add Note button on the Outline toolbar.

## Hiding and showing notes text

Sometimes you want to hide your notes text so you can see the outline structure more clearly. You can work with your notes text showing, or you can hide it.

### First hide your notes text

**1**   Select the topic, *Snorkeling*.

**2**   With *Snorkeling* selected, on the Outline toolbar, click the Show/Hide Note button.



Show/Hide Note button

Inspiration hides your notes, so that only the outline topic is showing.

**3**   With *Snorkeling* still selected, on the Outline toolbar, click the +-Note button again.

Inspiration shows your notes on screen.

*Tip...* Here's a shortcut you can use to hide and show notes—just double-click the outlined + or - next to the topic. If the notes are showing, Inspiration hides them; if they're hidden, Inspiration displays them.

## Hiding subtopics

Just as you can hide and show notes text, you can hide and show subtopics. By hiding the detail in your outline it is easier to see its overall structure. We'll hide the subtopics for the *Dad* topic.

**1**    Click to the left of *Dad* to select the topic.

**2**    On the Outline toolbar, click the Show/Hide Sub button.



Show/Hide Sub button

    Inspiration hides the subtopics for the selected topic, so there's less detail showing on your outline.

**3**    On the Outline toolbar, click the Show/Hide Sub button again to show the subtopics.

*Tip...* Here's a shortcut you can use to hide and show subtopics—just double-click to the left of the topic prefix.

## Moving topics around

Inspiration has lots of ways to organize your topics. One of the easiest is to drag topics and place them where you want them. Here, you will move *Sarah* so that it appears above *Mom*.

**1**    Select the topic *Sarah* by clicking to the left of the topic prefix.

    Note that the pointer looks like this when you move it to the left of the topic.

**2**    Hold the mouse button down and drag the topic, *Sarah,* up in your outline until it covers the topic *Mom*.

```
+ Family Vacation
 I. + What we want to do
  A. ⊁⊕Mom
      1. – Swim
      2. – Sun
      3. – Scuba
  B. + Dad
      1. – Play golf
      2. + Fish
         a. – Marlin
  C. + Sarah
      1. – Snorkeling
```

As you drag the topic, a dotted rectangle follows the pointer.

**3**    When the dotted rectangle covers the topic above which you want to insert *Sarah,* release the mouse button.

*Sarah* and its subtopic appear above *Mom* and below *What we want to do* on the outline.

```
+ Family Vacation
 I. + What we want to do
  A. + Sarah
      1. ⊟ Snorkeling
  B. + Mom
      1. – Swim
      2. – Sun
      3. – Scuba
  C. + Dad
      1. – Play golf
      2. + Fish
         a) – Marlin
```

# Changing the prefixes for your outline

Everyone has preferences about how things look. For example, you may want to change the kind of prefixes that appear in front of the topics on your outline. It's easy to do. Here we'll change from Roman Numeral (the way prefixes are when you first start Inspiration) to an alphanumeric set of prefixes.

♦ On the Outline toolbar, click the Prefix button, then choose AlphaNumerals.

Inspiration changes all the prefixes on your outline.

| + Family Yacation | | + Family Yacation |
|---|---|---|
| I. + What we want to do | | A. + What we want to do |
| A. + Sarah | | 1. + Sarah |
| 1. = Snorkeling | | a) = Snorkeling |
| B. + Mom | | 2. + Mom |
| 1. – Swim | | a) – Swim |
| 2. – Sun | | b) – Sun |
| 3. – Scuba | | c) – Scuba |
| C. + Dad | | 3. + Dad |
| 1. – Play golf | | a) – Play golf |
| 2. + Fish | | b) + Fish |
| a) – Marlin | | (1) – Marlin |

You changed from the Roman Numeral prefixes...

...to the alphanumeric prefixes.

## Changing the way your outline looks

One of the things you will probably want to do is change the fonts and styles you use in your outline. You make these and other changes, such as setting margins, headers and footers, using Outline Properties. You can access Outline Properties by choosing Outline Properties on the File menu.

### First, open the Outline Properties dialog box

♦ On the File menu, choose Outline Properties.

The Outline Properties dialog box appears.

### Now choose the font you want to use for your outline

1 On the Topic Font tab, click All Items.

2 On the Font drop-down menu, select the font you want to use.

3 To change the point size in which the font appears, on the Size drop-down menu, select the size you want.

### And change the font for your headers

1 Click the Header/Footer tab to select it.

Inspiration brings the tab to the front so you can work on it.

2 Click the Header Font button.

The Font dialog box appears.

**3** On the Font drop-down menu, select the font you want to use.

**4** Make other changes to size or style, if you wish.

**5** Click OK.

You return to the Header/Footer tab.

**6** Click OK again to accept your changes and return to your outline.

You will see all but your header changes on screen. Those you will see when you preview your outline before you print it, or when you print.
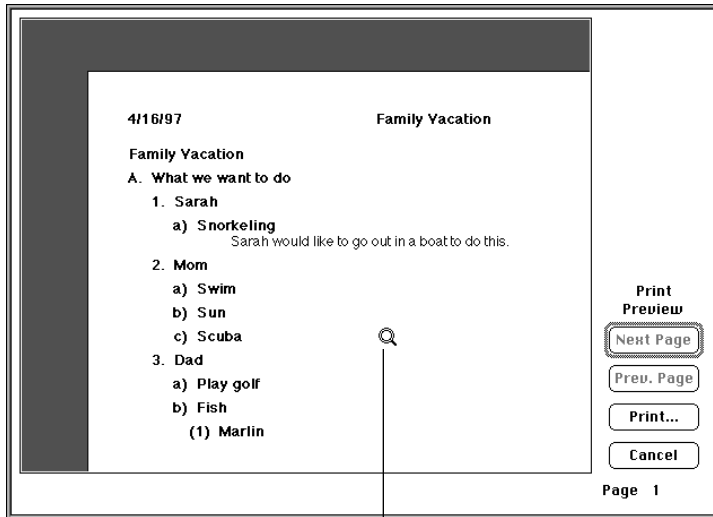
## Printing your outline

When you print your outline, Inspiration automatically includes all topics, subtopics and notes text. Inspiration also prints a header at the top of each page. Of course, you can change what's to appear in the header or choose to print no header by changing the settings in the Outline Properties dialog box.

### Preview and print your outline

You can preview what your outline is going to look like, and then print it.

**1** On the File menu, choose Print Preview.

Your outline appears on screen so you can see how it will look on the page. When you position the pointer over the page, it becomes a magnifying glass ⌕.

Position the magnifying glass over the area you want to examine closely, then click.

**2** To take a closer look, click on the area you want magnified. To return to previewing the full page, click again.

**3** To print your outline, click Print.

**4** When the Print dialog box appears, click Print (OK).

Your outline prints.

*Aside...* Of course, you can always print directly without looking at a preview of your document. On the File menu, choose Print. When the Print dialog box appears, click Print (OK).

**Ready to take a break? Save your changes and close Inspiration.**

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

1   To close your file and Inspiration, on the File menu, choose Quit (Exit).

Inspiration asks whether you want to save your changes.

2   Click Yes to save your changes and quit Inspiration.

You can start again with Mini-lesson 5.

# Mini-lesson 5
# in which you return to Diagram view
# and finish your work

When you return to Diagram view, you will find that the symbols have changed to reflect the work you did in Outline view.

In this mini-lesson, you will learn the following:

♦  How to work with notes text in Diagram view

♦  How to change the font for all your symbols

♦  How to set a new default look for new symbols

♦  How to rearrange your diagram into a tree chart

♦  How to change the view scale using Fit To Window

♦  How to change colors for symbols and links

♦  How to change arrow heads

♦  How to print your diagram

### First, return to Diagram view

Before you work with the diagram, you need to return to Diagram view.

*Aside...* If you quit Inspiration, you need to start the program and open your document, *Family Vacation*. Note that Inspiration always opens in the view you were working in when you last saved the document.

1   In Outline view, select the topic, *Snorkeling*, so that it will be selected and you can find it quickly when you return to Diagram view.
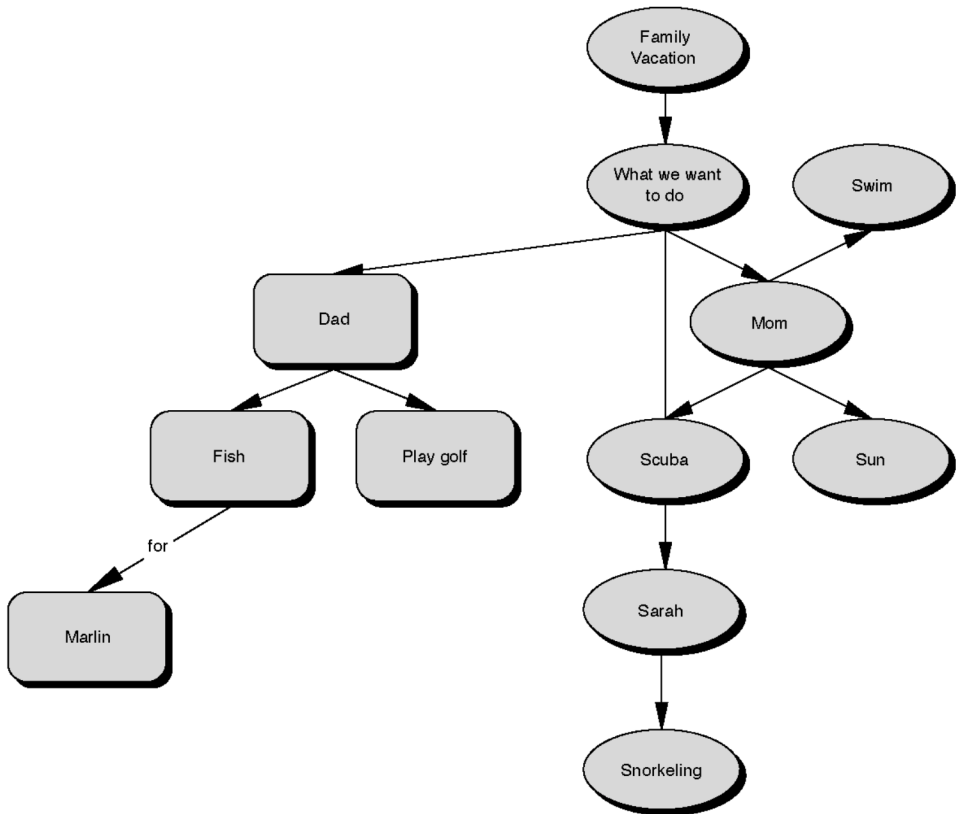
   If the *Snorkeling* topic isn't showing on the screen, press Command+M (Ctrl+M) to select the Main Idea and show the top portion of your outline in the window. You can then select *Snorkeling*.

**2** To return to Diagram view, click the Diagram button on the Outline toolbar.



Diagram button

Here's what your diagram looks like now, including the work you did in Outline view:



You can see that the new topics you added in Outline view, like *Snorkeling*, appear as idea symbols.

## Working with your notes text in Diagram view

In Diagram view, notes text is stored in separate notes windows attached to idea symbols. Every idea symbol can have notes text. You can open a notes window at any time to write, to modify your notes and to read what you've written.

To see whether a symbol has notes text associated with it, select the symbol. If the box in the upper left corner of the symbol is filled, it means the symbol has notes text.

If the box in the upper left corner is filled, it means the idea symbol has notes text.
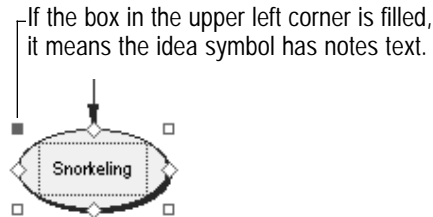


### Open the note you wrote in Outline view

1    To display the notes text for *Snorkeling*, on the Diagram toolbar, click the Add Note button.



Add Note button

The notes window opens and the note you wrote earlier appears.

At this point, you can add to or edit your notes, if you want. Just click in the notes text window where you want to begin and start typing, or select the words you want to replace and type over them.

2    When you're ready to close the notes text window, click the Close box on the notes text window or, on the File menu, choose Close.

*Tip...* You can also open a notes window—whether or not it has notes in it—by double-clicking the box on the upper left corner of the selected symbol.

## Changing the font used for your idea symbols

You will want to use your favorite font in your idea symbols. Let's select all the symbols and change the font.

1   To select all the symbols on your diagram, on the Edit menu, choose Select, then choose Symbols.

2   On the Format menu, choose Font, then select the font you'd like to use.

    The text in all the idea symbols changes to the new font.

*Tip...* You use the same general procedure to change the font for all your symbols and links at the same time. On the Edit menu, choose Select All and make your change. To change only the font you're using in text on links, on the Edit menu, choose Select, then choose Links and change the font.

## Setting up the default look for new symbols

Now that we have changed the way your idea symbols look, we can tell Inspiration to use this look for all new symbols we create.

Let's start by selecting an idea symbol that already has the shape and the new font we want to use. Then we'll set that as the new look so that the symbol's characteristics will appear automatically whenever we create a new symbol. We'll select the *Play golf* symbol since it is the shape, a rounded rectangle, and the font we want.
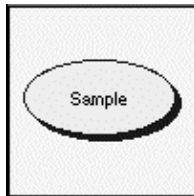
**Set a new look for symbols you're going to create**

1   Click the idea symbol, *Play golf*, to select it.

2   On the Diagram toolbar, click the New Look button.



New Look button

Inspiration sets the new look and shows you a preview.



*Tip...* If you want to apply the new default look to existing symbols or links, select the symbols or links and, on the Edit menu, choose Paste New Look.

**Add a new symbol with the new default look**

We will add a new symbol off the Main Idea symbol, *Family Vacation*. First we'll select the Main Idea symbol, then create the symbol.

1   On the keyboard, press Command+M (Ctrl+M) to select the Main Idea symbol, *Family Vacation*.

2   On the Diagram toolbar, position the pointer over the Left arrow on the Horizontal and Vertical Create button.

3   Click the Left arrow to create a new symbol to the left of *Family Vacation*.

4   Type **Possible places** and click outside the symbol to deselect it.

You will notice the new symbol has the new default attributes.

## Arranging your diagram into a tree chart

The Arrange tool lets you change your diagram into various kinds of charts. We'll use the Arrange tool to change the format of the diagram from a cluster to a top down tree chart.

### Display the Arrange Diagram dialog box and make your choice

**1**   On the Diagram toolbar, click the Arrange button.

The Arrange dialog box appears.
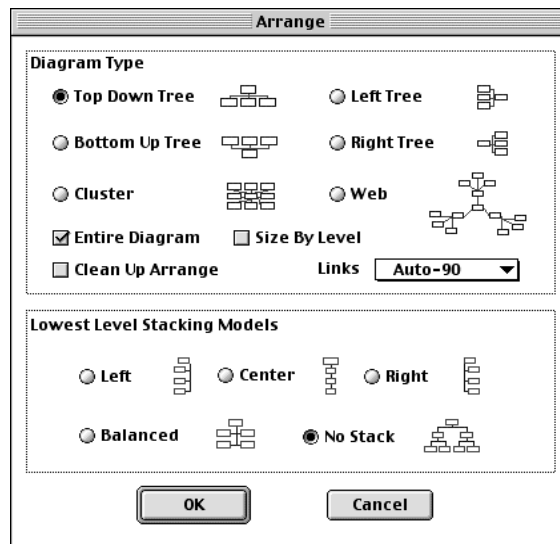


You can use the Arrange dialog box to straighten up your current arrangement if you've been moving symbols, or to completely rearrange the way your diagram is structured.

**2** Review the selections in the dialog box.
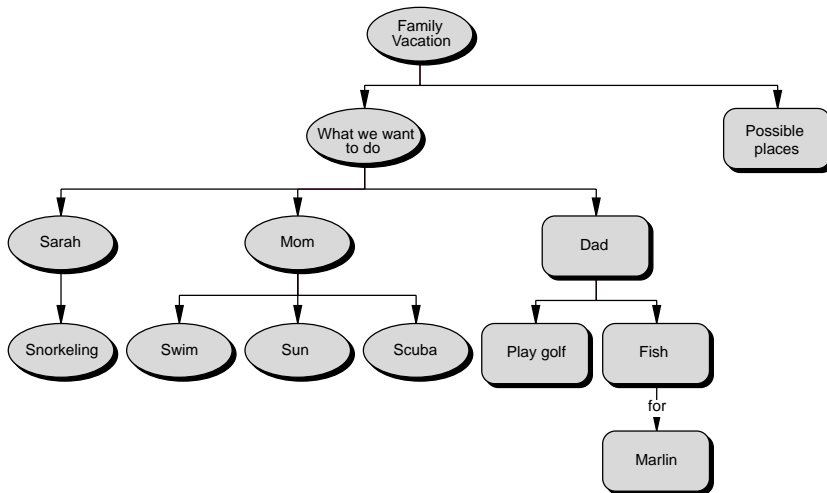
You're going to use these default settings:

♦ Entire Diagram is selected.

♦ Under Diagram Type, Top Down Tree is selected.

♦ In the Links drop-down list, Auto-90 is selected.

♦ Under Lowest Level Stacking Models, No Stack is selected.

**3** Click OK.

Inspiration arranges the diagram with the Main Idea symbol at the top, and the remaining idea symbols in order beneath it.

### Resize the diagram so it fits in the window

Let's change the view scale so that we can see the entire diagram in the window.

♦ On the scroll bar at the bottom left of the window, click the Percentage box to the left of the Zoom buttons, then select Fit To Window.

```
Fit To Window  ⌘E
↖ 200%
  150%
✓100%
  75%
  50%
  25%
  12%
  6%
100
```
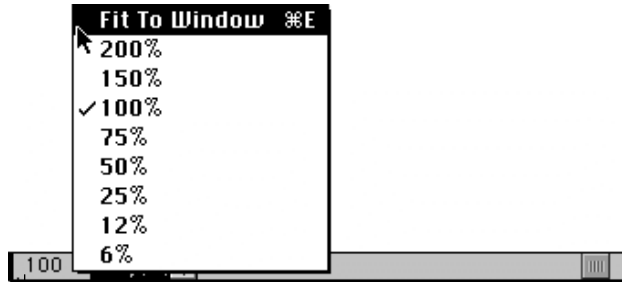
Click the Zoom percentage box to display the
Zoom menu, then select the percentage you want.

*Tip...* You can also resize your diagram to fit within the window by using the Zoom command on the View menu or by pressing Command+E (Ctrl+E) on the keyboard.

## Using color

Color can help distinguish items on your diagram. You might use one color to easily identify a group of symbols (Sarah's vacation preferences, for instance). You can use the tools on the Draw toolbar or the commands on the Effect menu.

### Change the fill color of the symbols

1  On the Edit menu, choose Select, then choose Symbols to select all the symbols on your diagram.

2  On the Draw toolbar, click the Fill Color button, then choose a color you want from the palette.



Fill Color button

Try a light color, such as light red. That lets your text continue to show up nicely against the symbol's fill color.
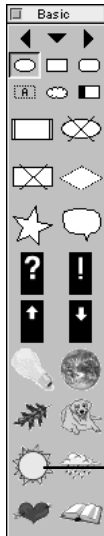
### Then change the color of the symbol lines

♦  On the Effect menu, select Line Color, then choose a color for the line.

Line color affects both the symbol lines and shadow color.

Try a dark red, or another dark color, for contrast.

## Change a symbol to a multicolor symbol shape

1   Click the *Sun* symbol to select it.

2   On the Symbol palette, click the sun symbol in the Basic
    library.



Click the sun symbol in the
Basic symbol library.

The *Sun* symbol on your diagram changes to the shape of a
sun.

## Then change the colors of the multicolor symbol

1   Click the *Sun* symbol to select it.

2   Click the Multicolor button on the Draw Toolbar, and then
    choose colors you want from the palette.



Multicolor button

Try changing the black areas of the sun to a light orange to
give the sun a warm glow.

**Now change the color of the links**

**1** To select all the links on your diagram, on the Edit menu, choose Select, then select Links.

**2** On the Effect menu, choose Line Color, then select a color for the links.

Try black, or any dark color that appeals to you.

Now you have a new color scheme for your *Family Vacation* diagram.

## Changing the arrow heads on the links

While we're working on the links, let's change the style of the arrow heads.

**Change the style of the arrow heads**

**1** On the Link menu, choose Arrow Head Ending Point, then select your choice.
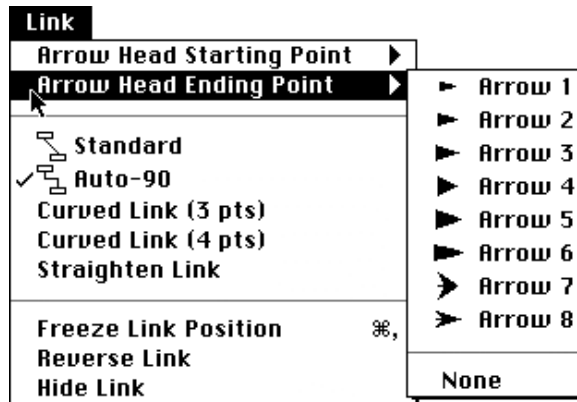


**2** To deselect the links, click on an empty place on your diagram.

*Tip...* If you want a different type of link, try the curved links or other link types on the Link menu.

## You've finished your diagram!

Congratulations. You've finished creating your *Family Vacation* diagram. Let's take one more look at how your diagram appears on the screen.

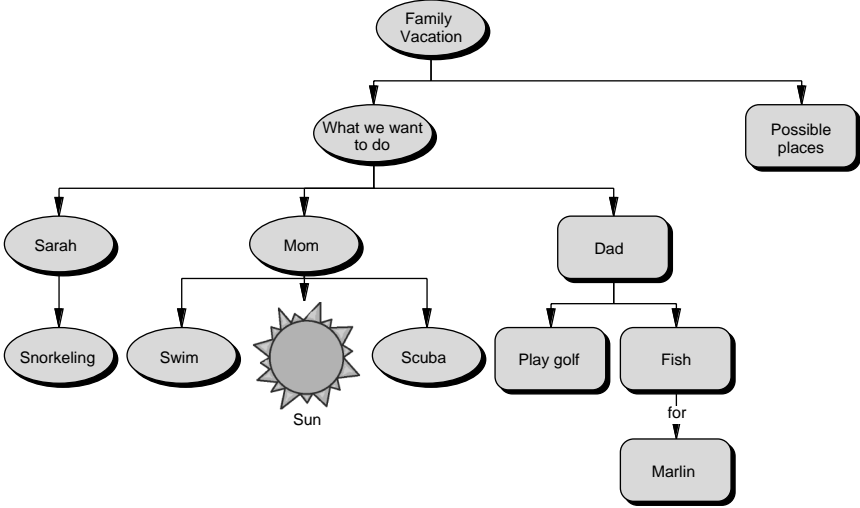# Printing your diagram and notes text

Now that you've finished your diagram, you can print it.

### First preview your diagram

♦ On the File menu, choose Print Preview.

  Inspiration shows you what your printed page will look like so you can return to your diagram and make adjustments if you wish.

### And then print

1 In the Print Preview window, click Print.

2 In the printer dialog box for your printer, make your choices, then click Print (OK).

When you print your diagram, the notes text for your diagram prints as a separate document after your diagram prints.

*Note...* To turn off notes text printing, on the File Menu, choose Print Options. In the Print Options dialog box, clear the Notes List check box.
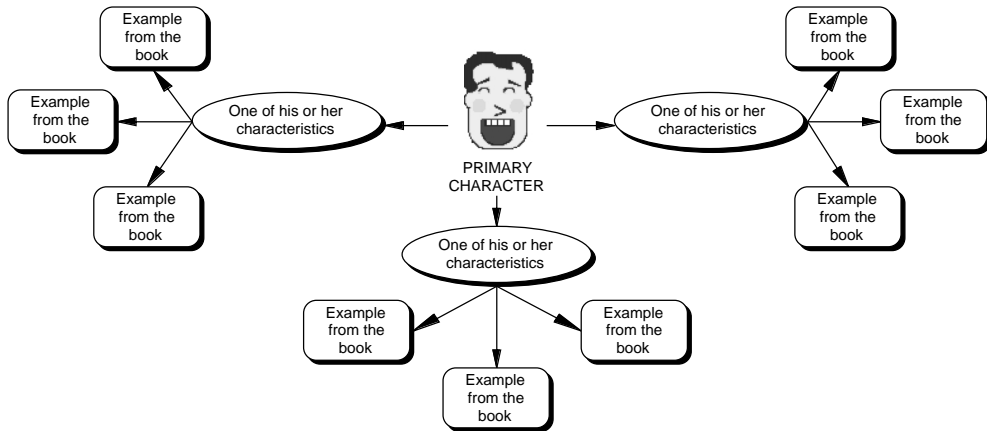
## Congratulations!

You've now had a quick introduction to some of Inspiration's features. You can create a diagram and work on your outline, change the look, move things around, and lots more.

# Appendix A—Inspiration templates

Following are descriptions of each Inspiration template. To use a template, choose Template on the File menu.

## *Language Arts-Character*



### *How to use this template*

**1** Enter character to be analyzed in the symbol labeled "PRIMARY CHARACTER."

**2** Enter one characteristic in each of the subsymbols.

**3** Enter supporting examples in each of the subsymbols.

**4** Add characteristic or example symbols as necessary using the Create or RapidFire tools.

### *Benefits of using the Character Web template*

Character webs represent one of the ways in which visual learning can support comprehension in the reading process. Using character webs helps students justify their impressions of literary characters by citing specific evidence in a given text. There is also evidence that such an approach can enhance students' fiction writing, as they use specific detail to create richer characters. You may wish to use an amended version of this web in the social studies curriculum for an analysis of historical figures. Simply apply examples from the personage's life or writings.

# *Language Arts-Comparison*

**Similarities**

**Differences**

**Differences**

Object, Event
or Person

Object, Event
or Person
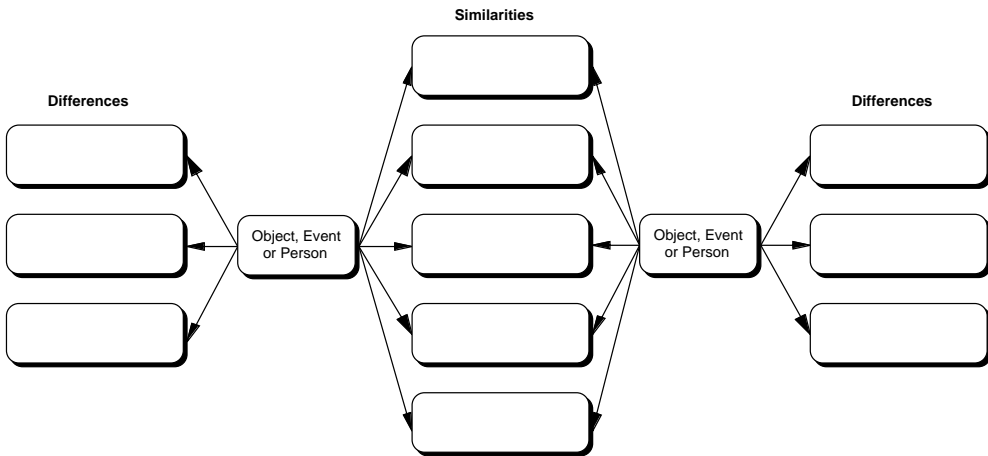
## *How to use this template*

**1** Enter items for comparison in the symbols labeled "Object, Event or Person."

**2** Enter similarities in the central subsymbols.

**3** Enter differences in the symbols to the left and right.

**4** Add similarities or differences symbols as necessary using the Create tools.

## *Benefits of using the Comparison Web template*

One of the most basic and powerful forms of analysis in any discipline is comparison. This template can be used for simple comparisons: hero/villain, vertebrate/invertebrate, democracy/dictatorship and so forth. However, the template also supports much greater sophistication and complexity, depending on the subject matter and the user. For example, students might compare the subtle similarities and differences between life cycles, literary styles, subcultures and so forth.

## *Language Arts-Literary Web*
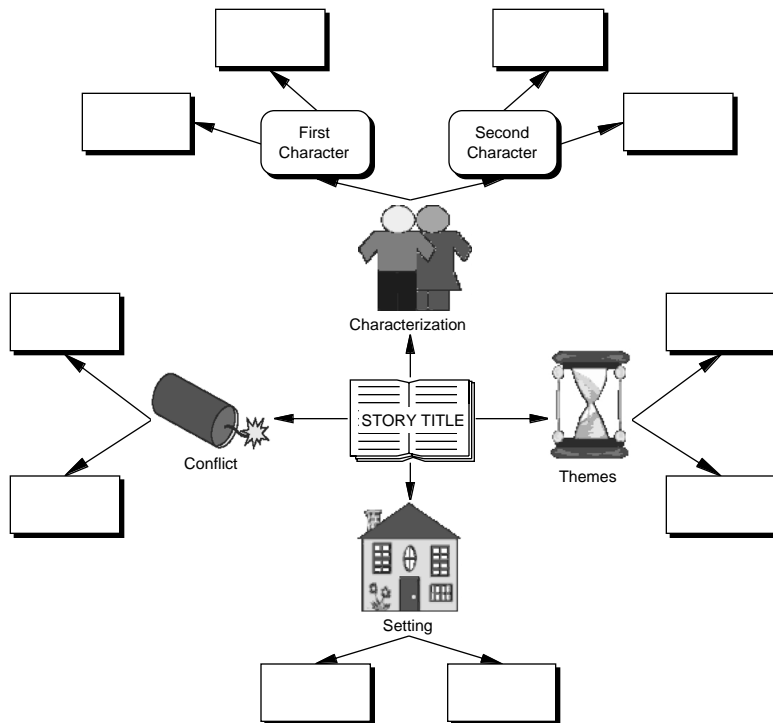


### *How to use this template*

1  Enter the title of any work of fiction in the symbol labeled "STORY TITLE."

2  Enter appropriate information about characterization, themes and so forth into the subsymbols.

3  Add symbols to further explain your ideas as necessary using the Create tools.

### *Benefits of using the Literary Web template*

Literary webs help students understand a story or novel in terms of both the whole and its parts. Students can see how the vocabulary of literature—conflict, theme, setting, characterization—translates to the reading experience. This web can also be focused on other literary devices such as voice, style, genre and so forth by simply substituting them in place of the default terms. In the same way, this web can be converted for use in the social studies curriculum by analyzing an historic event as if it were a story. For instance, the Civil War can be seen as a story of conflicts between the characters of two settings.

## *Language Arts-Mythic Journey*

The Mythic Journey

Part I

Once upon a time ...

One day,

Protagonist gets advice from mentor

Part II

Starting the Journey

Tests, Allies, Enemies

Approach

Supreme Ordeal

Part III

The return
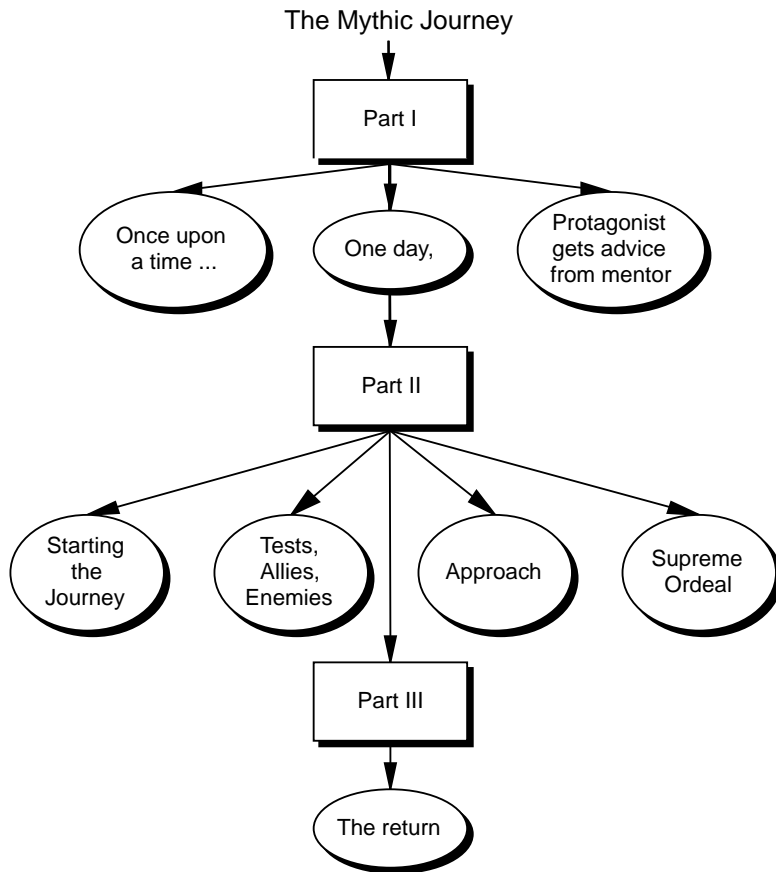
### How to use this template

1 Enter events in the subsymbols associated with Part I. Open Inspiration's Notes text for further explanation of what to write. To view Notes text, simply select the symbol by clicking on it and click the Add Note button. You can also add subsymbols as necessary using the Create tools.

2 Continue entering events in the subsymbols associated with Part II. Consult Notes text for writing advice and add subsymbols as necessary using the Create tools.

3 In Part III, enter event(s) that bring the story to its conclusion, adding subsymbols as necessary using Create tools.

### Benefits of using the Mythic Journey template

This template will help students understand the archetypal foundations of narrative. Use diagrams to analyze literature, or as a basis for students to write their own myths, legends and so forth.

# *Language Arts-Persuasive*

**Persuasive Essay**

Introduction | State the facts | Give brief outline of argument to follow | Tell why argument is reasonable | Address arguments of the other side | Summarize your arguments
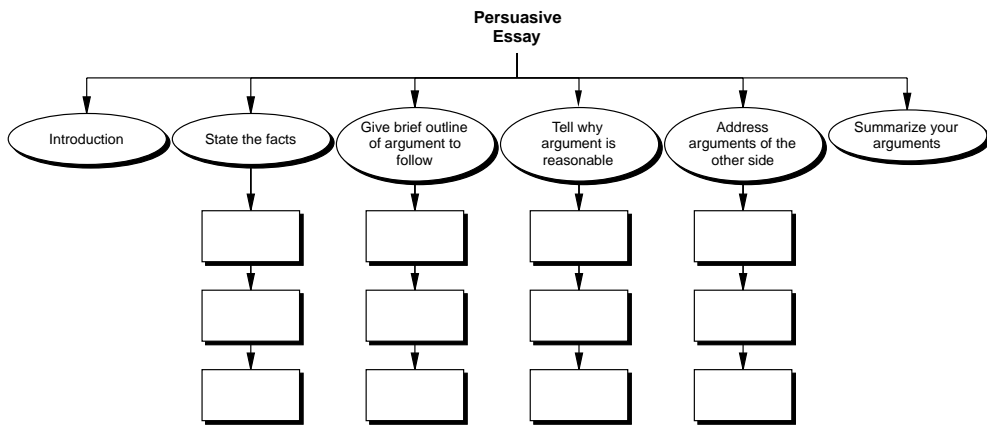
## *How to use this template*

**1** Using information from brainstorm or first draft, enter information into the appropriate subsymbols.

**2** Add subsymbols as necessary using Create tools.

**3** Check the Outline view to make sure that each area contains sufficient information.

**4** For writing help, see Notes text associated with each area of the essay.

## *Benefits of using the Persuasive Essay template*

This template will support students as they organize their ideas, and help them to form logical arguments. The template will also remind them of their audience and purpose as they construct their essay.

# *Language Arts-Poetic Analysis*
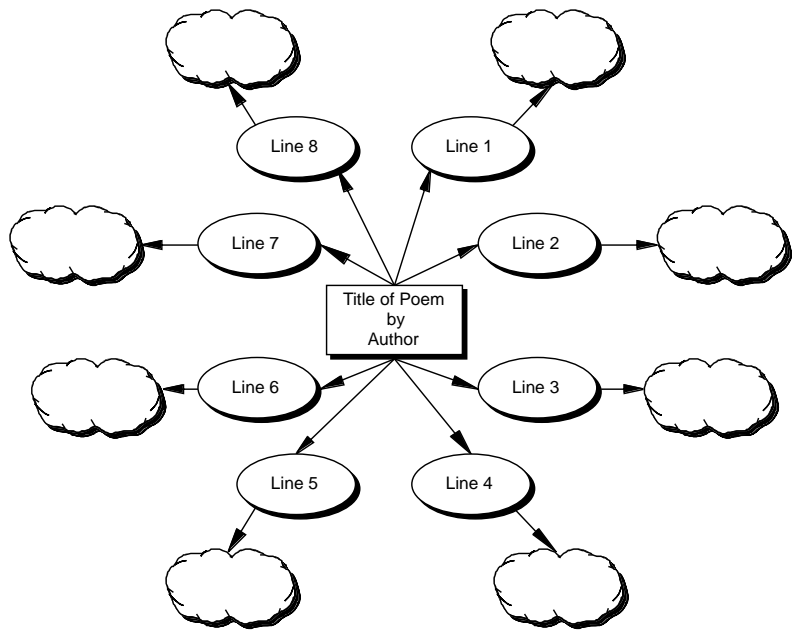


## *How to use this template*

1   Enter lines from the selected poem in the appropriate symbol.

2   Add symbols as necessary using the Create tools.

3   Record interpretations, comments, questions, etc. in the cloud symbols associated with each line.

4   Add subsymbols as necessary using the Create tools or RapidFire feature.

## *Benefits of using the Poetic Analysis template*

This template allows students to analyze or respond to a poem line by line, making a sometimes daunting task more manageable. By switching to Outline view, students will be able to translate their diagram to the beginnings of an analytic essay.

## *Language Arts-Vocabulary*
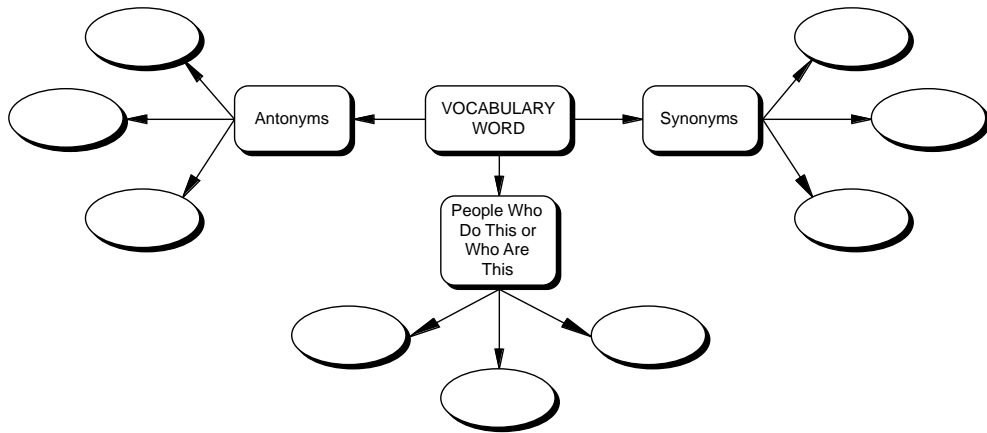


### *How to use this template*

1  Enter selected word in the symbol labeled "VOCABULARY WORD."

2  Enter appropriate text in the subsymbols or click on Synonyms, Antonyms, etc. As you brainstorm, add symbols as necessary using the Create or RapidFire tools.

### *Benefits of using the Vocabulary Web template*

The Vocabulary Web allows students to examine and analyze a verbal concept visually. After filling in the template, students can see the entire information about their word at a glance, as well as isolate specific details, such as antonyms, for memorization. Other approaches to vocabulary enhancement may be added as well, such as uses of the word in context, its etymology, variant definition and so forth.

## *Science-Concept*
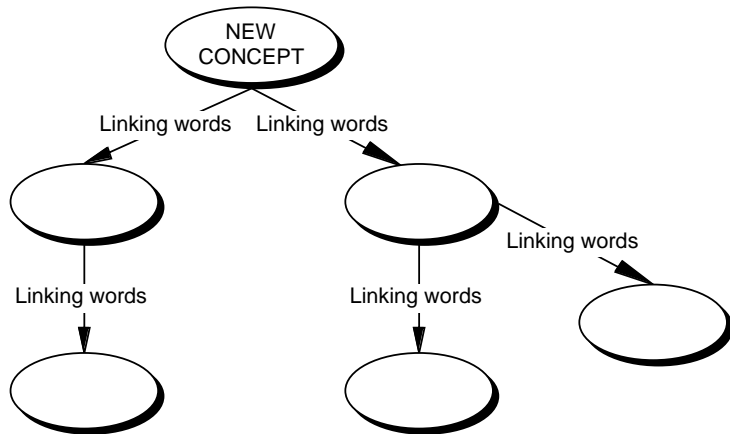


### *How to use this template*

1 Type the concept to be mapped in the "NEW CONCEPT" symbol.

2 Add new symbols for all you know about the subject using Point&Type.

3 Use the Link tool to connect related concepts.

4 In the link's associated text box, type words that explain the connections between the ideas.

### *Benefits of using the Concept Map template*

A concept map is used to show relationships between ideas. They can be used in any discipline to help analyze information, chains of events, systems, subsystems and so forth. Concept maps connect symbols with syntax so that meaning can be constructed, understood and remembered both visually and verbally.

## *Science-Lab Report*

Lab Report
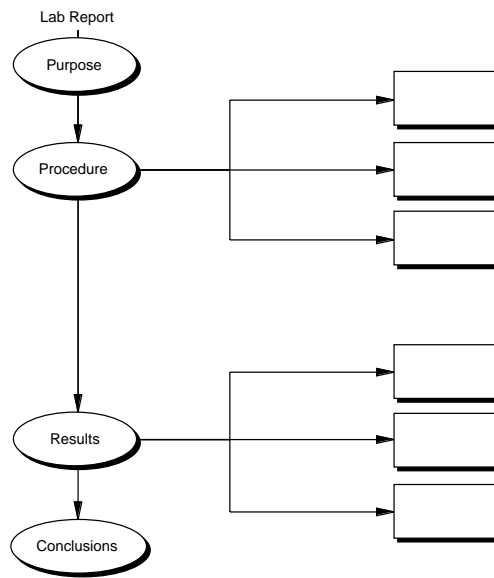


### *How to use this template*

**1** Enter purpose or goal of experiment in the symbol labeled "Purpose."

**2** Enter each step of the experiment in the subsymbols associated with "Procedure." Add subsymbols as necessary using Create tools.

**3** Enter results and/or observations in the subsymbols associated with "Results." Add subsymbols as necessary using Create tools.

**4** Type the conclusions drawn from your results in the last symbols.

### **Benefits of using the Lab Report template**

Using this template will simplify the steps involved in writing a lab report. It will also guarantee uniformity among student papers for easier comparison.

# *Science-Scientific Method*

```
                          ┌─────────────┐
                          │  Scientific │
                          │   Method    │
                          └──────┬──────┘
        ┌──────────┬────────────┼────────────┬──────────┐
        ▼          ▼            ▼            ▼          ▼
┌──┬──────────┐┌──┬──────────┐┌──┬──────────┐┌──┬──────────┐┌──┬──────────┐
│ 1│ State the ││ 2│  Gather  ││ 3│  Form a  ││ 4│ Test the ││ 5│   Draw   │
│  │ Problem  ││  │Information││  │Hypothesis││  │Hypothesis││  │Conclusions│
└──┴────┬─────┘└──┴────┬─────┘└──┴──────────┘└──┴────┬─────┘└──┴────┬─────┘
        ▼             ▼                              ▼             ▼
   ┌─────────┐   ┌─────────┐   ┌─────────┐     ┌─────────┐   ┌─────────┐
   │         │   │         │   │         │     │         │   │         │
   └─────────┘   └────┬────┘   └─────────┘     └────┬────┘   └─────────┘
                      ▼                             ▼
                 ┌─────────┐                   ┌─────────┐
                 │         │                   │         │
                 └─────────┘                   └─────────┘
```
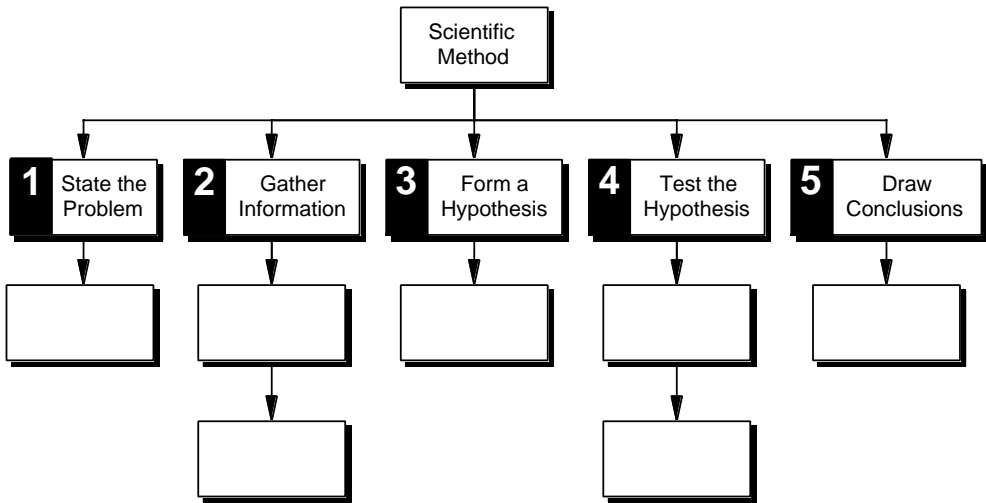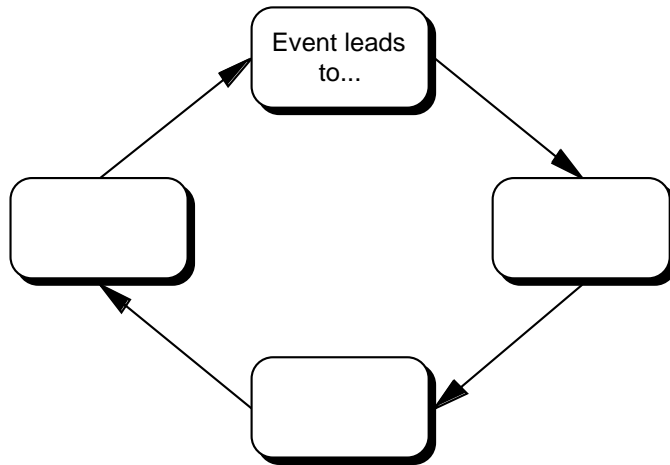
## **How to use this template**

**1** Type the steps taken while conducting a scientific inquiry
   into the subsymbols associated with the appropriate stage of
   the procedure.

**2** Add subsymbols as necessary using the Create tools.

**3** For additional help, read the notes associated with each step.

## **Benefits of using the Scientific Method template**

Using a template such as this helps students understand scientific
method at the same time they are actually involved in it.
Student experiments will also be uniform in format, making
comparison easier.
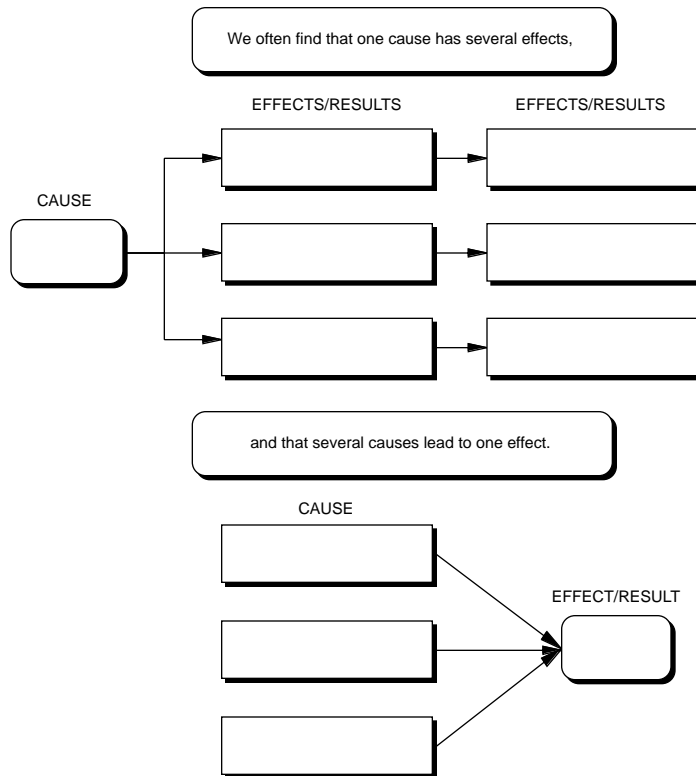
## *Science-Simple Cycles*

Event leads
to...

### *How to use this template*

1  Enter a cyclical event in the symbol labeled "Event leads
    to...."

2  Enter subsequent events in the appropriate symbols.

3  Add symbols to represent additional events in the cycle using
    the Create tools, or select a link and use the Insert Symbol
    command from the Symbol menu.

### **Benefits of using the Simple Cycles Web template**

This template can be used to show cycles and processes at a
simple level before going on to more complex, nonlinear
explanations. Although it is commonly used in the
sciences—nitrogen cycle, water cycle—this template can be used
in other disciplines. In language arts, students might use this
template to look at plot events of character growth. Social
studies topics such as inflation or westward movement might
also benefit from examination in this manner.
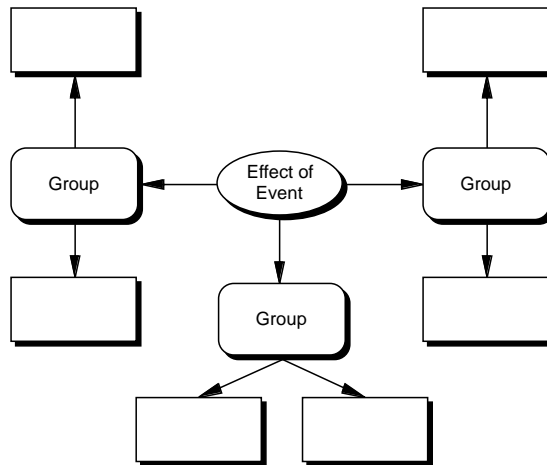
# *Social Studies-Cause&Effect*

> We often find that one cause has several effects,

EFFECTS/RESULTS    EFFECTS/RESULTS

CAUSE

> and that several causes lead to one effect.

CAUSE

EFFECT/RESULT

## *How to use this template*

1 Enter any event in the symbol labeled "CAUSE."

2 Enter initial effects of that event in the first set of subsymbols.

3 Enter ensuing effects in the next set of subsymbols.

4 Add symbols as necessary using the Create or RapidFire tools.

5 Automatically align your symbols by clicking the Arrange button and choosing Right Tree.

### Benefits of using the Cause&Effect template

This approach is most often used in science and social studies. In social studies, use this diagram to show the causes and effects of wars, economic trends/crises, political movements and so forth. It is also a valuable assessment tool to determine if students understand various aspects of history curriculum, such as causes and effects of the Civil War. In the sciences, use this tool to illustrate chemical reactions, animal adaptation, changes in migration patterns and so forth. Examination of cause/effect relationships in language arts helps students construct logical plot lines in fiction writing, examine life events for personal essays and autobiographies, or analyze information for essays.

## *Social Studies-Events*

```
   ┌──────┐                          ┌──────┐
   │      │                          │      │
   └──────┘                          └──────┘
      ▲                                 ▲
      │                                 │
  ╭───────╮      ╭─────────╮       ╭───────╮
  │ Group │◄─────┤ Effect of├─────►│ Group │
  ╰───────╯      │  Event  │       ╰───────╯
      │          ╰─────────╯           │
      ▼               │                ▼
   ┌──────┐           ▼             ┌──────┐
   │      │       ╭───────╮         │      │
   └──────┘       │ Group │         └──────┘
                  ╰───────╯
                    ╱    ╲
                   ▼      ▼
              ┌──────┐  ┌──────┐
              │      │  │      │
              └──────┘  └──────┘
```

### *How to use this template*

1  Indicate a specific event in the symbol labeled "Effect of Event."

2  Enter the names of specific groups affected by the event in the first set of subsymbols.

3  Enter examples of the effects as subsymbols.

4  Add groups and effects symbols as necessary using the Create or RapidFire tools.

### *Benefits of using the Understanding Events Web template*

Often students see history as a series of events, dissociated from the human condition. Students need to see that events affect people internally as well as externally. The Understand Events Web allows students to analyze the effects of an event from a psychological perspective. This template can be used in science, language arts and social studies curricula. For example, it is possible to examine the effect of events such as the invention of the printing press or the development of atomic energy.

## *Social Studies-Historic Period*
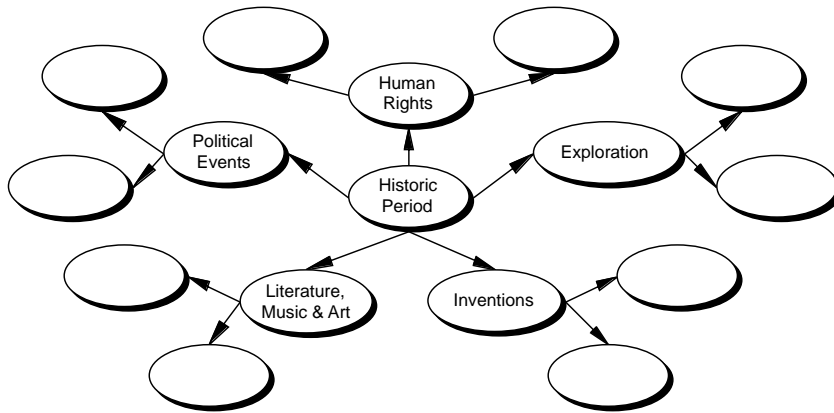


### *How to use this template*

1 Enter appropriate events into subsymbols associated with human rights, exploration and so forth.

2 Add subsymbols as necessary using the Create tools.

### *Benefits of using the Historic Period template*

Using this template will help students gain a broader view of what is meant by the term "Historic Period." Beginning with this template may prompt students to explore possible cause/effect relationships within historical context.

## Social Studies-History Web 1
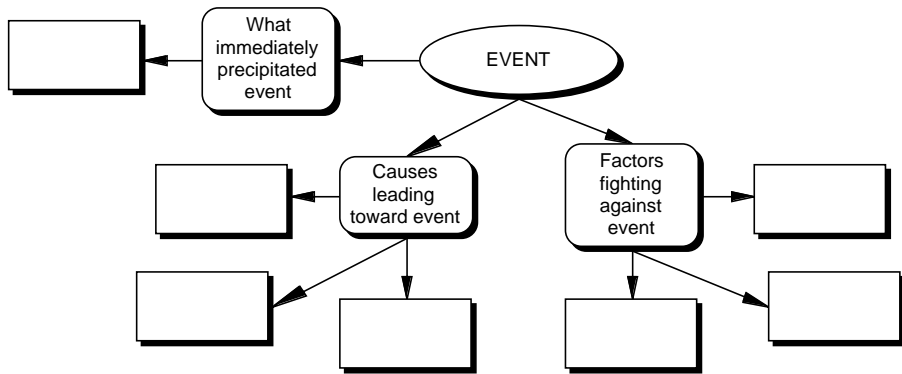


### How to use this template

1  Enter any event in the symbol labeled "EVENT."

2  Enter information about factors surrounding this event as indicated by subsymbols.

3  Add more supporting information as necessary using the Create or RapidFire tools.

### Benefits of using the History Web 1 template

Use of this template allows students to conduct a more sophisticated analysis of an event than a simple cause/effect approach allows. Students will see a progression of causes, as well as factors that might have reversed a particular chain of events. This template can be used to analyze any event, historic, current, ecological, literary and so forth.

## Social Studies-History Web 2
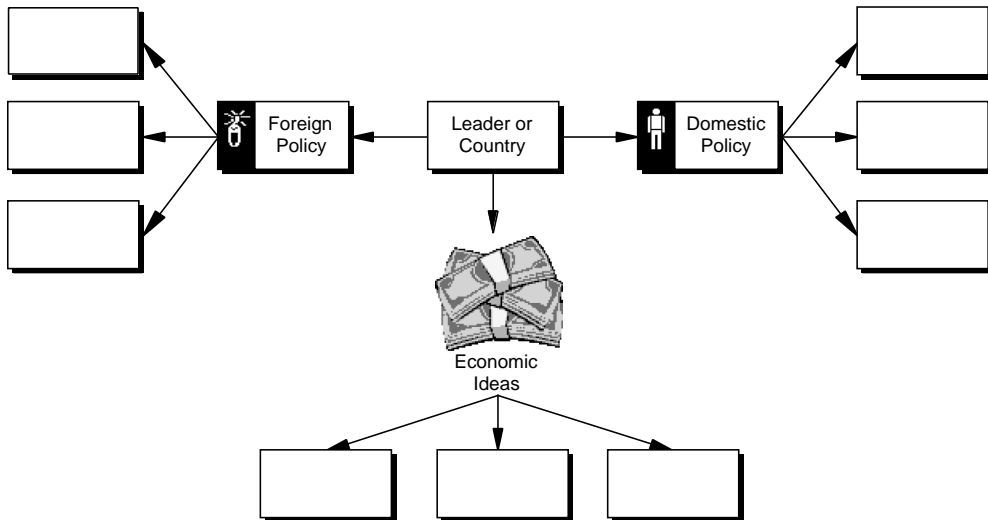


### How to use this template

**1** Enter the name of a country or political figure, historical or contemporary, in the appropriate symbol.

**2** Enter information about foreign/domestic policies, and economic ideas in the appropriate subsymbols.

**3** Add symbols (e.g., reform programs, political stance and so forth) as necessary using the Create tools.

### Benefits of using the History Web 2 template

One of the basics of learning history is learning to think like an historian. Students need to see that ideas, as well as actions, have consequences. Towards this end, the History Web 2 template allows students to analyze a political figure or country from a policy perspective. This approach promotes a shift in focus from concrete to abstract; that is, from events to the ideas that might have fueled them.
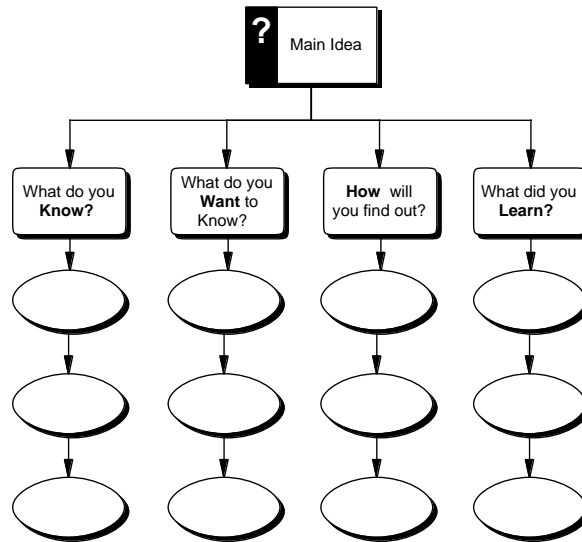
## *Teacher-Goal Setting*
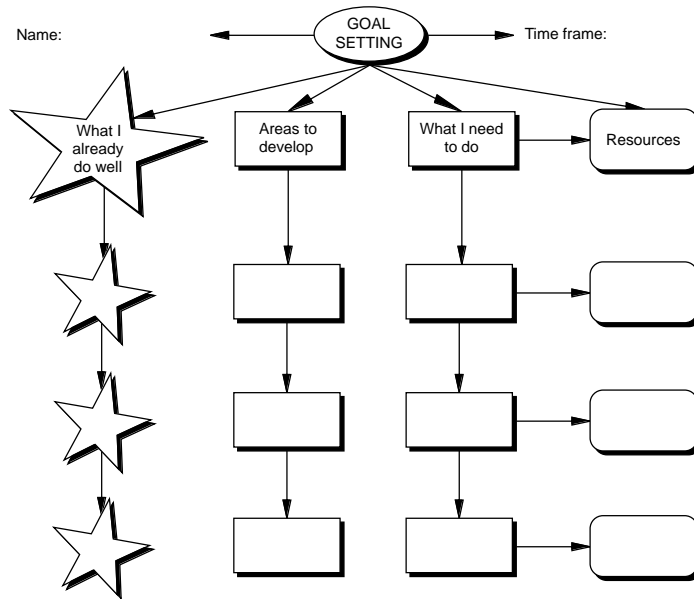


### *How to use this template*

**1** Fill out this template in conference with individual students. Prompt them to list things they do well and enter this information in the subsymbols associated with "What I already do well." Add subsymbols as necessary using the Create tools.

**2** Repeat with "Areas to develop," and "What I need to do."

**3** Help students determine where they can find help for each problem, and list in the subsymbols associated with "Resources." Add subsymbols as necessary using the Create tools.

### Benefits of using the Goal Setting Worksheet template

Using this template lends concreteness to the goal setting process. This template can be used for long term projects such as research papers, completing missing assignments, meeting the requirements of a specific grade and so forth. It is also a good tool for helping students set learning goals for each reporting period.

## Teacher-KWHL Strategy

```
          ┌──────────────┐
          │ ?  Main Idea │
          └──────────────┘
    ┌────────┬─────┴─────┬────────┐
┌─────────┐┌─────────┐┌─────────┐┌─────────┐
│What do you││What do you││ How will ││What did you│
│ Know?    ││ Want to  ││you find out?││ Learn?  │
│          ││ Know?    ││          ││          │
└─────────┘└─────────┘└─────────┘└─────────┘
     │          │          │          │
   (oval)     (oval)     (oval)     (oval)
     │          │          │          │
   (oval)     (oval)     (oval)     (oval)
     │          │          │          │
   (oval)     (oval)     (oval)     (oval)
```

### How to use this template

1   Type the main idea for an activity into the symbol labeled
    Main Idea.

2   Solicit information from students reflecting what they
    already know about the subject and type into the subsymbols
    associated with the symbol labeled "What do you KNOW?"

3   Help students brainstorm a list of questions about the subject
    that reflect what they want to know and type them into the
    subsymbols associated with "What do you WANT to know?"

4   Help students brainstorm ways of answering their questions
    and enter them into the subsymbols associated with "HOW
    will you find out?"

5   As students research the topic, have them record answers to
    their questions in the subsymbols associated with "What did
    you LEARN?"

6   Add subsymbols as necessary using the RapidFire feature or
    the Create tools.

### Benefits of using this template

The KWHL strategy helps students find purpose in their learning endeavors. Organizing information and making the process visible also helps them tap the schemas of prior knowledge as they gain metacognitive skills.

# *Teacher-Lesson Plan*
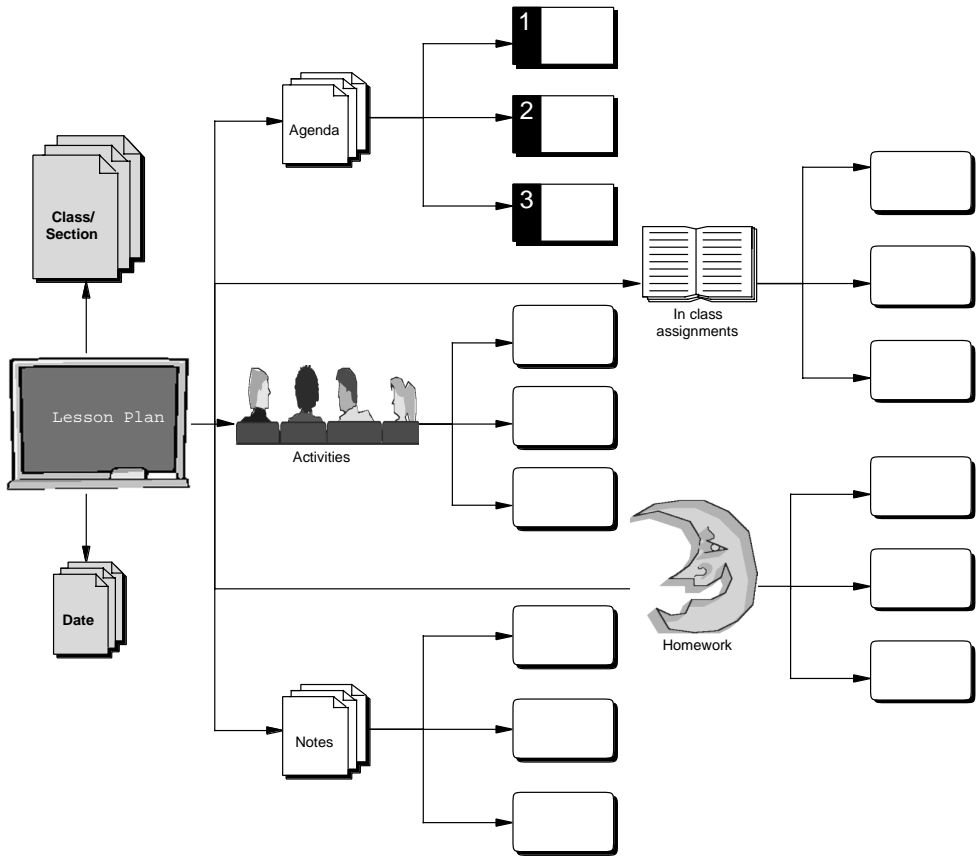


Class/
Section

Lesson Plan

Date

Agenda

1

2

3

In class
assignments

Activities

Homework

Notes

### How to use this template

1   Enter date and name of class/section in the appropriate symbols.

2   Enter agenda items, assignments, activities, notes and so forth from your lesson plans into the subsymbols associated with each.

3   Add subsymbols as necessary using the Create tools.

### Benefits of using the Lesson Plan template

Keeping lesson plans in this way allows for consistency and easy transfer of assignments into the "Makeup Work" and "Substitute Lesson" templates. It also provides a way for administrators to check and assimilate plans "at a glance."

## Teacher-Makeup Work
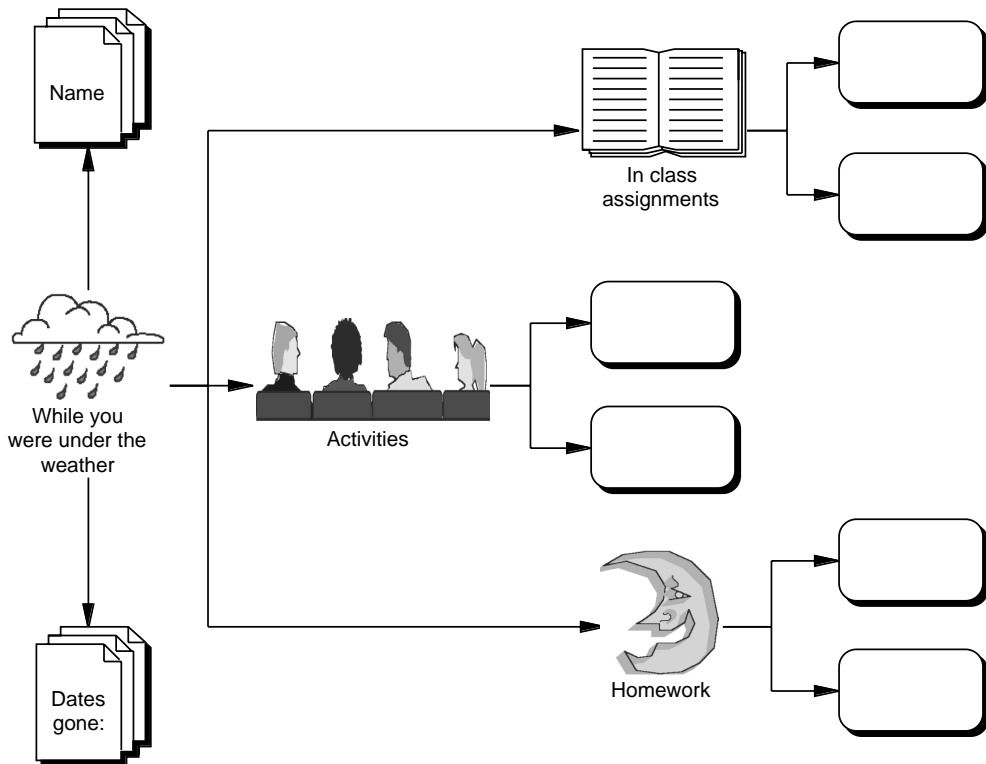


### How to use this template

1. Enter student's name and the dates of absence in the appropriate symbols.

2. Transfer in class and homework assignments, information on activities and so forth from your lesson plans into the subsymbols associated with each.

3. Add subsymbols as necessary using the Create tools.

### Benefits of using the Makeup Work template

Keeping track of assignments and other work missed by students takes a great deal of time that could be spent more fruitfully. Copying and pasting assignments and so forth from the Lesson Plan template into the Makeup Work template not only saves time but also ensures accuracy and consistency. Displaying makeup work in this way allows students to see work at a glance and, especially for visually oriented students, aid them in remembering to do their assignments.

# *Teacher-Progress Report*

**PROGRESS REPORT for:**

Classroom behavior

- Attendance:
- Punctuality:
- Citizenship:
- Attention:

Meeting this term's goals?

Missing assignments?

What you can do to help at home.

Request conference
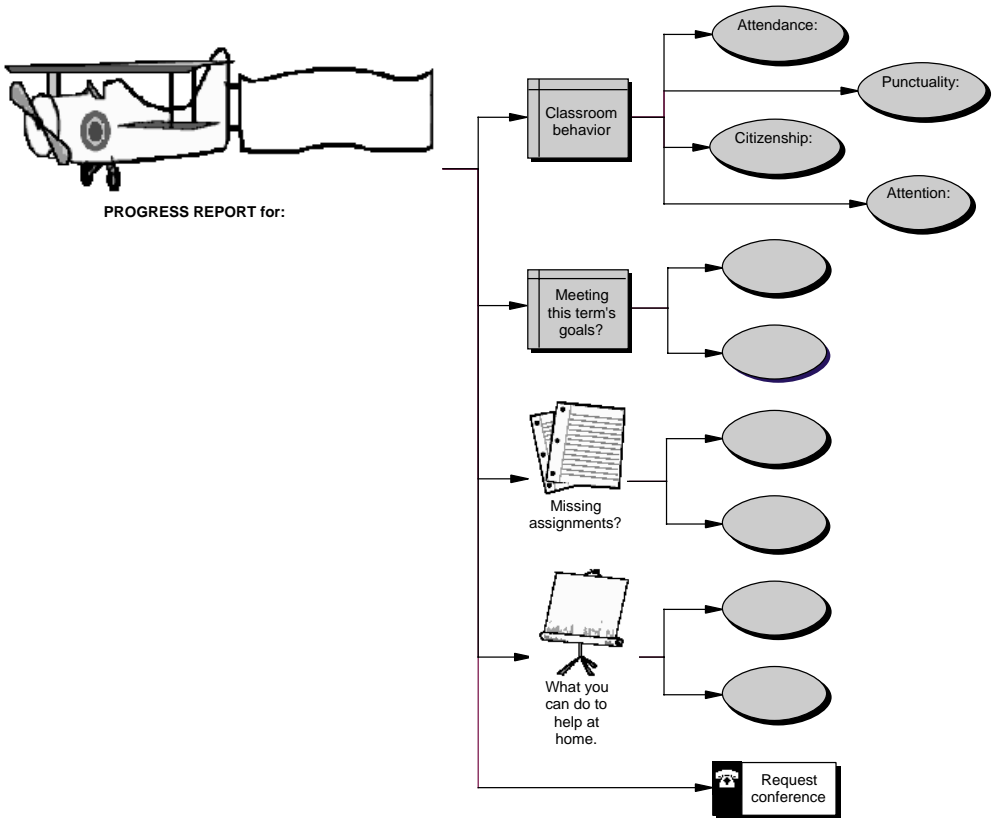
### How to use this template

**1** Enter student's name.

**2** Describe student behavior in the appropriate subsymbols associated with "Classroom behavior."

**3** Describe student's progress in meeting goals in the subsymbols associated with "Meeting this term's goals."

**4** Copy descriptions of missing assignments from your lesson plans and paste in the appropriate subsymbols.

**5** Suggest ways parents can help in the subsymbols associated with "What you can do to help at home?"

**6** Add subsymbols as necessary using Create tools.

**7** Indicate whether a conference is necessary.

### Benefits of using the Progress Report template

This template is useful for both parents and their children to determine ways in which progress can be made and behavior modified. You may with to use it in conjunction with the Goal Setting template.

# *Teacher-Substitute Lesson*
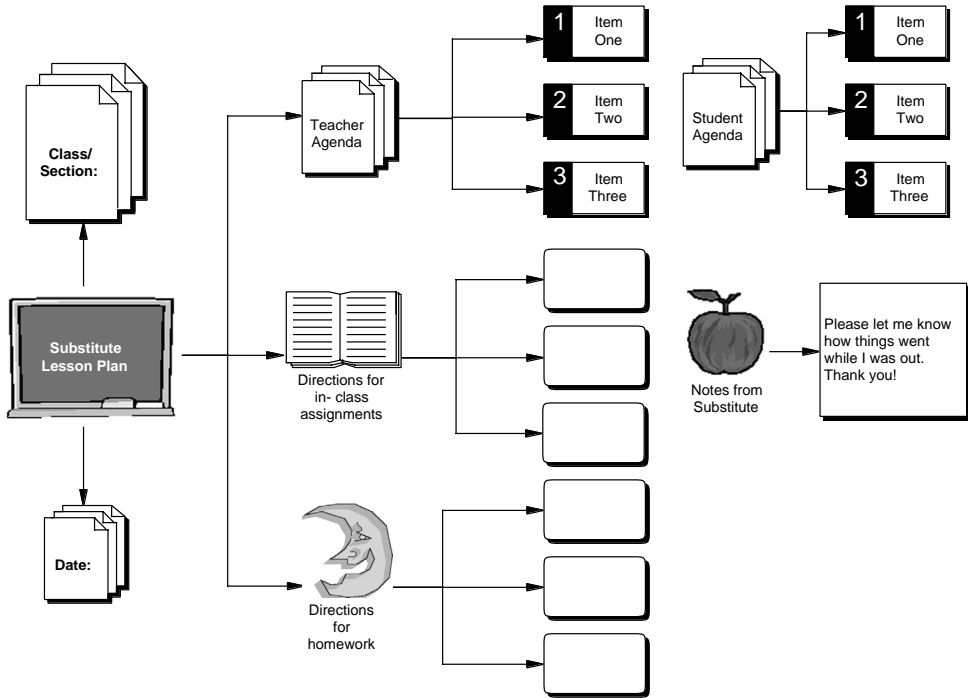
**Class/ Section:**

**Substitute Lesson Plan**

**Date:**

Teacher Agenda

| 1 | Item One |
| 2 | Item Two |
| 3 | Item Three |

Student Agenda

| 1 | Item One |
| 2 | Item Two |
| 3 | Item Three |

Directions for in- class assignments

Notes from Substitute

Please let me know how things went while I was out. Thank you!

Directions for homework

### *How to use this template*

**1**    Enter date and name of class/section in the appropriate symbols.

**2**    Enter teacher agenda items into the associated subsymbols. These might include taking attendance, a list of student handouts and so forth. Add subsymbols as necessary using the Create tools.

**3**    Enter student agenda items into the associated subsymbols. These items will describe what students should be doing, such as writing in journal, turning in homework and so forth. Add subsymbols as necessary using the Create tools.

**4**    Enter other directions, descriptions and so forth from your regular lesson plan into the appropriate subsymbols. Add subsymbols as necessary using the Create tools.

### *Benefits of using the Substitute Lesson template*

This template allows for easy transfer of plans and assignments from your regular lesson plan and provides a means of clear communication with substitute teachers. The plan enables them to check and assimilate your plans "at a glance."

# *Thinking-Brace Map*
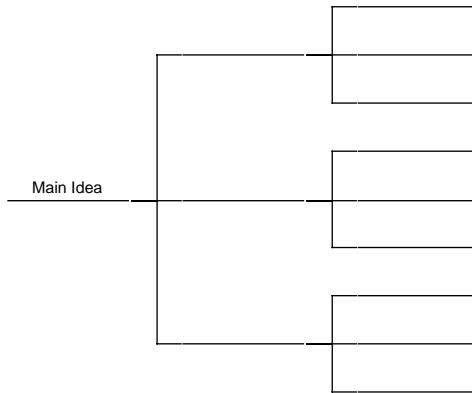
Main Idea

## *How to use this template*

1    Type the object, concept, etc. to be analyzed in the Main Idea symbol.

2    Type secondary components in the next level of subsymbols labeled with numbers.

3    Continue to break down each of the secondary components into parts using the symbols labeled with letters.

4    Add further levels of analysis as necessary using the Create or RapidFire tools.

5    After adding symbols, use the Arrange tool to arrange the diagram as a Right Tree.

## *Benefits of the Brace Map template*

The Brace Map Template can be used to help students break complex ideas and systems into component parts. It also allows students to visualize and explore whole/part relationships, as well as reinforcing skills in hierarchical arrangements.

## Thinking-Bridge Map

chicken     as     cow

egg         ?

Word 1     as     Word 3

Word 2        Word 4
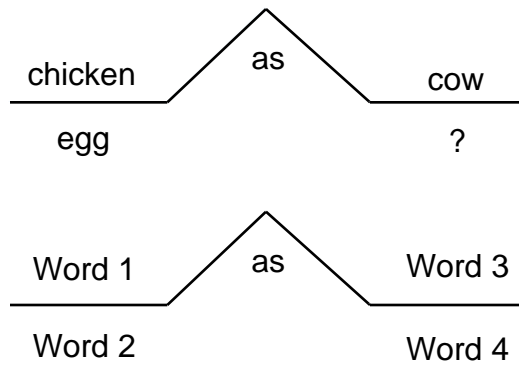
### How to use this template

Enter words, concepts, processes and so forth into the text fields
labeled Word 1, 2, 3, 4 to demonstrate analogic comparisons.
(See example.)

### Benefits of using the Bridge Map template

Although abstract reasoning processes such as analogic thinking
are important in numerous ways, they are difficult to explain to
students. Graphic representations of abstract relationships help
students understand connections and parallels between ideas.

## *Thinking-Bubble Diagram*

```
        (Bubble)            (Bubble)


(Bubble)         (Main Idea)          (Bubble)


        (Bubble)            (Bubble)
```
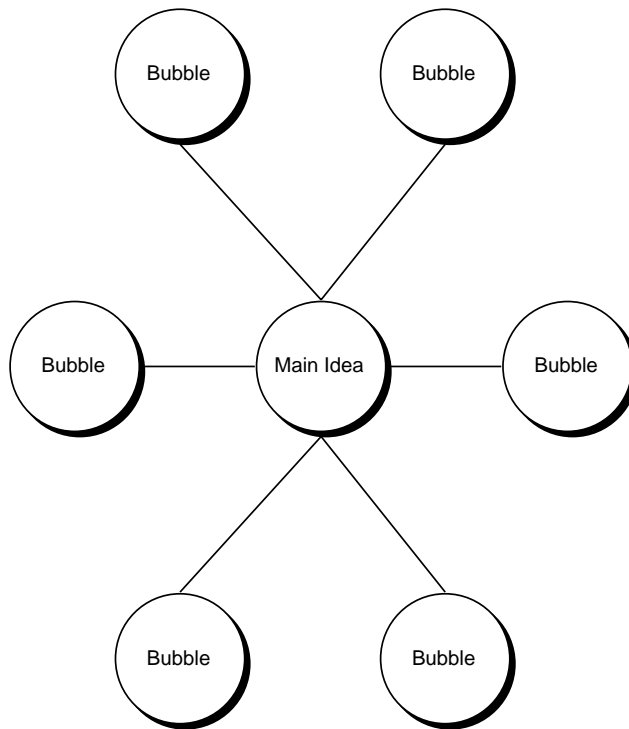
### *How to use this template*

1  Type idea to be described in the Main Idea symbol.

2  Type descriptive words in the subsymbols.

3  Add subsymbols as necessary using RapidFire or the Create
   tools.

### *Benefits of using the Bubble Diagram template*

The Bubble Diagram is a simple way of defining the attributes of
any concept, character or system. Information may be added as
study progresses and new attributes are discovered.

## *Thinking-Circle Map*
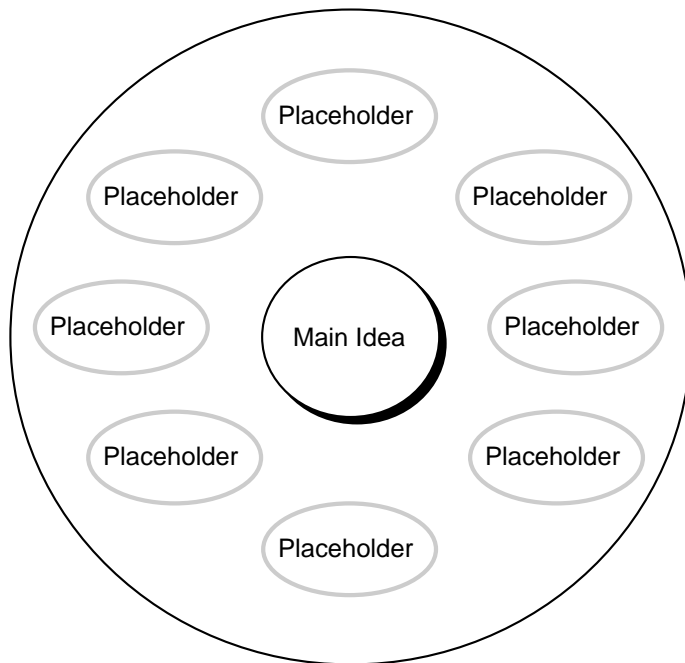


### *How to use this template*

1  Enter any topic in the Main Idea symbol.

2  Enter related information in each of the subsymbols surrounding the Main Idea.

3  Add more subsymbols as necessary using Point&Type.

### *Benefits of using the Circle Map template*

Students can use this template to place an idea, movement or event in context. Use of this template allows students to conduct a more sophisticated analysis of an event than a simple cause/effect approach allows.

## *Thinking-Double Bubble*
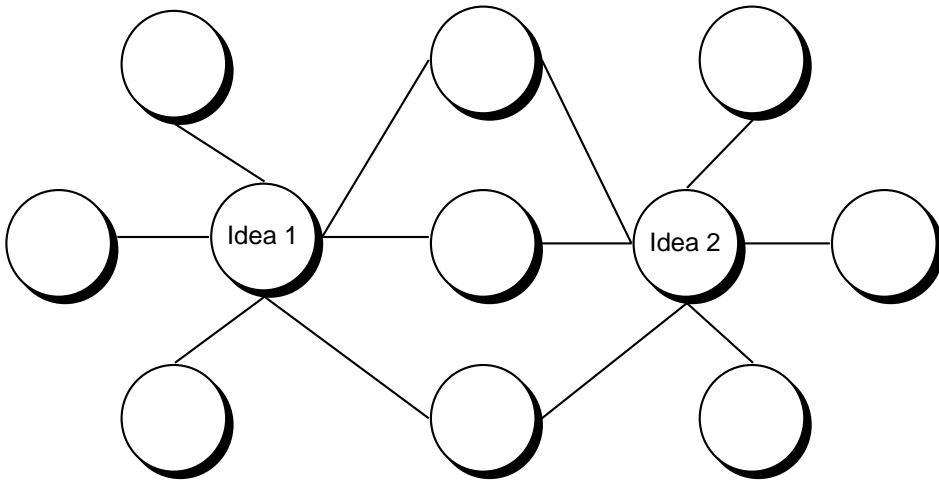
### **How to use this template**

1 Enter any concept in the symbol labeled Idea 1.

2 Enter another concept for comparison in the symbol labeled Idea 2.

3 Enter shared attributes in each of the middle subsymbols. Note that these subsymbols should be linked to both Idea 1 and 2.

4 Enter attributes that are particular to Idea 1 and Idea 2 in the outer subsymbols.

5 Add subsymbols as needed using Command (CTRL) click. If you are adding a subsymbol in the middle, use the Link tool to create the additional link.

### **Benefits of using the Double Bubble template**

This template can be used to draw simple comparisons (hero/villain, vertebrate/invertebrate, democracy/dictatorship and so forth) or examine more complex subject matter (life cycles, literary styles, subcultures, etc.).

## *Thinking-Flow Diagram*

```
┌─────────────┐        ┌─────────────┐        ┌─────────────┐
│  Main Idea  │──────▶ │             │──────▶ │             │
└─────────────┘        └─────────────┘        └─────────────┘

┌───────┐   ┌───────┐   ┌───────┐   ┌───────┐   ┌───────┐   ┌───────┐
│       │─▶ │       │   │       │─▶ │       │   │       │─▶ │       │
└───────┘   └───────┘   └───────┘   └───────┘   └───────┘   └───────┘
```
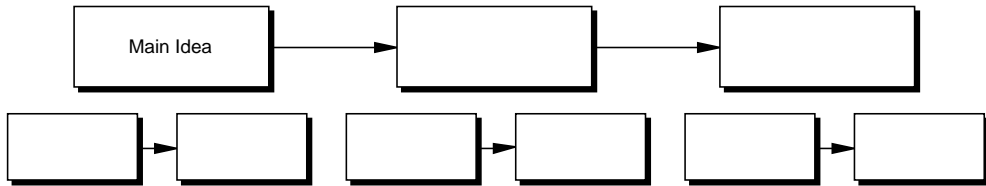
### *How to use this template*

**1** Enter a process, sequence, timeline, etc. in the Main Idea symbol.

**2** Enter subsequent events in the appropriate symbols.

**3** Add symbols to represent additional events using the Create tools. To add a symbol between two existing symbols, select a link and use the Insert Symbol command from the Symbol menu.

### *Benefits of using the Flow Diagram template*

Use this template to represent linear and/or concurrent events and processes. Students can also demonstrate their understanding of actions, steps, directions or cycles at a simple level before going on to more complex, nonlinear explanations.

# *Thinking-Goal Setting*

Goal Setting Worksheet                    Today's date:

| ! My goal is: | → | ! Completion date: |
| 1 What is the first step? | → | Target completion date: |
| 2 What is the second major step? | → | Target completion date: |
| 3 What is the third major step? | → | Target completion date: |
| 4 Next step? | → | Target completion date: |
| 5 Final step? | → | Target completion date: |

## *How to use this template*

1  Type a goal in the symbol labeled "My goal is:"

2  Type the proposed completion date in the box labeled "Completion date:"

3  Consider the steps involved in addressing the goal and type them into numbered symbols. Add or delete symbols as necessary.

4  Enter target completion dates in the appropriate symbols. The target date corresponding to "Final step" should be the same as the date in the "Completion date" symbol.

5  Adjust dates, steps as necessary to allow for reasonable deadline completion.

### Benefits of using the Goal Setting Worksheet template

Using this template lends concreteness to the goal setting process. It also increases the likelihood of accomplishing goals by naming and clarifying the steps involved, and determining a time frame. This template can be used for long-term projects such as research papers, completing missing assignments, meeting the requirements of a specific grade and so forth.

## *Thinking-Idea Map*
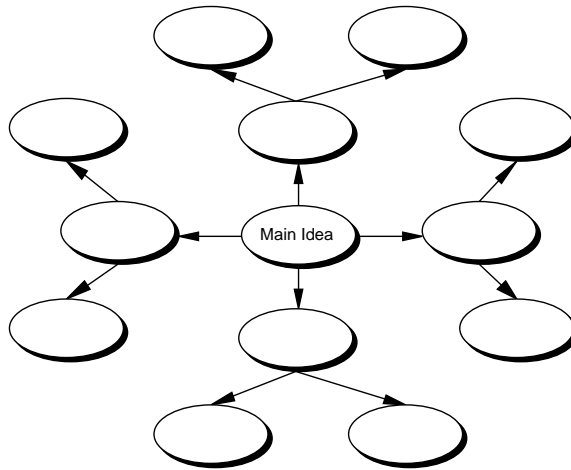
### *Creating an Idea Map*

1  Start with a central idea and type it into the Main Idea
   symbol.

2  Brainstorm ideas branching from the central idea. To add
   subsymbols, click the RapidFire button and press Return
   (Enter) after each idea you type. Select unnecessary
   subsymbols and delete.

3  Show relationships between branches with textured lines and
   colors.

4  Leave your mind as free as possible.

5  Use key words to represent ideas.

### *Benefits of using an Idea Map*

Idea mapping will help you explore an idea freely without the
constraints of a superimposed structure. Moreover, a visual
environment promotes making new connections and insights in
a way that linear text does not. Using the Outline view,
however, will allow you to arrange your ideas in a more
conventional, readable manner.

## *Thinking-Interrelationship*

```
┌────────┐    ┌────────┐    ┌────────┐    ┌────────┐
│        │ ◄──│        │ ◄──│        │ ◄──│        │
└───┬────┘    └────────┘    └────────┘    └────────┘
    │                                          ▲
    ▼                                          │
┌────────┐                   ┌─────────┐   ┌────────┐
│        │                   │Main Idea│──►│        │
└───┬────┘                   └─────────┘   └───┬────┘
    │                                          ▼
    ▼                                      ┌────────┐
┌────────┐    ┌────────┐                   │        │
│        │──► │        │                   │        │
└────────┘    └────────┘                   └────────┘
```
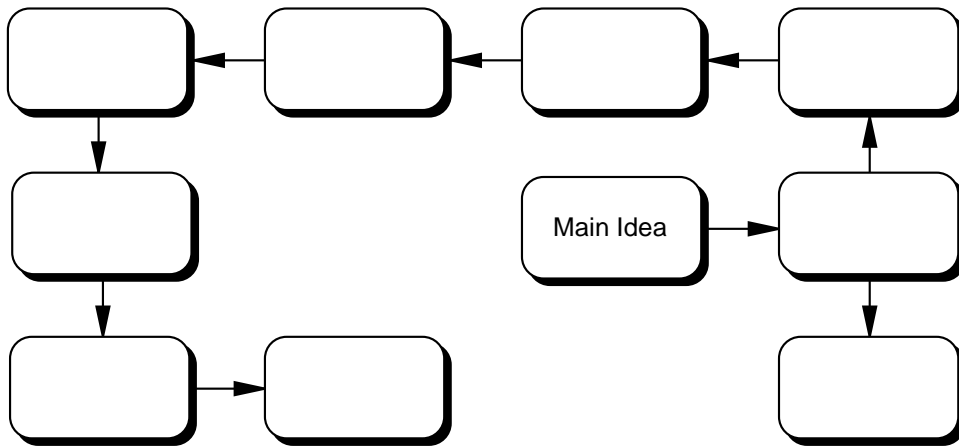
### *How to use this template*

1  Choose your goal statement and type it into the Main Idea symbol.

2  Identify the major factors affecting this goal or problem and enter them into subsymbols.

3  Additional symbols may be created using Point&Type—symbols are automatically drawn to hold your ideas.

4  Use the Link tool to show relationships between the ideas.

5  Count the number of out-arrows. The symbol with the most out-arrows is the "Primary Driver." Count in-arrows to identify the "Primary Effect."

### *Benefits of using the Interrelationship Diagram template*

The Interrelationship Diagram provides yet another way to analyze goals and problems of all kinds. Visualizing them in this way will support efforts to address them in a logical and effective manner.

# *Thinking-Multi-Flow Map*

```
┌─────────┐                          ┌─────────┐
│         │──┐                    ┌──│         │
└─────────┘  │                    │  └─────────┘
             ↘                   ↗
┌─────────┐    ╭──────────╮    ┌─────────┐
│         │──→ │ Main Idea │──→│         │
└─────────┘    ╰──────────╯    └─────────┘
             ↗                   ↘
┌─────────┐  │                    │  ┌─────────┐
│         │──┘                    └──│         │
└─────────┘                          └─────────┘
```
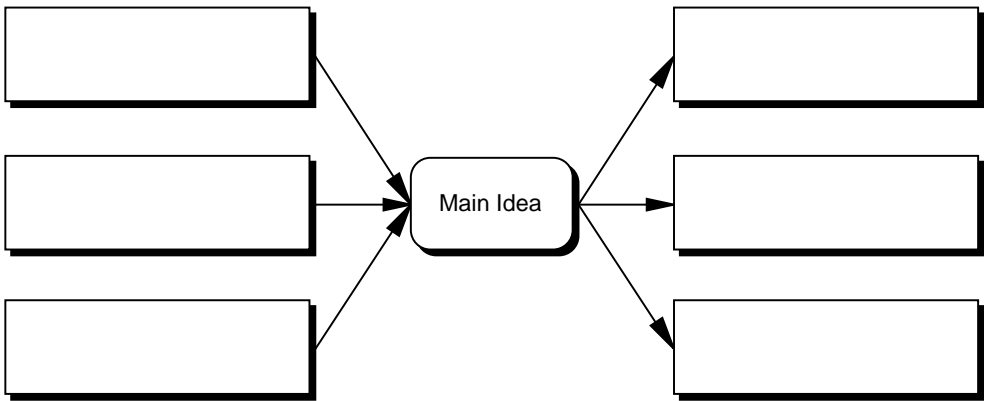
### *How to use this template*

**1** Enter the event to be examined in the Main Idea symbol.

**2** Enter the causes of the event in the left subsymbols.

**3** Enter the effects of the events in the right subsymbols.

### *Benefits of using the Multi-Flow Map template*

This approach is most often used in science and language arts, and is a valuable tool for demonstrating the inter-relatedness of events. In the sciences, use this tool to illustrate chemical reactions, animal adaptation, changes in migration patterns and so forth. In language arts, examination of cause/effect relationships helps students construct logical plot lines in fiction writing, examine life events for personal essays and autobiographies, or analyze information for essays.

## Thinking-Tree Diagram
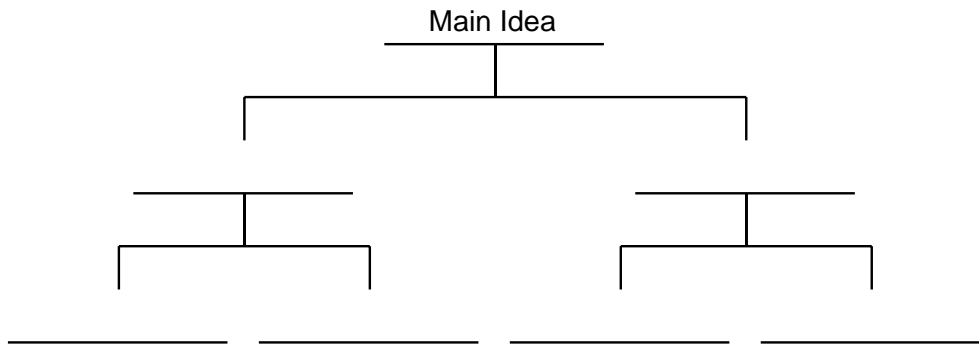
Main Idea

### How to use this template

1 Type the concept to be analyzed in the Main Idea symbol.

2 Type supporting ideas in the next level of subsymbols.

3 Continue to break down each of the supporting ideas and record them in subsequent levels.

4 Add further levels of analysis as necessary using the Create tools.

5 After adding symbols, use the Arrange tool to arrange as a Top Down Tree.

### Benefits of using the Tree Diagram template

The Tree Diagram template can be used to break complex ideas, systems, etc. into component parts, allowing students to visualize and explore whole/part relationships. It can also be used to introduce or reinforce skills in hierarchical arrangements.

# *Thinking-Venn Diagram*

Ideas 1
Unique attributes:

Common
Idea 1 and
Idea 2
attributes:

Ideas 2
Unique attributes:
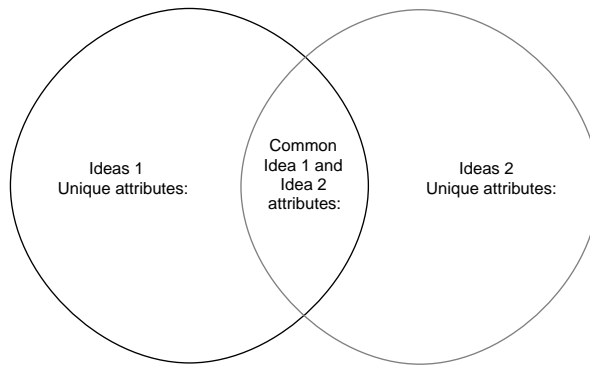
## *How to use this template*

**1**  Select the text symbol in each circle. Type in the item being compared and its unique attributes. In the text box in the overlapping area of the circles, add the attributes the items have in common.

**2**  To change the size of circles: Click on the circle, then holding the Command (Ctrl) key, drag any corner handle.

**3**  To change the color of circles: Select the circle, click on the Line Color on the bottom of the screen. Choose a new color from the palette.

**4**  To create your own circles: Select the Circle from the Draw toolbar on the bottom of the screen. Hold the Shift Key while drawing.

## *Benefits of using the Venn Diagram template*

This template can be used for simple comparisons: hero/villain, vertebrate/invertebrate, democracy/dictatorship and so forth. However, the template also supports much greater sophistication and complexity, depending on the subject matter and the user. For example, students might compare the subtle similarities and differences between life cycles, literary styles, subcultures and so forth.

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