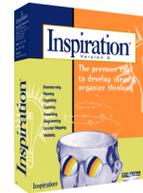
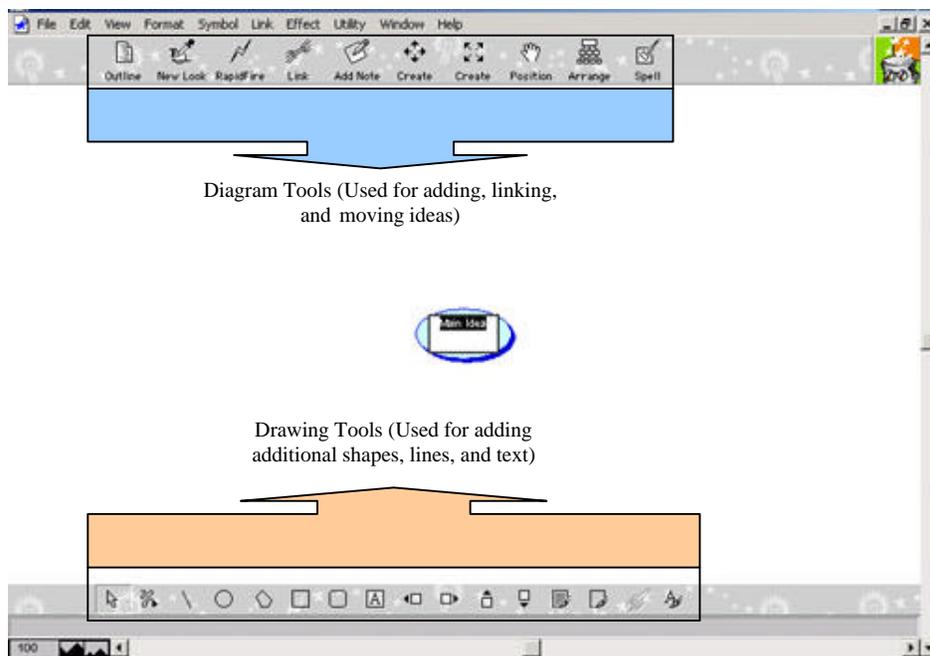


# The Planning Tool: Inspiration



Inspiration is a tool designed to help students and teachers develop ideas and organize ideas. As students brainstorm about a specific topic, Inspiration can help them diagram concept maps, webs, idea maps and other graphic organizers. This brainstorm can then be transformed into an outline that students can utilize as they move towards the publishing stage of the writing process.

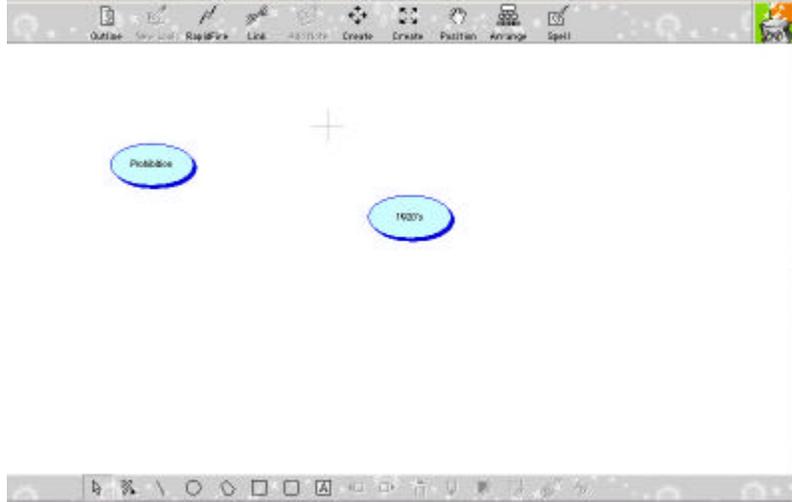
## The Start Screen



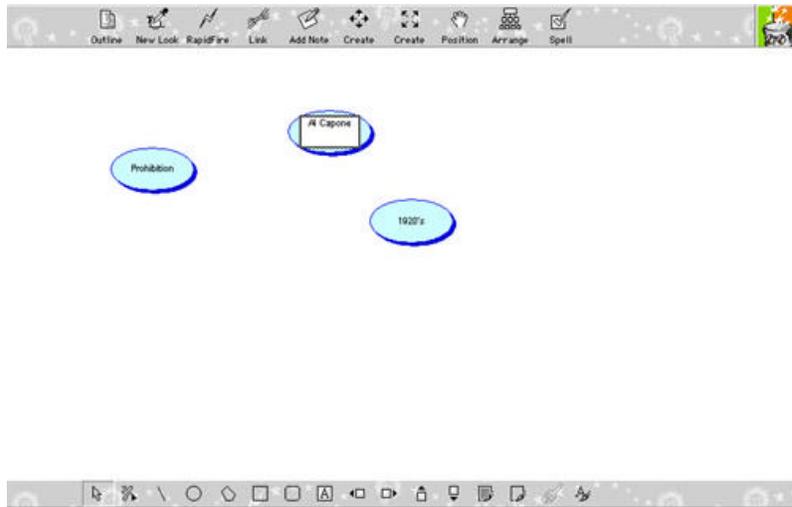
# Adding Ideas

To begin adding ideas, all that is required is to click on an open space (crosshairs will move to that spot) and start typing.

1. **Click on open space**  
(Indicated by crosshairs)



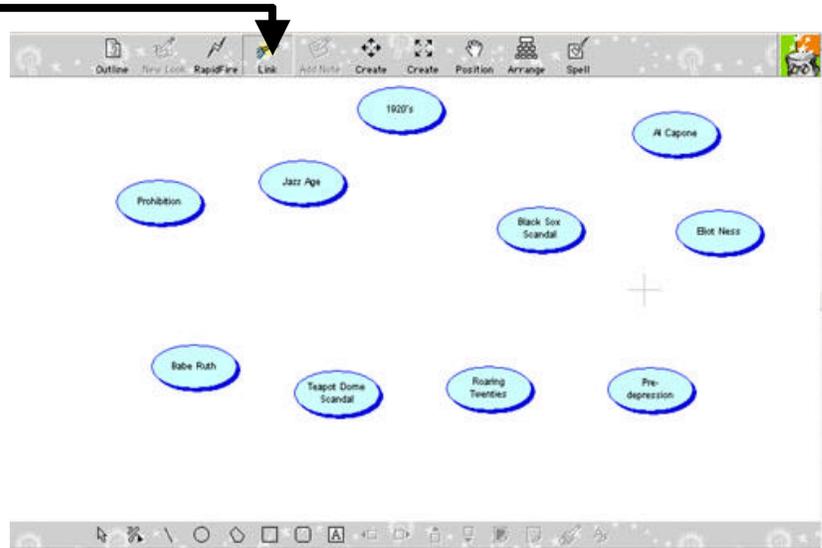
2. **Begin typing idea**  
(Press the "Enter" key when finished)



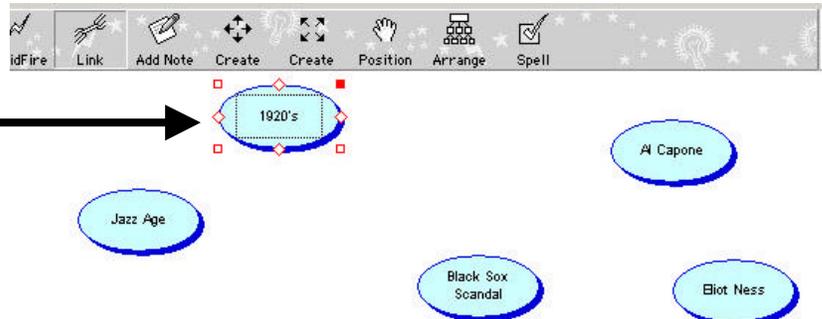
## Linking ideas together

To start forming your outline, you will need to link your ideas together logically once they have all been added (you can certainly add more at any time if necessary).

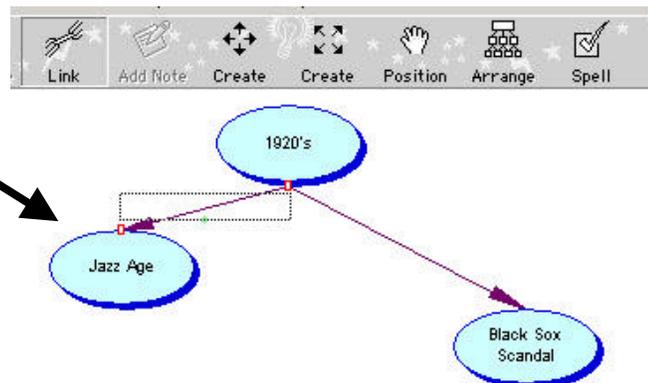
1. Once ideas have been added, click on the link button on the top toolbar.



2. Next, click on the main idea that you want to link from. In our example, "1920's" is the main idea that we want to link all of our headings to.



3. Finally, click on the heading you want to link the main idea to.

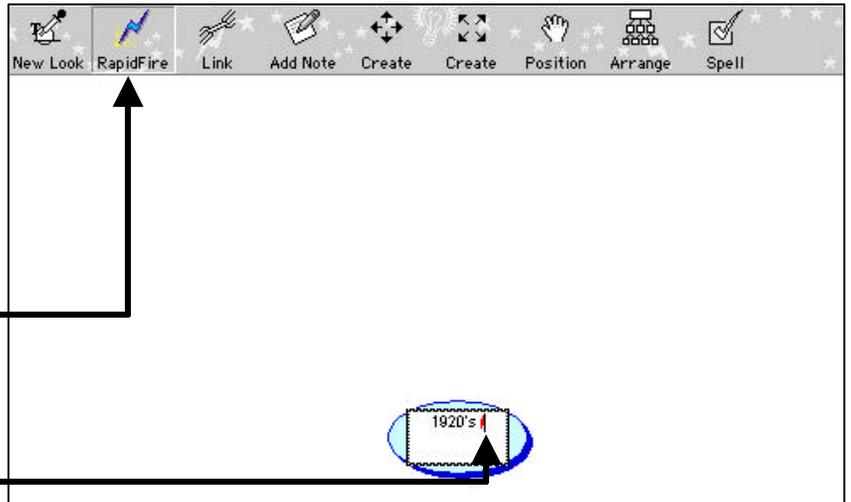


## Using RapidFire to link ideas

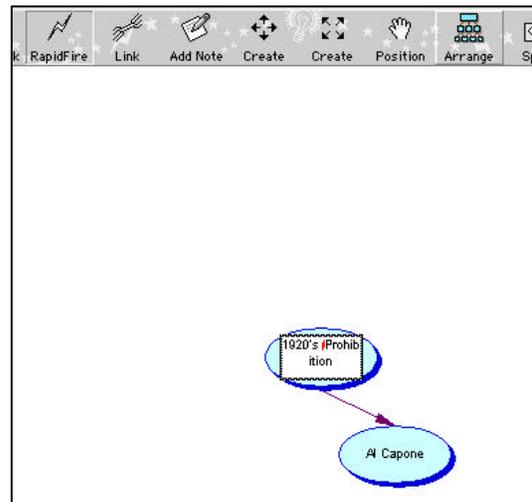
Using the “RapidFire” feature on Inspiration allows the teacher or student a way to quickly get information into the brainstorm and link it to a main idea. This is particularly useful when students are calling out ideas and the teacher needs to move fast to keep up with the flow.

To use the RapidFire feature:

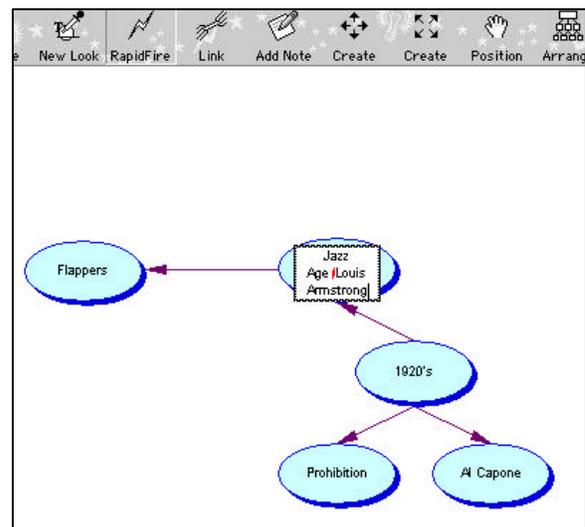
1. **Double-click on the main idea to make the text active and place the cursor after the last letter of the last word**
2. **Click on the RapidFire button on the top toolbar**  
A small lightning bolt should appear after the last word of the main idea



3. **At this point, just enter the next idea and press the “Enter” key**  
The program will automatically place an oval with that idea in it and link it to the main topic

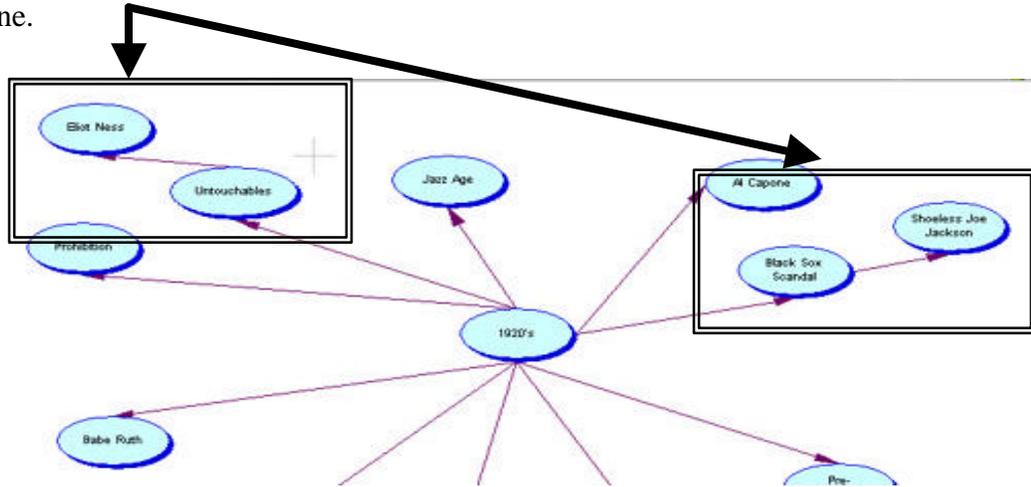


4. **You can click on any idea to create RapidFire links to it**



## Adding subtopics and viewing an outline

As you begin to organize your ideas, you may find the need to use subtopics underneath various headings, similar to what we would do if we were creating an outline.



Once these subtopics have been organized under the various headings, you may want to view the outline of your ideas.

1. To view an outline of your diagram, click on the outline button on the top toolbar.

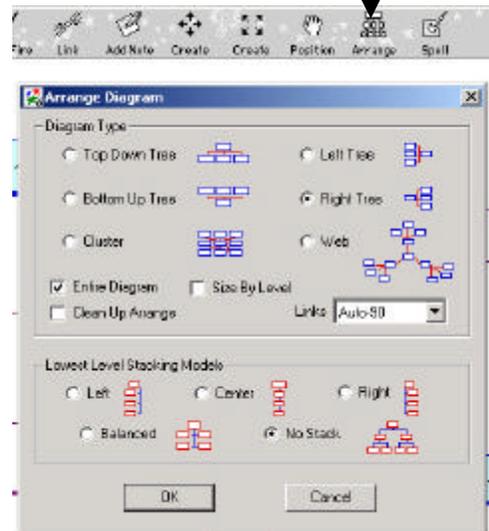
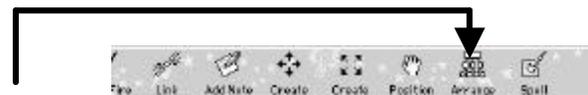


III. - Prohibition  
IV. - Babe Ruth  
V. - Teapot Dome Scandal  
VI. - Roaring Twenties  
VII. + Pre-depression  
    A. - Stock Market  
    B. - Black Thursday  
VIII. - Al Capone  
IX. - Scopes Monkey Trial  
X. + Untouchables  
    A. - Eliot Ness

2. Any changes made in the outline mode will affect the diagram (and vice-versa)

3. Click the “Diagram” button on the top toolbar.

4. You may want to “clean up” the look to reflect a more organized brainstorm. To do this, click the arrange button on the top toolbar.

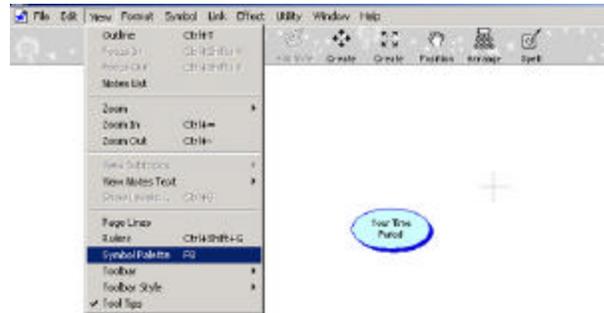


## The Fun Stuff—Changes shapes, symbols and colors

Although the key to the tool is to organize ideas and to begin forming an outline for the writing process, the students should have the opportunity to personalize their brainstorm by changing various shapes and colors.

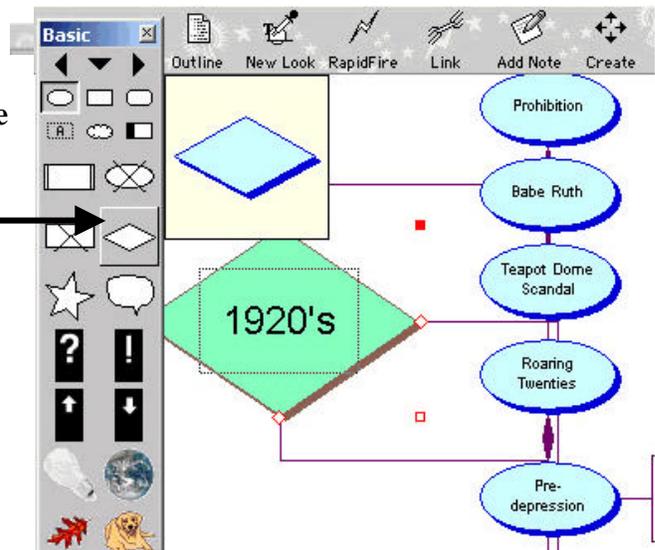
To open the symbol library:

1. Click on the “View” menu
2. Select “Symbol Palette”  
(You may also choose to use the shortcut method of pressing the F8 key on the keyboard)



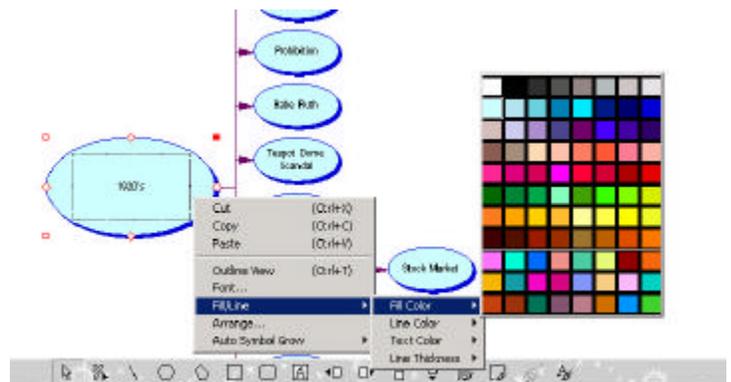
To change a shape to another shape, or symbol, or picture:

1. Click on the idea you want to change
2. Select the symbol, shape, or picture you want use



To change the color of a shape or symbol:

1. Right click on the symbol or shape you want to change
2. Select “Fill/Line” from the menu
3. Select “Fill Color” from the menu
4. Choose your color



## Adding Your Graphics to the Diagram and Symbol Library

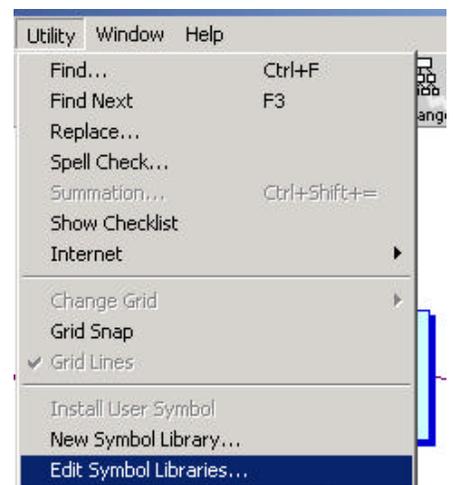
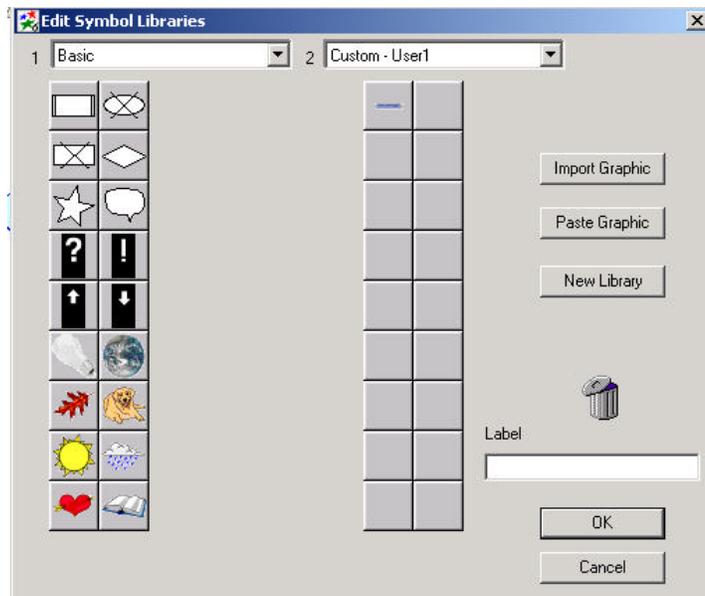
Besides the large library given to you in Inspiration, you can also import your own pictures and artwork into the diagram, either as a picture or a symbol

### To insert a graphic into the diagram

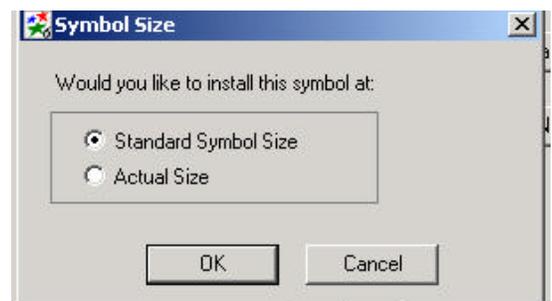
1. Under the “Edit” menu, select “Insert graphic”
2. Browse Windows Explorer to find your picture  
Inspiration recognizes GIFs, JPEGs, Bitmaps, and WMFs
3. Your picture should appear on the workspace and can be moved around or resized as necessary

To add a graphic to the symbol library

1. Under the “Utility” menu, select “Edit Symbol Libraries”
2. In the edit dialogue box, click “Import Graphic”



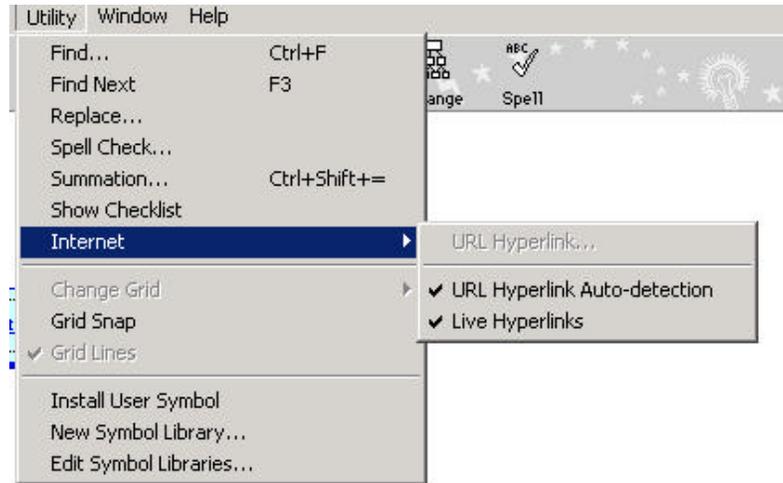
3. Install the symbol at “Standard Symbol Size”
4. Label your new symbol and click “OK”



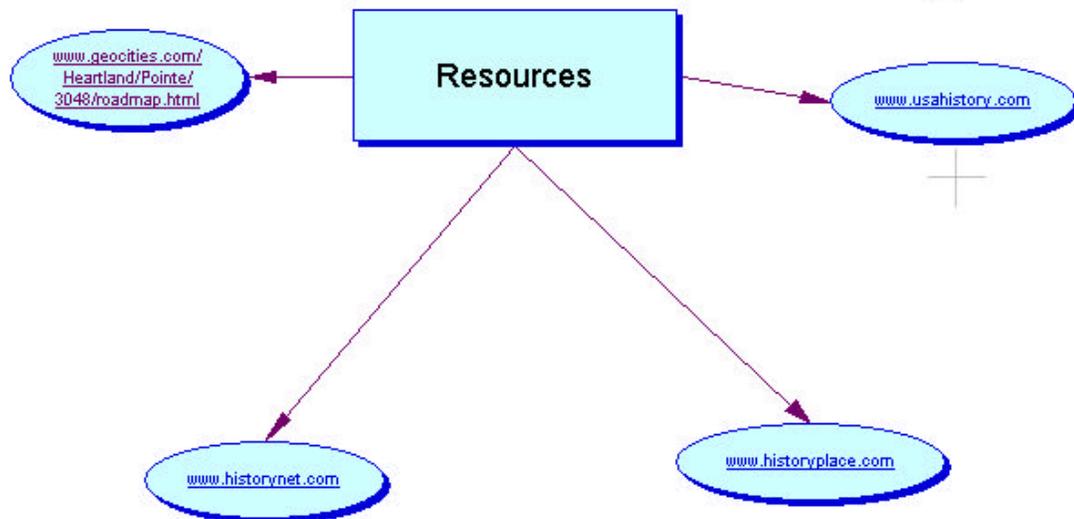
## Integrating Web Links into Diagram

As part of your diagram, you have the ability to link any of your topics or subtopics to web pages on the Internet.

1. Under the “Utility” menu, make sure that “URL Hyperlinks Auto-Detect” is selected.



2. To add a hyperlink, simply type the URL in a symbol and Inspiration will automatically detect that it is a link to a web page
3. Your pointer should turn into a finger when it detects a hyperlink



## Posting Your Diagram on the Web

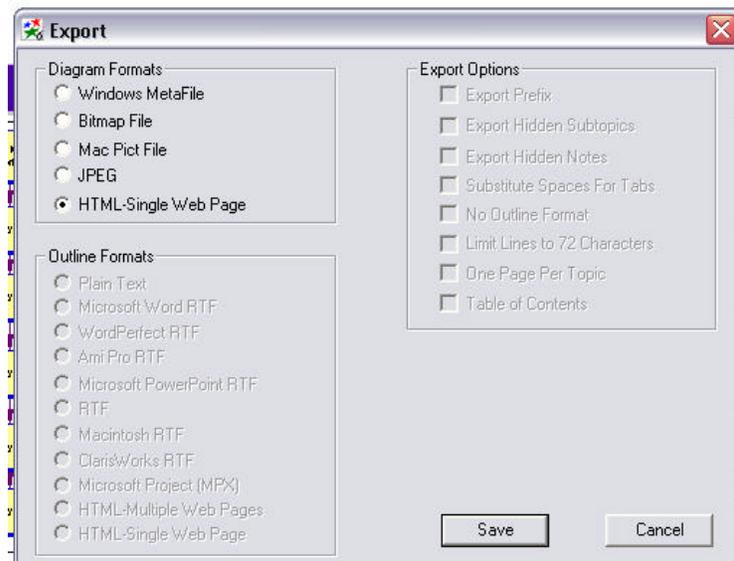
Before you convert your diagram to HTML (which will allow it to be posted on the web), you should create a folder in your home directory called “Web”.

Once the folder is created:

1. From the “File” menu, select “Export”



2. In the “Export” dialogue box, select “HTML”, and click “Save”



3. Locate your home directory and save the file in the “Web” folder you just created. Please note that the file is not just the html page, but also the image of the diagram that you created in Inspiration. Both files need to be copied to the web server to be posted online.