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Quick Start Guide - Inspiration 9.0

Overview

Inspiration is a concept webbing program that allows the user to brainstorm or generate an outline to develop ideas into organized, written documents. The program also offers templates from many disciplines that can serve an organizational aid.

There are three views – diagram, map, and outline – all of which can be sent to MS Word for further development.

Getting Started

1) Click the Start button, All Programs, Learning Assistance Software and click Inspiration 9.0

2) From the desktop click on the Inspiration icon.

The program will open with the Inspiration Starter Screen Choose whether they would like to create your project in diagram, outline, or map view. You may also continue working on a recent file.

Other options: Open a file from 60 +templates, create your own template or watch training videos when you click "learn to use"

How Inspiration Is Organized

Inspiration has three main views or environments: *Diagram view, Map view,* and *Outline view*, which are fully integrated. As the user works, all views keep track of the ideas.

Diagram view

This view can be used as a graphical organizer or a map showing how ideas and concepts interconnect. It is helpful to the user who prefers visual learning. The map view also allows users to organize their information in a different visual format. To convert your diagram into a map, you need to first save the document and then select on the "Make Map Document" option under the file menu.
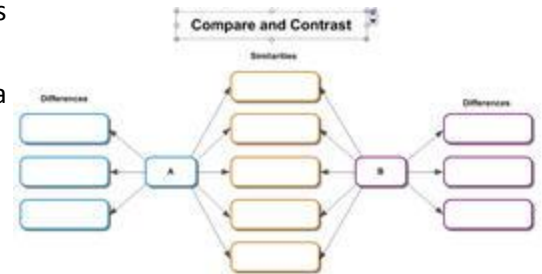
The key functions of the diagram view are found on the toolbar on the top of the Inspiration screen…

Outline: The user can toggle back and forth between outline/diagram views by clicking on this icon. Both views keep track of information being inputted into the program.

RapidFire: This tool allows the user to add a series of ideas that are connected to a symbol or to add a series of unconnected ideas. When using the rapidfire tool, the user can concentrate on adding ideas rather than creating symbols one at a time. To use, simply click on the rapidfire icon and place your cursor in the symbol of your choice. Enter your idea and click "enter" and it will automatically generate a new symbol.

Create: Use this icon to generate new symbols in the diagram.

Link: Use this icon to link ideas or symbols together. Simply click on the icon and then click within the symbols to drag the links wherever wanted.

Arrange: choose how your diagram is displayed by clicking on this icon. You can display it in tree, web, split tree form and alter other aspects such as symbol direction and layout.

Note: A note is available for each symbol in a diagram. Notes allow the user to expand ideas and actually begin the writing process while continuing to work in a visual format. To use, select a symbol and then click on the Note button. A note box will appear below the symbol where the user can add in written text that will be minimized to access at any time.

Hyperlink: This feature allows the user to further enhance a project by integrating resources from the Internet. The user can also hyperlink directly to a document created in Inspiration or another application. To use, select a symbol and then click on the hyperlink button.

A box will appear (left). Select Web Page and then in the link to" box, type the desired web address. This will create a hyperlink to the website from that symbol in your diagram. The user can also choose to create a hyperlink to an email, file, or new inspiration document.

Word Guide: This feature helps the user select words with precision while building vocabulary. It is an integrated dictionary and thesaurus that links to synonyms and specific definitions so word choices can be made with greater understanding.

Transfer: When finished with a project, transfer tool allows the user to move the information needed to a word processor such as Microsoft Word or Appleworks. To use, click on the Transfer button on the toolbar and it will prompt you to save the document and choose what and where to transfer the information. The user can transfer information in both Diagram and Outline views.

Symbol Library: Symbol library includes over one million symbols from the program and symbols online. Simply click on the drop down arrow to access the symbol libraries within the program on the above picture.

The Formatting Toolbar: This toolbar contains tools for formatting text, symbols and links. For a detailed description of all the features, look under the Help menu in the program.

Map View

This view can be used as a graphical organizer or a map showing how ideas and concepts interconnect. To convert your map into a diagram, you need to first save the document and then select on the "Make Diagram Document" option under the file menu.

Two additional features in this view are located on the toolbar on top of the Inspiration screen:

Subtopic: Use this icon to generate new subtopics anywhere in the map. This feature can be used to add new subtopics to the central idea bubble and to extend the already existing idea branches.

Relate: Use this icon to connect ideas or symbols. Simply decide what ideas share a relation, click on the first idea, click on the icon and then click on the desired idea. Once completed, the relationship can be defined within the connecting arrow.
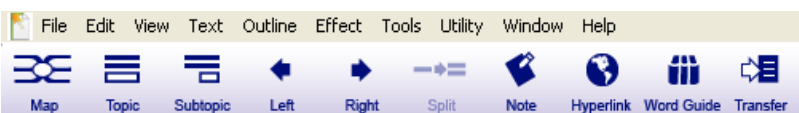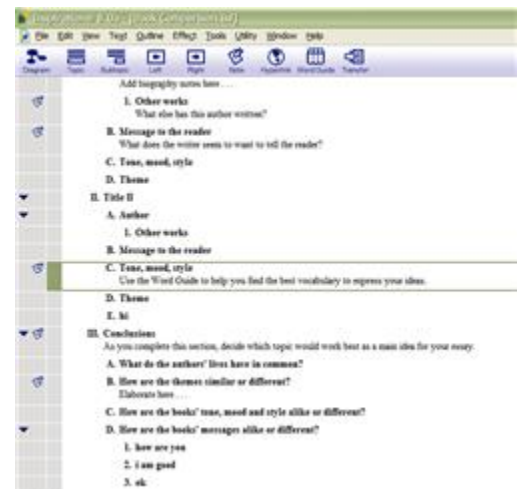
Outline View

In outline view, the information is structured in a conventional hierarchy. To switch from Diagram or Map views to the Outline view, simply click on the outline icon on the left corner of the toolbar. This will automatically convert all the information into a list, or outline.

The symbols will now appear as topics and subtopics and the notes text from the Diagram/Map view that was hidden is now visible. Inspiration will automatically provide labels for topics that were unnamed in the Diagram/Map view, to ensure no lost relationships between ideas when switching views.

The outline toolbar along the top allows the user to create topics and subtopics, align topics left and right, split topics, add notes, hyperlinks, utilize the word guide, and transfer the document to a word processor once finished.

The formatting toolbar along the bottom allows the user to alter the layout similar to the diagram/map formatting toolbar.

Presentation Manager Feature

This feature expands the work done in the Map, Diagram and Outline views into a presentation format similar to Microsoft PowerPoint. By simply clicking on the presentation icon located on top right corner of the tool bar, the Presentation Manager automatically generates slides and snapshot graphics from all information from the Diagram, Map, and Outline. Once opened, the Presentation Manager offers pre-set slide themes and formats to help get the slide show started. From this point each slide can be further personalized by the user.
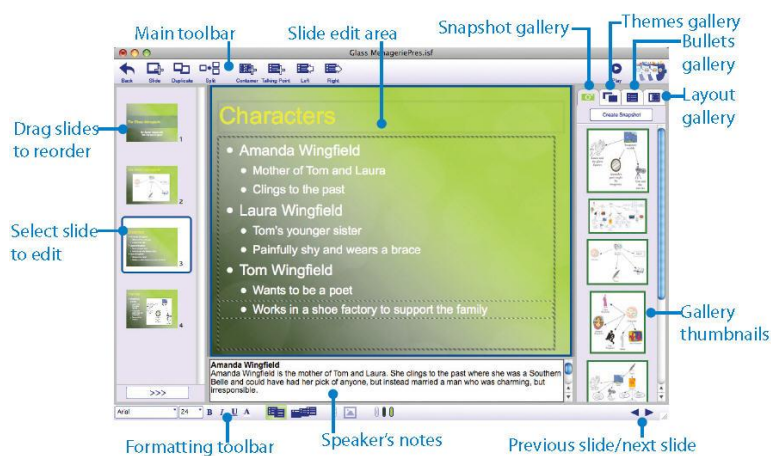
The Presentation Manager's key functions are located on its own toolbar.   Found along the top of the page, this toolbar allows the user to return to the Diagram/Map/Outline view, add new slides, copy existing slides, split slides, adjust slide format, and add talking points.

Back: This button allows the user to toggle between the Presentation Manager and the user's previous Map/Diagram/Outline view.

Add Slide: This button allows the user to toggle between the Presentation Manager and the user's previous Map/Diagram/Outline view.

Duplicate Slide: Use this icon to make a copy of an already completed slide.

Split Slide: This feature allows for a user to break up an existing slide's multiple talking points into several individual slides.

Add Container: Use this icon to add new containers to the selected slide. Once added, the user can then change the container size and add new pictures in the container.

Add Talking Point: When wanting to add new text, this icon allows for new bullets to be started within blank slide containers.

Move Left: Use this icon to change main sub-points into main talking points. This button will move the selected text out one bullet point.

Move Right: Use this icon to change main talking points to sub-points. This button move the selected text in one bullet point.

Snapshot: Use this icon to create customized clip art from the visual layouts of the Map/Diagram view. Just highlight which parts of the map/diagram you want to include and click the snapshot icon. Snapshots can also be created while working in the Presentation Manager. By clicking the "Create Snapshot" button, the user is prompted back to the visual view – diagram or map – to select which aspects to include.

Pre-set Formats: These buttons allows the user to choose among the different themes, text organization, and slide formats provided by Inspiration.

Download the Presentation Player

Slide shows created by Inspiration's Presentation Manager can be played on any computer using Inspiration's presentation player. This player can be downloaded for free at **http://www.inspiration.com/Inspiration-Presenter**.

Download Inspiration Presenter:

The download is approximately 10 MB in size. Once the download is complete, double-click the saved file and follow the onscreen instructions. If you have questions or need assistance with your trial download, please email technical support or call 800-877-4292 Monday-Friday 6am-5pm PT.

Inspiration Presenter for Windows

Inspiration Presenter for Macintosh

Windows system requirements

- Pentium III 450 MHz or higher
- Windows 98, 2000, ME, XP (including Tablet PC Edition), Vista or Windows 7
- 256 MB RAM
- 10 MB available hard drive space

Macintosh system requirements

- PowerPC G4 700 MHz or higher
- OS X 10.3 or higher
- 512 MB RAM
- 27 MB available hard drive space

Manufacturer Information

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Cost: $69.00

PC and Mac Compatible

Updated by Moriah Brown, Assistive Technology Resource Center, November 2010