

Inspiration® 12

User Manual

Inspiration® 

TechEdology

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Welcome to Help

Use the Help system to learn more about Inspiration® 12.

- Find answers to your questions.
- Learn how to create diagrams and mind maps.
- Learn how to create and organize outlines.
- Learn how to format your diagrams and mind maps.
- Learn how to format your outlines using text and prefix options.
- Learn how to enrich the content of your documents using notes, hyperlinks, sound and the checklist.
- Learn how to customize Inspiration using default settings, templates and application properties.

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Getting Started with Inspiration

For visual mapping, outlining, writing and making presentations, **Inspiration® 12** is the all-in-one workspace for thinking and learning. Brainstorm ideas, structure your thoughts and visually communicate concepts to strengthen understanding with the Diagram and Map Views. To take notes, organize information, and structure writing for plans, papers and reports, use the integrated Outline View. With Inspiration's Presentation Manager, transform your diagrams, mind maps and outlines to polished presentations that communicate ideas clearly and demonstrate understanding and knowledge.

When you work with visual representations of ideas, you easily see how one idea relates to 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 a plan to map out, Inspiration can help you organize your thoughts and save you time. Use the Diagram or Map View to develop your ideas, gather research and make connections - in other words, to clarify your thinking.

Use Outline View to organize your ideas in a hierarchical form. Inspiration's outlining environment is perfect for creating structure for written documents, speeches and plans.

Inspiration's Presentation Manager provides all the tools you need to create organized, polished presentations and final projects. Develop slides from content automatically generated from your work in Diagram, Map, and Outline Views.

In This Chapter
Customer service
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Uses of outlines

Customer service

TechEdology is committed to assisting our customers. If you have comments, questions or need assistance while working with Inspiration 12, you can contact us online, by e-mail or telephone.

Online

www.inspiration-at.com

Email

support@techedology.com

Telephone

+44(0)1672 560387 (UK) or 813-421-2002 (US)

Starting 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 start Inspiration on a computer running Windows:

- Click the **Start** button, point to **Programs**, then click **Inspiration 12**.

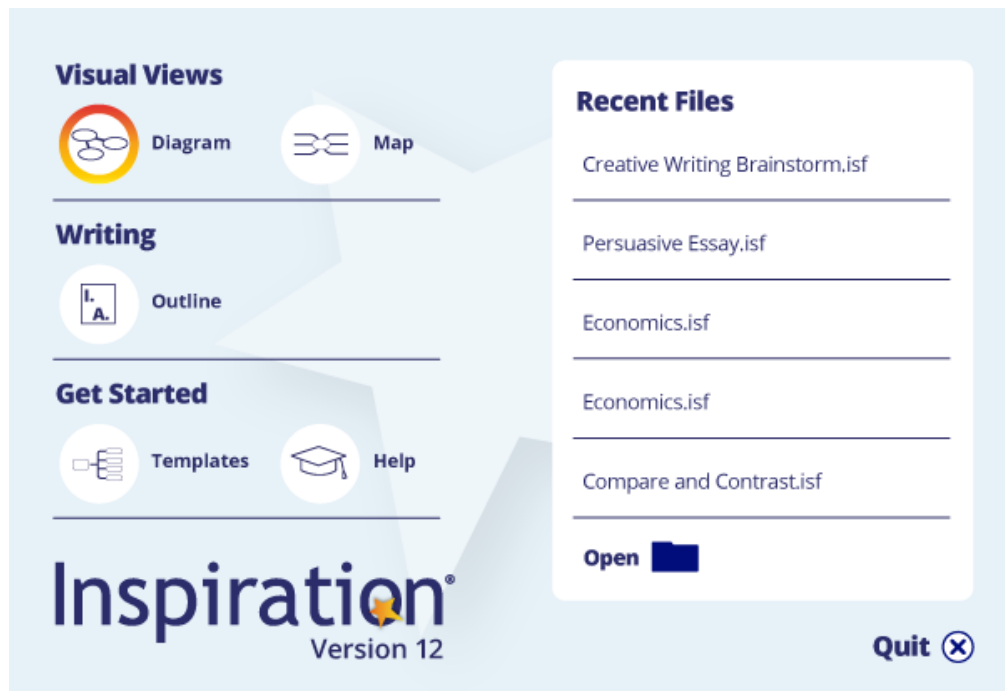


About the Inspiration Starter screen

Inspiration displays the Inspiration Starter screen when you start the program, and whenever you have no documents open.

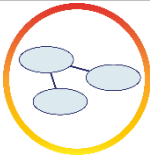
The Inspiration Starter Screen is a handy way to begin a new document in **Visual Views** such as the diagram or map view, or in Outline View under **Writing**. You can also open **Templates**, or the **Help** function or open your **Recent Files** on the right-hand side.

See below image:



Click...

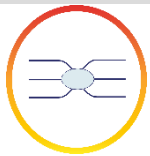
...to



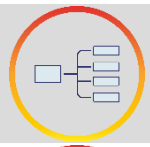
Begin a new diagram.



Begin a new outline.



Begin a new mind map.



View and choose from the list of templates.



View and choose from the list of learning resources, including documentation and training videos.



Open recent files saved to your desktop, downloads or other synced local drives.

Quitting Inspiration

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

If you've made changes to your document, Inspiration asks if you want to save those changes.

2. Click **Yes** to save your changes and quit Inspiration.

About the Inspiration Views

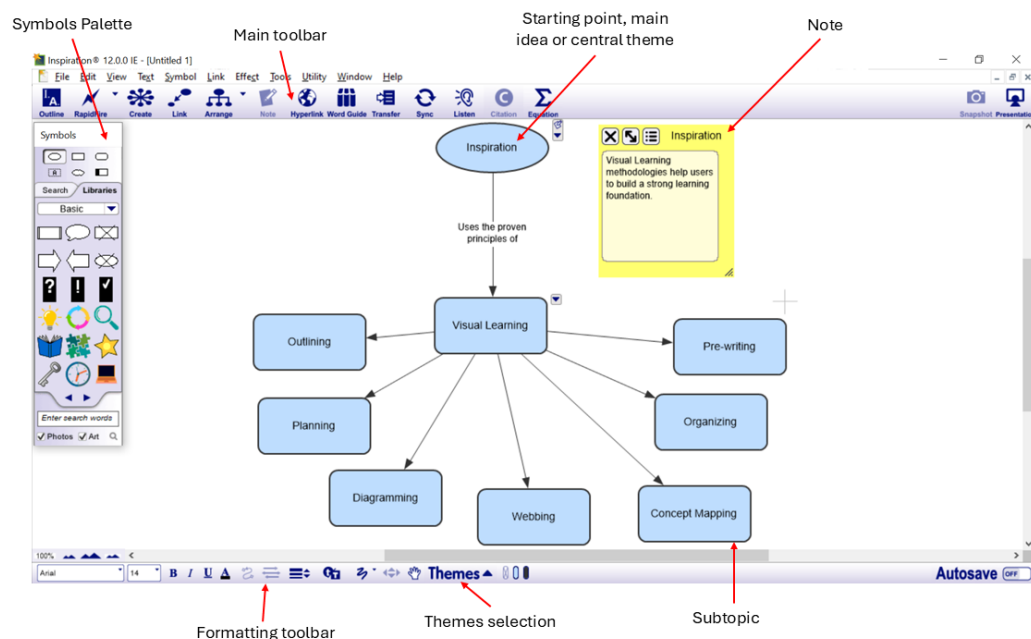
Inspiration has three views: [Diagram View](#), [Map View](#) and [Outline View](#). As you work in a diagram or mind map, changes will be automatically reflected in the integrated outline. Sometimes you will work exclusively in Diagram View or Map View to create a graphic organizer or a map showing how ideas or concepts relate. Other times you will work in Outline View where you might organize and write a report.

In addition, Inspiration 12 has upgraded the [Presentation Manager](#) environment. This is not a view as the other environments are; instead, Presentation Manager converts your finished project into a slide show you can modify and play for others - and now in 16:9 ratio - it also allows you to export to PowerPoint.

Diagram View

Use Diagram View to create diagrams that show the relationships between ideas or concepts.

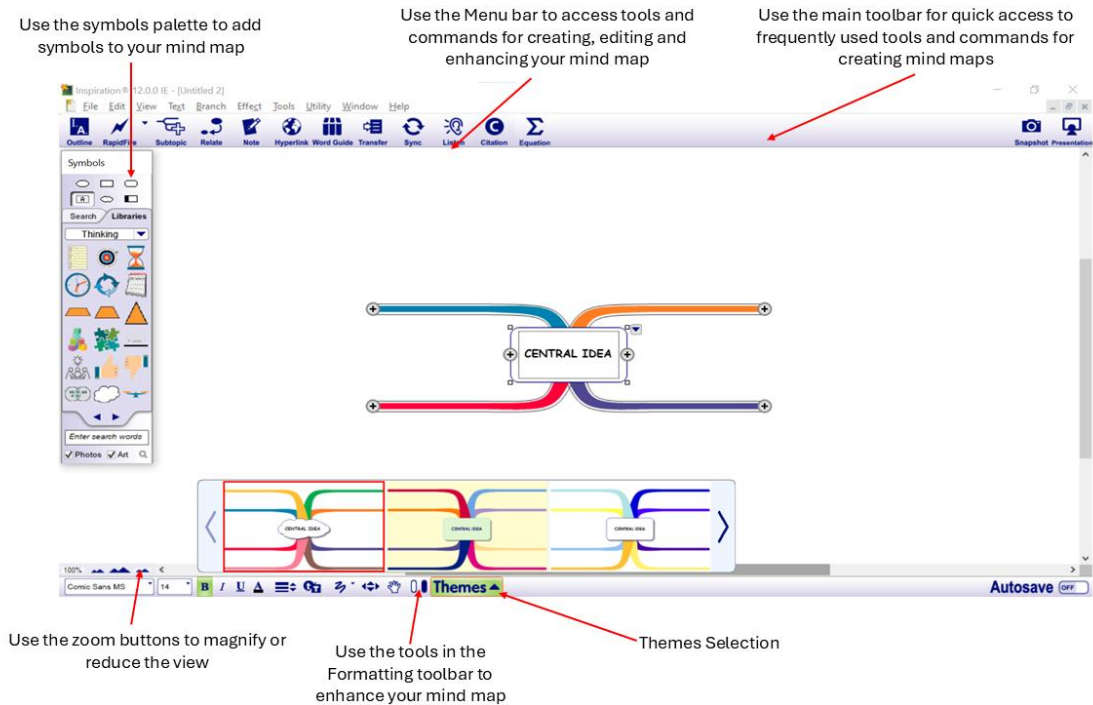
Here's what Diagram View looks like:



Map View

Use Map View to create mind maps, building branches of associated topics around a central idea.

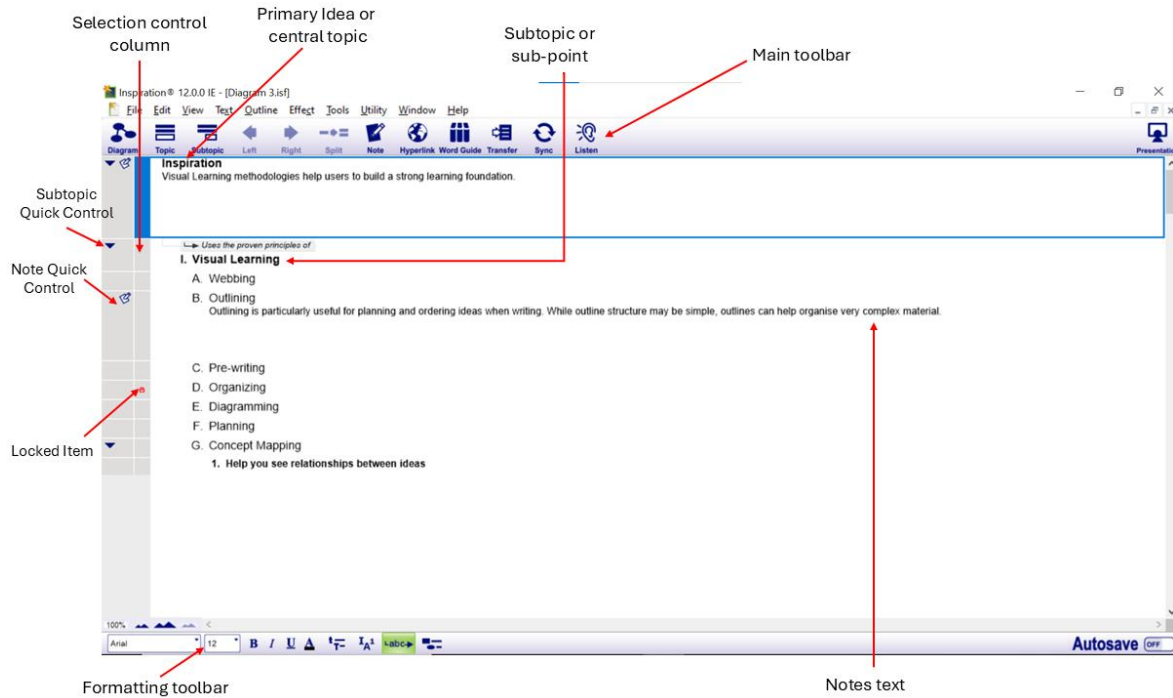
Here's what Map View looks like (with Inspiration 12's new-look slimmer branches):



Outline View

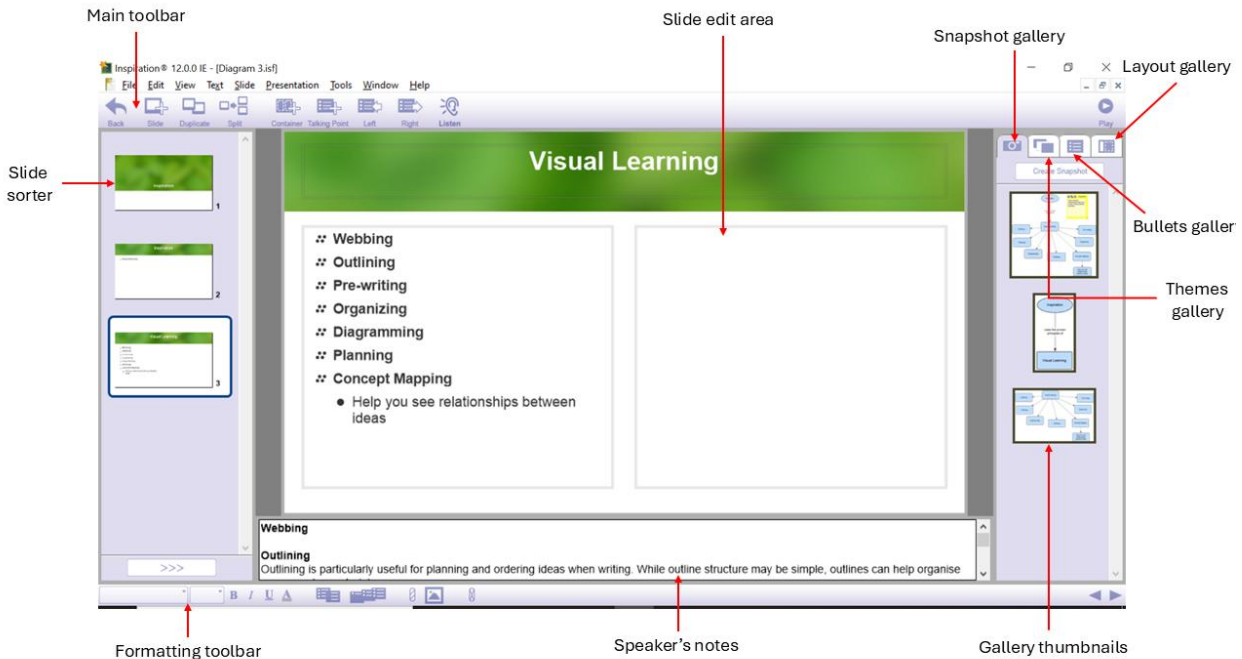
Use Outline View to create outlines of your ideas or to organize and write reports.

Here's what Outline View looks like:



Presentation Manager

Use the Presentation Manager to create presentations from your diagrams, maps and outlines, so you can show your ideas in slide show form (now in 16:9 ratio as part of the Inspiration 12 update). Here's what the Presentation Manager looks like:



Uses of graphic organizers

In Inspiration, you can create many types of graphic organizers. It doesn't matter if you're comparing literary novels, looking at cause and effect, or developing your understanding of a complex concept. The kind of diagram or mind map you create depends on the idea you want to develop.

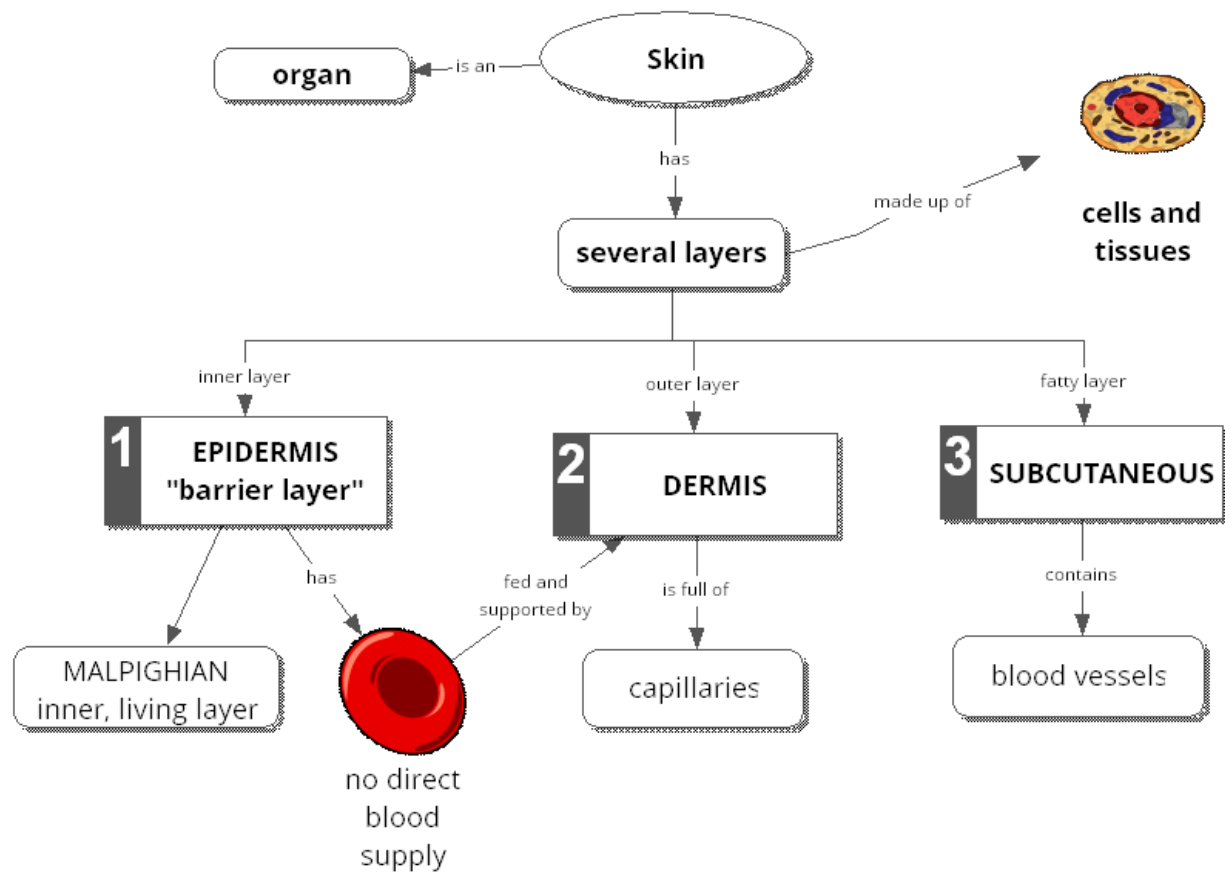
The following are some of the different types of graphic organizers you can build using Inspiration.

In this section
Concept map
Idea map
Web
Mind map
Storyboard

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.

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

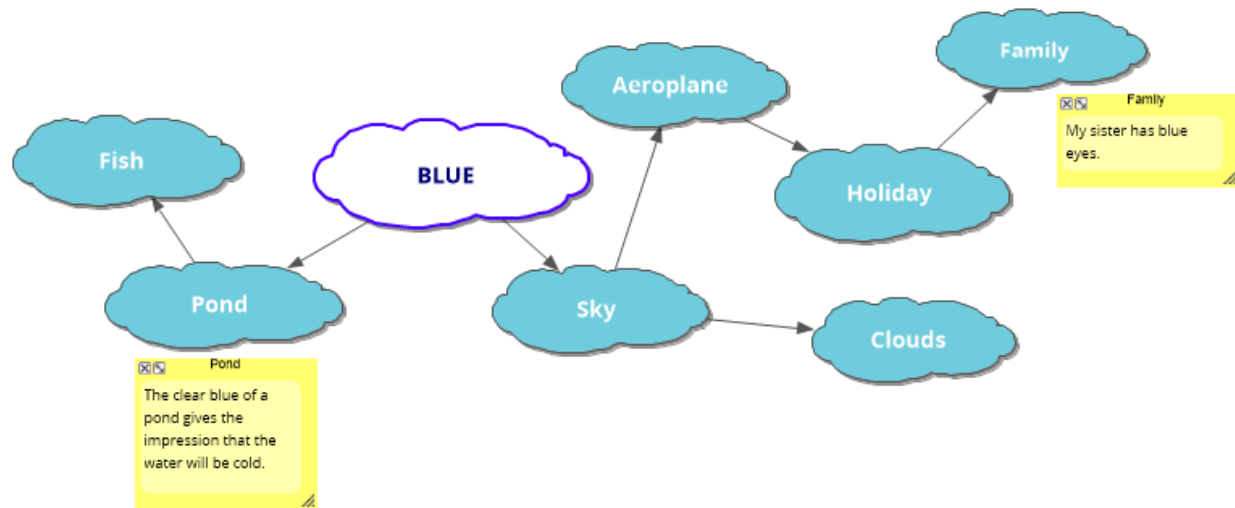


The *Skin* diagram is an example of a concept map.

Idea map

You can use an idea map to brainstorm ideas and develop thoughts. An idea map starts with a 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. Subtopics 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 and report writing.

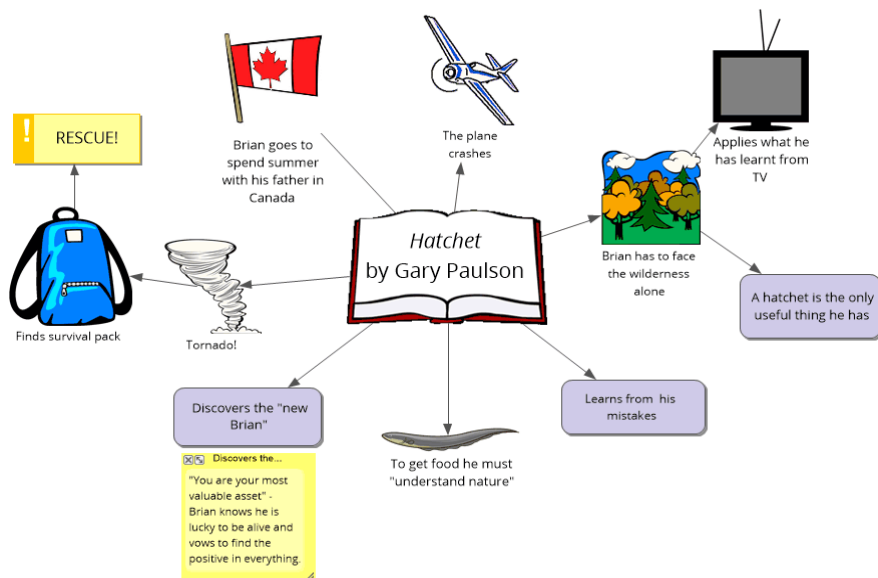


The *Blue* diagram is an example of an idea map.

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 centre, 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.

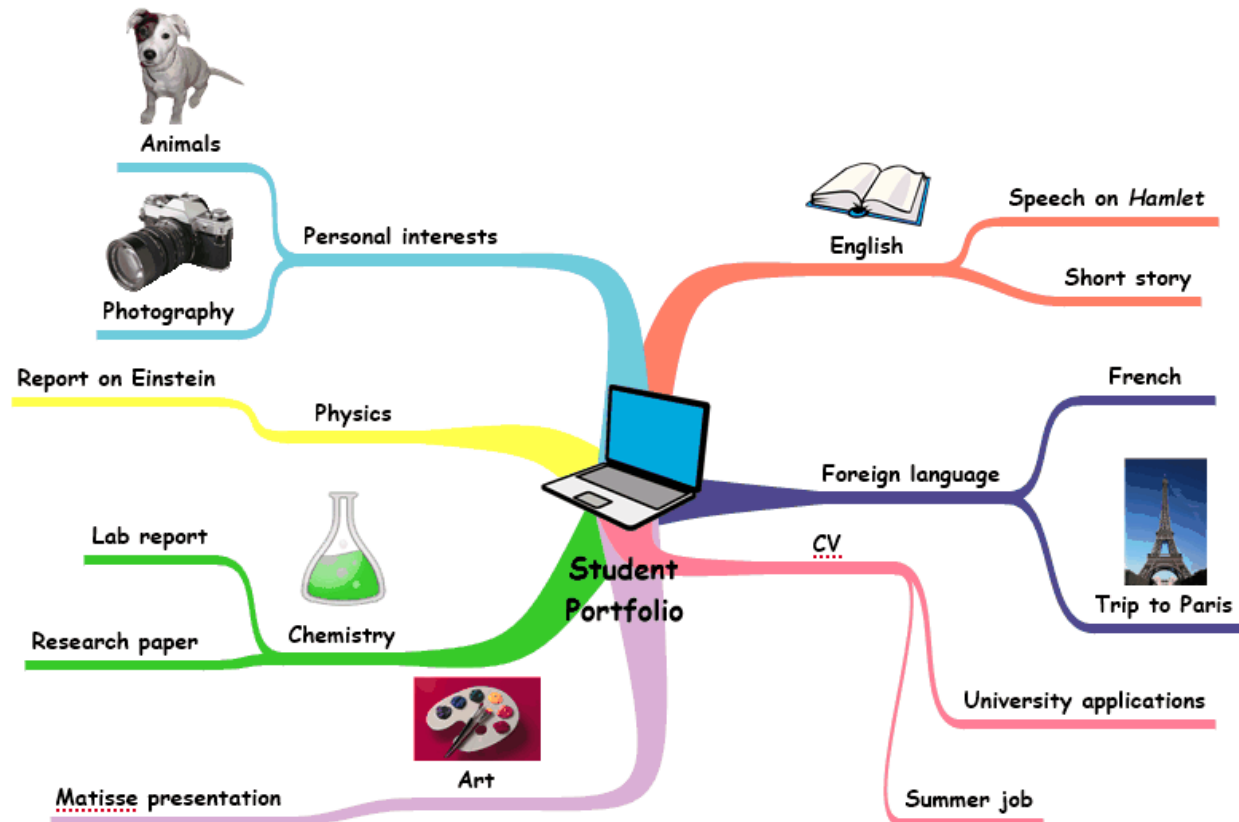


The *Hatchet* diagram is an example of a web.

Mind map

A mind map is a hierarchical diagram with a central idea, or image, at the centre of the map surrounded by branches that extend from the central idea. Inspiration mind maps follow the techniques developed by Tony Buzan and others. Mind map branches contain supporting ideas, or topics with higher level topics closest to the central idea.

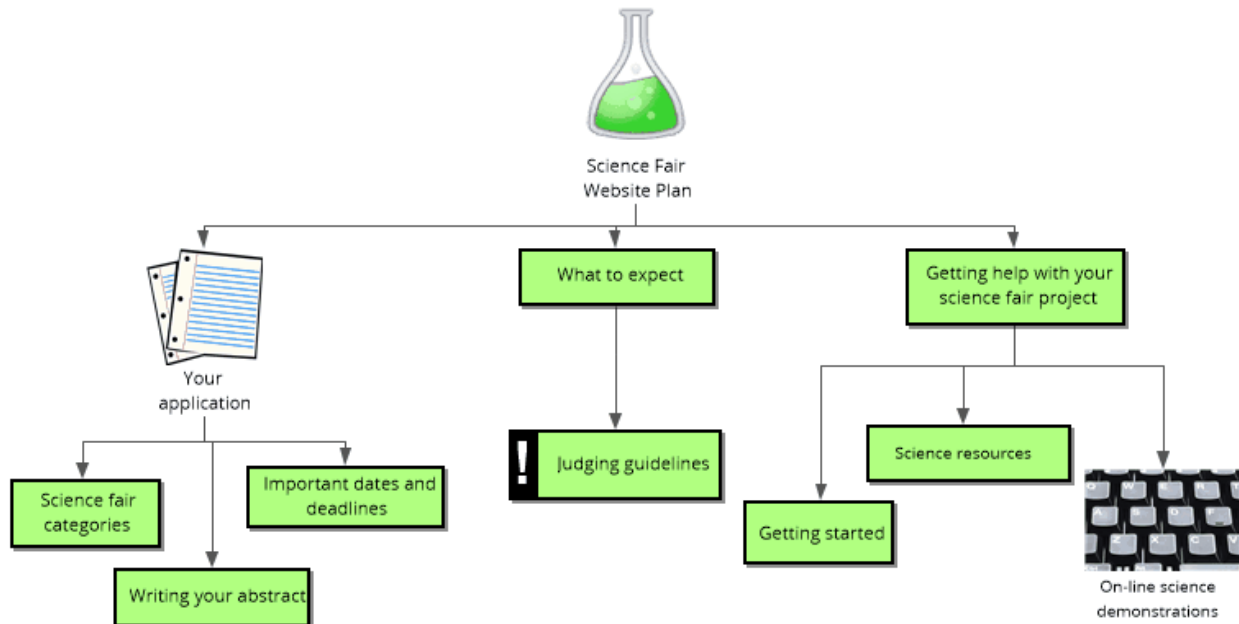
Mind mapping provides a powerful framework to help organize and recall information while allowing for easy editing.



Student Portfolio is an example of a mind map.

Storyboard

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



The *Science Fair Web Site Plan* diagram is an example of a storyboard.

Uses of outlines

When you make an outline, you create a hierarchical structure for your ideas. 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.

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

Outlining

I. Definition

An outline is like a jigsaw puzzle; you are working to fit pieces of information together into a cohesive picture.

A. Summary or synopsis of information

B. An organisational pattern or schematic summary of ideas

II. Hierarchical Form

A. Supporting details are arranged beneath more important ideas

1. See relationships among ideas

2. Ideas are more supportive in nature as outline branches out

B. Display organisation of ideas

1. Show areas where you need additional details to support main topics

2. Point out areas which have too much emphasis and need to be trimmed to avoid imbalance

3. Make clear what information is not relevant to your topic

III. Uses

A. Map out chronology

B. Show cause and effect relationships

C. Clarify processes

D. Expound logic

Creating a diagram

When you create a diagram using Inspiration, you use symbols to represent your ideas. As you get your ideas down in visual form, it becomes easier to see how you want the ideas to relate to each other. Use links—lines that connect symbols—to show flow and the relationships between ideas and concepts.

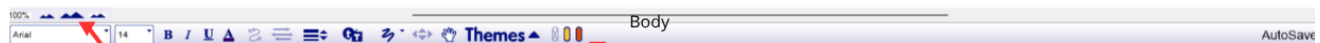
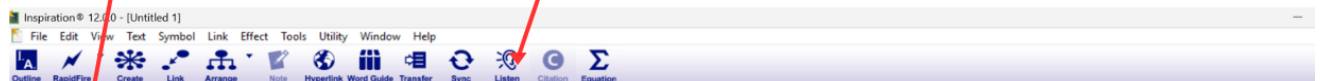
In This Chapter
Tools for creating diagrams
Adding symbols to a diagram
Adding symbols to a diagram using the Symbols palette
Selecting symbols in a diagram
Moving symbols in a diagram
Connecting ideas in a diagram using links
Adding notes to a diagram
Creating a diagram from a map
Creating an outline from a diagram

Tools for creating diagrams

Inspiration gives you many different tools to make it easy for you to capture and organize your ideas in diagrams. In Diagram View, you have two toolbars: the [Main toolbar](#) and the [Formatting toolbar](#). The [Symbols palette](#) displays the libraries where you select symbols to put in your diagram. There are over 1,150 symbols that come built-in with Inspiration, as well as a searchable online collection.

Use the symbols palette to add symbols to your diagram

Use the main toolbar for quick access to frequently used tools and commands for creating diagrams



Use the zoom buttons to magnify or reduce the view

Use themes to colour code your diagram

Use the tool on the Formatting toolbar to enhance your diagram

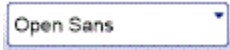
The Main toolbar in Diagram View

The Main toolbar appears at the top of the screen. It offers quick access to frequently used tools and commands for creating diagrams.

Click this...	...to do this
 Outline	Go to Outline View.
 RapidFire	Enter linked ideas quickly. Click ▼ to select RapidFire options.
 Create	Add a new, linked symbol in a horizontal, vertical or diagonal direction.
 Link	Create a link between two symbols.
 Arrange	Arrange a diagram into selected layouts. Click ▼ to select Arrange options.
 Note	Add or edit a note attached to a symbol.
 Hyperlink	Create a hyperlink to another item such as a web site or file.
 Word Guide	Look up definitions, synonyms and antonyms, and learn the pronunciations of words.
 Transfer	Transfer your work to a word processor or copy to clipboard.
 Sync	Synchronize topics and subtopics in the Outline View, based on the arrangement of symbols in the Diagram View.
 Listen	Listen to the computer read the content in a document. (This optional feature can be enabled in Preferences:Audio.)
 Citation	Add a list of references and associated hyperlinks.
 Snapshot	Create a snapshot of the currently selected objects for the Presentation Manager.
 Equation	Open Equation Editor
 Presentation	Open the Presentation Manager.

The Formatting toolbar in Diagram View

The Formatting toolbar has tools for formatting text, symbols and links; draw tools for creating symbols or enhancing a diagram with graphics or text you do not want to appear in Outline View; and tools that enable you to position the diagram on the page and position symbols precisely.

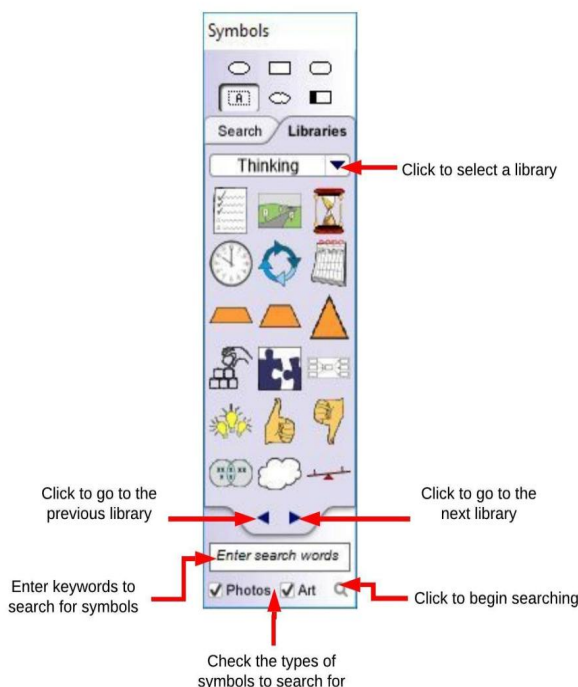
Use this...	...to do this
 Font	Change the font.
 Font Size	Change the text size.
 Bold	Apply bold formatting to text.
 Italic	Italicize text.
 Underline	Underline text.
 Text Colour	Change the colour of text.
 Link Style	Change the style of a link.
 Arrow Direction	Change the direction of the arrows on a link.
 Line Thickness	Change the line thickness of a symbol or link.
 Defaults	Set defaults to those of the current selection, or apply defaults to the current selection.
 Draw	Turn on the selected Draw tool. Click  to select a different tool.
 Nudge	Move a symbol or draw object up, down, left or right one pixel at a time.
 Position	Position the diagram on the page.
 Fill Colour and Line Colour	Change the fill colour  or line colour  of a selected symbol, draw object, link or note. Click  to revert to the selection's original colours.

The Symbols palette

Inspiration comes with symbol libraries containing more than 1,150 images. The symbols are organized into categories and libraries. You can display each library one at a time, so you can see the symbols in each one.

You can choose from the library symbols, and you can add your own symbols to the libraries. If you can't find the symbol you are looking for, you can search the Inspiration libraries on your computer and the online symbol collection using keywords in the box near the bottom of the Symbols palette.

- To browse the libraries on the Symbols palette, click the **Next Library** button  or the **Previous Library** button .
- To go to a specific library, click the **Libraries** tab. Click the **Select Library** button , select a category, then select a library.
- To find a specific symbol, type a word or words describing the symbol you are looking for in the box at the bottom of the palette, then click the **Find** button . For See [Searching for symbols](#).



Adding symbols to a diagram

You choose the way you build your diagram. You might want to add all your topics first, then expand each of them. Or you might want to add the main topic and expand it with related topics before continuing to another main idea.

In this section

[Entering your main idea in a diagram](#)

[Using the RapidFire tool to quickly add ideas to a diagram](#)

[Using the Create tool to add a linked symbol in any direction](#)

[Using point and type to add an unconnected idea to a diagram](#)

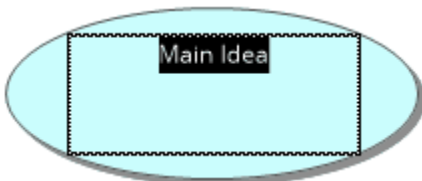
[Inserting a symbol between linked symbols](#)

[Using Command \(Control\) to add a linked symbol](#)

[Using Command \(Control\) to add an unconnected idea to a diagram](#)

Entering your main idea in a diagram

When you click Diagram on the Inspiration starter screen, a new untitled diagram with a Main Idea symbol appears.



- The text "Main Idea" is selected. Start typing to enter your idea into the Main Idea symbol.

Now you're ready to add topics that expand or explain your main idea.

Using the RapidFire tool to quickly add ideas to a diagram

In Diagram View, you can use the RapidFire tool to add a series of ideas that are connected to a symbol (RapidFire With Links option) or to add a series of unconnected ideas (RapidFire Without Links option). The advantage of using the RapidFire tool is that you can concentrate on adding the ideas rather than creating symbols one at a time.

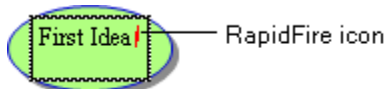
After you select a RapidFire option, you can click the RapidFire button to enter ideas using the selected option.

To add linked symbols using the RapidFire tool:

1. Select the symbol to which you want to add the linked symbols or click the background of the diagram.
2. Click the **RapidFire Options** button ▼ on the **RapidFire** button, then choose **With Links** (this is the default).



The RapidFire icon appears in the symbol to show you the tool is turned on.



3. Enter an idea, then press **Enter** after each idea.

Your ideas appear as symbols on the diagram. The ideas progress around the symbol where you started in a clockwise direction.

4. To turn off the RapidFire tool, click the **RapidFire** button again, or click the background of the diagram.

To add unconnected symbols using the RapidFire tool:

1. Click the **RapidFire Options** button ▼ on the **RapidFire** button, then choose **Without Links**.



2. Enter an idea, then press **Enter** after each idea.

Your ideas appear as unconnected symbols on the diagram.

3. To turn off the RapidFire tool, click the **RapidFire** button again, or click the background of the diagram.

Using the Create tool to add a linked symbol in any direction

You can use the Create tool to add a linked symbol in any direction. The symbol appears in the direction you choose.

To use the Create tool to add a linked symbol in any direction:

1. Select the symbol to which you want to connect the new symbol.
2. On the **Main** toolbar, click the point on the **Create** button that aims in the direction where you want to add the new symbol.



Each point on the button works like a separate tool. Position the mouse pointer over the one you want to use, then click. The new symbol appears on your diagram connected to the selected symbol in the direction you chose. The new symbol is selected and ready for you to enter an idea.

3. Enter your idea in the symbol.

You can now add another symbol to the one you just created or select another symbol in the diagram and repeat the process described above.

Using point and type to add an unconnected idea to a diagram

To use point and type to add an unconnected idea to a diagram:

- Click an open space in the diagram where you want to add the idea, then type.

The unconnected symbol appears where you entered your idea.

Notes:

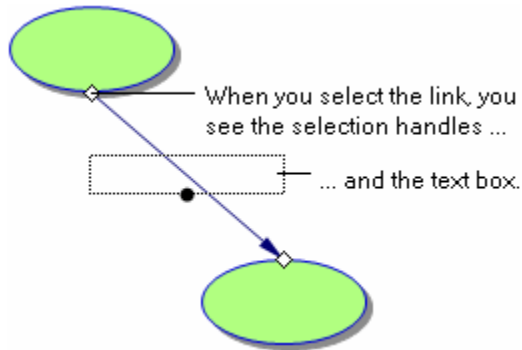
- In Outline View, the unconnected idea appears at the main idea level.
- You can link the unconnected symbol to another symbol at any time. See [Connecting ideas in a diagram using links](#).

Inserting a symbol between linked symbols

While working on your diagram you may decide to add a symbol between two linked symbols you've already created. The Insert Symbol on Link command lets you do this quickly, adding a new linked symbol between the original two.

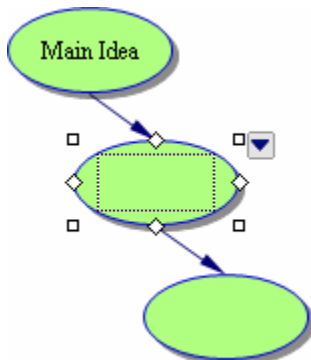
To insert a symbol between linked symbols:

1. Select the link that connects the two symbols.



2. On the **Symbol** menu, choose **Insert Symbol on Link**.

The new symbol appears linked to both of the original symbols.



3. Enter your idea in the new symbol.

For information about moving symbols, see [Moving symbols in a diagram](#).

Using Command (Control) to add a linked symbol

You can use a keyboard command to add linked symbols to a selected symbol. This command lets you control where your symbols are located. For a complete list of keyboard shortcuts, see [Using keyboard shortcuts](#).

To use the Control key to add a linked symbol:

1. Select the symbol to which you want to add a linked symbol.
2. Hold down the **Control** key, then click where you want to place the new symbol.

3. Enter your idea in the new symbol.

-or-

Without entering any text, continue to add symbols by selecting a symbol, holding down **Control**, then clicking where you want the new symbol to appear.

Using Command (Control) to add an unconnected idea to a diagram

You can use the Control key to add an unconnected symbol in any location.

To use the Control key to add an unconnected symbol to a diagram:

1. Make sure no symbol is selected.
2. Hold down the **Control** key, then click where you want to place the symbol.
3. Enter your idea in the symbol.

You can also use point and type to add an unconnected symbol. See [Using point and type to add an unconnected idea to a diagram](#).

Adding symbols to a diagram using the Symbols palette

Inspiration comes with over 1,150 colourful, high-resolution symbols, including several hundred multi-colour, photo-quality and animated symbols. In addition to the libraries that come with Inspiration, you can use the symbols in the online symbol collection. It is easy to find symbols using the Search tab on the Symbols palette.

To add a symbol to a diagram using the Symbols palette:

- Drag the symbol from the **Symbols palette** onto the diagram.

-or-

Click where you want the symbol to appear, then click the symbol on the **Symbols palette**.

Note: You can link an unconnected symbol to another symbol any time. See [Connecting ideas using links](#).

Searching for symbols

When you search for symbols, Inspiration searches the Inspiration libraries on your computer. Custom libraries are not searched.

Note: In Diagram View, you can turn off the symbol searching feature for a specific document using the Template Wizard. See [Working with templates](#).

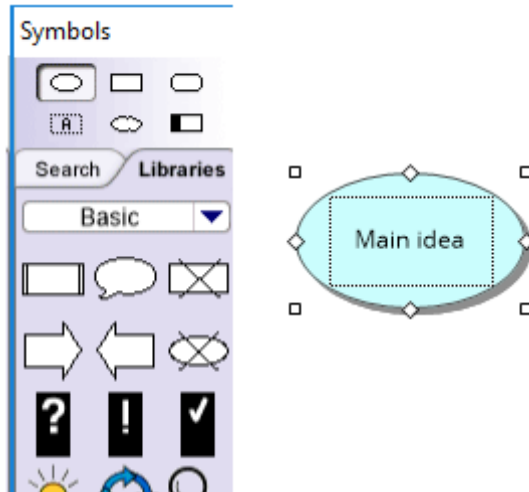
To search for symbols:

1. In the box at the bottom of the Symbols palette, type a word that describes the symbol you are looking for, for example "dog."
 - You can enter one word or a phrase up to 256 characters.
 - Inspiration only returns symbols that contain all of the keywords you searched for. For example, to search for symbols containing a dog and a cat, enter "dog cat." Inspiration automatically searches for all symbols containing a dog and a cat.
 - To limit the search, enter the minus sign and a keyword. For example, to search for symbols containing a dog and a cat but not a mouse, enter "dog cat -mouse."
 - To search for animated symbols only, enter "animated" with your keywords.
2. To refine your search, select from the following options:
 - To search for clip art symbols, tick the **Art** box.
 - To search for photographic symbols, select **Photo**.
3. Click the **Find** button .
4. The search results will be displayed under the Search panel of the Symbols palette.

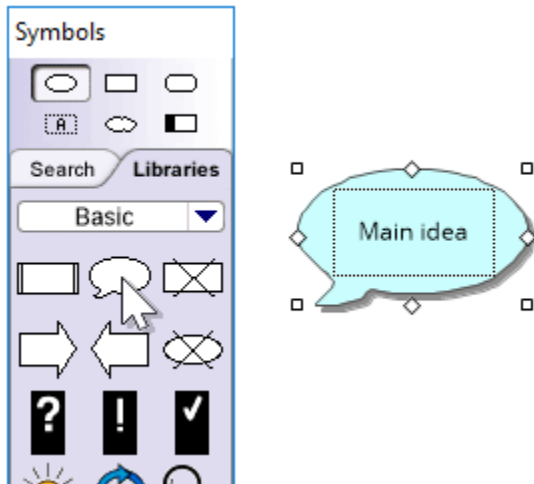
Changing a symbol shape

To change the shape of a symbol on a diagram or mind map:

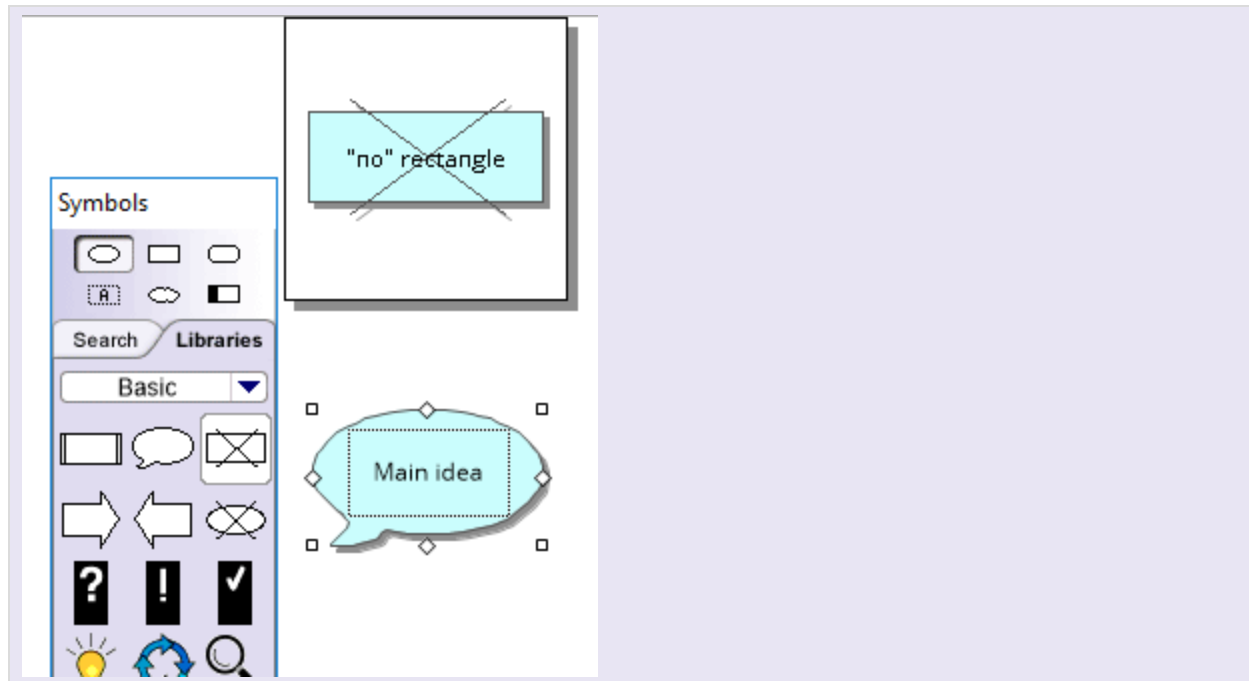
1. Select the symbol.



2. Click the desired symbol on the **Symbols palette**.



Note: Hold the mouse pointer over an icon on the **Symbols palette** to see a full-size example of the symbol.



Selecting symbols in a diagram

To select a symbol:

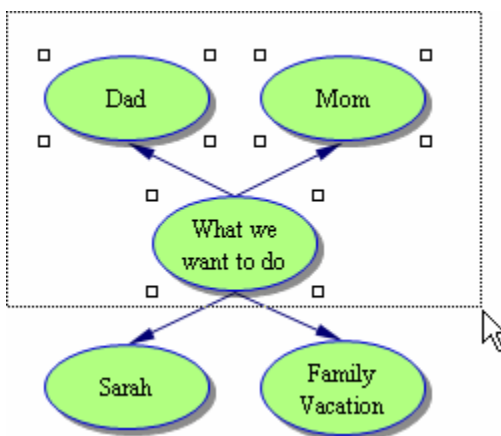
- Click the symbol.

To select multiple symbols:

- Hold down the **Shift** key, then click each symbol.

-or-

If the symbols are next to each other, you can drag across the symbols until the marquee appears around them.



Moving symbols in a diagram

As you're building your diagram, you will often want to move a symbol to another location. One of the simplest ways to move symbols around on your diagram is to drag them. You can select one symbol or multiple symbols.

To move a symbol in a diagram:

- Select the symbol, then drag it to the new location.

You can also move selected symbols one pixel at a time. See [Positioning an object precisely using the Nudge tool](#).

Connecting ideas in a diagram using links

Links show the relationships and connections between ideas. When you use the RapidFire With Links tool or the Create tool, your ideas are automatically linked. You can also create your own links, change the point where a link connects to a symbol, add text to a link, and move the text on a link.

In this section

[Connecting ideas using the Link tool](#)

[Connecting ideas using link creation points](#)

[Changing a link's connection](#)

[Labelling the connections between ideas](#)

[Moving the text on a link](#)

Connecting ideas using the Link tool

As you are working, you can use the Link tool to quickly create links between symbols.

To connect ideas using the Link tool:

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



2. Select the symbol where you want the link to begin.

The mouse pointer looks like this .

3. Select the symbol where you want the link to end.

The link appears and the arrowhead points to the second symbol you selected.

4. To continue creating links between symbols, repeat steps 2-3.
5. To turn off the Link tool, click the **Link** button again, or click the background of the diagram.

See also:

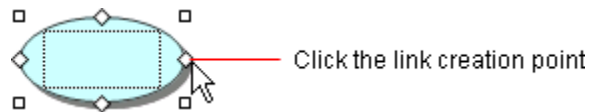
- [Changing a link's connection](#)
- [Labelling the connections between ideas](#)

Connecting ideas using link creation points

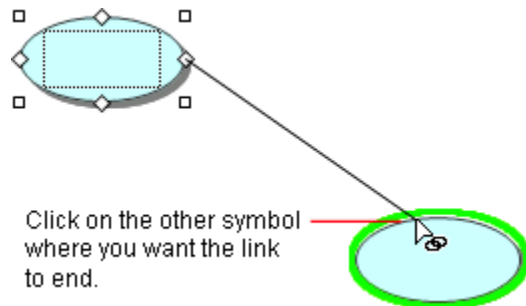
A symbol has four diamond-shaped link creation points. You can create a link quickly by clicking a link creation point on the symbol where you want the link to begin, then clicking a connection point on the symbol where you want the link to end.

To connect ideas using a link creation point:

1. Select the symbol where you want the link to begin.
2. Click a link creation point.



3. On the other symbol, click where you want the link to end.



Connection points

By default, Inspiration uses straight connection links, which can connect anywhere on a symbol. If you change the default to a different link style, you will see connection points on the symbol you are connecting to. You can click any of these points to make the link between symbols.

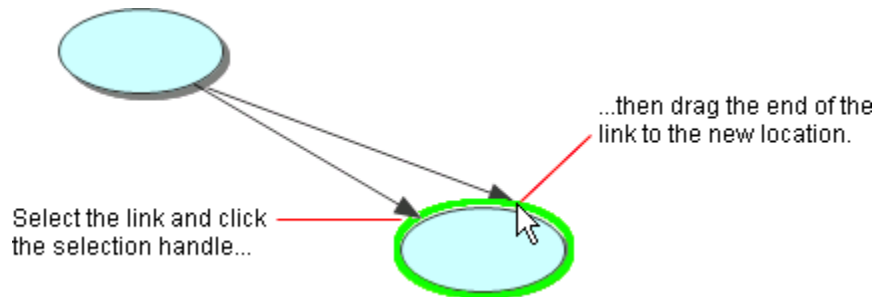
Tip: A symbol can have 8 or 32 connection points. To show 32 connection points, choose **32 Link Connection Points** on the **Link** menu. Or, hold down the **Control** key as you create the link.

Changing a link's connection

You can use the selection handle at either end of a link to change where a link connects to a symbol.

To change a link's connection:

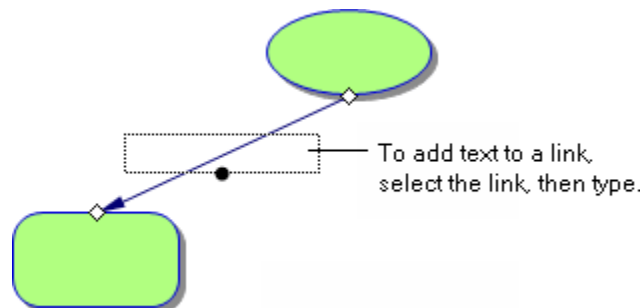
1. Select the link.
2. Click the selection handle at the end of the link, then drag it to the new connection location.



Tip: A symbol can have 8 or 32 connection points for non-straight links. To show 32 connection points, choose **32 Link Connection Points** on the **Link** menu. Or, press the **Control** key at the same time you change the link's connection.

Labelling the connections between ideas

Each link has a text box that appears when the link is selected. You can enter text to describe the link connection.



To label the connection between ideas:

- Select the link, then type

To label the connection using a Linking Phrase:

1. Select the link.
2. Choose **Link>Linking Phrases**, then choose a phrase from the sub-menu.

To edit the text on a link, select the link, then click in the text area.

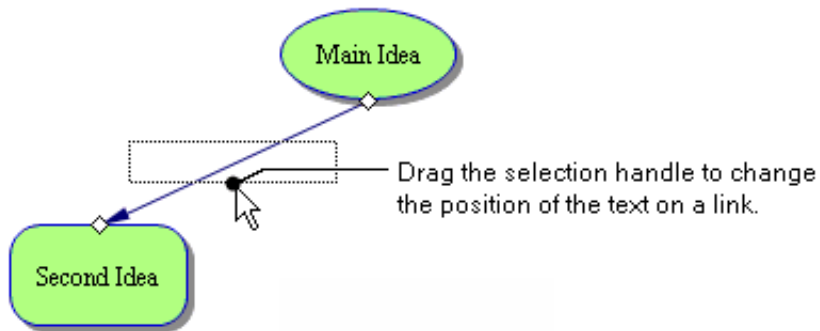
Moving the text on a link

After you add text to a link, you can move the text to a specific location along the link.

To move the text on a link:

1. Select the link

The text box is displayed, and a selection handle appears beneath the text.



2. Drag the selection handle to move the text along the link.

Adding notes to a diagram

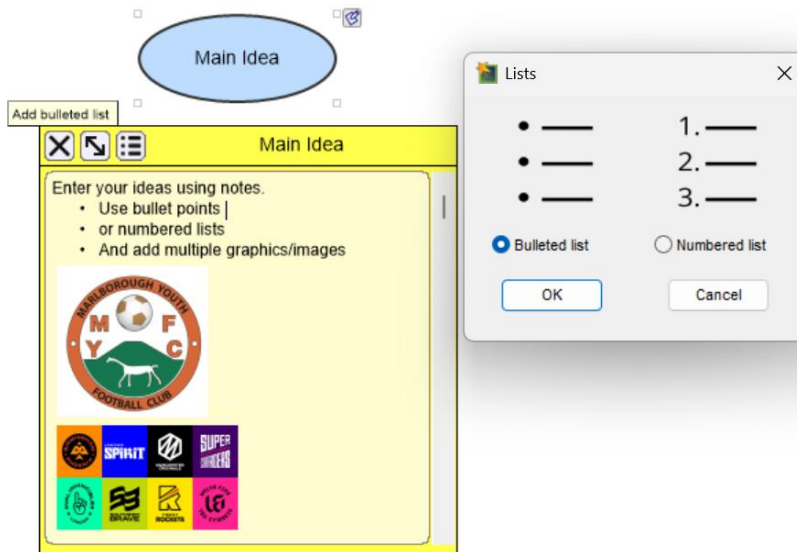
For each symbol in a diagram, a note is available. Notes allow you to expand your ideas and actually begin the writing process while continuing to work in the visual format. Notes are flexible. You can choose to keep a note attached and move it with its symbol, or detach it from its symbol and place it anywhere on the diagram.

To add a note to a symbol:

1. Select the symbol.
2. On the **Main** toolbar, click the **Note** button.



3. Enter your text into the note.
4. Click  at the top of the note to change the size of your note - to make it easier to input information.
5. Click  to choose from bullet points or numbered lists.
6. Right click in the note itself to add multiple image/graphics.



7. Click  to close the note.

Tip: See [Importing a graphic into a note in a diagram](#).

See also:

- [Showing or hiding notes in a diagram](#)
- [Detaching or attaching a note in a diagram](#)

Adding citations to a symbol

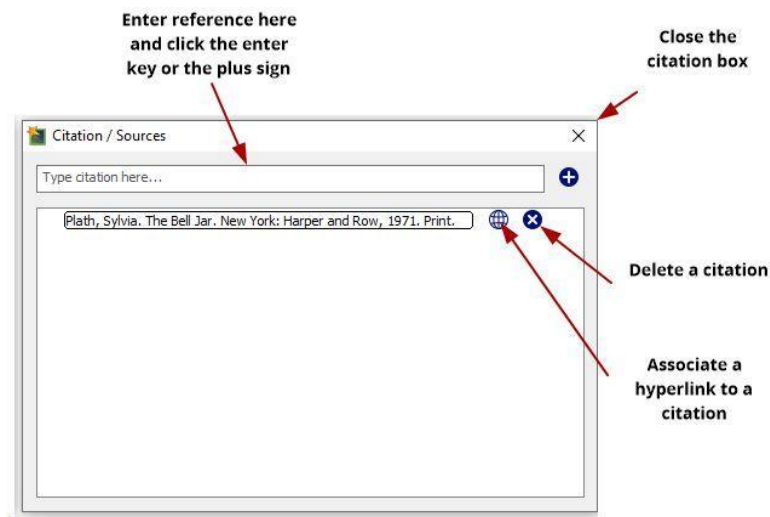
For each symbol in a diagram, you can add a list of citations and associated hyperlinks.

To add a citation to a symbol:

1. Select the symbol.
2. On the **Main** toolbar, click the **Citation** button.



3. Type or paste a citation and click the plus sign or the enter key.



4. Click the hyperlink button next to a citation to hyperlink the text. This will open a wizard where you can set the hyperlink options. Once complete, click OK. The citation will now be an active hyperlink.
5. Click the X next to a citation to delete it.
6. Click  to close the citation box.

Tip: Inspiration will then create an alphabetized Bibliography in the Outline View from all of the citations in your diagram.

See also:

- [Working with hyperlinks](#)

Creating a diagram from a map

You can create a new diagram based on the content of a mind map.

To create a diagram from a mind map:

1. Save your mind map.
2. From the **File** menu, choose **Make Diagram Document**.

Inspiration creates a new diagram from the content of your mind map, and saves it with the same name and location as your mind map, with "01" added to the name.

Creating an outline from a diagram

After you have your ideas in a visual format, you can easily create an outline from your diagram by switching to Outline View. Here, you can continue to develop your information in a written form. Changes you make in Outline View are automatically made in Diagram View and vice versa.

To create an outline from a diagram:

- On the **Main** toolbar, click the **Outline** button.



-or-

On the **View** menu, choose **Outline**.

Working with the diagram

After you have some of your ideas down, and you begin to make connections and add links, you can organize and rearrange your diagram.

In This Chapter

[Viewing a diagram as you work](#)

[Selecting all or parts of a diagram](#)

[Copying, cutting and pasting objects in a diagram](#)

[Undoing changes](#)

Viewing a diagram as you work

Inspiration gives you many different ways to view your diagram.

In this section

[Magnifying or reducing the view of a diagram](#)

[Selecting objects in a diagram](#)

[Positioning a diagram in the window](#)

[Hiding parts of a diagram](#)

[Scrolling to a selected object in a diagram](#)

[Showing or hiding Quick Controls in a diagram](#)

[Showing or hiding subtopics in a diagram](#)

[Showing or hiding notes in a diagram](#)

Magnifying or reducing the view of a diagram

When you want to reduce the size of the document in the window, zoom out. When you want to magnify the document, zoom in. You can zoom in or out to a specific percentage. You can also fit the entire diagram into the window. Use the buttons in the lower left of the window to zoom in or out.

Note: Zooming in and out does not change the actual size of the document, only the magnification at which you see it. To scale symbols, see [Re-sizing a symbol](#).

To do this...	...click this...	...or use this menu
Zoom In	 Zoom In	On the View menu, choose Zoom In .
Zoom Out	 Zoom Out	On the View menu, choose Zoom Out .
Zoom to a specific percentage	 Change Zoom Level	Choose View>Zoom , then choose a percentage from the sub-menu.
Fit the entire document into the window	 Fit to Window	Choose View>Zoom , then choose Fit to Window from the sub-menu.

Selecting objects in a diagram

You can select symbols, links, notes, draw objects and imported graphics and video symbols.

To select one object:

- Click it.

To select multiple objects:

- Hold down the **Shift** key, then click each object.

-or-

If the objects are next to each other, you can drag across the symbols so that a selection marquee appears around them.

Positioning a diagram in the window

Sometimes you want to position the diagram in the window so you can see parts of it more easily. The Position tool makes it easy to move the diagram around within the window.

To position a diagram in the window:

1. On the **Formatting** toolbar, click the **Position** button .
2. Drag the diagram in the direction you want.
3. Click the **Position** button  to turn it off.

Tip: You can also hold down the **Control** and **Alt** keys and drag to move the diagram in the window.

Hiding parts of a diagram

You may want to single out an idea or concept so you can develop it more completely. To do that, it may be helpful to show only that portion of your diagram.

To hide all but a selected part of the diagram:

1. Select the symbol you want to show.
2. On the **View** menu, choose **Focus In**.

The symbol and its subtopics show on the screen. The rest of the diagram is hidden.

3. To view the complete diagram again, on the **View** menu, choose **Focus Out**.

The whole diagram reappears.

Scrolling to a selected object in a diagram

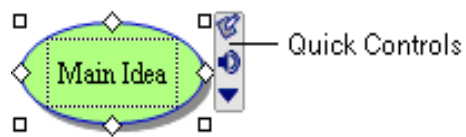
If you have scrolled away from a selected object in a diagram, you can easily return to it and centre it in the window.

To scroll to a selected object in a diagram:

- On the **Edit** menu, choose **Scroll to Selection**.

Showing or hiding Quick Controls in a diagram

Depending on your project, you may want to display the Quick Controls for notes, citations, audio and subtopics in different ways.



To show or hide Quick Controls in a diagram:

1. On the **View** menu, choose **Quick Controls**.
2. Do one of the following:

To show Quick Controls for selected symbols only, select **Show on Selection**.

-or-

To show Quick Controls for all symbols at all times, select **Always Show**.

-or-

To hide Quick Controls, select **Never Show**.

Showing or hiding subtopics in a diagram

After you add subtopics to symbols in your diagram, you can show or hide subtopics for individual symbols and you can show or hide all subtopics in the diagram.

To show subtopics for a symbol:

1. Select the symbol.
2. Click the **Subtopic Quick Control** .

-or-

Choose **View>Subtopics**, then choose **Show** from the sub-menu.

To hide subtopics for a symbol:

1. Select the symbol.
2. Click the **Subtopic Quick Control** .

-or-

Choose **View>Subtopics**, then choose **Hide** from the sub-menu.

To show all subtopics in a diagram:

- Choose **View>Subtopics**, then choose **Show All** from the sub-menu.

To hide all subtopics in a diagram:

- Choose **View>Subtopics**, then choose **Hide All** from the sub-menu.

Showing or hiding notes in a diagram

After you add a note to a symbol, you can open the note and edit the text. You can show or hide individual notes and you can show or hide all notes in a diagram.

To show a note for a symbol:

1. Select the symbol.
2. Click the **Note Quick Control** .

-or-

Choose **View>Notes**, then choose **Show** from the sub-menu.

To hide a note for a symbol:

- Click  on the note.

-or-

Select the symbol or note. Choose **View>Notes**, then choose **Hide** from the sub-menu.

To show all notes in a diagram:

- Choose **View>Notes**, then choose **Show All** from the sub-menu.

To hide all notes in a diagram:

- Choose **View>Notes**, then choose **Hide All** from the sub-menu.

Selecting all or parts of a diagram

Inspiration has some special commands that you can use to quickly select all or parts of a diagram as you organize information.

In this section
Selecting all objects
Selecting all symbols in a diagram
Selecting all symbols at a specific level in a diagram
Selecting all links in a diagram
Selecting a symbol's subtopics
Selecting all notes in a diagram
Selecting all draw objects in a diagram

Selecting all objects in a diagram

- On the **Edit** menu, choose **Select All**.

Selecting all symbols in a diagram

- Choose **Edit>Select**, then choose **Symbols** from the sub-menu.

Selecting all symbols at a specific level in a diagram

You can work on all the symbols at a particular level at the same time. For example, you might want to change the fill colour of all the symbols at a specific level.

To select all symbols at a specific level in a diagram:

1. Select a symbol at the level.
2. On the **Edit** menu, select **This Level**.

Selecting all links in a diagram

- Choose **Edit>Select**, then choose **Links** from the sub-menu.

Selecting a symbol's subtopics

You can work on a symbol and all of its subtopics at the same time. For example, you might want to change the shape of all the symbols in a specific branch of the diagram.

1. Select the symbol.
2. On the **Edit** menu, choose **Select**, then choose **Subtopics**.

Selecting all notes in a diagram

- Choose **Edit>Select**, then choose **Notes** from the sub-menu.

Selecting all draw objects in a diagram

Draw objects are graphics or text created using the Draw tools.

To select all draw objects in a diagram:

- Choose **Edit>Select**, then choose **Draw Objects** from the sub-menu.

Copying, cutting, and pasting objects in a diagram

Copying, cutting, and pasting work the same way in Inspiration as they do in other programs. You might want to copy a section of a diagram, for example, to paste it into another program.

Note: To import graphics from other programs, see [Importing graphics for symbols in Diagram View](#). To export diagrams you create in Inspiration to other programs, see [Exporting Inspiration documents](#).

In this section
Copying and pasting symbols in a diagram
Cutting and pasting symbols in a diagram
Deleting objects in a diagram

Copying and pasting symbols in a diagram

1. Select the symbol.
2. On the **Edit** menu, choose **Copy**.
3. Click the background of the diagram where you want the copy of the symbol to appear.
4. On the **Edit** menu, choose **Paste**.

Tip: If you're not sure where you want the copy to appear, paste it in any empty space on the diagram. You can always move it later.

Cutting and pasting symbols in a diagram

When you cut and paste symbols, any links in the area you cut and paste are retained. Any links to symbols outside the area are deleted.

To cut and paste symbols:

1. Select the symbol.
2. On the **Edit** menu, choose **Cut**.
3. Click the background of the diagram where you want the symbol to appear.
4. On the **Edit** menu, choose **Paste**.

Deleting objects in a diagram

As you're working, you may want to delete some objects in the diagram. You can delete symbols, notes, draw objects and links. When you delete an object, you also delete any text in the object.

When you delete a symbol, you automatically delete the symbol note and the links that connect the symbol to other symbols.

When you delete a link, you remove the relationship between a symbol and its subtopics. The symbols become unconnected ideas.

A special command allows you to delete a symbol without deleting its links.

To delete an object:

1. Select it.
2. Press the **Delete** or **Backspace** key.

-or-

On the **Edit** menu, choose **Clear**.

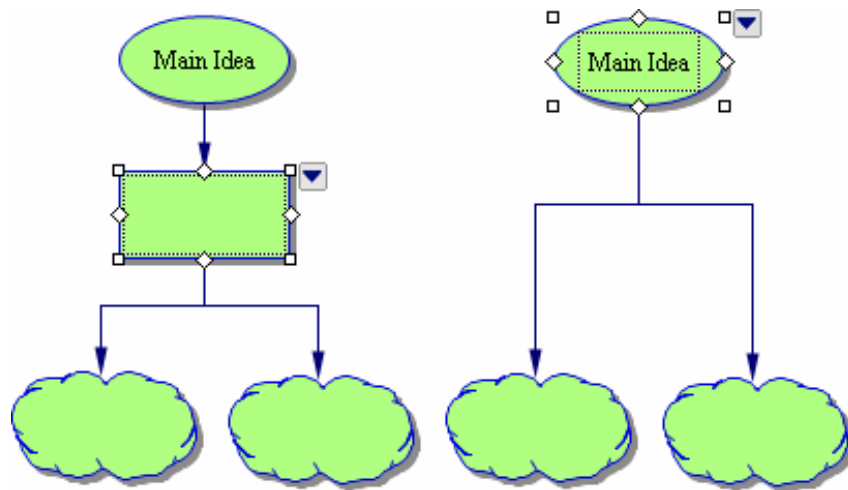
Deleting a symbol without deleting its links

If you've created a symbol that is linked between two or more other symbols, you can delete that symbol and the links will reattach to the other symbols.

To delete a symbol without deleting its links:

1. Select the symbol.
2. On the **Symbol** menu, choose **Delete Symbol (Keep Links)**.

The symbol disappears and any broken links reconnect.



Undoing changes

Undo cancels the last change you made. You can undo up to the last 50 changes.

To undo changes:

- On the **Edit** menu, choose **Undo**.

-or-

Press **Control-Z**.

To cancel an undo, choose **Redo** on the **Edit** menu.

Enhancing your diagram

After you organize and arrange your diagram, you can enhance your diagram using the many options for formatting text, symbols, links and notes. You can import graphics and videos from other programs to use as symbols. You can even create your own symbols and add graphic elements using the Draw tools.

In This Chapter
Formatting text in a diagram
Working with symbols in a diagram
Working with links in a diagram
Working with notes in a diagram
Working with draw objects in a diagram
Arranging linked symbols in a diagram
Positioning selected objects in a diagram
Grouping symbols and draw objects in a diagram
Sending a symbol or draw object to the back of a stack in a diagram
Bringing a symbol or draw object to the front of a stack in a diagram
Changing the defaults of your current diagram
Changing the background colour
Applying themes to a diagram

Formatting text in a diagram

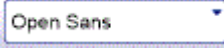
You can change the way the text in your symbols, links and notes looks using the tools on [the Formatting toolbar in Diagram View](#) and the commands on the Text menu. For example, you can select your favourite font, change the text size and make text bold or italic.

For contrast, you might want to make the text that appears in your links look different from the text in your symbols. Or you could give a group of related symbols and links one text style to maintain a certain theme, while giving another group on the diagram a different text style.

You can format selected text or all text in a selected object, such as a symbol, link or note. For example, if you want to change the colour of a single word within a symbol, select the word. If you want to change the colour of all the text in a symbol, select the symbol.

In this section
Changing the font
Changing text size
Applying bold formatting to text
Italicizing text
Underlining text
Changing text colour
Justifying text
Applying superscript formatting
Applying subscript formatting
Changing text to all capital letters
Returning text to the default style

Changing the font

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Font** pop-up menu , then choose a font.

-or-

Choose **Text>Font**, then choose a font from the sub-menu.

Tip: You can change the fonts that appear on the Inspiration **Font** menu. See [Customizing the font menu](#).

Changing text size

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Text Size** pop-up menu , then choose a text size.

-or-

Choose **Text>Size**, then choose a text size from the sub-menu.

3. To use a size that doesn't appear on the text size menu, choose **Other**.
4. Enter a text size, then click **OK**.

Tip: To increase or decrease the size of selected text one point size at a time, Choose **Text>Size**, then choose **Increase** or **Decrease** from the sub-menu.

Applying bold formatting to text

1. Select the text or object.
2. Click the **Bold** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Bold** from the sub-menu.

Italicizing text

1. Select the text or object.
2. Click the **Italic** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Italic** from the sub-menu.

Underlining text

1. Select the text or object.
2. Click the **Underline** button  on the **Formatting** toolbar.

-or- Choose **Text>Style** then choose **Underline** from the sub-menu.

Changing text colour

1. Select the text or object.
2. Click the **Text Colour** button  on the **Formatting** toolbar.

-or-

Choose **Text>Colour**, then choose a colour from the colour palette.

Justifying text

1. Select the text or object.
2. Choose **Text>Justify** then choose **Left**, **Centre** or **Right** from the sub-menu.

Applying superscript formatting

1. Select the text or object.
2. Choose **Text>Style** then choose **Superscript** from the sub-menu.

Applying subscript formatting

1. Select the text or object.
2. Choose **Text>Style** then choose **Subscript** from the sub-menu.

Changing text to all capital letters

1. Select the text or object.
2. Choose **Text>Style** then choose **ALL CAPS** from the sub-menu.

Returning text to the default style

If you select text and make changes to its appearance, you can easily return the text to its original style by using the **Revert To Style** command on the **Text** menu.

To return text to the default style:

1. Select the text or objects that you want to change back to the default style.
2. On the **Text** menu, choose **Revert to Style**.

Working with symbols in a diagram

The Inspiration symbol libraries contain more than 1,150 symbols, including animated symbols and the custom strip symbol which you can customize with text or a simple graphic. You can also create your own symbols using imported graphics and videos. After you add a symbol to a diagram, you can enhance it by changing the colours, adding a fill pattern or shadow, or applying a white background to the text, among other formatting options.

For more information about adding symbols to your diagram using the Symbols palette, see [Adding symbols using the Symbols palette](#).

In this section
Using animated symbols
Using the custom strip symbol in a diagram
Importing graphics for symbols in Diagram View
Importing videos for symbols in Diagram View
Formatting symbols in a diagram

Using animated symbols

Animated symbols can add a new dimension to your diagrams. A number of animated symbols are included in the symbol libraries. You can also create your own animated symbols by importing animated GIF files (see [Importing graphics for symbols](#)). To determine if a symbol is animated, point to a symbol on the Symbols palette to view a preview of the symbol. You can turn off animated symbols if you want the symbols to appear without animation.

Tip: To search for animated symbols, enter "animated" with your keywords.

Turning off animated symbols

When you turn off animated symbols, only the first frame of an animated symbol is displayed.

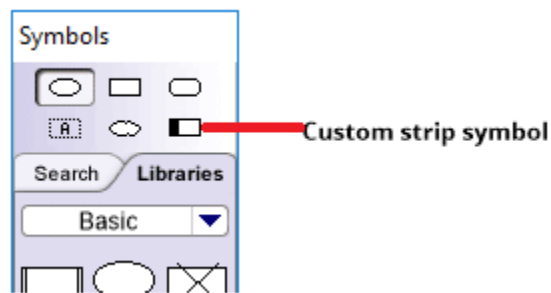
To turn animated symbols on or off:

1. On the **Utilities** menu, choose **Preferences**.
2. Click **Behaviours**.
3. Select or clear the **Animate GIFs** box.

Animated symbols are on when a tick appears in the **Animate GIFs** box.

Using the custom strip symbol in a diagram

You can use the custom strip symbol to create a special symbol with text or a graphic in it.



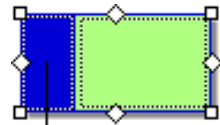
When you place the custom strip symbol in your diagram, the strip area is blank. You can enter text or draw a simple picture in the strip area. You can also copy and paste a graphic created in another program into the strip area. First, place the custom strip symbol in your diagram. Then add the text or graphic. After you create a custom strip symbol, you can add it to a custom library so it is available to use in other diagrams.

To add text to a custom strip symbol:

1. Select the custom strip symbol.
2. Click the strip area in the symbol.

-or-

On the **Symbol** menu, choose **Edit Custom Strip**.



Click the strip area to add text to the custom strip symbol.

3. Select **Text Editor**.
4. Enter the text you want to appear in the strip area.
5. Format the text using the available options.
6. Click **OK**.

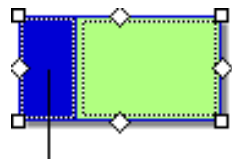
Tip: To display a person's name vertically one character at a time, enter the name one character at a time, pressing **Enter** after each letter.

To add a picture to a custom strip symbol:

1. Select the custom strip symbol.
2. Click the strip area in the symbol.

-or-

On the **Symbol** menu, choose **Edit Custom Strip**.



Click the strip area to add a graphic to the custom strip symbol.

3. Select **Fat Bits Editor**.
4. Click inside the **Fat Bits Editor** box to create a picture.

Here are some techniques you can use:

- Click a location to change a black pixel to white.
- Drag to draw a continuous line.
- To draw a thinner line, hold down the **Control** key as you draw.

- To draw an even thinner line, press the **Control** and **Shift** keys while you draw.
- To erase your drawing and begin again, click the **Clear** button.

5. When finished, click **OK**.

Importing graphics for symbols in Diagram View

You can use graphics created in other programs to represent your ideas. You can also use scanned photographs or any other graphic images. In Windows, you can import GIF, JPEG, PICT, TIFF, PNG, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files.

Inspiration automatically creates a text area below an imported graphic, making the graphic a captioned symbol. You can also position the text area inside the graphic. To add an imported graphic to a custom symbol library, see [Adding symbols to custom libraries](#).

To import a graphic for a symbol:

1. Click where you want to place the graphic.
2. On the **Edit** menu, choose **Insert Graphic**.
3. Select the graphic file, then click **Open**.

Notes:

- You can drag and drop a graphic from a graphics editing program or drag and drop the graphics file. Arrange the program windows so that both the graphic and the Inspiration window are visible. Drag the graphic to the diagram.
- To copy and paste a graphic onto a diagram, in the graphics editing program, copy the graphic. On the diagram, click where you want the graphic to appear. On the **Edit** menu, choose **Paste**.

See also:

- [Changing the location of the caption on an imported graphic](#)

Changing the location of the caption on an imported graphic

When you import a graphic into a diagram, the symbol text area is displayed as a caption beneath the graphic. You can also place the text area inside the graphic.

To change the location of the caption on an imported graphic:

1. Select the graphic.
2. On the **Symbol** menu, choose **Captioned Symbol**.

The text is displayed as a caption when a tick appears next to **Captioned Symbol** on the **Symbol** menu.

Importing videos for symbols in Diagram View

Video symbols are symbols that play digital video files within the diagram. You create video symbols by importing videos created in other programs. You can insert AVI and MPG files and any type of video file that can be viewed using Windows Media Player.

Inspiration automatically chooses a frame from the video to use as the symbol image. Click the **Video** button  to show the video controls. You can pause the video and select that frame as the video symbol image.

To create a video symbol:

1. Click where you want to place the video symbol.
2. Choose **Tools>Insert Video or Sound**, then choose **Video** from the sub-menu.
3. Select the video file, then click **Open**.

Notes:

- You can drag and drop a video from a video editing program or drag and drop the video file. Arrange the program windows so that both the video and the Inspiration window are visible. Drag the video to the diagram.
- To copy and paste a video onto a diagram, in the video editing program, copy the video. In the diagram, click where you want the video symbol to appear. On the **Edit** menu, choose **Paste**.
- When you import a file that Windows does not recognize, Inspiration creates a hyperlink to the file.
- To reduce file size, you can create video symbols using streaming video. Streaming video files are stored on a network server and are not embedded in the Inspiration document. When you play the video symbol, the video is sent in a continuous stream over an Internet connection and displayed on your computer.

Playing a video symbol

- Select the symbol, then click the **Video** button  to show the video controls.

-or-

Choose **Tools>Play**, then choose **Video** from the sub-menu.

Changing a video symbol's image

1. Select the symbol, then click the **Video** button  to show the video controls.
2. Pause the video at the frame you want to use for the symbol image.
3. On the **Tools** menu, choose **Use This Frame for Image**.

Formatting symbols in a diagram

You have many options available to make your symbols more distinctive. After you create a symbol you like, you can use the Defaults tool on the Formatting toolbar to save the look as the new default. All new symbols you add to the diagram will reflect this style. See [Changing the defaults of your current diagram](#).

In this section
Adding a frame to a symbol in a diagram
Adding a shadow to a symbol in a diagram
Changing the line thickness of a symbol in a diagram
Changing the colours of a symbol in a diagram
Applying a white background to symbol text in Diagram View
Adding a fill pattern to a symbol in a diagram
Changing the way symbols grow as you add text
Displaying symbol text as a caption in a diagram
Re-sizing a symbol in a diagram
Returning a symbol to its original size
Making symbols the same size in a diagram

Adding a frame to a symbol in a diagram

You can add a frame around any multi-colour, photo-quality or animated symbol. After you add a frame, you can [change the line thickness of the frame](#), [the line colour of the frame](#) and [the fill colour of the frame](#). You can also [add a fill pattern to the frame](#).

To add a frame to a symbol in a diagram:

1. Select the symbol.
2. On the **Symbol** menu, choose **Frame**.

The symbol has a frame when a tick appears next to **Frame** on the **Symbol** menu.

Adding a shadow to a symbol in a diagram

To add a shadow to a multi-colour, photo-quality or animated symbol, you must first [add a frame to the symbol](#).

To add a shadow to a symbol in a diagram:

1. Select the symbol.
2. On the **Symbol** menu, choose **Shadow**.

The symbol has a shadow when a tick appears next to **Shadow** on the **Symbol** menu.

Changing the line thickness of a symbol in a diagram

When you change the line thickness of a symbol, you change the thickness of the line around the symbol or, if the symbol has a frame, the thickness of the frame.

To change the line thickness of a symbol in a diagram:

1. Select the symbol.
2. Choose **Effect>Line Thickness**, then choose the line thickness from the sub-menu.

-or-

On the **Formatting** toolbar, click the up or down arrow on the **Line Thickness** button  to increase or decrease the line thickness.

Changing the colours of a symbol in a diagram

When you change the line colour of a symbol, you change the colour of the line around the symbol or, if the symbol has a frame, the frame. When you change the fill colour of a symbol, you change the colour inside the symbol or, if the symbol has a frame, the area inside the frame.

You can also change the colours of any multi-colour symbol in the symbol libraries, and imported GIFs. If you add a frame to a multi-colour symbol, you can change the colour of the frame using the **Line Colour** button on the Formatting toolbar.

To change the line colour of a symbol:

1. Select the symbol.
2. Do one of the following:

On the **Formatting** toolbar, click the **Line Colour** button, then select a colour from the colour palette.



Click the **Line Colour** button to change the line colour of the selected symbol.

-or-

Choose **Effect>Line Colour**, then select a colour from the colour palette.

To change the fill colour of a symbol:

1. Select the symbol.
2. Do one of the following:

On the Formatting toolbar, click the **Fill Colour** button, then select a colour from the colour palette.



Click the **Fill Colour** button to change the fill colour of the selected symbol.

-or-

Choose **Effect>Fill Colour**, then select a colour from the colour palette.

To change the colours of a multi-colour symbol:

1. Select the symbol.

On the **Formatting** toolbar, the existing colours on the symbol appear in order of most frequently occurring to least frequently occurring.



When you select a multi-colour symbol, its colours are displayed on the Formatting toolbar. Click a colour to change it.

2. Click the colour you want to change, then select a new colour.

-or-

On the **Effect** menu, choose **Multicolour**, then select the colour you want to change. Click a new colour.

Tip: After you choose new colours, you can click the **Revert** button  on the **Formatting** toolbar, or choose **Effect>Multicolour** then choose **Revert** from the sub-menu to return the symbol to its original colours.

Applying a white background to symbol text in Diagram View

1. Select the symbol.
2. On the **Effect** menu, choose **White Text Background**.

Text background is white when a tick appears next to **White Text Background** on **Effect** menu.

Adding a fill pattern to a symbol in a diagram

When you add a fill pattern to a symbol, the pattern is applied inside the symbol or, if the symbol has a frame, inside the frame.

To add a fill pattern to a symbol in a diagram:

1. Select the symbol.
2. Choose **Effect>Fill Pattern**, then select a pattern.

To prevent the fill pattern from running behind the text, make the text background white. See [Applying a white background to symbol text](#).

Changing the way symbols grow as you add text

If a symbol has captioned text, the settings for Auto Symbol Grow do not affect the symbol size because the text area appears below the symbol image.

To change the way a symbol grows as you add text:

1. Select the symbol.
2. On the **Symbol** menu, choose **Auto Symbol Grow**.
3. Do one of the following:

To increase symbol size vertically as you add text, select **Standard**. (This is the default setting.)

-or-

To maintain symbol height-to-width ratio as you add text, select **Proportional**.

-or-

To maintain symbol size as you add text, select **Off**. When the text does not fit inside the symbol, part of the text is displayed followed by an ellipsis.

-or-

To maintain a specific symbol width and then increase symbol size vertically as you add text, select **Fixed Width**. Re-size the symbol to the specific width before you select this option.

Displaying symbol text as a caption in a diagram

You can display a symbol's text area as a caption below the symbol, rather than inside the symbol. This is especially useful for symbols that are detailed images.

To display symbol text as a caption in a diagram:

1. Select the symbol.
2. On the **Symbol** menu, choose **Captioned Symbol**.

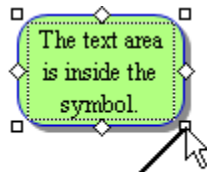
The symbol text area is displayed as a caption when a tick appears next to **Captioned Symbol** on the **Symbol** menu.

Re-sizing a symbol in a diagram

You can change the size of any symbol, including imported graphics and video symbols.

To re-size a symbol in a diagram:

1. Select the symbol.
2. Drag a selection handle to increase or reduce the size.



Drag a selection handle to change the size of a symbol.

Notes:

- When re-sizing a non-captioned symbol (which has its text area on the symbol itself), dragging a selection handle re-sizes the image freely. To re-size a non-captioned symbol proportionally, hold down the **Shift** key as you drag.
- When re-sizing a captioned symbol (which has its text area below the symbol), dragging a selection handle re-sizes the image proportionally. To re-size a captioned symbol freely, hold the **Shift** key as you drag.

Returning a symbol to its original size

If you re-size a symbol or imported graphic, you can easily return it to its original size.

To return a symbol to its original size:

1. Select the symbol.
2. On the **Edit** menu, choose **Original Size Graphic**.

Making symbols the same size in a diagram

If you want to make a symbol the same size as another symbol, but you don't want to change anything else, you can use the Paste Size command.

To make symbols the same size in a diagram:

1. Select the symbol that is the size you want.
2. On the **Edit** menu, choose **Copy**.
3. Select the symbol you want to make the same size.
4. On the **Edit** menu, choose **Paste Size**.

You can also size symbols by level using the Arrange tool. See [Arranging a diagram using the Arrange tool](#).

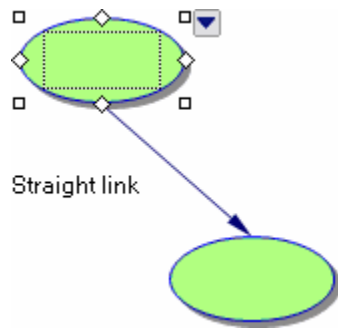
Working with links in a diagram

You can change the shape of a link between symbols to reinforce the relationship between ideas, to give the link specific meaning, or to make the link appear more formal or more casual.

In this section
Making a straight link
Making a right angle link
Making a single curve link
Making a double curve link
Drawing a custom link
Adjusting the shape of a link
Reversing a link
Freezing connection points for a link
Showing 32 connection points for links
Drawing links under symbols
Showing or hiding links
Formatting links in a diagram

Making a straight link

Straight links connect symbols with straight lines.



To make a straight link:

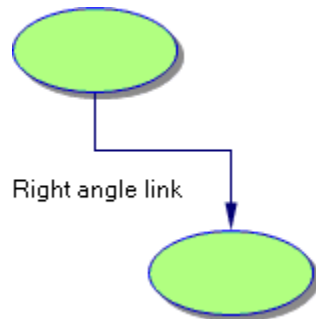
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button , then select **Straight**.

-or-

On the **Link** menu, choose **Straight**.

Making a right angle link

Right angle links attach symbols with 90-degree angles.



To make a right angle link:

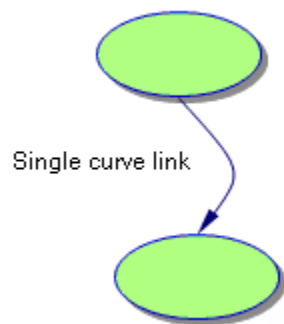
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button , then select **Right Angle**.

-or-

On the **Link** menu, choose **Right Angle**.

Making a single curve link

A single curve link has one bend.



To make a single curve link:

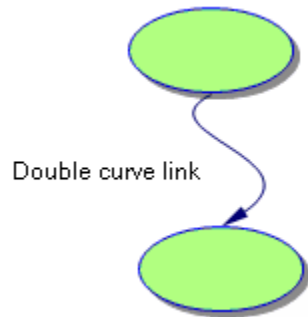
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button , then select **Single Curve**.

-or-

On the **Link** menu, choose **Single Curve**.

Making a double curve link

A double curve link has two bends.



To make a double curve link:

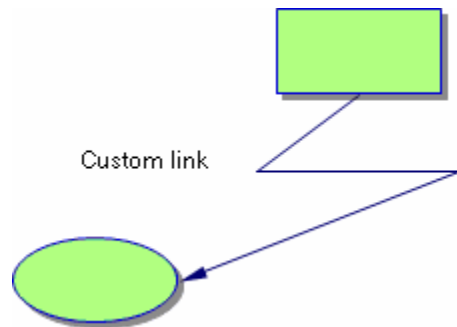
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button , then choose **Double Curve**.

-or-

On the **Link** menu, choose **Double Curve**.

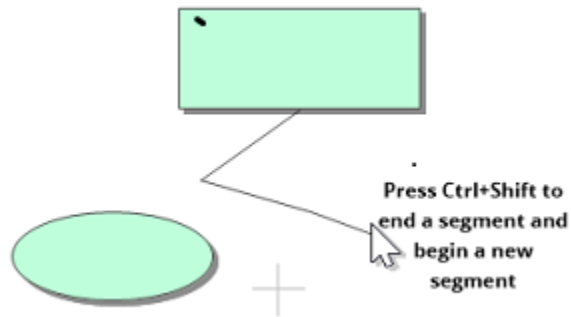
Drawing a custom link

Custom links are made up of segments. They are often used to show that communication occurs between two symbols.

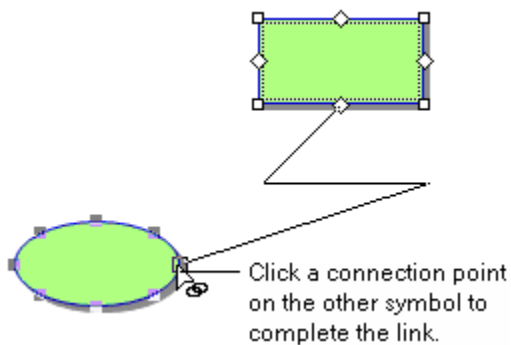


To draw a custom link:

1. Select the symbol where you want the link to begin.
2. Click a link handle, then drag to create the first segment of the link.
3. Press **Control** and **Shift** to end the first segment and begin a new segment.



4. You don't need to hold down the **Control** and **Shift** keys. Just press and release when you want to change direction.
5. To complete the link, click a connection point on the symbol where you want the link to end.



Tip: You can add new segments to a link you've already drawn. Select the link, then hold down **Control** and **Shift** and click the link where you want to make the segment. Drag the segment.

Adjusting the shape of a link

You can change the shape of the angle or curve in a link.

To adjust the shape of a link:

1. Select the link.
2. Drag a resize handle to adjust the shape.

Tip: You may want to move the end of a link so it attaches at a different place. See [Changing a link's connection](#).

Reversing a link

Changing the direction of a link reverses the relationship between the ideas and changes the relationship of topics in Outline View.

To reverse a link:

1. Select the link.
2. On the **Link** menu, choose **Reverse Link**.

The link changes so that the arrow points in the opposite direction.

Freezing connection points for a link

Whenever you move a symbol, Inspiration automatically moves a link with it, adjusting where the link attaches to the symbol, if necessary. If you don't want Inspiration to reposition a link—that is, you want to keep the link attached to a specific connection point—you can freeze it.

To freeze connection points for a link:

1. Select the link.
2. On the **Link** menu, choose **Freeze Link Connections**.

When you drag a symbol, the point at which a link connects does not change.

Although freezing stops Inspiration from repositioning a link when you move a symbol, you can always move the link yourself. Just click the end of the link and drag it to another connection point on the symbol.

Showing 32 connection points for links

To align a right angle, single curve, or double curve link more precisely, you can show 32 connection points on a symbol rather than 8.

To show 32 connection points for links:

- On the **Link** menu, choose **32 Link Connection Points**.

A symbol has 32 connection points when a tick appears next to **32 Link Connection Points** on the **Link** menu.

Drawing links under symbols

When you add new links, they may overlap existing symbols. You can prevent overlapping by drawing links under symbols.

To draw links under symbols:

- On the **Link** menu, choose **Draw Links Under Symbols**.

Links are drawn under symbols when a tick appears next to **Draw Links Under Symbols** on the **Link** menu.

Showing or hiding links

You can show or hide a link between two symbols. When you hide a link, the relationship between ideas remains the same and continues to show in your outline. Text on the link remains visible, even though the link is hidden.

To show or hide a link:

1. Select the link.

If the link is hidden, click where the link would be to select it

2. On the **Link** menu, choose **Hide Link**.

The link is hidden when a tick appears next to **Hide Link** on the **Link** menu.

Formatting links in a diagram

You have several options available to make your links—both the lines and the arrowheads—more distinctive. You might use a patterned link or a dashed line to show a tentative connection between ideas, for example, and a thicker, solid line to show a stronger connection.

After you create a link you like, you can use the Defaults tool on the Formatting toolbar to save the look as the new default. All new links you make will be this style. See [Changing the defaults of your current diagram](#).

In this section
Changing arrow direction on a link
Changing arrowhead style on a link
Changing the thickness of a link
Changing the colour of a link
Applying a pattern to a link
Applying a dashed or solid line to a link

Changing arrow direction on a link

You can change the direction of the arrows on links. To show a two-way relationship between two symbols, for example, you could add arrows to both ends of the link. Other times, you may want no arrows for a link. Changing the arrow direction on a link has no effect on the relationship between the symbols. To change the relationship between symbols, you must reverse the link. See [Reversing a link](#).

To change arrow direction:

1. Select the link.
2. On the **Formatting** toolbar, click the **Arrow Direction** button , then select an arrow direction.

-or-

Choose **Link>Arrow Direction**, then choose an arrow direction from the sub-menu.

Tip: If you don't want arrowheads on the link, choose **Link>Arrow Direction**, then choose **No Arrows** from the sub-menu.

Changing arrowhead style on a link

1. Select the link.
2. Choose **Link>Arrowheads**, then choose an arrowhead style from the sub-menu.

Changing the thickness of a link

1. Select the link.
2. On the **Formatting** toolbar, click the up or down arrows on the **Line Thickness** button  to increase or decrease the line thickness.

-or-

Choose **Effect>Line Thickness**, then choose a line thickness from the sub-menu.

Changing the colour of a link

1. Select the link.
2. On the **Formatting** toolbar, click the **Line Colour** button, then select a colour from the colour palette.



Click the **Line Colour** button to change the line colour of the selected link.

-or-

Choose **Effect>Line Colour**, then choose a colour from the colour palette.

Applying a pattern to a link

1. Select the link.
2. Choose **Effect>Line Pattern**, then select a pattern.

Applying a dashed or solid line to a link

1. Select the link.
2. On the **Effect** menu, choose **Dashed Lines**.

The link is a dashed line when a tick appears next to Dashed Lines on the Effect menu.

Working with notes in a diagram

In this section
Detaching or attaching a note in a diagram
Re-sizing a note
Optimizing the size of a note in a diagram
Importing a graphic into a note in a diagram
Changing the colours of a note
Adding video to a note

Detaching or attaching a note in a diagram

After you add a note to a symbol, you can move the note to any location on the diagram. When you detach a note from its symbol, it does not move when you move the symbol. If you later decide that you want the note to move with the symbol, you can reattach it.

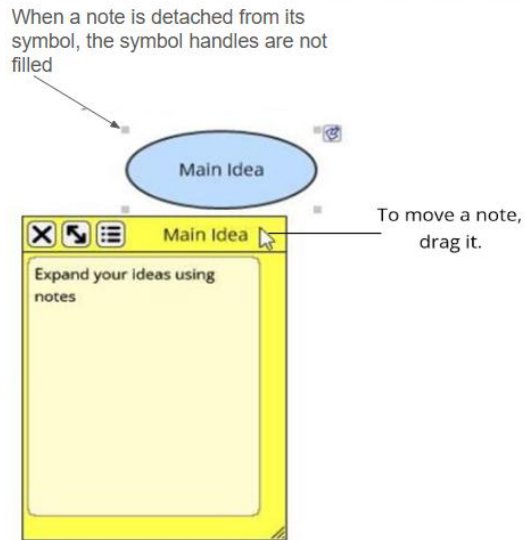
To detach a note from its symbol:

1. Select the symbol.
2. Click the **Note Quick Control** .

-or-

Choose **View>Notes**, then select **Show** from the sub-menu.

3. Drag the note to the new location on the diagram.

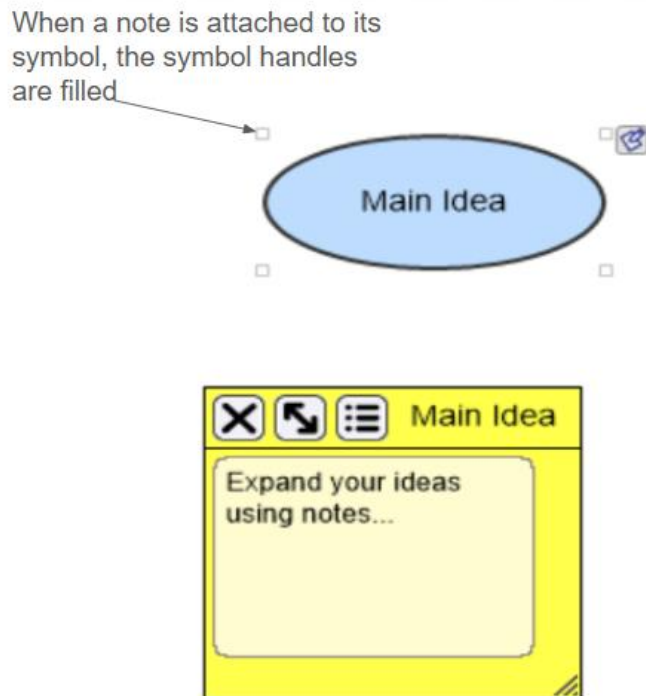


To attach a note to its symbol:

1. Select the note.
2. On the **Symbol** menu, choose **Reattach Note**.

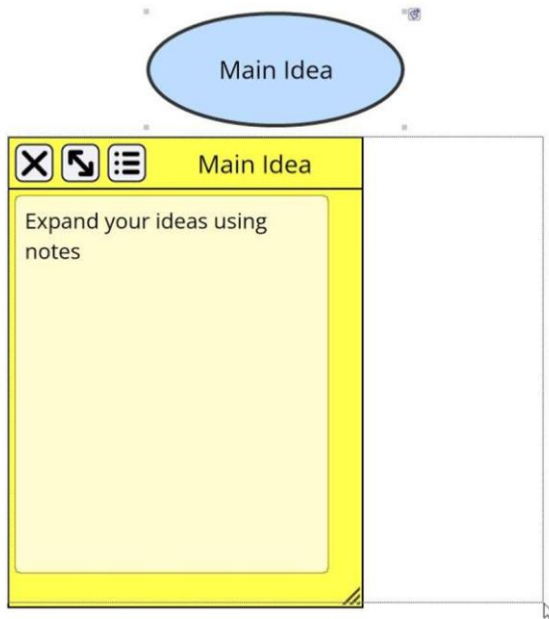
-or-

Drag the note back to its symbol.



Re-sizing a note

- To increase or decrease the size of a note, drag the lower right corner of the note.



To increase or decrease the size of a note,
drag the lower right corner

To maintain the height-to-width proportions of the note, hold down the **Shift** key while you drag.

Optimizing the size of a note in a diagram

You can quickly re-size a note to the minimum size required to display the contents of the note.

To optimize the size of a note in a diagram:

1. Select the symbol.
2. Click the **Note Quick Control** .

-or-

Choose **View>Notes**, then choose **Show** from the sub-menu.

3. Click the **Optimize** button .
4. To return the note to its previous size, click the **Optimize** button  again.

Importing a graphic into a note in a diagram

In Windows, you can import GIF, JPEG, PICT, TIFF, PNG, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files. You can insert multiple graphics into each note. The graphic is inserted at the end of any text you've already entered. If you insert a second graphic, it replaces the first.

To insert a graphic into a note in a diagram:

1. Select the symbol, then click the **Note Quick Control** .

-or-

Choose **View>Notes**, then choose **Show** from the sub-menu.

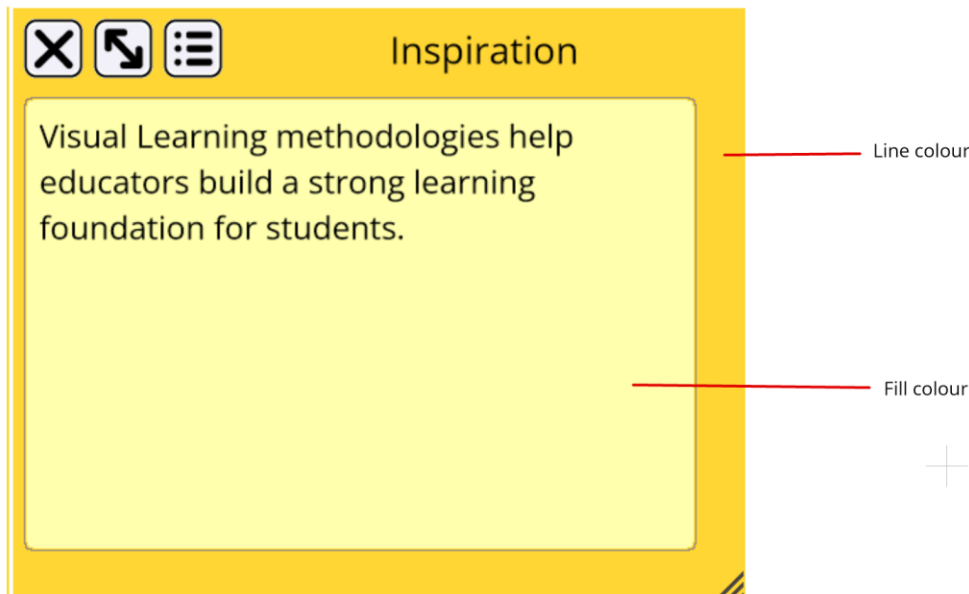
2. On the **Edit** menu, choose **Insert Graphic**.
3. Select the graphic file you want to insert, then click **Open**.

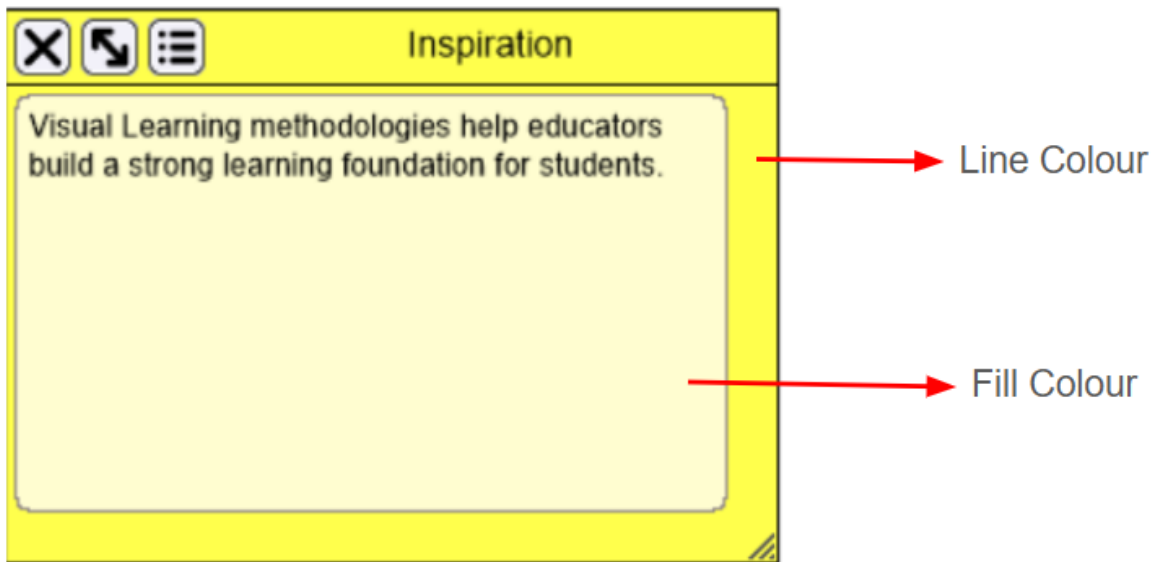
Notes:

- You can drag a graphic into a note. Select the topic where you want the graphic to appear in notes and make sure the notes are showing. Open the folder containing the graphic file you want to place in the note. Drag the graphic file to the note. You cannot drag a graphic between notes within the mind map.
- You can copy and paste a graphic into a note. In the graphics editing program, copy the graphic. Select the topic where you want the graphic to appear in notes. Make sure the notes are showing, and click in the note. On the **Edit** menu, choose **Paste**.

Changing the colours of a note

When you change the line colour of a note, you change the colour of the line around the note. When you change the fill colour of a note, you change the colour inside the note.





To change the line colour of a note:

1. Select the note.
2. Do one of the following:

On the **Formatting** toolbar, click the **Line Colour** button, then select a colour from the colour palette.



Click the **Line Colour** button to change the line colour of the selected note.

-or-

Choose **Effect>Line Colour**, then select a colour from the colour palette.

To change the fill colour of a note:

1. Select the note.
2. Do one of the following:

On the **Formatting** toolbar, click the **Fill Colour** button, then select a colour from the colour palette.



Click the **Fill Colour** button to change the fill colour of the selected note.

-or-

Choose **Effect>Fill Colour**, then select a colour from the colour palette.

Adding video to a note

You can attach a video file to your notes. You can insert AVI, MPEG and any type of video that can be viewed using Windows Media Player.

To insert a video file:

1. Select the topic where you want to insert a sound into the notes.
2. Choose **Tools>Insert Video or Sound**, then choose **Video** from the sub-menu.
3. Select the file, then click **Open**.

Working with draw objects

You can use the Draw tools to enhance your diagrams or maps with lines, shapes and boxes and to create your own symbols that you can install in the symbol libraries.

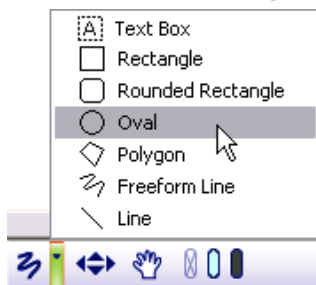
Objects you create with the Draw tools are not treated as symbols unless they are installed in the symbol libraries. They appear in Diagram or Map View, but don't have a corresponding topic in Outline View. Also, draw objects cannot have a note and you cannot link to them.

You can enhance draw objects just as you can enhance symbols. For instance, you can fill them with colour and change their line colour.

In this section
Using the Draw tools
Selecting a draw object
Re-sizing a draw object

Using the Draw tools

1. Click the **Change Draw Tool** button  on the **Formatting** toolbar, then select a Draw tool.



2. The selected Draw tool is displayed on the **Formatting** toolbar.



3. To turn the Draw tool off, click the **Draw** button on the Formatting toolbar.

For tips on drawing specific shapes:

- [Drawing a freeform shape](#)
- [Drawing a straight line](#)
- [Drawing an oval or circle](#)
- [Drawing a triangle or polygon](#)
- [Drawing a rectangle or square](#)
- [Drawing a rounded rectangle or square](#)

To add a custom graphic to a symbol library, see [Adding custom graphics to a custom library](#).

Drawing a freeform shape

Use the Freeform Line tool to make freehand drawings.

To draw a freeform shape:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , then select **Freeform Line**.

The mouse pointer turns into a crosshair.

2. Position the crosshair where you want your drawing to begin.
3. Hold down the mouse button and draw.
4. When you finish a line, release the mouse button.
5. To turn the Freeform Line tool off, click the **Draw** button  on the **Formatting** toolbar.

Drawing a straight line

Use the Line tool to draw straight lines at any angle. You can also draw exact horizontal, vertical, or 45-degree lines.

To draw a straight line at any angle:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , then select **Line**.

The mouse pointer turns into a crosshair.

2. Position the crosshair where you want the line to begin, drag to where you want the line to end, then release the mouse button.

As you draw, you can adjust the angle of the line.

3. To turn the Line tool off, click the **Draw** button  on the **Formatting** toolbar.

Tip: To draw a horizontal, vertical or 45-degree line, hold down the **Shift** key, then drag the line. As you drag, the line snaps to a 45-degree angle or a vertical or horizontal position. When finished drawing, release the mouse button first, then release the **Shift** key.

Drawing an oval or circle

Use the Oval tool to draw ovals and circles.

To draw an oval or a circle:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , then select **Oval**.

The mouse pointer turns into a crosshair.

2. Position the crosshair in the approximate location where you want one side of the oval.
3. To draw an oval, drag the shape until it's the size you want, then release the mouse button.

-or-

To draw a circle, hold down the **Shift** key, drag the circle, release the mouse button, then release the **Shift** key.

As you drag, the circle becomes proportionally larger.

4. To turn the Oval tool off, click the **Draw** button  on the **Formatting** toolbar.

Drawing a triangle or polygon

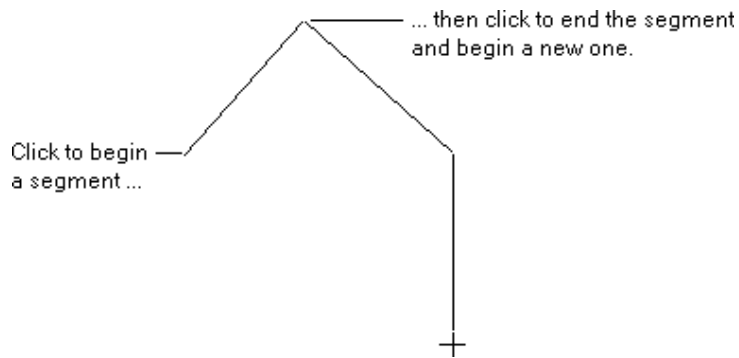
Use the Polygon tool to draw objects such as triangles. A polygon is a series of attached line segments.

To draw a polygon:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , then select **Polygon**.
2. Click where you want the first segment of the polygon to begin, then click where you want the segment to end.

To constrain the segment to a 45-degree, vertical, or horizontal line, hold down the **Shift** key when you click.

3. Continue to click where you want each segment to begin and end.



4. To complete the polygon, do one of the following:

To create a closed polygon, click the starting point.

-or-

To create an open polygon, double-click at the point where you want to complete the shape.

5. To turn the Polygon tool off, click the **Draw** button  on the **Formatting** toolbar.

Drawing a rectangle or square

Use the Rectangle tool to draw rectangles and squares.

To draw a rectangle or square:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , then select **Rectangle**.

The mouse pointer turns into a crosshair.

2. Position the crosshair where you want a corner of the rectangle or square to begin.

3. To draw a rectangle, drag the shape you want, then release the mouse button.

-or-

To draw a square, hold down the **Shift** key, drag the square, release the mouse button and then release the **Shift** key.

As you drag, the square becomes proportionally larger.

4. To turn the Rectangle tool off, click the **Draw** button  on the **Formatting** toolbar.

Drawing a rounded rectangle or square

Use the Rounded Rectangle tool to draw a rounded rectangle or square. A rounded rectangle or square has straight sides and rounded corners.

To draw a rounded rectangle or square:

1. On the **Formatting toolbar**, click the **Change Draw Tool** button , then select **Rounded Rectangle**.

The mouse pointer turns into a crosshair.

2. Position the crosshair where you want a corner of the rounded rectangle to begin.
3. To draw a rounded rectangle, drag the shape you want, then release the mouse button.

-or-

To draw a rounded square, hold down the **Shift** key, drag the square, release the mouse button and then release the **Shift** key.

As you drag, the square becomes proportionally larger.

4. To turn the Rounded Rectangle tool off, click the **Draw** button  on the **Formatting toolbar**.

Drawing a text box

Use the Text Box tool to add a title to a diagram, for example, or to add a text box to a draw object you want to use as a symbol.

To draw a text box:

1. On the **Formatting toolbar**, click the **Change Draw Tool** button , then select **Text Box**.

The mouse pointer turns into a crosshair.

2. Position the crosshair where you want the corner of the text box to begin.
3. Drag the text box until it's the size you want.
4. Enter your text in the box.

The box grows vertically from the bottom down as you add more text.

5. To turn off the Text Box tool, click the **Draw** button  on the **Formatting toolbar**.

Tip: To change the width of the text box, click the frame of the box to select it so that the selection handles show, then drag any of the four handles to the right or left.

Selecting a draw object

Before you can work with an object you've drawn, you need to select it.

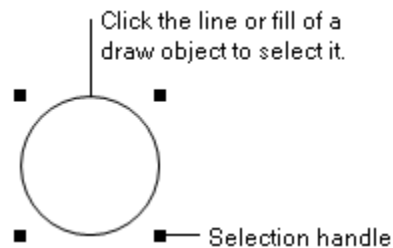
To select a draw object:

- If the draw object has no fill colour, click anywhere on the line or border of the object.

-or-

If the draw object has a fill colour, click anywhere on the object.

When you select the object, its selection handles appear.



To select multiple draw objects:

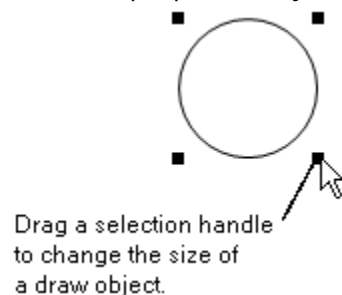
- Hold down the **Shift** key, and select each draw object.

Re-sizing a draw object

You can change the height or width of a draw object. You can also change the size of a draw object and maintain its height-to-width proportions. In addition to re-sizing a polygon, you can change the length of individual polygon segments.

To re-size a draw object:

1. Select the object.
2. Drag a selection handle to increase or reduce the size.
3. To proportionally re-size a draw object, hold down the **Shift** key as you drag.



To change the length of a polygon segment:

1. Select the polygon.
2. Drag a selection handle at the end of the segment to increase or reduce the length.
3. To constrain a segment to a 45-degree, horizontal or vertical angle, hold down the **Shift** key as you drag.

Arranging linked symbols in a diagram

You can use the Arrange tool and AutoArrange to arrange linked symbols in a diagram. The Arrange tool allows you to apply one of three basic arrangements to a diagram, then refine the arrangement using the Arrange options. You can use AutoArrange to automatically arrange linked symbols as you add them to the diagram. You can use the Arrange tool separately or together with AutoArrange.

In this section

[Arranging a diagram using the Arrange tool](#)

[Controlling the arrangement of a diagram using AutoArrange](#)

[Arranging a diagram from the Main toolbar](#)

Arranging a diagram using the Arrange tool

You can use the Arrange tool to apply three basic arrangements to a diagram: tree, web and split tree. After you choose an arrangement, you can use the Arrange options to refine the arrangement. Unconnected symbols and draw objects created using the Draw tools are not affected by the Arrange tool.

In addition to applying an arrangement to your diagram, you can use AutoArrange to automatically control the arrangement of linked symbols.

To arrange a diagram using the Arrange tool:

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



-or-

On the **Symbol** menu, choose **Arrange**.

2. Select an arrangement.
3. To select Arrange options, click the **More Options** button.
4. Click **OK**.

Arranging a selected part of a diagram

You can use the Arrange tool to arrange a selected part of a diagram. Unconnected symbols and draw objects created using the Draw tools are not affected by the Arrange tool.

To arrange a selected part of a diagram:

1. Select the symbol where you want to start the arrange.
2. On the **Main** toolbar, click the **Arrange** button.



This opens the Arrange dialog.

3. Select **Tree**.
4. To select Arrange options, click the **More Options** button.
5. Clear the **Entire Diagram** box, then click **OK**.

Setting Arrange options

You can use the Arrange options to refine a diagram arrangement. Not all options are available for every arrangement.

1. To set Arrange options, click the **Arrange** button on the **Main** toolbar.



2. Click the **More Options** button in the Arrange dialog.

Use this option...	...to do this
Tree Direction	Select the direction the symbols in the tree diagram appear relative to the Main Idea.
Lowest Level Symbol Arrangement	Control how the symbols in each branch of the tree diagram are arranged vertically.
Entire Diagram	Arrange a selected part of the diagram.
Link Style	Select the style of links in the diagram.
Tighten spacing	Minimize the space between symbols.
Arrange in outline order	Arrange the symbols in the same order in which they appear in Outline View.
Size text by level	Automatically size the text in a symbol based on the symbol's level in the diagram. The text in higher level symbols is larger. The text in lower level symbols is smaller.
Balanced web	Arrange the symbols in the diagram around the Main Idea and space the symbols equally.

Controlling the arrangement of a diagram using AutoArrange

Easily maintain the arrangement of your diagram using AutoArrange, which continuously arranges linked symbols as you work. Unconnected symbols and draw objects created using the Draw tools are not affected by AutoArrange.

To turn on AutoArrange:

1. Select the symbol where you want to start the arrange.
2. On the **Main** toolbar, click the **Arrange** button.



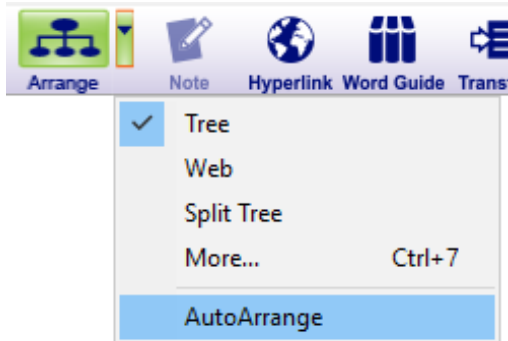
3. Tick the box labelled **AutoArrange**.
4. Click **OK**.

Notes:

- AutoArrange arranges all symbols on the diagram, including unlinked symbols. To arrange just one section of your diagram, see [Arranging a selected part of a diagram](#).
- When AutoArrange is on, the link styles under the Link menu are unavailable. To adjust these settings, click the Arrange button on the Main toolbar.

Arranging a diagram from the Main toolbar

You can use the **Arrange Options** button on the Main toolbar to arrange your document and turn on AutoArrange without opening the Arrange dialog.



To arrange a diagram using the **Arrange Options** button:

1. Click the **Arrange Options** button  on the **Main** toolbar, next to the **Arrange** button.
2. Select an arrangement.

To turn on AutoArrange using the **Arrange Options** button:

1. On the **Main** toolbar, click the **Arrange Options** button, then choose a **Tree**, **Web** or **Split Tree**.
2. To turn on AutoArrange, click the **Arrange Options** button, then choose **AutoArrange**.

Positioning selected objects in a diagram

There are a variety of tools you can use to position objects in a diagram. You can use grid lines to manually position objects. You can use grid snap to position objects automatically in relation to the grid. The nudge tool allows you to move objects one pixel at a time. You can use the Align command to align the tops, bottoms or left or right sides of selected objects. You can use the Evenly Space command to create an equal amount of vertical or horizontal space between selected objects.

In this section
Positioning objects using the grid
Positioning an object precisely using the Nudge tool
Aligning objects in a diagram
Evenly spacing objects in a diagram

Positioning objects using the grid

You can use the grid to align symbols, notes and draw objects. On the screen, the grid looks like graph paper.

In this section
Showing or hiding the grid
Setting the height and width of the grid
Positioning symbols using grid snap

Showing or hiding the grid

On the **View** menu, choose **Grid Settings**, then select the **Show Grid** box.

The grid is displayed when a tick appears in the **Show Grid** box.

Note: You can use grid snap without showing the grid lines.

Setting the height and width of the grid

1. On the **View** menu, choose **Grid Settings**.
2. Enter measurements in the **Grid Width** box and the **Grid Height** box, then click **OK**.

Positioning symbols using grid snap

You can use grid snap to automatically position symbols within the squares of the grid. When grid snap is on, the symbols snap to the grid when you move them. Grid snap does not affect links, notes or draw objects.

To position symbols using grid snap:

- On the **View** menu, choose **Grid Settings**, then select the **Snap to Grid** box.

Grid snap is on when a tick appears in the **Snap to Grid** box.

Tip: To temporarily suspend grid snap, press the **Control** and **Shift** keys while dragging a symbol, then release the **Control** and **Shift** keys when the symbol is where you want it.

Positioning an object precisely using the Nudge tool

You can move symbols, notes and draw objects up, down, right or left one pixel at a time using the Nudge tool on the Formatting toolbar.

To position an object precisely:

1. Select the object.
2. On the **Formatting** toolbar, click the arrow on the **Nudge** button  that points in the direction you want to move the object.

One click moves the object one pixel.

Notes:

- You can also use the arrow keys on your keyboard to nudge an object.
- In Diagram View, you don't have to turn grid snap off to use the Nudge tool.
- See [Positioning symbols using grid snap](#).

Aligning objects in a diagram

When fine tuning your diagram, you may find it useful to align objects in various ways. You can align symbols and draw objects. You can also align notes.

To align objects in a diagram:

1. Select the objects.

You must select a total of at least two symbols and draw objects or at least two notes.

2. Choose **Effect>Align**, then choose an arrangement from the sub-menu.
Each choice on the **Align** sub-menu shows how the selected objects will align.

Evenly spacing objects in a diagram

Use the **Evenly Space** command on the **Effect** menu to create an even amount of space between selected symbols and draw objects or selected notes.

To evenly space objects in a diagram:

1. Select the objects.

You must select a total of at least three symbols and draw objects or at least three notes.

2. Choose **Effect>Evenly Space**, then choose **Horizontal** or **Vertical** from the sub-menu.

Grouping symbols and draw objects in a diagram

Once you group a set of objects, they all move as a unit, and any enhancements you make (such as fill colour or line width) affect the whole group.

To group symbols and draw objects in a diagram:

1. Select the symbols and draw objects.

To select more than one object, press the **Shift** key and click each one, or drag a selection box around the objects.

2. On the **Symbol** menu, choose **Group**.

-or-

Press **Control-G**.

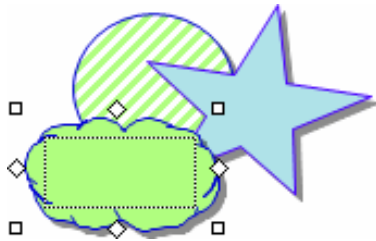
The selection boxes on each individual object disappear, and a selection box for the group appears around the items. To ungroup, select the group and on the **Symbol** menu, choose **Ungroup**.

Sending a symbol or draw object to the back of a stack in a diagram

You can draw an object and place it behind a symbol. You can also position draw objects so they overlap, or create a stack of symbols or objects. To get the right effect, you may need to change the order of the objects in the stack.

To send a symbol or draw object to the back of a stack in a diagram:

1. Select the symbol or draw object you want to send to the back of a stack.



2. On the **Effect** menu, choose **Send to Back**.

The symbol or object moves to the back.

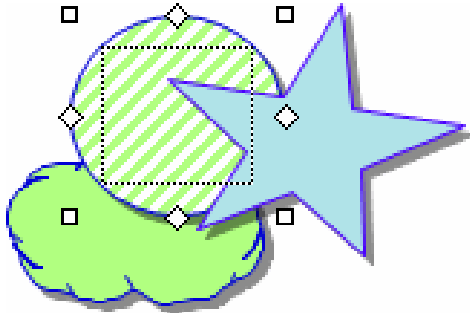
3. To deselect the symbol or draw object, click the background of the diagram.



You can now move the other symbols or objects to make the arrangement you want.

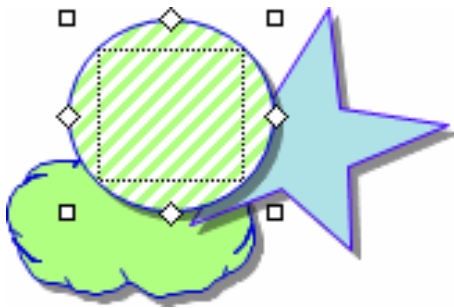
Bringing a symbol or draw object to the front of a stack in a diagram

Select the symbol. You may first need to move one or more of the symbols or objects that cover the one you want to bring to the front.



On the **Effect** menu, choose **Bring to Front**.

The symbol or object moves to the front and remains selected.



To deselect the symbol or draw object, click the background of the diagram.

You can now move the other symbols or objects to make the arrangement you want.

Changing the defaults of your current diagram

You can set the defaults for symbols, links and notes. The default options include symbol shape, font, text size, text colour, line colour, fill colour and other style choices.

Once you set the defaults for a symbol, link or note, all new items will reflect these choices. You can also apply the new defaults to any existing symbol, link or note.

When you change the defaults, the changes apply only to the document you are working on, not to new Inspiration documents.

To change the default settings for all newly created documents, see [Working with default settings](#).

In this section

[Changing symbol defaults in your current diagram](#)

[Changing link defaults in your current diagram](#)

[Changing note defaults in your current diagram](#)

[Applying defaults in your current diagram](#)

Changing symbol defaults in your current diagram

Changing the defaults for symbols allows you to easily create multiple symbols that have the same attributes. For instance, you may want to choose a common look for all symbols used in a diagram, or change to a new style for each different class of symbols.

To change symbol defaults:

1. Click the background of the diagram so that nothing is selected.
2. Change the symbol attributes to reflect your preferences using the Formatting toolbar or menus. For example, this may include fill colour, text colour, text size or line thickness.

New symbols you add to your diagram will use the new defaults.

-or-

1. Select a symbol.
2. Change the symbol attributes to reflect your preferences using the Formatting toolbar or menus. For example, this may include symbol shape, fill colour, text colour, text size or line thickness.
3. On the **Formatting** toolbar, click the **Defaults** button , then choose **Set Default**.

New symbols you add to your diagram will use the new defaults.

To apply defaults to existing symbols in the current diagram, see [Applying defaults in your current diagram](#).

Changing link defaults in your current diagram

Changing the defaults for links allows you to easily create multiple links that have the same attributes. For instance, you may want to choose a common look for all links used in a diagram, or change to a new style for each different class of links.

To change link defaults:

1. Select a link.
2. Change the link attributes to reflect your preferences using the tools on the Formatting toolbar or menus. For example, this may include line colour, arrowhead, arrow direction, text colour, text size or line thickness.
3. On the **Formatting** toolbar, click the **Defaults** button , then choose **Set Default**.

New links you add to your diagram will use the new defaults.

To apply defaults to existing links in the current diagram, see [Applying defaults in your current diagram](#).

Changing note defaults in your current diagram

Changing the defaults for notes allows you to easily create multiple notes that have the same attributes. For instance, you may want to choose a common look for all notes used in a diagram, or change to a new style for each different class of notes.

To change note defaults:

1. Select a note.
2. Change the note attributes to reflect your preferences using the tools on the Formatting toolbar or menus. For example, this may include fill colour, line colour, text colour or text size.
3. On the **Formatting** toolbar, click the **Defaults** button , then choose **Set Default**.

New notes you add to your diagram will use the new defaults.

To apply defaults to existing links in the current diagram, see [Applying defaults in your current diagram](#).

Applying defaults in your current diagram

After you change the defaults for symbols, links or notes, you can apply these changes to existing objects in your diagram.

To apply defaults:

1. Select the object to which you want to apply the new defaults.

You can select objects of the same type, for example several symbols, notes or links.

2. On the **Formatting** toolbar, click the **Defaults** button , then choose **Apply Default**.

Changing the background colour

You can change the colour of the background that appears on your screen.

To change the background colour:

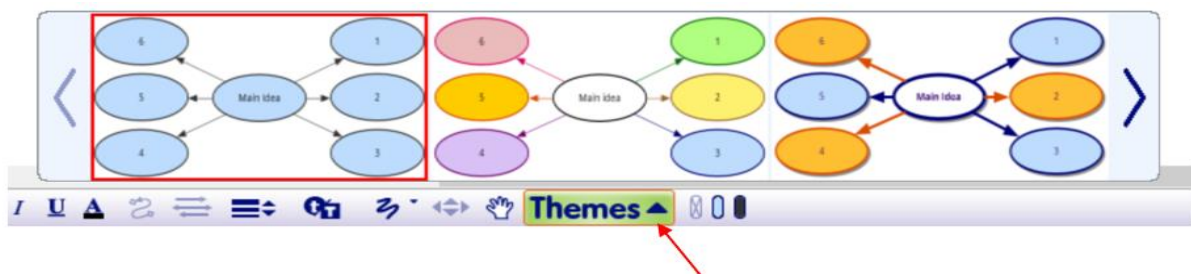
- Choose **Effect>Background Colour**, then choose a colour from the colour palette.

Applying themes to your diagram

The Themes feature uses colour to enhance your diagrams. Colour coding is beneficial for removing visual stress, categorizing information, engaging visual learners, and helping with memory retention. With one click the themes feature will allow you to apply different colour coding to your diagrams.

To apply themes:

1. On the **Bottom toolbar**, click the **Themes** button to select from a choice of colour combinations.

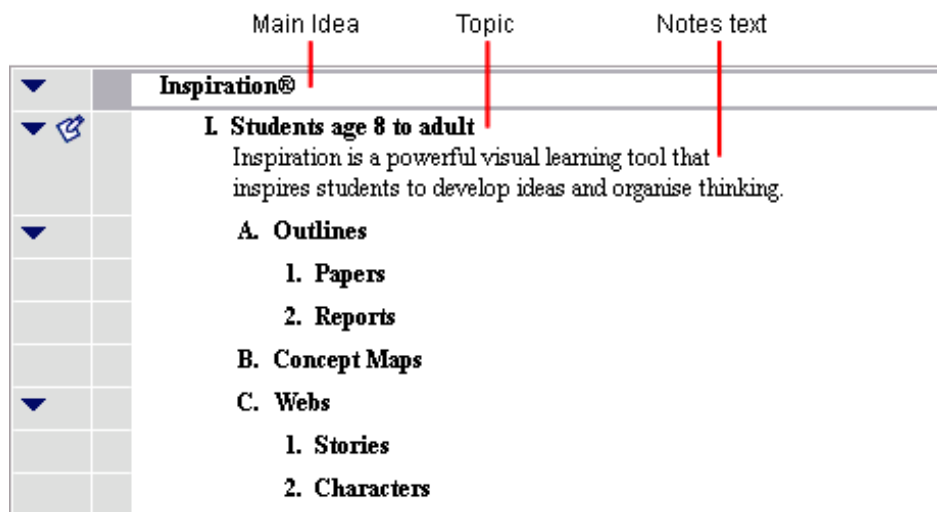


Creating an outline

Outlining is useful for planning and for structuring ideas when writing. When you create an outline in Inspiration, you use topics to represent your ideas. You begin with your main idea, which is the focus of your document. Then you add the topics you want to cover. A topic generally contains one idea or piece of information. Topics can have subtopics, which provide more detail. An outline can have up to 99 levels of subtopics.

In Inspiration outlines, as in diagrams, you can add a note to any topic or subtopic to add details to your ideas. Notes text can be one or two sentences, several paragraphs or even several pages. When you add notes to an outline, you're well on your way to developing an organized report, essay or story.

Here's an example of an outline:



In This Chapter

[Tools for creating outlines](#)

[Switching to Outline View from Diagram or Map View](#)

[Entering your main idea in an outline](#)

[Automatically using symbol labels as topic text](#)

[Adding topics and subtopics to an outline](#)

[Adding notes to an outline](#)

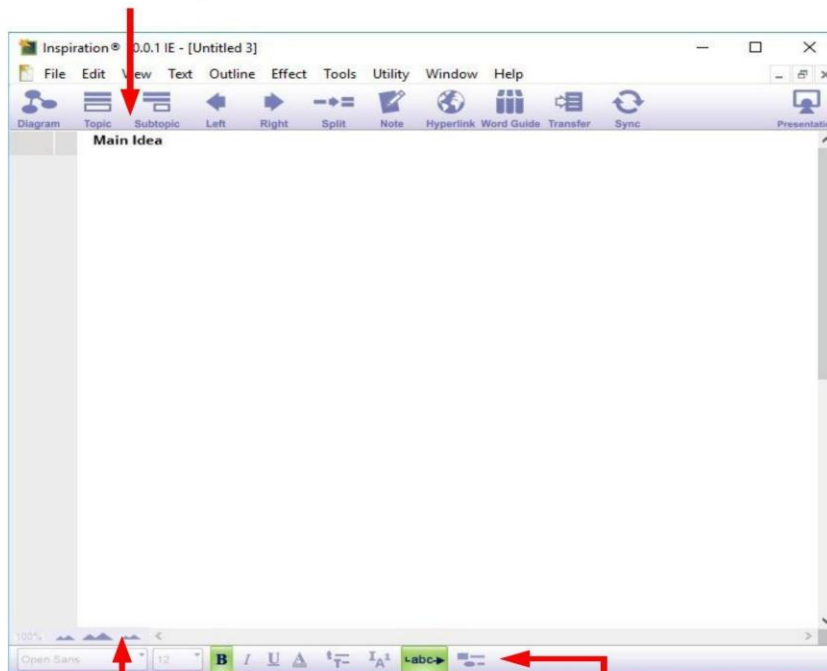
[Editing text in an outline](#)

[Creating a diagram from an outline](#)

Tools for creating outlines

When you switch to Outline View from Diagram View, the toolbars and menus change to provide you with the tools you need to create, organize and edit an outline. When you work in Outline View, you have two toolbars: [the Main toolbar](#) and [the Formatting toolbar](#).

Use the Main toolbar for quick access to frequently used commands for creating outlines



Use the zoom buttons to magnify or reduce the view

Use the tools on the Formatting toolbar to enhance your outline

The Main toolbar in Outline View

When you're working in Outline View, the Main toolbar appears at the top of the screen. The Main toolbar offers quick access to frequently used tools and commands for creating outlines.

Click...	...to do this
 Diagram	Switch to Diagram View.
 Topic	Add a topic below and at the same level as the selected topic.
 Subtopic	Add a subtopic below and one level to the right of the selected topic.
 Left	Move a topic and its subtopics to the left one level.
 Right	Move a topic and its subtopics to the right one level.
 Split	Split a topic into two topics.
 Note	Add or edit a note attached to a topic.
 Hyperlink	Create a hyperlink to another document or a web site
 Word Guide	Look up definitions and synonyms and hear the pronunciations of words.
 Transfer	Transfer work to a word processor or copy to clipboard.
 Sync	Synchronize topics and subtopics in the Outline View, based on the arrangement of symbols in the Diagram View.
 Listen	Listen to the computer read the content in a document. (This optional feature can be enabled in Preferences:Audio.)
 Presentation	Open the Presentation Manager.

The Formatting toolbar in Outline View

The Formatting toolbar has tools for formatting text, changing default settings and changing outline prefixes.

Use this...	...to do this
	Change the font.
Font	
	Change the text size.
Text Size	
	Apply bold formatting to text.
Bold	
	Italicize text.
Italic	
	Underline text.
Underline	
	Change the colour of text.
Text Colour	
	Set default formatting for topics, subtopics and notes.
Topic Defaults	
	Change the prefix labels for the outline.
Prefix	
	Show or hide link text in the outline.
Show Link Text	
	Show or hide symbols in the outline.
Show Symbols	

Switching to Outline View from Diagram or Map View

On the **Main** toolbar, click the **Outline** button.



-or-

On the **View** menu, choose **Outline**. The Main Idea topic is already selected, ready for you to type your own main idea.

Tip: You can set Inspiration to always open in Outline View by creating a template, then selecting it as the default template for new documents.

See [Creating a template](#) and [Selecting a new default template](#).

Entering your main idea in an outline

To enter your main idea, type over the "Main Idea" text.

Automatically using symbol labels as topic text

After you create a diagram and switch to Outline View, Inspiration creates an outline using the symbol labels. For example, a symbol with the label "Sun" becomes a topic "Sun" in the outline. The symbol labels serve as placeholders for topics as you develop your outline. When you return to Diagram View, the topic text appears in the symbols.

To automatically use symbol labels as topic text:

1. On the **Utility** menu, choose **Picture-to-Topic**.

Symbol labels appear as topic text when a tick appears next to **Picture-to-Topic** on the **Utility** menu.

2. In **Diagram View**, use the **Symbols palette** to add symbols to your diagram.

For example, add the "Book" and "Key" symbols to your diagram.

3. On the **Main** toolbar, click the **Outline** button to switch to Outline View.



The symbol labels are displayed as the topics: "Book" and "Key."

4. To return to Diagram View, click the **Diagram** button on the **Main** toolbar.



Note: Picture-to-Topic labels are available for symbols found in the Libraries tab of the Symbols palette, but not for online symbols or imported graphics.

Turning automatic topic labelling on or off

Before switching to Outline View, on the **Utility** menu, choose **Picture-to-Topic**.

Automatic topic labelling is on when a tick appears next to **Picture-to-Topic** on the **Utility** menu.

Adding topics and subtopics to an outline

Topics are the main ideas, or points you want to make, in your outline. Subtopics are related to and support the main ideas.

In this section
Adding a topic
Adding a subtopic
Inserting a higher level topic
Inserting topics or subtopics using smart insert
Inserting a new main idea in an outline

Adding a topic

1. Select the topic under which you want to add a new topic.

To select a topic, click to the left of its prefix. A selection box appears around the topic to show you it's selected.

2. On the **Main** toolbar, click the **Topic** button.



-or-

On the **Outline** menu, choose **Add Topic**.

Inspiration inserts a new topic below the selected topic and automatically assigns it a prefix.

If you selected "Dad," then added a topic, here's where it would appear.

▼		Family Vacation
▼		I. What we want to do
		A. Mom
		B. Dad
		C.

3. Enter your text.

Tip: To add a topic at the same level at which you've been working, press **Control-G**. For a complete list of keyboard shortcuts, see [Using keyboard and mouse shortcuts](#).

Adding a subtopic

Subtopics are ideas or pieces of information that are subordinate to or add supplemental information to a topic. When you add a subtopic, it is indented under the topic you have selected.

Here's an example of an outline that includes both topics and subtopics:

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
		1. Sun
		2. Scuba
		B. Dad
		C. Sarah

When you add a subtopic to a topic, it's indented one level below the selected topic.

To add a subtopic:

1. Select the topic to which you want to add the subtopic.

A selection box appears around the topic to show you it's selected.

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
		1. Sun
		2. Scuba
		B. Dad
		C. Sarah

Click to the left of a topic to select it.

2. On the **Main toolbar**, click the **Subtopic** button.



-or-

On the **Outline** menu, choose **Insert Subtopic**.

Inspiration inserts a new indented subtopic below the selected topic.

A Subtopic Quick Control  appears next to the topic to show that it has a subtopic.

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
		1. Sun
		2. Scuba
▼		B. Dad
		I.
		C. Sarah

3. Enter the text for the subtopic.

Inserting a higher level topic

As you add topics and subtopics to your outline, you may want to add a new topic that is at a higher level than the topic you are currently working on.

Here's an example:

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
		1. Sun
		2. Scuba
▼		B. Dad
		I. Play golf
		C. Sarah

Select the topic where you want to add a higher level topic.
Choose **Higher Level Topic** from the **Outline** menu.

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
		1. Sun
		2. Scuba
▼		B. Dad
		1. Play golf
		C.
		D. Sarah

A new, higher level topic appears below the selected topic.
"Sarah" moves down to make room for the new topic.

To insert a higher level topic:

1. Select the topic after which you want to insert a higher level topic.
2. On the **Outline** menu, choose **Insert Higher Level Topic**.

A new topic appears below the topic you selected and at the next higher level in your outline.

3. Enter the text for the new topic.

Note: You can use the Insert Higher Level Topic command for all topics and subtopics except for the Main Idea topic and first level topics. To insert a new main idea, see [Inserting a new main idea in an outline](#).

Inserting topics or subtopics using smart insert

As you develop your outline, you will find smart insert helpful. Here's how it works:

- If you select a topic that is followed by another topic at the same level, a new topic is inserted after the selected topic.
- If you select a topic that is followed by one or more visible subtopics, a new subtopic is inserted after the selected topic.

To insert a topic or subtopic using smart insert:

1. Select the topic under which you want to insert a new topic or subtopic.

On the **Outline** menu, choose **Smart Topic Insert**.

2. Enter your text.

Inserting a new main idea in an outline

You can add a topic at the same level as the main idea.

To insert a new main idea:

- On the **Outline** menu, choose **Insert New Main Idea**.

A new topic appears at the main idea level.

Adding notes to an outline

Once you've created an outline that includes topics and subtopics, you can develop your ideas by adding notes text. This is where you do your writing. You can add anything from one sentence to multiple paragraphs to several pages of text. You can also insert a graphic or video.

To add notes to a topic:

1. Select the topic.
2. Press **Enter**.

-or-

On the **Main** toolbar, click the **Note** button.



The cursor appears below the selected topic so you can enter your notes text.

3. Enter your notes.

Importing a graphic into notes in an outline

In Windows, you can import GIF, JPEG, PICT, TIFF, PNG, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files. You can insert only one graphic per note. The graphic is inserted at the end of any text you've already entered. If you try to insert a second graphic, it replaces the first.

To import a graphic into notes in an outline:

1. Select the topic where you want to insert the graphic into notes.
2. Choose **Edit>Insert**, then choose **Graphic** from the sub-menu.
3. Select the file, then click **Open**.

Notes:

- You can drag a graphic into a note. Select the topic where you want the graphic to appear in notes and make sure the notes are showing. Open the folder containing the graphic file you want to place in the note. Drag the graphic file to the note. You cannot drag a graphic between notes within the mind map.
- You can copy and paste a graphic into a note. In the graphics editing program, copy the graphic. Select the topic where you want the graphic to appear in notes. Make sure the notes are showing, and click in the note. On the **Edit** menu, choose **Paste**.

Adding sound or video to a note

You can attach a video file to your notes. You can insert AVI, MPEG and any type of video that can be viewed using Windows Media Player.

To insert a video file:

1. Select the topic where you want to insert a sound into the notes.
2. Choose **Tools>Insert Video or Sound**, then choose **Video** from the sub-menu.
3. Select the file, then click **Open**.

Editing text in an outline

You can edit the text you enter for any topic, subtopic or note.

To edit text in an outline:

1. Click where you want to begin editing.
2. Do one of the following:

Enter the new text.

-or-

Drag to select the text you want to replace, then enter the new text.

To end text editing:

- Click outside the topic.

-or-

Press **Shift-Enter**, or the **Escape** key to end text editing and select the topic.

Creating a diagram from an outline

You can easily transform your outline into a diagram by switching to Diagram View. Changes you make in Outline View are automatically made in Diagram View, and vice versa.

To create a diagram from an outline:

On the **Main** toolbar, click the **Diagram** button.

-or-

On the **View** menu, choose **Diagram**.

Note: If you started your outline from the **Inspiration Starter**, it will automatically switch to Diagram View. For information on creating an outline that switches to Map View instead, see [Creating an outline from a mind map](#).

Organizing your outline

After you add topics and notes to an outline, you can arrange and edit the content.

In This Chapter
Viewing the outline as you work
Selecting all or part of the outline
Copying, cutting and pasting in an outline
Moving topics in the outline
Consolidating several topics under one topic in an outline
Splitting a topic into two topics in an outline
Combining two topics into one
Creating a topic that includes line breaks
Breaking apart notes text
Sorting topics in an outline

Viewing the outline as you work

Sometimes it's helpful to limit how many levels of the outline you see while you're working. You may also want to zoom in so you can see a larger view of your outline on the screen as you're working. You can also focus your attention on a particular topic and its subtopics by displaying only that topic and its subtopics on your screen.

In this section
Specifying how many outline levels to show
Focusing on one topic and its subtopics in an outline
Magnifying or reducing the view of an outline
Showing or hiding subtopics in an outline
Showing or hiding notes in an outline
Showing or hiding link text in an outline
Showing or hiding symbols in an outline

Specifying how many outline levels to show

As you work, it's sometimes helpful to show only some outline levels below a topic. You can do this by selecting a topic that has subtopics, then specifying how many levels of subtopics you want to see.

To specify the levels of subtopics to show:

1. Select the topic or subtopic.

You're going to specify how many levels of subtopics to show below the selected topic.

2. Choose **View>Levels**, then choose the levels of subtopics to show from the sub-menu.

Only the levels of subtopics you chose appear for the selected topic. All subtopics below the level you specified are hidden.

Focusing on one topic and its subtopics in an outline

You can hide parts of your outline while you work so you can focus on a specific section of your outline. When you focus in, you have the entire screen to work in.

To focus on one topic and its subtopics in an outline:

1. Select the topic you want to focus on.
2. On the **View** menu, choose **Focus In**.

The topic and its subtopics appear alone on the screen where you can work on them without being distracted by the rest of the outline.

3. To display your complete outline again, on the **View** menu, choose **Focus Out**.

The entire outline reappears, including the topic you focused in on and its changes.

Tip: You can use the Focus In command as often as you need to isolate topics and subtopics as you want.

Magnifying or reducing the view of an outline

When you want to reduce the size of the document in the window, you can zoom out. When you want to magnify the document, you can zoom in. You can zoom in or out to a specific percentage. Use the buttons in the lower left corner of the window to zoom in or out.

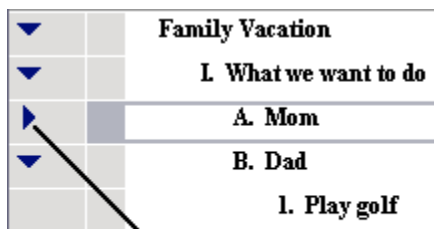


- Click to magnify the view.
- Click to reduce the view.
- Click to magnify or reduce the view to a specific percentage.

Showing or hiding subtopics in an outline

To make it easier to organize your outline, it's often useful to hide the subtopics so you can concentrate on the main topics. You can show or hide subtopics for individual topics as well as for the entire outline.

When the **Subtopic Quick Control**  is displayed in the column to the left of a topic, the topic has hidden subtopics.



To show hidden subtopics,
click the Subtopic Quick Control.

Tip: You can also double-click the topic prefix to show or hide subtopics.

To show a topic's subtopics:

- Click the **Subtopic Quick Control** .

-or-

1. Select the topic.
2. Choose **View>Subtopics**, then choose **Show** from the sub-menu.

To show all subtopics in an outline:

- Choose **View>Subtopics**, then choose **Show All** from the sub-menu.

To hide a topic's subtopics:

- Click the **Subtopic Quick Control** .

-or-

1. Select the topic.

2. Choose **View>Subtopics**, then choose **Hide** from the sub-menu.

To hide all subtopics in an outline:

- Choose **View>Subtopics**, then choose **Hide All** from the sub-menu.

Showing or hiding link text in an outline

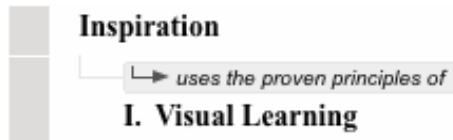
You can see all of the connections you've made in Diagram View by displaying link text in your outline.

To show link text in the outline:

- Click the **Show Link Text** button  on the **Formatting** toolbar.

-or-

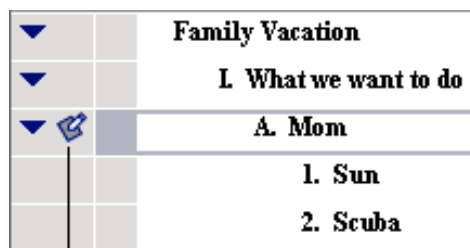
On the **View** menu, choose **Show Link Text**.



Showing or hiding notes in an outline

You may want to hide your notes so you can work with the high-level organization of the outline. You can show or hide notes for selected topics, and you can show or hide notes for all the topics in an outline.

The Note Quick Control indicates the state of the topic's note, as either hidden  or showing .



To show hidden notes,
click the Note Quick Control.

To show a topic's note:

- Click the Note Quick Control .

-or-

1. Select the topic.
2. Choose **View>Notes**, then choose **Show** from the sub-menu.

To show all notes in an outline:

- Choose **View>Notes**, then choose **Show All** from the sub-menu.

To hide a topic's note:

- Click the Note Quick Control .

-or-

1. Select the topic.
2. Choose **View>Notes**, then choose **Hide** from the sub-menu.

To show all notes in an outline:

- Choose **View>Notes**, then choose **Hide All** from the sub-menu.

Showing or hiding symbols in an outline

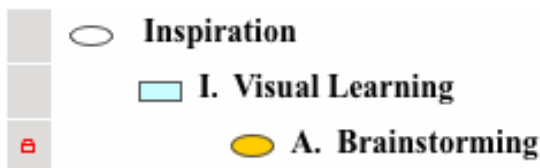
You can better see your visual connections with the option to view symbols used in Diagram and Map View while working in your outline.

To show symbols in the outline:

- Click the **Show Symbols** button  on the **Formatting** toolbar.

-or-

On the **View** menu, choose **Show Symbols**.



Selecting all or part of the outline

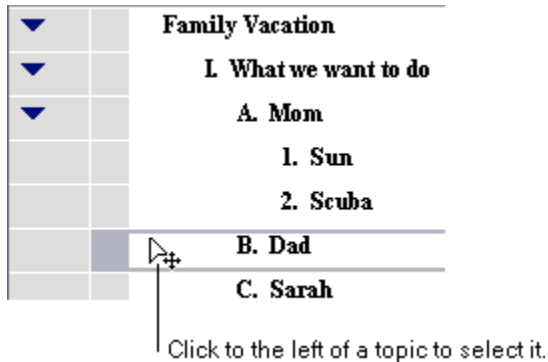
You can select one or multiple topics and subtopics. You can also use special commands on the Edit menu to select all or part of an outline.

In this section
Selecting topics and subtopics in an outline
Selecting all topics at a particular level in an outline
Selecting all subtopics for a specific topic in an outline
Selecting everything in an outline

Selecting topics and subtopics in an outline

To select a topic:

- Click to the left of the topic.



To select multiple topics:

- Hold down the **Shift** key, then select each topic.

Selecting all topics at a particular level in an outline

- Select a topic at the level you want to select all topics.
- Choose **Edit>Select**, then choose **This Level** from the sub-menu.

Selecting all subtopics for a specific topic in an outline

- Select the topic that has the subtopics you want to select.
- Choose **Edit>Select**, then choose **Subtopics** from the sub-menu.

Selecting everything in an outline

- Select a topic.
- On the **Edit** menu, choose **Select All**.

Copying, cutting and pasting in an outline

In this section

[Copying and pasting a topic in an outline](#)

[Cutting and pasting a topic in an outline](#)

[Deleting a topic in an outline](#)

Copying and pasting a topic in an outline

You can copy one or more topics and their subtopics and then paste them into another location. Or you can paste them into another outline or into a document in another program. When you copy a topic, its subtopics are copied as well.

To copy and paste a topic in an outline:

1. Select the topic.
2. On the **Edit** menu, choose **Copy**.
3. Select the topic under which you want to paste the topic.
4. On the **Edit** menu, choose **Paste**.

The topic and its subtopics appear in the new location. The original topic and its subtopics remain in their original location.

Cutting and pasting a topic in an outline

You can cut one or more topics and their subtopics and then paste them into another location. Or you can paste them into another outline or into a document in another program. When you cut a topic, the topic and its subtopics are removed from the outline.

To cut and paste a topic in an outline:

1. Select the topic.
2. On the **Edit** menu, choose **Cut**.
3. Select the topic under which you want to paste the topic.
4. On the **Edit** menu, choose **Paste**.

The topic and its subtopics appear in the new location. The original topic and its subtopics are removed.

Deleting a topic in an outline

As you're working, you may want to delete a topic in your outline. When you delete a topic, you automatically delete its subtopics. If you don't want to delete the subtopics, you can copy and paste them elsewhere, or you can promote them one level so they are no longer subtopics. See [Promoting a set of subtopics to topics in an outline](#).

To delete a topic in an outline:

1. Select the topic.
2. Do one of the following:

Press the **Delete** key.

-or-

On the **Edit** menu, choose **Clear**.

Moving topics in the outline

You can move a topic to change its order in an outline. And you can move a topic to change its level in the outline hierarchy.

In this section
Moving a topic by dragging it
Moving a topic to the right in an outline
Moving a topic to the left in an outline
Promoting a set of subtopics to topics in an outline
Demoting a set of topics to subtopics in an outline
Moving a topic up in an outline
Moving a topic down in an outline
Synchronizing the ordering of topics and subtopics with the Diagram View

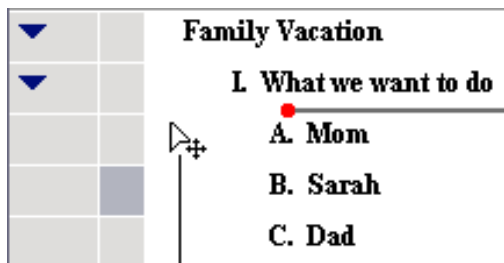
Moving a topic by dragging it

You can drag a topic (and its subtopics) up or down in an outline, keeping the topic at the same level. You can also drag topics to the right or left, changing the topic's level.

To move a topic by dragging it:

1. Select the topic, then drag it to the new location in the outline.

While you drag, the topic remains in its original position until you release the mouse button. You can tell where the topic's new location will be by watching the black line as you drag. The arrow on the line indicates the level of the topic's new location.



As you drag a topic, use the black line and the red dot to locate the topic. The black line shows the topic location. The red dot shows the level of the topic in the hierarchy.

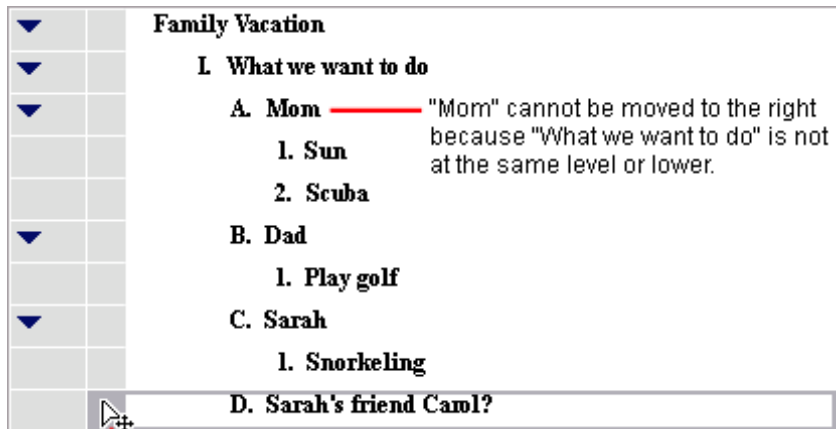
2. When the topic is at the level where you want it to appear, release the mouse button.

The topic and any subtopics appear in the new location.

Moving a topic to the right in an outline

If you find that a topic belongs at a lower level in your outline, you can move it to the right. You can also move topics to the left so they are at a higher level. To use the Right tool, the topic immediately above the topic you want to move must be at the same level or lower.

1. Select the topic.



Select the topic you want to move to the right, then click the Right button on the Main toolbar. If you move "Sarah's friend Carol?" to the right, it becomes a subtopic of "Sarah".

2. On the **Main** toolbar, click the **Right** button



-or-

On the **Outline** menu, choose **Move Right**.

The topic moves to the right, making it a subtopic of the topic. If the topic has subtopics, they are also moved and maintain their subtopic status.

Note: You can also move topics to the right using the Demote command.

See [Demoting a set of topics to subtopics](#).

Moving a topic to the left in an outline

If you find that a topic belongs at a higher level in your outline, you can move it to the left. You can also move subtopics to the left using the Promote command on the Outline menu.

To move a topic to the left in an outline:

1. Select the topic.
2. On the **Main** toolbar, click the **Left** button.



-or-

On the **Outline** menu, choose **Move Left**.

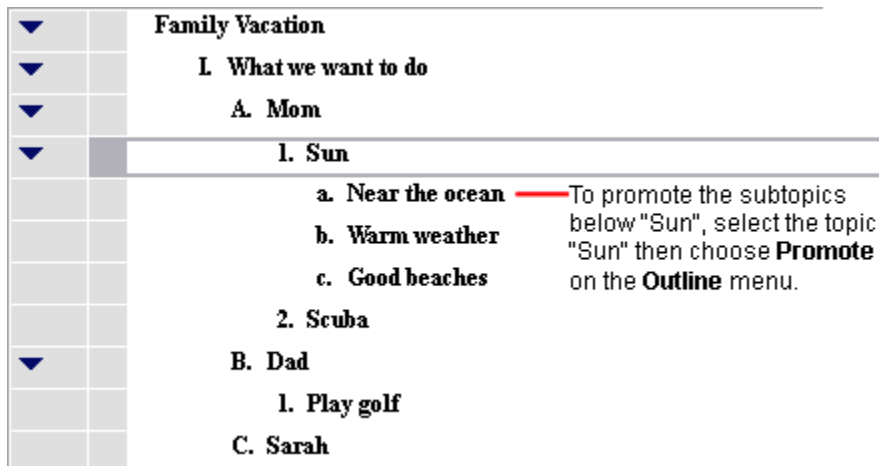
The topic moves to the left, which raises it one level. If the topic has subtopics, they are also moved and maintain their subtopic status.

Promoting a set of subtopics to topics in an outline

When you have a number of subtopics you want to move to the left—that is, to promote them in the outline hierarchy—you can move them all at the same time. When you promote a set of subtopics, they become parallel to the selected topic. Any subtopics contained by topics you promote also move one level to the left.

To promote a set of subtopics to topics in an outline:

1. Select the topic that contains the subtopics.



To promote the subtopics below "Sun", select the topic "Sun" then choose **Promote** on the **Outline** menu.

2. On the **Outline** menu, choose **Promote**.

The subtopic or subtopics move to the left one level, raising them in the outline hierarchy.

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
▼		1. Sun
		2. Near the ocean
		3. Warm weather
		4. Good beaches
		5. Scuba
▼		B. Dad
		1. Play golf
		C. Sarah

The three topics move up one level. They are now parallel with the topic "Sun".

Demoting a set of topics to subtopics in an outline

When you want to move a set of topics one level to the right—or demote them in the outline hierarchy—you can move them all at once. When you demote a set of topics, they become subtopics to the selected topic. Any subtopics contained by topics you demote also move one level to the right.

To demote a set of topics in an outline:

1. Select the topic immediately above the set of topics you want to move to the right.
2. On the **Outline** menu, choose **Demote**.

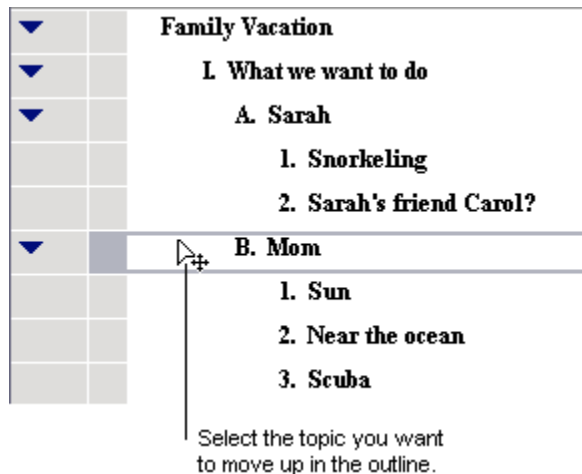
The topics move to the right one level, making them subtopics of the selected topic.

Moving a topic up in an outline

You can move or flip a topic and its subtopics to a higher position in the order of an outline.

To move a topic up in the outline order:

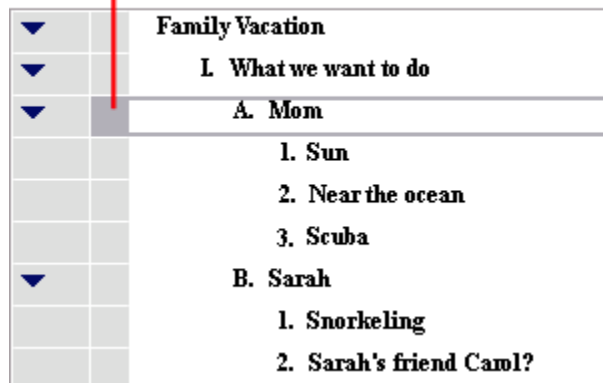
1. Select the topic.



2. On the **Outline** menu, choose **Flip Up**.

The topic and its subtopics move up, changing places with the topic above it.

The topic "Mom" and its subtopics move up, changing places with the topic "Sarah".



Moving a topic down in an outline

You can move or flip a topic and its subtopics to a lower position in the order of an outline.

To move a topic down in the outline order:

1. Select the topic.
2. On the **Outline** menu, choose **Flip Down**.

The topic and its subtopics move down, changing places with the topic below it.

Synchronizing the ordering of topics and subtopics with the Diagram View

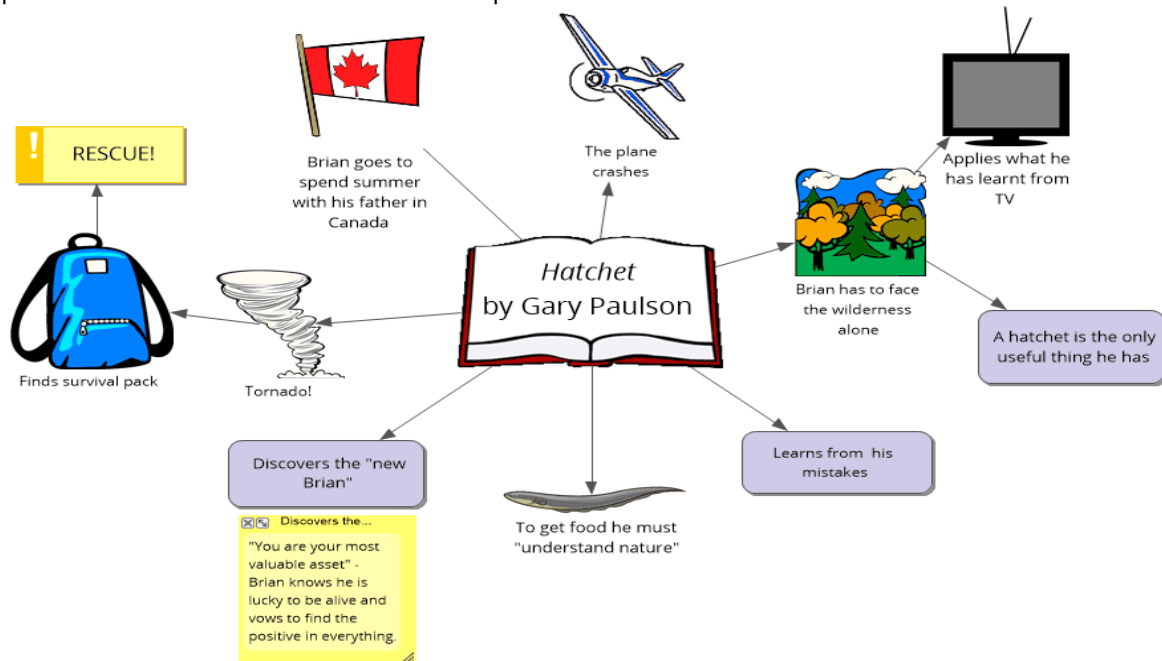
When moving from Diagram View to Outline View, by default, main topics will be organized in the order you entered them, and subtopics in the order they are linked to a parent topic. If you have re-arranged the ideas in your diagram, you can use the DiagramSync feature to reorganize your Outline at any time, by pressing:



Sorting will be calculated at each topic/ subtopic level, using one of 3 rules. A diagram can have a mixture of layouts.

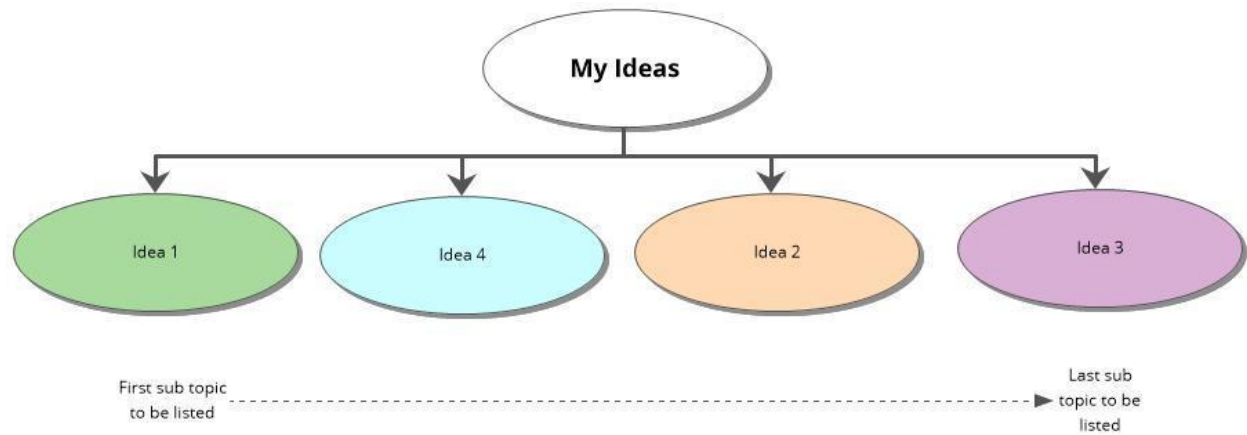
Web arrangement with subtopics circling around a symbol

Going in a clockwise direction around a symbol, the order of priority starts with the subtopic position at or closest after the 1 o'clock position.



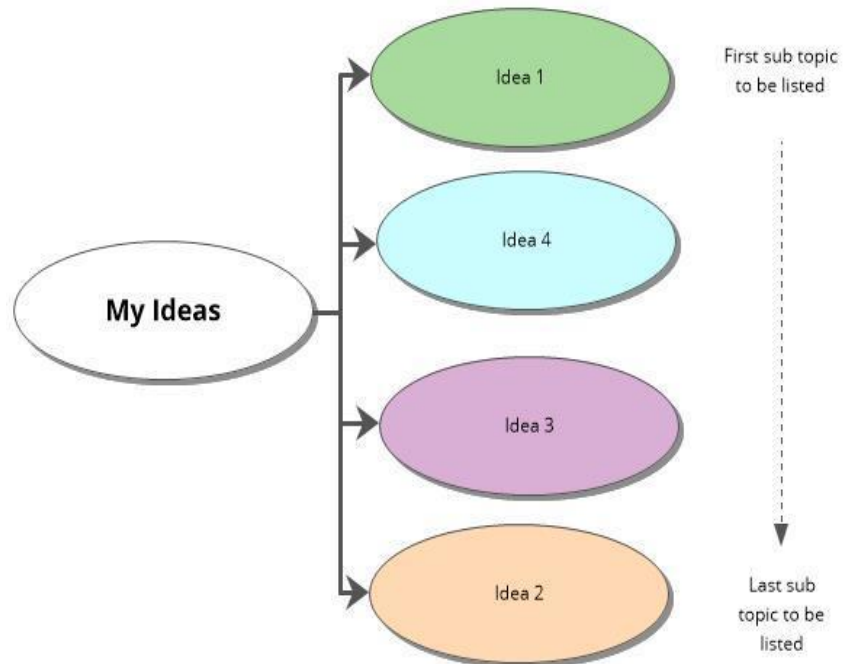
Top/Down Tree arrangement

Priority is given to the subtopic on the far left, moving through to the far right on the horizontal link line.



Left/ Right Tree arrangement

Priority is given to the subtopic positioned at the top, moving through to the subtopic positioned at the bottom on the vertical link line.

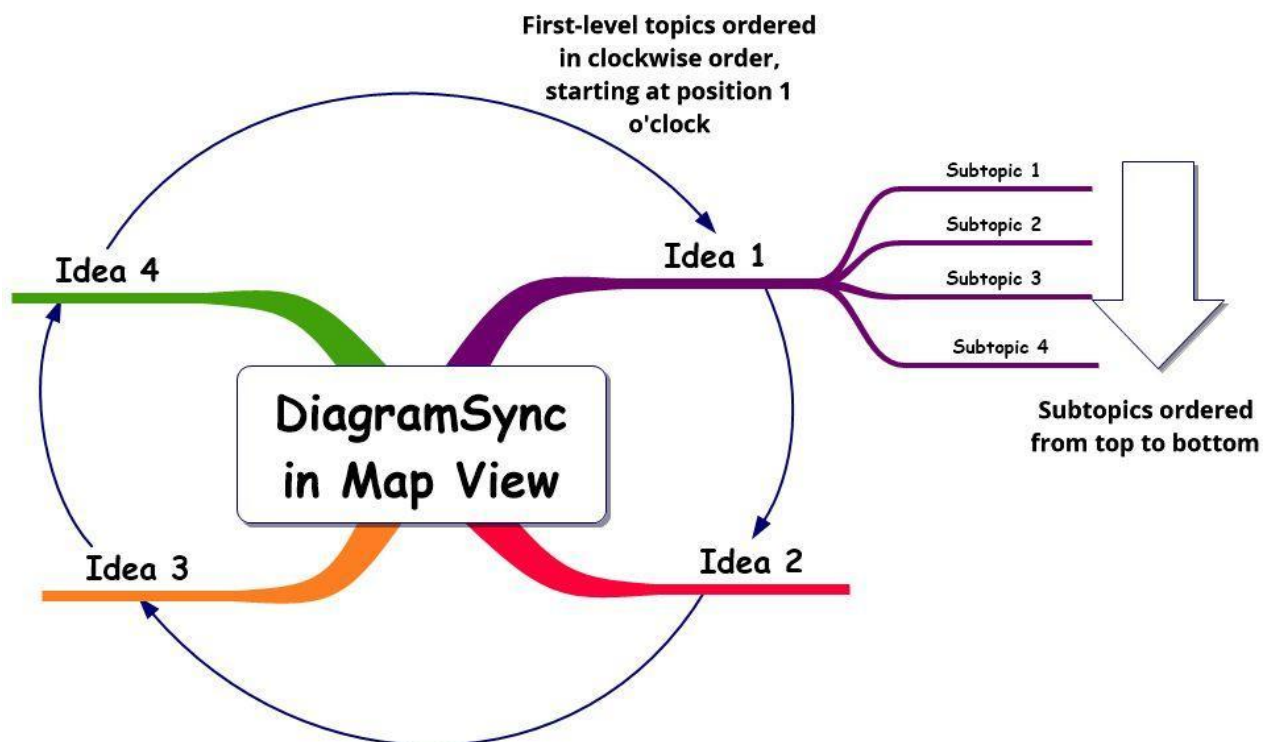


Synchronizing the ordering of topics and subtopics with the Map View

When moving from Map View to Outline View, by default, main topics will be organized in the order you entered them, and subtopics in the order they are linked to a parent topic. If you have re-arranged the ideas in your map, you can use the DiagramSync feature to reorganize your Outline at any time, by pressing:



Using this tool means that the Outline will be reordered to reflect the Map. First-level topics will be organized following a clockwise order, with further subtopics ordered top to bottom.



Consolidating several topics under one topic in an outline

You can consolidate ideas that are scattered throughout the outline under one topic. You can also choose to copy the selected topics and place them under one topic, while leaving the originals intact in the outline.

To consolidate several topics under one topic:

1. Select the topic under which you want to place the other topics.
2. Hold down the **Shift** key, then select the topics you want to consolidate.

A dotted rectangle appears around each topic you select.

You don't need to select each subtopic.

3. On the **Outline** menu, choose **Collect and Move**.
4. Do one of the following:

Select **Move Collected Topics** to move the topics under the selected topic.

-or-

Select **Copy Collected Topics** to copy the topics and place them under the selected topic, and leave the originals intact in the outline.

5. Click **OK**.

Splitting a topic into two topics in an outline

If you discover that a topic contains two ideas, you can split it into two separate topics. When you split a topic that has no subtopics, both parts remain at the same level in your outline. When you split a topic that has a subtopic, the second part becomes a subtopic. You can also split notes text. When you do this, the information in front of the cursor remains notes text and the remainder becomes a new topic.

To split a topic or notes text:

1. In the topic or the notes text, click where you want to split the text.

Select the topic you want to split, then click where you want to split the topic.

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
		1. Sun
		2. near the ocean
		3. Scuba

2. Click the **Split** button on the **Main** toolbar.



The topic or notes text divides.

▼		Family Vacation
▼		I. What we want to do
▼		A. Mom
		1. Sun
		2. near the ocean
		3. Scuba

Combining two topics into one

To merge two topics into one:

1. Select the two topics in the outline.
2. On the **Outline** menu, choose **Combine Topics**.

Notes:

- Notes from the merged topics are also merged.
- If one of the merged topics is subordinate to another, the topics will be merged into the subordinate topic.

		D. Outlining Outlining is particularly useful for planning and for ordering ideas when writing. While outline structure may be simple, outlines can help organise very complex material.
		E. Prewriting
		F. Diagramming
		G. Concept Mapping
		1. Help you see relationships between ideas

Combining these topics...

...yields this topic.

		D. Prewriting
		E. Diagramming
		F. Concept Mapping
		1. Help you see relationships between ideas Outlining Outlining is particularly useful for planning and for ordering ideas when writing. While outline structure may be simple, outlines can help organise very complex material.

Creating a topic that includes line breaks

You might want to break a longer topic into several lines. For example, you may want to have a list of information appear as one topic with each item having its own line. Then, when you switch to Diagram View, the list appears in one symbol.

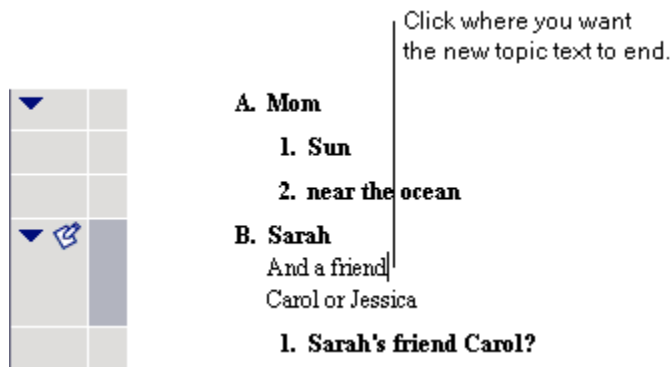
Normally, when you press Enter at the end of a topic in Outline View, Inspiration automatically changes to notes text mode. You can override this by using the Set Notes Text command on the Outline menu.

To create a topic that includes line breaks:

1. Select the topic to which you want to add more text, then press **Enter**.

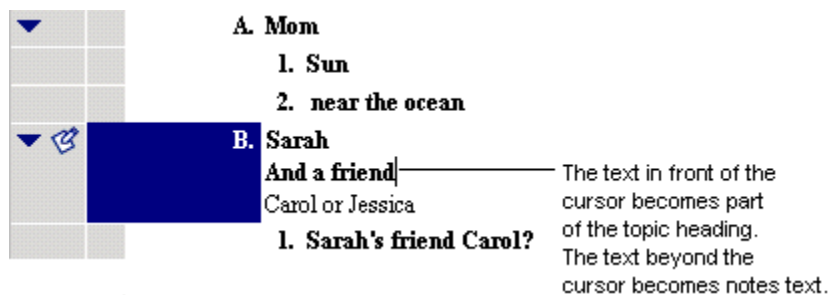
A blinking cursor appears on the next line. You're now ready to add notes text, which you will convert to topic text.

2. Enter your text, pressing **Enter** wherever you want a line break.
3. When you finish, click in the text where you want the topic text to end.



4. On the **Outline** menu, choose **Set Notes Text**.

All text in front of the cursor becomes part of the topic heading. Any text beyond the cursor becomes notes text.



Breaking apart notes text

You can break notes text into a series of new topics, with a new topic created for each carriage return in your note.

This is useful if you use the outline notes as a temporary place to store information, pasting in text from your word processor and other sources.

To break a note into topics:

1. Select the topic with notes.
2. On the **Outline** menu, choose **Break Apart**.

Sorting topics in an outline

You can sort topics or subtopics in ascending or descending alphanumeric order. This command is useful when you're creating a list of names and addresses in Outline View, for example.

You can also sort topics by the state of the box associated with each topic. To sort topics by the state of the box, you must first show the boxes (choose **Show Boxes** on the **View** menu). You can also sort ticked topics. See [Sorting ticked topics](#).

To sort topics in an outline:

1. Select the main idea or a topic, then choose **Sort** on the **Outline** menu.

The Sort dialog appears.

2. Under **Sort**, do one of the following:
 - Select **Entire Outline** to sort all the topics in the outline.
 - Select **Subtopics** to sort the subtopics for the selected topic.
3. Under **Key**, do one of the following:
 - Select **Topic Text** to sort your outline in alphanumeric order.
 - Select **Checklist** to sort your outline by the state of the box associated with each topic.
4. Under **Order**, select **Ascending** or **Descending**.
5. Click **OK**.

The topics at the level you selected are rearranged in the order you choose.

Enhancing your outline

After you add topics and notes and arrange and edit the content in your outline, you can use the many options for formatting text and prefixes to visually enhance the content.

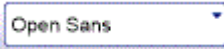
In This Chapter
Formatting text in an outline
Working with prefixes in an outline
Changing the background colour
Changing the defaults in your current outline

Formatting text in an outline

You can change the look of the text in your topics and notes using the tools on [the Formatting toolbar in Outline View](#) and the commands on the Text menu. You can select your favourite font, change the text size, and make text bold or italic, for example.

In this section
Changing the font
Changing text size
Applying bold formatting to text
Italicizing text
Underlining text
Changing text colour
Justifying text
Applying superscript formatting
Applying subscript formatting
Changing text to all capital letters
Returning text to the default style

Changing the font

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Font** pop-up menu , then choose a font.

-or-

Choose **Text>Font**, then choose a font from the sub-menu.

Tip: You can change the fonts that appear on the Inspiration **Font** menu. See [Customizing the font menu](#).

Changing text size

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Text Size** pop-up menu , then choose a text size.

-or-

Choose **Text>Size**, then choose a text size from the sub-menu.

3. To use a size that doesn't appear on the text size menu, choose **Other**.
4. Enter a text size, then click **OK**.

Tip: To increase or decrease the size of selected text one point size at a time, Choose **Text>Size**, then choose **Increase** or **Decrease** from the sub-menu.

Applying bold formatting to text

1. Select the text or object.
2. Click the **Bold** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Bold** from the sub-menu.

Italicizing text

1. Select the text or object.
2. Click the **Italic** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Italic** from the sub-menu.

Underlining text

1. Select the text or object.
2. Click the **Underline** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Underline** from the sub-menu.

Changing text colour

1. Select the text or object.
2. Click the **Text Colour** button  on the **Formatting** toolbar.

-or-

Choose **Text>Colour**, then choose a colour from the colour palette.

Justifying text

1. Select the text or object.
2. Choose **Text>Justify** then choose **Left**, **Centre** or **Right** from the sub-menu.

Applying superscript formatting

1. Select the text or object.
2. Choose **Text>Style** then choose **Superscript** from the sub-menu.

Applying subscript formatting

1. Select the text or object.
2. Choose **Text>Style** then choose **Subscript** from the sub-menu.

Changing text to all capital letters

1. Select the text or object.
2. Choose **Text>Style** then choose **ALL CAPS** from the sub-menu.

Returning text to the default style

If you select text and make changes to its appearance, you can easily return the text to its original style by using the **Revert To Style** command on the **Text** menu.

To return text to the default style:

1. Select the text or objects that you want to change back to the default style.
2. On the **Text** menu, choose **Revert to Style**.

Working with prefixes in an outline

There are a variety of prefix styles you can use with your outlines. The Inspiration default is the standard Roman Numeral style, but you might find that a bullet serves your purpose if your outline is simple. Or you might want to use the Legal style if your outline is very complex. You can even create your own custom prefixes.

In this section
Changing the prefixes
Formatting prefixes
Adding a prefix at the main idea level
Creating custom prefixes
Showing or hiding the prefixes

Changing the prefixes

On the **Formatting** toolbar, click the **Prefix** button , then choose a prefix style from the following choices:

- Working Format: You see the + and - signs indicating whether there are notes and subtopics both on screen and on printed copies.
- Roman Numerals: Uses Roman numerals for main topics (I, II, III, A, B, C, 1, 2, 3, etc.)
- AlphaNumerals: Uses upper case letters to label main topics in outline documents. Otherwise like the Roman Numeral format (A, B, C, 1, 2, 3, a, b, c, etc.)
- Legal: Uses numbers for each level and includes the first level prefix as part of the second level and so on (1.0, 2.0, 1.1, 1.2, 1.1.1, 1.1.2, etc.)
- Numeric: Uses numbers for each level (1, 2, 3, 1, 2, 3, etc.) in an outline document.
- No Prefix: On printed outline documents, there are no prefixes.
- Bullets: Uses a single bullet for all levels in an outline document.
- Power Outlining: Assigns the same number or letter to all topics at a specific level.
- Custom: Lets you specify your own system of prefixes in an outline document.

Formatting prefixes

You can change the font and text style of the prefixes in an outline. By default, the prefix style follows the text style of a topic.

To format prefixes:

1. On the **Formatting** toolbar, click the **Prefix** button , then choose **Custom**.
2. Select the **Custom Font and Style** box.
3. On the **Font** list, select a font.
 - To apply bold formatting to the prefixes, select the **Bold** box.

- To italicize the prefixes, select the **Italics** box.
 - To underline the prefixes, select the **Underline** box.
4. Click **OK** to apply the formatting.

Adding a prefix at the main idea level

On the **Formatting** toolbar, click the **Prefix** button, then choose **Start at Main Idea**.

Creating custom prefixes

1. On the **Formatting** toolbar, click the **Prefix** button , then choose **Custom**.
2. To start the outline at the main idea level, select the **Start at Main Idea** box.
3. In each outline **Level** box, enter the prefix you want.
 - To use a format in which topics at the same level are numbered or lettered sequentially, for example 1, 2, 3 or A, B, C, select the **Sequential Prefixes** box.
 - To use a format in which topics at the same level have the same prefix, for example 1, 1, 1 or A, A, A, clear the **Sequential Prefixes** box.
 - To include the first level prefix as part of the second level, and so on, select the **Appending Prefixes** box.
 - To use a format in which prefixes at higher levels are repeated at lower levels, select the **Repeat Prefixes** box. In the **From Level** box, enter the first prefix you want to repeat. In the **To Level** box, enter the last prefix you want to repeat. For example, if you enter From Level 1 to Level 3, the prefixes for those levels will be repeated in the next three levels and so on.
4. Click **OK**.

Showing or hiding the prefixes

On the **Outline** menu, choose **Show Prefixes**.

The prefixes show when a tick appears next to **Show Prefixes** on the **Outline** menu.

Changing the background colour

You can change the colour of the background that appears on your screen.

To change the background colour:

- Choose **Effect>Background Colour**, then choose a colour from the colour palette.

Changing the defaults in your current outline

You can set the defaults for any or all topic levels and notes. The default options include font, text size, text colour and other style choices. When you change the defaults, the changes apply only to the document you are working on, not to new Inspiration documents. To change the default settings for the Inspiration program, see [Changing the default settings for the Inspiration program](#).

To change the defaults in your current outline:

1. On the **Formatting** toolbar, click the **Topic Defaults** button .

-or-

On the **Edit** menu, choose **Topic Defaults**.

2. Select the outline level for which you want to change the defaults.

To choose defaults for...	...select
All text in the outline, including topics and notes	All Items
Main Idea and all topic levels in the outline	All Topic Levels
A specific level in the outline	The level, for example Main Idea or Level 1, and so on
All notes text in the outline	Notes Text

3. Select defaults for font, type size, text colour and text style.
4. Do one of the following:

To preview the changes and leave the Topic Defaults dialog open, click **Preview**. Select another outline level or type of text and select defaults.

-or-

To apply the changes and close the Topic Defaults dialog, click **OK**.

Creating a mind map

A mind map is a hierarchical diagram with a central idea, or image, at the centre of the map surrounded by branches that extend from the central idea. Inspiration mind maps follow the techniques developed by Tony Buzan and others. Mind map branches contain supporting ideas, or topics. Higher level topics are closer to the central idea. A first-level topic is an idea that supports, or relates to, the central idea. A second-level topic is an idea that supports a first-level idea, and so on. As you add ideas, the branches can grow to contain many levels.

When you create a mind map using Inspiration, you enter your central idea, then add the supporting ideas. You use text and symbols to describe or represent the ideas. You can show a connection, or relationship, between ideas on different branches using a relationship link. And you can use notes to expand each idea. After you add ideas, relationship links and notes, you can use colour and other formatting options to emphasize the ideas and connections on the mind map.

In This Chapter
Uses of mind maps
Tools for creating mind maps
Entering your central idea in Map View
Adding topics to the central idea on a mind map
Adding topics to a mind map
Adding topics to a mind map using the RapidFire tool
Adding symbols to a mind map
Showing a connection between two topics on a mind map
Adding notes to a mind map
Creating a mind map from a diagram
Creating an outline from a mind map
Using Equation Editor

Uses of mind maps

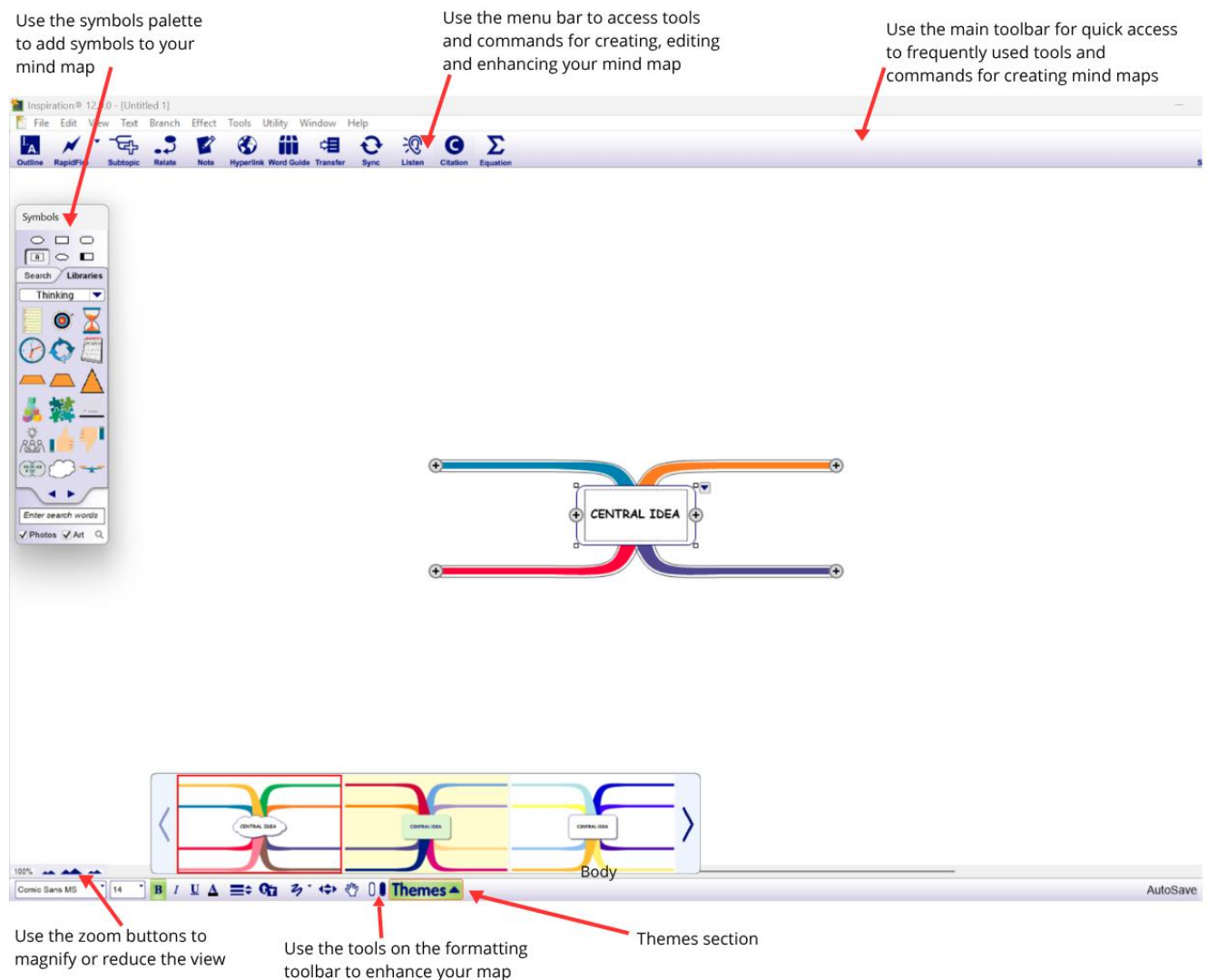
You can quickly create complex mind maps using Inspiration. Mind maps are well suited to many types of thinking and writing activities, including:

- Brainstorming
- Planning and organizing
- Memorizing
- Note taking

Tools for creating mind maps

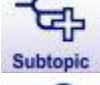
Inspiration gives you many tools to capture and organize your ideas in a mind map. Most commands, such as opening a file or setting preferences, are organized on the Menu bar. There are two toolbars that offer quick access to frequently used commands: [the Main toolbar](#) and [the Formatting toolbar](#). [The Symbols palette](#) displays the libraries where you select symbols to put in your mind map.

Most commands in Inspiration are also available through a shortcut menu. To access a shortcut menu, point to an area of the screen or select an object, and click the right mouse button.



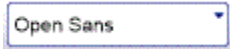
The Main toolbar in Map View

The Main toolbar appears below the Menu bar at the top of the Inspiration window. It offers quick access to frequently used tools and commands for creating mind maps.

Click...	...to do this
	Go to Outline View.
	Enter linked ideas quickly. Click ▼ to select RapidFire options.
	Add a new, attached subtopic.
	Add a relationship link between two topics.
	Add or edit a note attached to a symbol.
	Create a hyperlink to another item such as a web site or file.
	Look up definitions, synonyms and antonyms and learn the pronunciations of words.
	Transfer your work to a word processor or copy to clipboard.
	Synchronize topics and subtopics in the Outline View, based on the arrangement of branches in the Map View.
	Listen to the computer read the content in a document. (This optional feature can be enabled in Preferences:Audio.)
	Add a list of references and associated hyperlinks.
	Create a snapshot of selected symbols for use in a presentation.
	Open Equation Editor.
	Open the Presentation Manager.

The Formatting toolbar in Map View

The Formatting toolbar has tools for formatting text, branches and symbols; Draw tools for creating symbols and enhancing a mind map with graphics or text you do not want to appear in Outline View; and tools that enable you to position the mind map on the page, position objects precisely and space objects evenly.

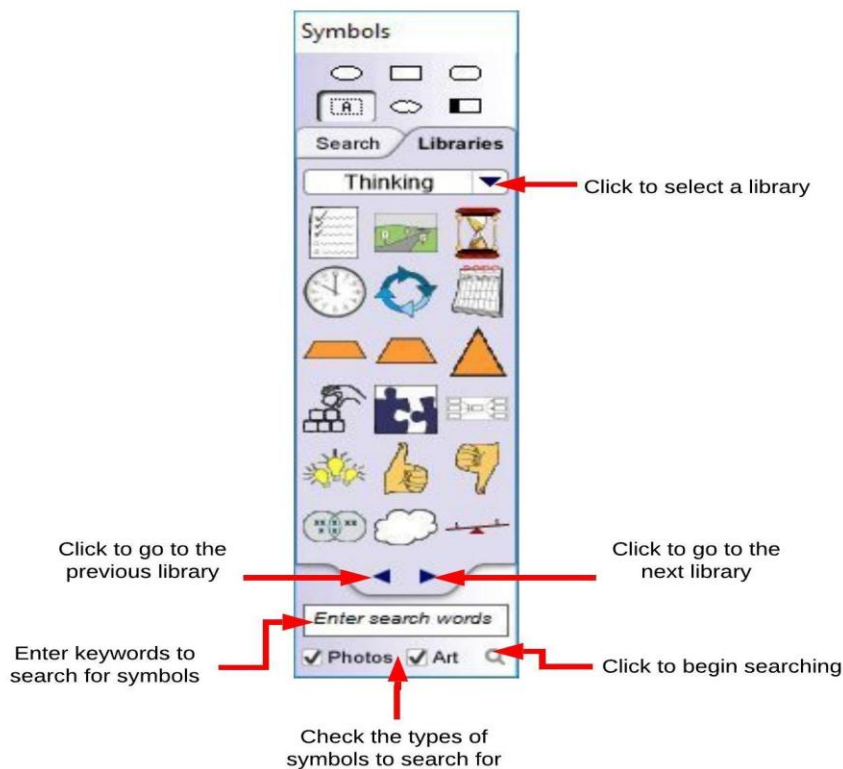
Use ...	...to do this
	Change the font.
Font	
	Change the text size.
Text Size	
	Apply bold formatting to text.
Bold	
	Italicize text.
Italic	
	Underline text.
Underline	
	Change the colour of text.
Text Colour	
	Increase or decrease the thickness of a branch.
Branch thickness	
	Set or restore text defaults.
Text Defaults	
	Turn on the selected Draw tool. Click  to select a different tool.
Draw	
	Move a selected object up, down, left or right one pixel at a time.
Nudge	
	Position the mind map on the page.
Position	
	Change the fill colour  or line colour  of a selected object.
Fill Colour and Line Colour	

The Symbols palette

Inspiration comes with symbol libraries containing more than 1,150 images. The symbols are organized into categories and libraries. You can display each library one at a time, so you can see the symbols in each one.

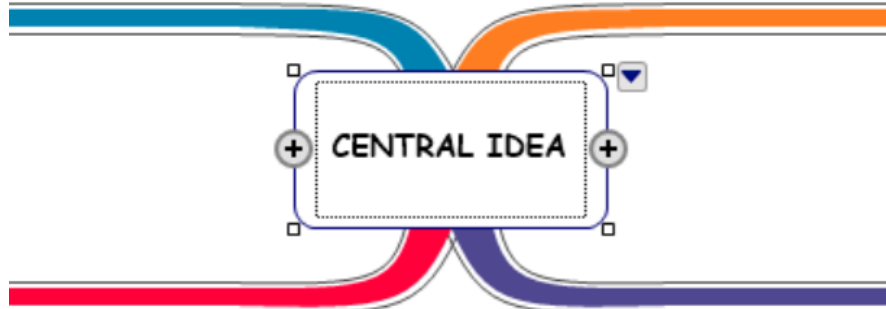
You can choose from the library symbols, and you can add your own symbols to the libraries. If you can't find the symbol you are looking for, you can search the Inspiration libraries on your computer and the online symbol collection by entering keywords into the box near the bottom of the Symbols palette.

- To browse the libraries on the Symbols palette, click the **Next Library** button  or the **Previous Library** button .
- To go to a specific library, click the **Libraries** tab. Click the **Select Library** button , select a category, then select a library.
- To find a specific symbol, type a word or words describing the symbol you are looking for in the box at the bottom of the palette, then click the **Find** button . For See [Searching for symbols](#).



Entering your central idea in Map View

When you click the **Map** button on the Inspiration Starter screen, a new untitled mind map with a Central Idea symbol and four starter branches appears.

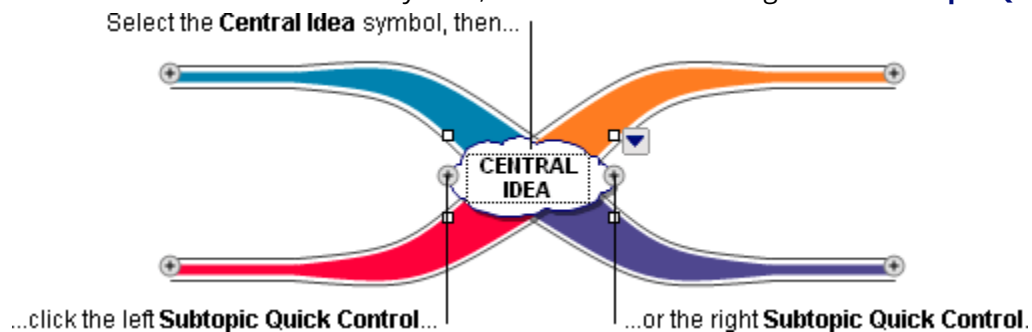


- The text "Central Idea" is selected. Start typing to enter your idea into the central idea topic.

Now you're ready to add topics that expand or explain your central idea.

Adding topics to the central idea on a mind map

1. Select the **Central Idea** symbol, then click the left or right **Add Subtopic Quick Control** (+).



-or-

On the **Main** toolbar, click the **Subtopic** button.



2. Enter the topic text.

-or-

Hold ctrl and click the primary mouse button to add a branch to the selected branch, central idea, or as an unattached idea.

Replacing the Central Idea symbol on a mind map

The Central Idea libraries contain symbols designed specifically to represent the central idea on a mind map. The library is located after the Basic library on the Symbols palette. However, you can use any symbol to represent the central idea.

To replace the Central Idea symbol:

- Drag the new symbol onto the **Central Idea** symbol.

-or-

Select the **Central Idea** symbol, then click the new symbol on the **Symbols palette**.

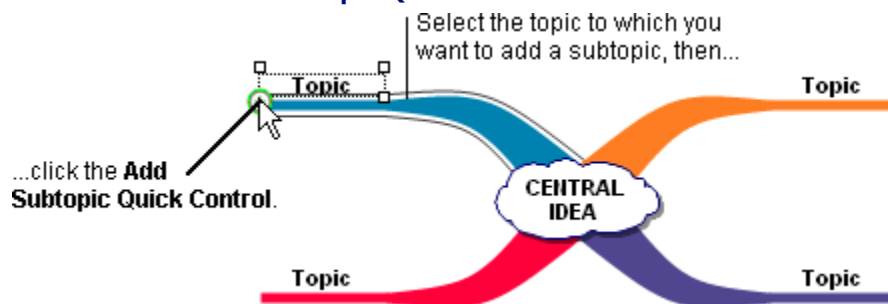
Adding topics to a mind map

An attached topic is an idea connected to the Central Idea symbol or to another topic. A detached topic is an unconnected idea, which can appear anywhere on the workspace. In Outline View, a detached topic appears at the central idea level.

There are several ways to add topics and subtopics to your mind map. When you add a topic, it appears at the same level and attached to the same branch as the selected topic. When you add a subtopic, it appears attached to and one level below the selected topic.

To add a subtopic:

1. Select the topic to which you want to add the subtopic.
2. Click the **Add Subtopic Quick Control**  at the end of the branch.



-or-

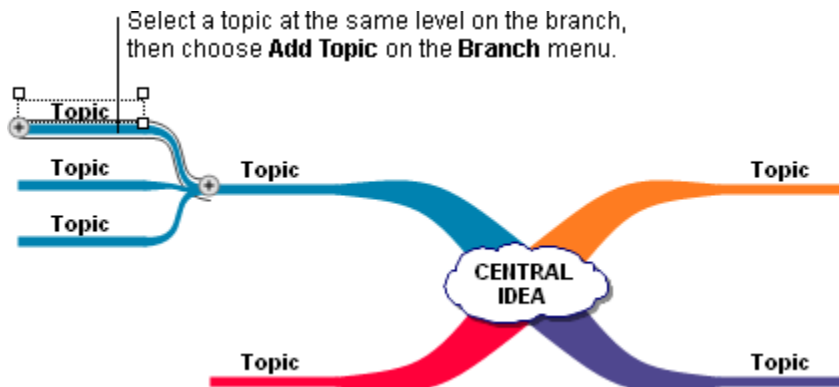
On the **Main** toolbar, click the **Subtopic** button.



3. Enter the topic text.

To add a topic:

1. Select a topic at the same level on the branch.
2. Click the **Add Subtopic Quick Control**  at the junction before the selected topic.



3. Enter the topic text.

Note: You can add topics and subtopics using the **Branch** menu. You can also use the shortcut menu by right-clicking the topic.

-or-

Hold ctrl and click the primary mouse button to add a branch to the selected branch, central idea, or as an unattached idea.

To add a detached topic:

- Click the background of the mind map, then type the topic text.

Adding topics to a mind map using the RapidFire tool

You can use the RapidFire tool to quickly add a series of attached or detached topics. The advantage of using the RapidFire tool is that you can concentrate on adding your ideas, rather than adding topics one at a time.

When you add attached topics, they appear as subtopics connected to the selected topic. If no topic is selected, the topics appear as a detached branch.

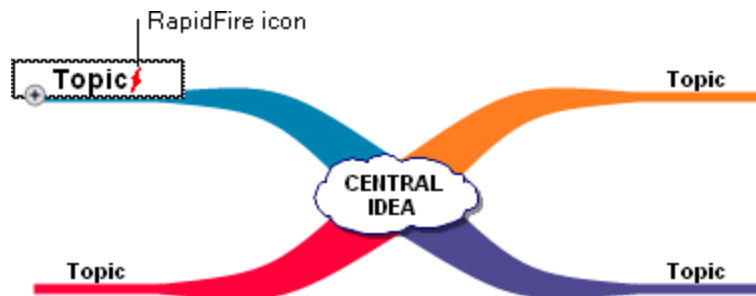
After you select a RapidFire option, you can click the RapidFire button to enter ideas using the selected option.

To add attached topics using the RapidFire tool:

1. Select a topic or click the background of the mind map.
2. Click the **RapidFire Options** button ▼ on the **RapidFire** button, then choose **Attached**.



The RapidFire icon appears in the symbol to show you the tool is turned on.



3. Enter an idea, then press **Enter** after each idea.
4. To turn off the RapidFire tool, click the **RapidFire** button again, or click the background of the mind map.

To add detached topics using the RapidFire tool:

1. Click the background of the mind map.
2. Click the **RapidFire Options** button ▼ on the **RapidFire** button, then choose **Detached**.



3. Enter an idea, then press **Enter** after each idea.

Your ideas appear as unconnected topics on the mind map.

4. To turn off the RapidFire tool, click the **RapidFire** button again, or click the background of the mind map.

Adding symbols to a mind map

You can use symbols to represent the ideas in a mind map. In addition to the libraries that come with Inspiration, you can use the symbols in the online symbol collection. It is easy to find symbols using the Search tab on the Symbols palette.

You can add a symbol to an existing topic or create a new, detached topic. Each topic can have one symbol.

To add a symbol to a topic:

- Drag the symbol onto the topic.

-or-

Select the topic, then click the symbol on the **Symbols palette**.

To create a detached topic using a symbol:

- Drag the symbol onto the background of the mind map.

-or-

Click the background of the mind map, then click the symbol on the **Symbols palette**.

To replace a symbol:

- On the **Symbols palette**, drag the new symbol onto the existing symbol.

-or-

Select the topic, then click the new symbol on the **Symbols palette**.

Showing a connection between two topics on a mind map

You can use a relationship link to show a connection between two topics on a mind map. The topics can be on the same branch, different branches or detached. You can also show a connection between any topic and the Central Idea symbol. After you add the relationship link, you can enter text that describes the connection.

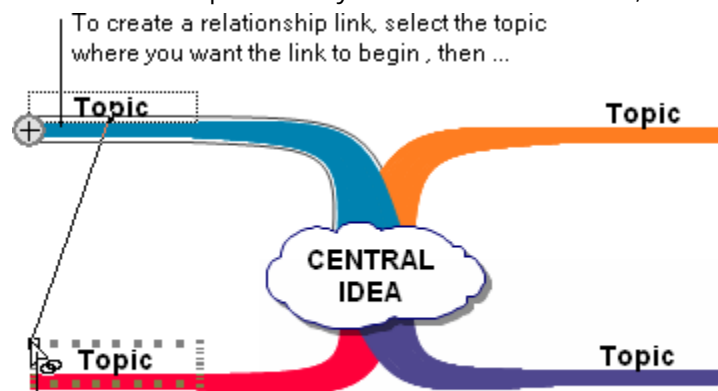
To show a connection between two topics:

1. With no objects selected, click the **Relate** button on the **Main** toolbar.



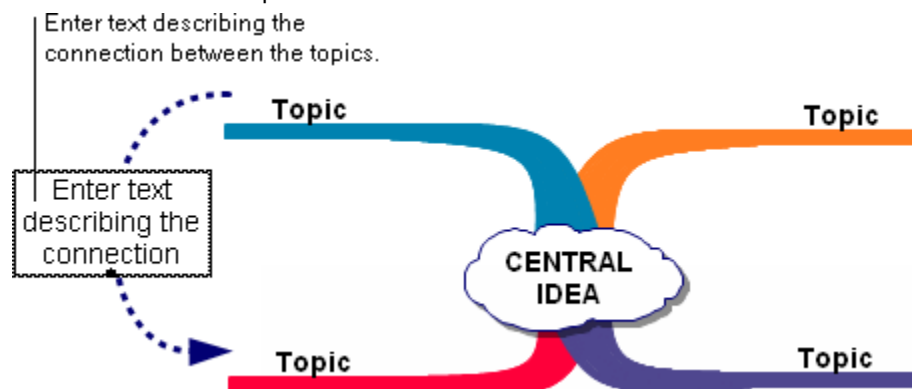
The mouse pointer looks like this .

2. Select the topic where you want the link to begin.
3. On the topic where you want the link to end, click a connection point.



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

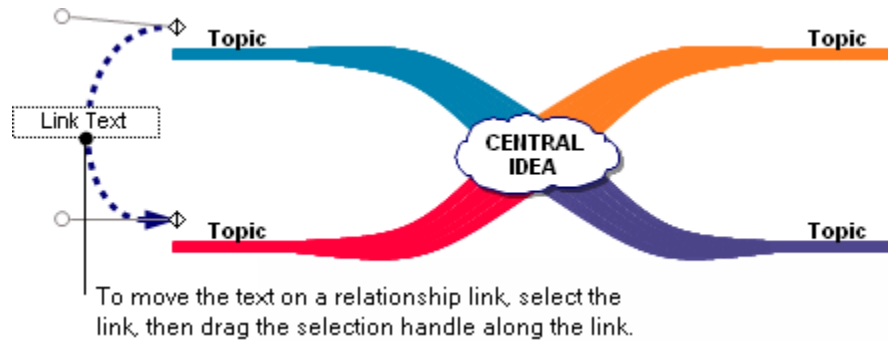
4. Enter a description for the connection.



5. To turn off the Relate tool, click the **Relate** button again, or click the background of the mind map.

Moving the text on a relationship link

To move the text on a relationship link, drag the selection handle on the text box.

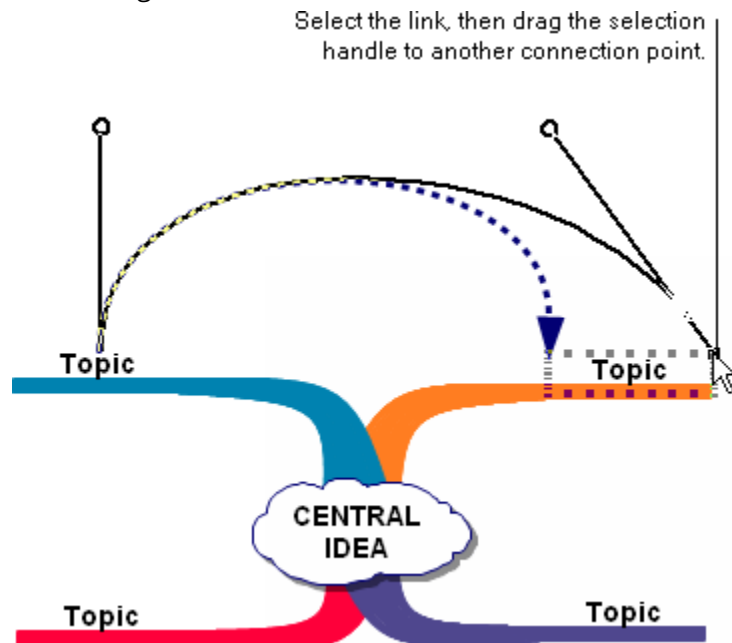


Changing a relationship link's connection point

You can use the selection handle at either end of a relationship link to change the link's connection point. You can change the connection to another point on the same topic or move the relationship to a different topic.

To change a relationship link's connection point:

1. Select the relationship link.
2. Drag the selection handle at the end of the link to the new connection point.

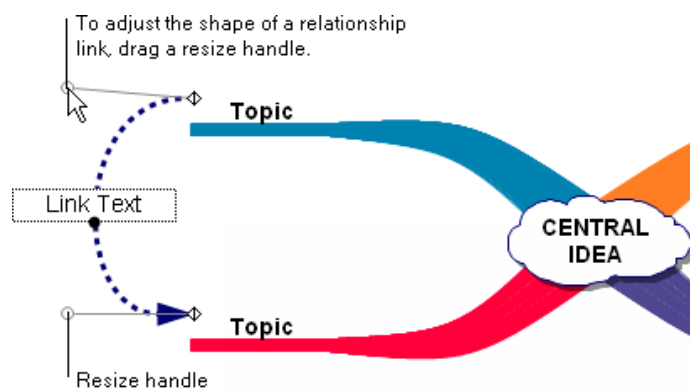


Adjusting the shape of a relationship link

You can change the shape of the angle or curve in a relationship link using the resize handles that appear when you select the link. The number of resize handles varies depending on the line type, or shape, of the link. In the following example, the double-curve link has two resize handles. You can drag any resize handle to adjust the link's shape.

To adjust the shape of a relationship link:

1. Select the relationship link.
2. Drag a resize handle to adjust the shape.



Searching for symbols

When you search for symbols, Inspiration searches the Inspiration libraries on your computer. Custom libraries are not searched.

Note: In Diagram View, you can turn off the symbol searching feature for a specific document using the Template Wizard. See [Working with templates](#).

To search for symbols:

1. In the box at the bottom of the Symbols palette, type a word that describes the symbol you are looking for, for example "dog."
 - You can enter one word or a phrase up to 256 characters.
 - Inspiration only returns symbols that contain all of the keywords you searched for. For example, to search for symbols containing a dog and a cat, enter "dog cat." Inspiration automatically searches for all symbols containing a dog and a cat.
 - To limit the search, enter the minus sign and a keyword. For example, to search for symbols containing a dog and a cat but not a mouse, enter "dog cat -mouse."
 - To search for animated symbols only, enter "animated" with your keywords.

2. To refine your search, select from the following options:
 - To search for clip art symbols, tick the **Art** box.
 - To search for photographic symbols, select **Photo**.
3. Click the **Find** button .

The search results will be displayed under the Search panel of the Symbols palette.

Adding notes to a mind map

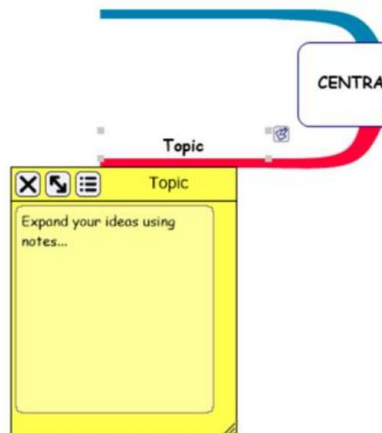
For each topic on a mind map, including the Central Idea symbol, a note is available. Notes allow you to expand your ideas and begin writing, while continuing to work in the visual format.

To add a note to a topic:

1. Select the topic or **Central Idea** symbol.
2. On the **Main** toolbar, click the **Note** button.



3. Enter your text into the note.



4. Click  to close the note.

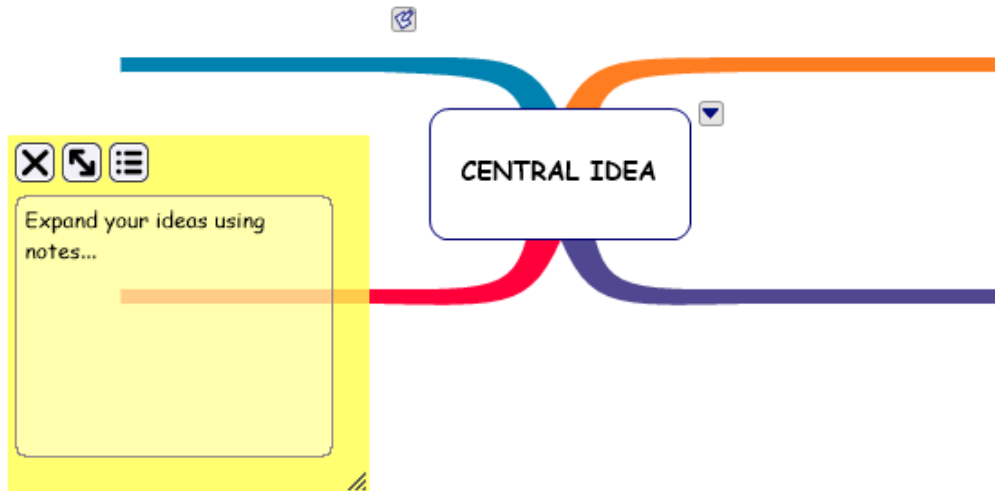
Detaching or attaching a note on a mind map

After you add a note to a topic, you can move the note to any location on the mind map. When you detach a note from its topic, the note does not move when you move the topic. If you later decide that you want the note to move with the topic, you can reattach it.

To detach a note from its topic:

- Drag the note to a new location on the mind map.

The note is detached when the selection handles on the topic are not filled.



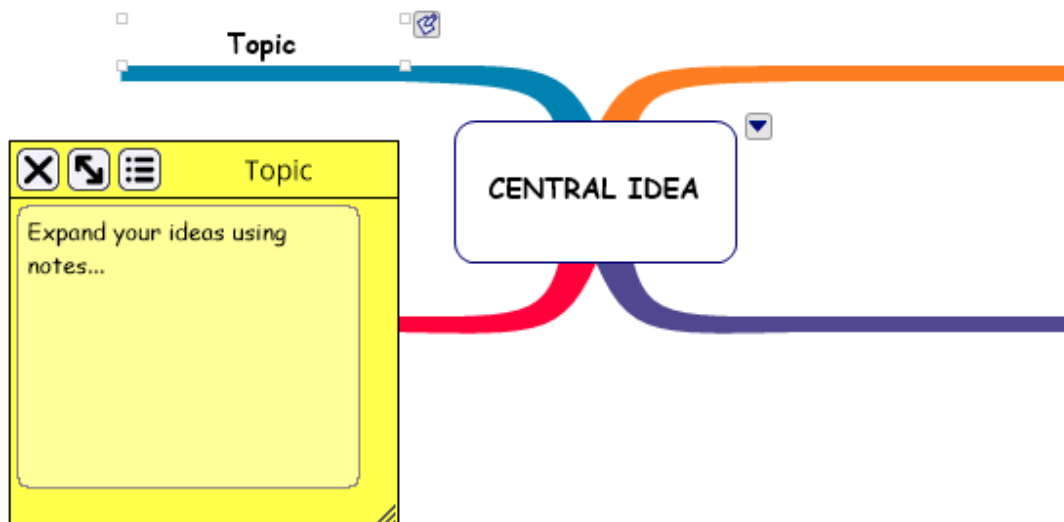
To attach a note to its topic:

- Select the note, then choose **Reattach Note** on the **Branch** menu.

-or-

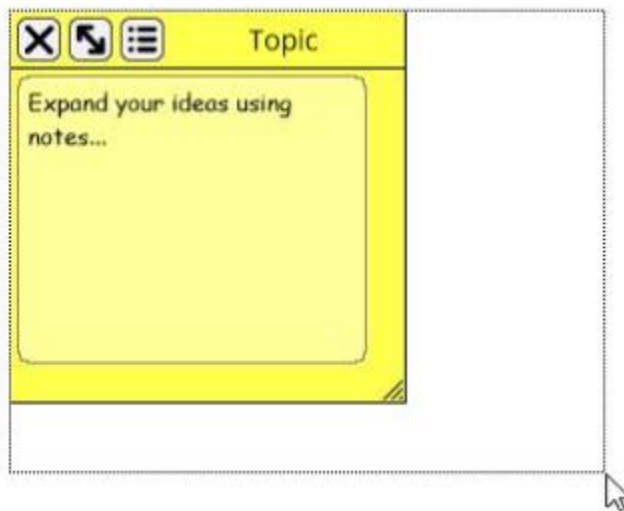
Drag the note to the topic.

The note is attached to the topic when the selection handles on the topic are filled.



Re-sizing a note

- To increase or decrease the size of a note, drag the lower right corner of the note or click the 3 dots and 3 lines icon next to the arrow to do this immediately.



To maintain the height-to-width proportions of the note, hold down the **Shift** key while you drag.

Optimizing the size of a note on a mind map

You can quickly re-size a note to the minimum size required to display the entire contents of the note.

To optimize the size of a note:

- On the note, click the **Optimize** button .

To return the note to its previous size, click the **Optimize** button  again.

Adding citations to a branch

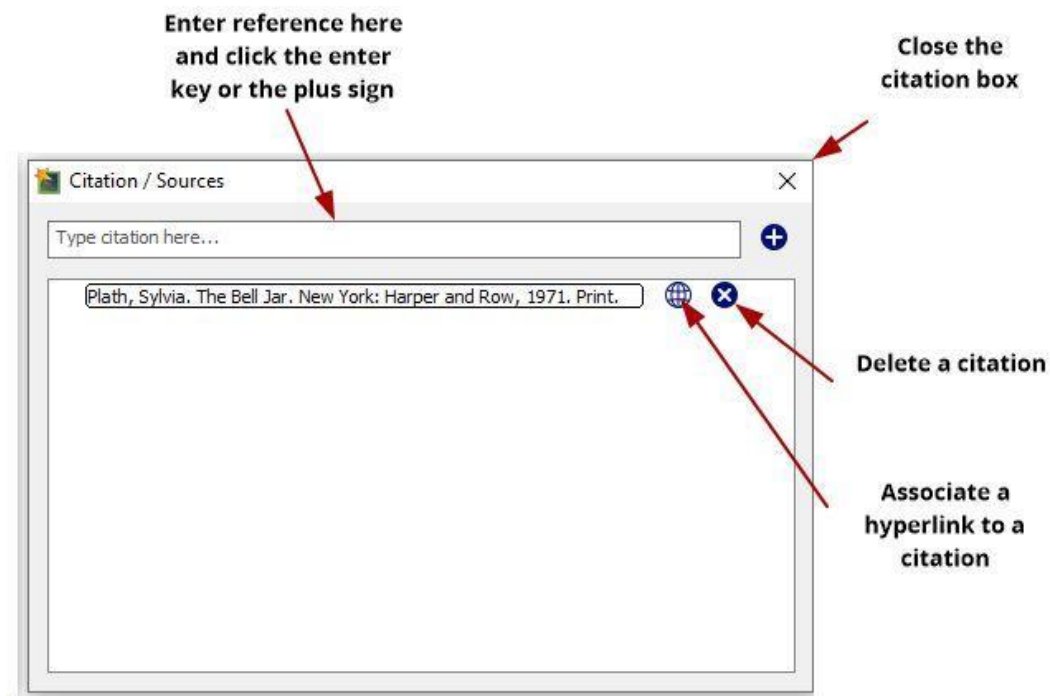
For each branch on a map, you can add a list of citations and associated hyperlinks.

To add a citation to a branch:

1. Select the branch.
2. On the **Main** toolbar, click the **Citation** button.



3. Type or paste a citation and click the plus sign or the enter key.



4. Click the hyperlink button next to a citation to hyperlink the text. This will open a wizard where you can set the hyperlink options. Once complete, click OK. The citation will now be an active hyperlink.
5. Click the X next to a citation to delete it.
6. Click  to close the citation box.

Tip: Inspiration will then create an alphabetized Bibliography in the Outline View from all of the citations in your map.

See also:

- [Working with hyperlinks](#)

Creating a map from a diagram

You can create a new mind map based on the content of a diagram.

To create a mind map from a diagram:

1. Save your diagram.
2. From the **File** menu, choose **Make Map Document**.

Inspiration creates a new mind map from the content of your diagram, and saves it with the same name and location as your diagram, with "01" added to the name.

Creating an outline from a mind map

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

To create an outline from a mind map:

- On the **Main** toolbar, click the **Outline** button.



-or-

On the **View** menu, choose **Outline**.

To return to Map View from Outline View, click the **Map** button on the **Main** toolbar.

Working with your mind map

After you add topics, symbols, relationship links and notes to a mind map, you can arrange and edit the content.

In this section

[Viewing the mind map as you work](#)

[Selecting all or parts of a mind map](#)

[Positioning objects on a mind map](#)

[Detaching or attaching a branch on a mind map](#)

[Deleting objects on a mind map](#)

[Cutting and pasting objects on a mind map](#)

[Copying and pasting objects on a mind map](#)

[Undoing changes](#)

Viewing the mind map as you work

In this section

[Magnifying or reducing the view of a mind map](#)

[Positioning a mind map in the window](#)

[Showing or hiding Quick Controls on a mind map](#)

[Showing or hiding subtopics on a mind map](#)

[Showing or hiding notes on a mind map](#)

Magnifying or reducing the view of a mind map

When you want to reduce the size of the document in the window, you can zoom out. When you want to magnify the document, you can zoom in. You can zoom in or out to a specific percentage. You can also fit the entire mind map into the window. Use the buttons in the lower left of the window to zoom in or out.



Click to view the entire mind map.

Click to magnify the view.

Click to reduce the view.

Click to magnify or reduce the view to a specific percentage.

Note: Zooming in and out does not change the actual size of the document, only the magnification at which you see it. To scale symbols, see [Changing the size of a symbol on a mind map](#).

Zooming in

Click the **Zoom In** button  in the lower left corner of the window.

-or-

On the **View** menu, choose **Zoom In**.

Zooming out

Click the **Zoom Out** button  in the lower left corner of the window.

-or-

On the **View** menu, choose **Zoom Out**.

Fitting the entire document into the window

Click the **Fit to Window** button  in the lower left corner of the window.

-or-

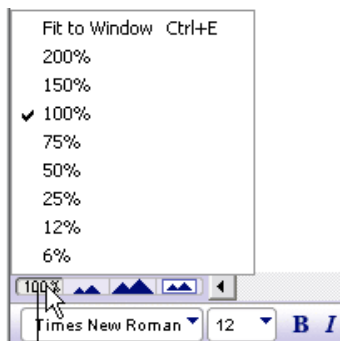
Choose **View>Zoom**, then choose **Fit to Window** from the sub-menu.

a. Zooming to a specific percentage

Click the **Change Zoom Level** button in the lower left corner of the window, then select a percentage.

-or-

Choose **View>Zoom**, then choose a percentage from the sub-menu.



Click the Change Zoom Level button, and then select a percentage to magnify or reduce the view.

Positioning a mind map in the window

Sometimes you want to position the mind map in the window so you can see parts of it more easily. The Position tool makes it easy to move the mind map around within the window.

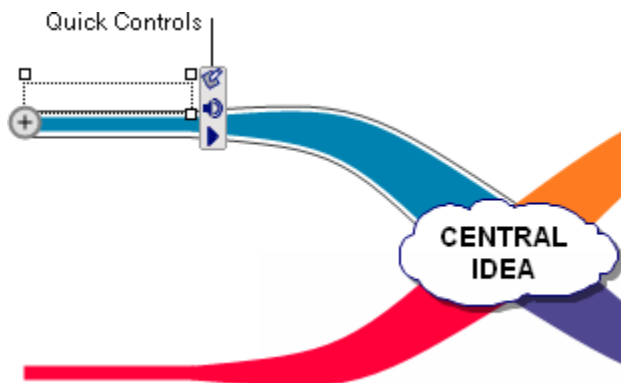
To position a mind map in the window:

1. On the **Formatting** toolbar, click the **Position** button .
2. Drag the mind map in the direction you want.
3. Click the **Position** button  to turn it off.

Tip: You can also hold down the **Control** and **Alt** keys, and drag to move the mind map in the window.

Showing or hiding Quick Controls on a mind map

Depending on your project, you may want to display the Quick Controls for notes, audio and subtopics in different ways.



To show or hide Quick Controls:

1. On the **View** menu, choose **Quick Controls**.
2. Do one of the following:

To show Quick Controls for selected topics only, select **Show on Selection**.

-or-

To show Quick Controls for all topics at all times, select **Always Show**.

-or-

To hide Quick Controls, select **Never Show**.

Note: The **Add Subtopic Quick Control**  will always behave as if set to **Show on Selection**.

Showing or hiding subtopics on a mind map

After you add topics to a mind map, you can show or hide any of the subtopics below any topic, including the central idea. You can also show or hide all subtopics on the mind map.

To show the subtopics below a topic:

1. Select the topic.
2. Click the **Subtopic Quick Control** .

-or-

Choose **View>Subtopics**, then choose **Show** from the sub-menu.

To hide the subtopics below a topic:

1. Select the topic.
2. Click the **Subtopic Quick Control** .

-or-

Choose **View<>Subtopics**, then choose **Hide** from the sub-menu.

To show all subtopics on a mind map:

- Choose **View>Subtopics**, then choose **Show All** from the sub-menu.

To hide all subtopics on a mind map:

- Choose **View>Subtopics**, then choose **Hide All** from the sub-menu.

Showing or hiding notes on a mind map

After you add a note to a topic or to the central idea, you can open the note and edit the text. You can show or hide individual notes and you can show or hide all notes.

To show a note:

1. Select the topic.
2. Click the **Note Quick Control** .

-or-

Choose **View>Notes**, then choose **Show** from the sub-menu.

To hide a note:

- Click  on the note.

-or-

Select the topic or note, then choose **View>Notes**, then choose **Hide** from the sub-menu.

To show all notes:

- Choose **View>Notes**, then choose **Show All** from the sub-menu.

To hide all notes:

- Choose **View>Notes**, then choose **Hide All** from the sub-menu.

Selecting all or parts of a mind map

Select an object when you want to move, edit or format it. You can select symbols, including imported graphics and video symbols, topics, branches, relationship links and draw objects.

In this section
Selecting objects on a mind map
Selecting all objects
Selecting all topics at the same level on a mind map
Scrolling to a selected object on a mind map

Selecting objects on a mind map

When you select one topic, all subtopics down the branch are also selected. When you select multiple topics, the subtopics down the branch are not automatically selected.

To select one object:

- Click it.

To select multiple objects:

- Hold down the **Shift** key, then click each object.

-or-

If the objects are next to each other, you can drag across the objects until the marquee appears around them.

Selecting all objects

On the **Edit** menu, choose **Select All**.

Selecting all topics at the same level on a mind map

You can select all the topics at the same level on a mind map. This command allows you to format all of the topics at once. For example, you could change the colour or the shape of the symbols for all the topics at the same level.

To select all topics at the same level on a mind map:

1. Select one topic at the level.
2. On the **Edit** menu, select **This Level**.

Scrolling to a selected object on a mind map

If you scroll away from the current selection on a mind map, you can centre it in the window.

To scroll to a selected object on a mind map:

- On the **Edit** menu, choose **Scroll to Selection**.

Positioning objects on a mind map

You can drag branches, notes and draw objects to change their position. You can also change the length of a branch by dragging it. Special commands allow you to evenly space objects, align objects and move objects one pixel at a time.

In this section
Aligning objects on a mind map
Evenly spacing objects on a mind map
Positioning an object precisely using the Nudge tool

Aligning objects on a mind map

You can align branches, topics and objects created using the Draw tools.

To align objects on a mind map:

1. Select at least two objects.
2. Choose **Effect>Align**, then choose an arrangement from the sub-menu.

Evenly spacing objects on a mind map

Use the Evenly Space command on the Effect menu to create an equal amount of space between selected objects. You can evenly space branches, topics and objects created using the Draw tools. You can choose to evenly space selected objects vertically or horizontally.

To space objects evenly:

1. Select at least three objects.
2. Choose **Effect>Evenly Space**, then choose **Horizontal** or **Vertical** from the sub-menu.

Positioning an object precisely using the Nudge tool

You can move symbols, notes and draw objects up, down, right or left one pixel at a time using the Nudge tool on the Formatting toolbar.

To position an object precisely:

1. Select the object.
2. On the **Formatting** toolbar, click the arrow on the **Nudge** button  that points in the direction you want to move the object.

One click moves the object one pixel.

Notes:

- You can also use the arrow keys on your keyboard to nudge an object.
- In Diagram View, you don't have to turn grid snap off to use the Nudge tool. It works the same way, whether grid snap is on or off.
- See [Positioning symbols using grid snap](#).

Detaching or attaching a branch on a mind map

You can detach a branch from a mind map and then reattach it to another branch or to the Central Idea symbol. When you detach a branch, it detaches at the currently selected topic.

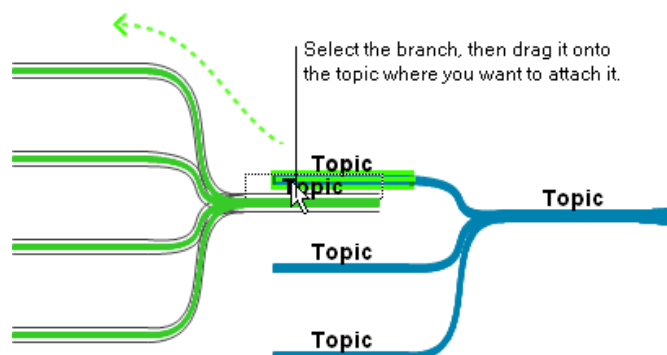
To detach a branch:

1. Select the topic where you want to detach the branch.
2. On the **Branch** menu, choose **Detach Branch**.

To attach a branch:

- Select the branch, then drag the branch to the topic where you want to attach it or to the Central Idea symbol.

When the branch is positioned to attach, an arrow indicates where the branch will appear.



Deleting objects on a mind map

When you want to remove an object from a mind map, you can delete it. You can delete topics, branches, relationship links, notes, and objects created using the Draw tools.

When you delete a topic, you also remove its subtopics. Special commands allow you to remove a branch, remove a topic without removing its subtopics and delete a symbol from a topic.

To delete an object on a mind map:

1. Select the object.
2. Press the **Delete** or **Backspace** key.

-or-

On the **Edit** menu, choose **Clear**.

Note: You cannot delete or cut the Central Idea symbol on a mind map.

Deleting a branch on a mind map

When you delete a branch, you remove the selected topic and the subtopics down the branch.

To delete a branch:

1. Select the highest level topic on the branch.
2. Press the **Delete** key or **Backspace** key or choose **Delete Branch** on the **Branch** menu.

Deleting a topic without deleting its subtopics

When you delete a topic without deleting its subtopics, the subtopics move up one level and attach to the next higher-level topic.

To delete a topic without deleting its subtopics:

1. Select the topic.
2. On the **Branch** menu, choose **Delete Topic Only**.

Deleting a symbol from a topic on a mind map

1. Select the topic.
2. Choose **Effect>Symbol**, then choose **Remove** from the sub-menu.

Cutting and pasting objects on a mind map

When you cut and paste an object, you remove it from its current location and place it in a new location. You can cut and paste topics, branches, and objects created using the Draw tools.

When you cut and paste a branch, you can attach it to another topic, including the central idea. Or, you can paste it onto the background of the mind map where it becomes a detached branch.

To cut and paste an object on a mind map:

1. Select the object.
2. On the **Edit** menu, choose **Cut**.
3. Click the background of the mind map where you want the object to appear.

-or-

To attach a branch to a topic, select the topic.

4. On the **Edit** menu, choose **Paste**.

Note: You cannot delete or cut the Central Idea symbol on a mind map.

Copying and pasting objects on a mind map

When you copy and paste an object, you create a copy of the object in a new location. You can copy and paste topics, branches, and objects created using the Draw tools.

When you copy and paste a branch, you can attach it to another topic, including the central idea.

Or you can paste it onto the background of the mind map where it becomes a detached branch.

To copy and paste an object on a mind map:

1. Select the object.
2. On the **Edit** menu, choose **Copy**.
3. Click the background of the mind map where you want the object to appear.

-or-

To attach a branch to another topic, select the topic.

4. On the **Edit** menu, choose **Paste**.

Undoing changes

Undo cancels the last change you made. You can undo up to the last 50 changes.

To undo changes:

- On the **Edit** menu, choose **Undo**.

-or-

Press **Control-Z**.

To cancel an undo, choose **Redo** on the **Edit** menu.

Enhancing your mind map

After you arrange and edit the content in a mind map, you can enhance it using the options for formatting text, branches, symbols, relationship links and notes.

In addition, you can enrich the content of the mind map by importing graphics and videos created in other programs. You can import graphics and videos to use as symbols, and you can also import graphics into notes. You can create your own symbols and add graphic elements, such as geometric shapes and lines, using the Draw tools.

In this section
Formatting text on a mind map
Formatting branches on a mind map
Formatting relationship links on a mind map
Working with notes on a mind map
Working with symbols on a mind map
Changing the background colour
Applying themes to a mind map
Creating graphics or text using the Draw tools in Map View

Formatting text on a mind map

You can format the text in the Central Idea symbol, topics, relationship links and notes using the tools on the Formatting toolbar and the commands on the Text menu. For example, you can select a different font, change the text size and apply bold or italic formatting.

You can format all the text in an object by selecting the object (object level formatting) or you can format selected text (text level formatting). Text formatting is applied differently depending on whether you select the topic or you select text within the topic.

When you select a topic, the text formatting is applied to all subtopics down the branch, with two exceptions:

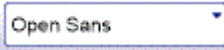
- Superscript or subscript formatting is applied only to the selected topic
- A subtopic down the branch with unique text formatting retains its formatting

When you select text within a topic and apply text formatting, the formatting is only applied to the selected text.

When you select multiple topics, text formatting is applied only to the selected topics and not to subtopics down the branches.

In this section
Changing the font
Using fonts not on the Inspiration Font menu
Changing text size
Applying bold formatting to text
Italicizing text
Underlining text
Changing text colour
Justifying text
Applying superscript formatting
Applying subscript formatting
Changing text to all capital letters
Applying a white background to text on a mind map
Returning text to its original formatting on a mind map

Changing the font

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Font** pop-up menu , then choose a font.

-or-

Choose **Text>Font**, then choose a font from the sub-menu.

Tip: You can change the fonts that appear on the Inspiration **Font** menu. See [Customizing the font menu](#).

Using fonts not on the Inspiration Font menu

To use a font not on the Inspiration Font menu:

1. Select the text or object.
2. Choose **Text>Font**, then choose **More Fonts** from the sub-menu.

The Font dialog appears.

3. On the **Font** menu, choose the font.
4. Select the text size.

The font and size are applied to the selected text or objects.

Tip: You can change the fonts that appear on the Inspiration Font menu. See [Customizing the font menu](#).

Changing text size

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Text Size** pop-up menu , then choose a text size.

-or-

Choose **Text>Size**, then choose a text size from the sub-menu.

3. To use a size that doesn't appear on the text size menu, choose **Other**.
4. Enter a text size, then click **OK**.

Tip: To increase or decrease the size of selected text one point size at a time, Choose **Text>Size**, then choose **Increase** or **Decrease** from the sub-menu.

Applying bold formatting to text

1. Select the text or object.
2. Click the **Bold** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Bold** from the sub-menu.

Italicizing text

1. Select the text or object.
2. Click the **Italic** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Italic** from the sub-menu.

Underlining text

1. Select the text or object.
2. Click the **Underline** button  on the **Formatting** toolbar.

-or-

Choose **Text>Style** then choose **Underline** from the sub-menu.

Changing text colour

1. Select the text or object.
2. Click the **Text Colour** button  on the **Formatting** toolbar.

-or-

Choose **Text>Colour**, then choose a colour from the colour palette.

Justifying text

1. Select the text or object.
2. Choose **Text>Justify** then choose **Left**, **Centre** or **Right** from the sub-menu.

Applying superscript formatting

1. Select the text or object.
2. Choose **Text>Style** then choose **Superscript** from the sub-menu.

Applying subscript formatting

1. Select the text or object.
2. Choose **Text>Style** then choose **Subscript** from the sub-menu.

Changing text to all capital letters

1. Select the text or object.
2. Choose **Text>Style** then choose **ALL CAPS** from the sub-menu.

Applying a white background to text on a mind map

You can apply a white background to the text in topics and relationship links. This text formatting option is useful when the topic text is inside the symbol or when the background of the mind map is a colour other than white.

To apply a white background to text:

1. Select the object.
2. On the **Effect** menu, choose **White Text Background**.

Returning text to its original formatting on a mind map

When you apply formatting to selected text within a topic or relationship link, you can return the text to the formatting applied at the object level.

To return text to its original formatting on a mind map:

1. Select the object.
2. On the **Text** menu, choose **Revert to Style**.

Formatting branches on a mind map

You can change the position, width and colour of a branch on your mind map.

If you change the formatting of a branch, you can quickly reapply the formatting of the branch one level up using the **Inherit Branch Format** command on the **Effect** menu.

In this section

[Changing a branch's position to left or right](#)

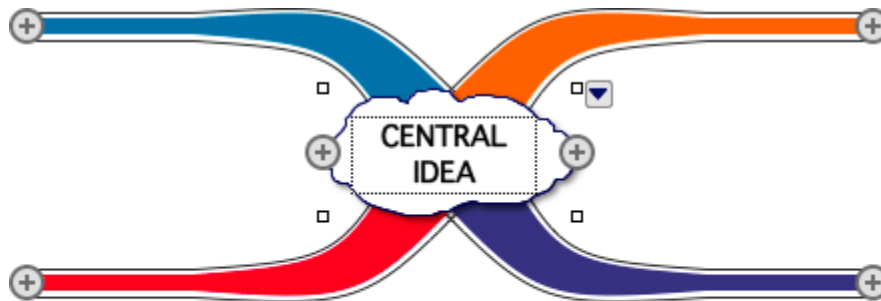
[Increasing or decreasing the thickness of a branch](#)

[Changing the colour of a branch](#)

[Applying the formatting of a branch to a lower level branch](#)

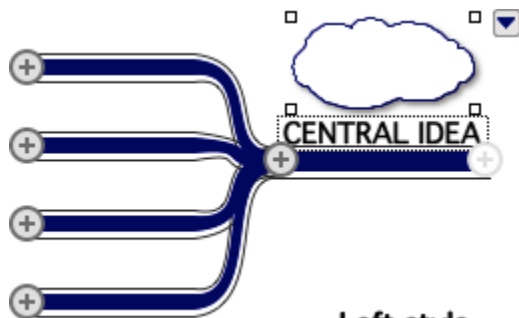
Changing a branch's position to left or right

By default, a mind map has branches that extend out radially from the Central Idea.



**Radial style
(default)**

You can change your map so that the branches all extend to the left:



Left style

You can also have the branches extend to the right:



Right style

To change the branch style:

1. Select the Central Idea of your mind map.
2. Choose **Effect>Branch Style**, then choose either **Radial**, **Left** or **Right** from the sub-menu.

Increasing or decreasing the thickness of a branch

When you change the thickness of a branch, you also change the thickness of the branches below the selected topic. In addition, if there is a line or frame around the symbol, it is increased or decreased proportionally.

To increase or decrease the thickness of a branch:

1. Select the highest level topic on the branch.
2. On the **Formatting** toolbar, do one of the following:

- To increase the thickness of the branch, click the top of the **Branch Thickness** button .

-or-

- To decrease the thickness of the branch, click the bottom of the **Branch Thickness** button .

-or-

- Choose **Effect>Branch Thickness**, then choose **Increase** or **Decrease** from the sub-menu.
-

Changing the colour of a branch

When you change the colour of a branch, the colour is applied to the subtopics down the branch and to the line colour or frame colour of the symbols on the branch. If a subtopic has a unique line colour it retains its colour.

When you select multiple topics, the branch colour is applied only to the selected topics.

To change the colour of a branch:

1. Select the branch.
2. On the **Formatting** toolbar, click the **Line Colour** button, then select a colour from the colour palette.



Click the **Line Colour** button to change the line colour of the selected branch.

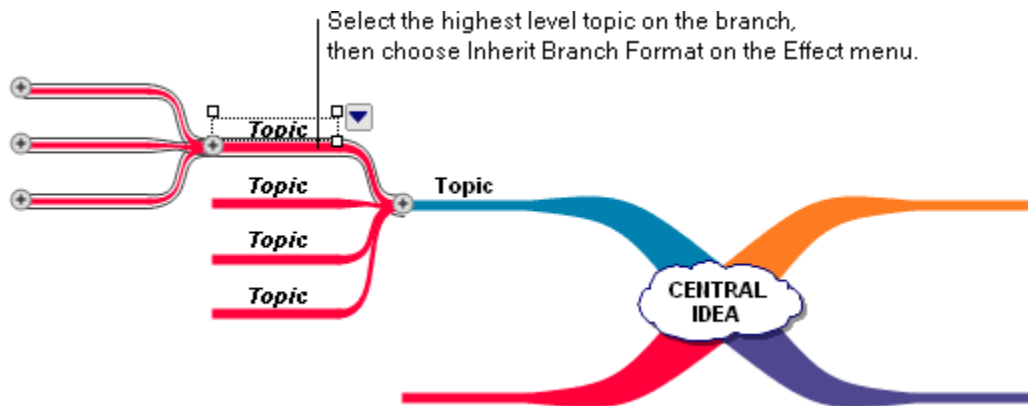
-or- Choose **Effect>Branch Colour**, then select a colour from the colour palette.

Applying the formatting of a branch to a lower-level branch

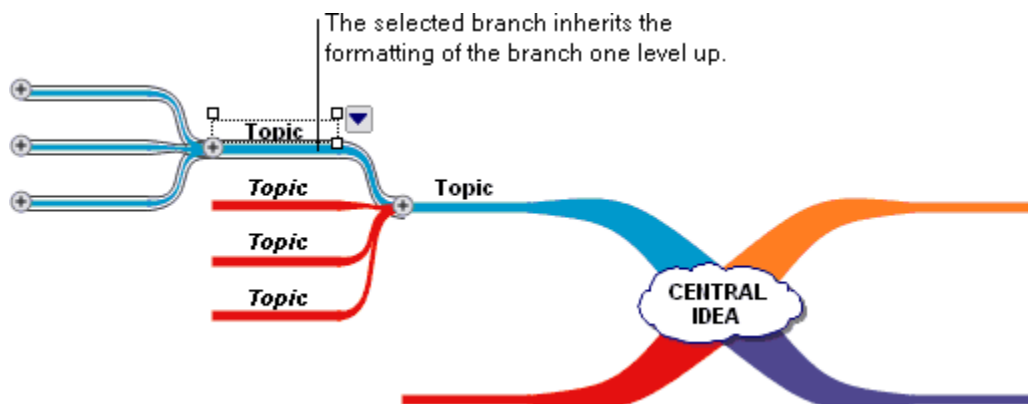
If you change the formatting of a lower-level branch, you can quickly reapply the formatting of the branch's higher level topic using the Inherit Branch Format command on the Effect menu. When you use this command, the lower-level branch inherits the text formatting and the branch colour of the branch one level up.

To apply the formatting of a branch to a lower-level branch:

1. Identify the topic you want to inherit the formatting from and select the subtopic you wish to change.



2. On the **Effect** menu, choose **Inherit Branch Format**.



Formatting relationship links on a mind map

You have many options for formatting relationship links. You can choose from four different line types, or shapes: standard, right angle, single curve and double curve. You can apply a solid or dashed line to a relationship link. You can also change the colour, thickness, arrow direction and arrowheads.

In this section

[Changing the line type of a relationship link](#)

[Applying a dashed or solid line to a relationship link](#)

[Changing the colour of a relationship link](#)

[Changing the thickness of a relationship link](#)

[Changing arrow direction on a relationship link](#)

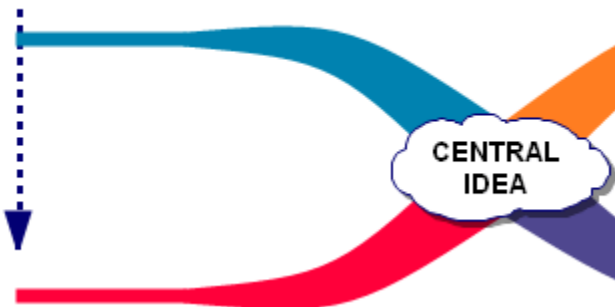
[Changing arrowhead style on a relationship link](#)

Changing the line type of a relationship link

There are four line types, or shapes, you can apply to a relationship link:

- A Straight relationship link connects topics with a straight line.

Straight relationship link



- A Right-Angle relationship link connects topics with a 90-degree angle.

Right angle relationship link



- A Single Curve relationship link connects topics with a curved line that has one bend.

Single curve relationship link



- A Double Curve relationship link connects topics with a curved line that has two bends.

Double curve relationship link



After you apply a line type to a relationship link, you can adjust the shape of the line.

To change the line type of a relationship link:

1. Select the relationship link.
2. Choose **Effect>Relationship>Line Type**, then choose a line type from the sub-menu.

Applying a dashed or solid line to a relationship link

1. Select the relationship link.
2. Choose **Effect>Relationship**, then choose **Dashed Line** on the sub-menu.

The relationship link is a dashed line when a tick appears next to the **Dashed Line** menu item.

Changing the colour of a relationship link

1. Select the relationship link.
2. On the **Formatting** toolbar, click the **Line Colour** button, then select a colour from the colour palette.



Click the **Line Colour** button to change the colour of the selected relationship link.

-or-

Choose **Effect>Relationship>Line Colour**, then select a colour from the colour palette.

Changing the thickness of a relationship link

1. Select the relationship link.
2. Choose **Effect>Relationship>Line Thickness**, then choose a line thickness from the sub-menu.

Changing arrow direction on a relationship link

1. Select the relationship link.
2. Choose **Effect>Relationship>Arrow Direction**, then choose an arrow direction from the sub-menu.

Changing arrowhead style on a relationship link

1. Select the relationship link.
2. Choose **Effect>Relationship>Arrowheads**, then choose a style from the sub-menu.

Working with notes on a mind map

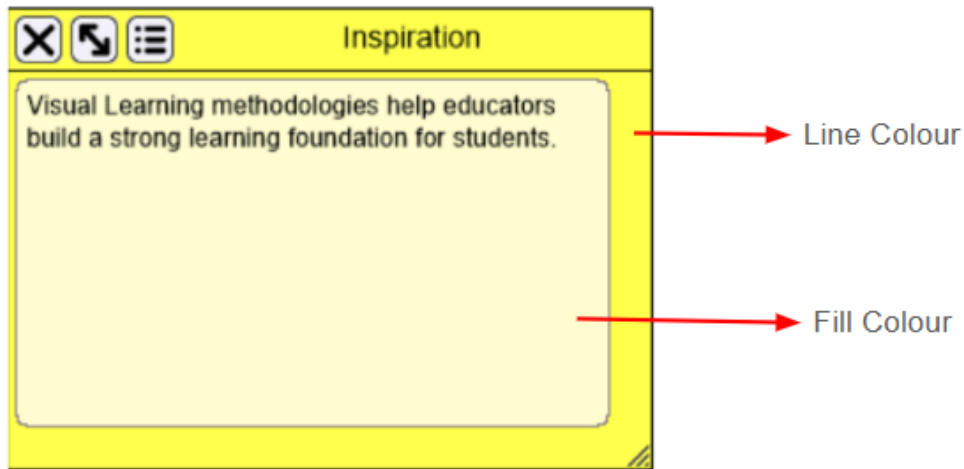
In addition to formatting the text in note, you can change the fill and line colour of the note. You can also enrich the content of a note by importing a graphic created in another program.

See also **[Adding notes to a diagram \(section 3.7 to be hyperlinked\)](#)**

In this section
Changing the colours of a note
Importing graphics into a note on a mind map
Adding video to a note

Changing the colours of a note

When you change the line colour of a note, you change the colour of the line around the note. When you change the fill colour of a note, you change the colour inside the note.



To change the line colour of a note:

1. Select the note.
2. Do one of the following:

On the **Formatting** toolbar, click the **Line Colour** button, then select a colour from the colour palette.



Click the **Line Colour** button to change the line colour of the selected note.

-or-

Choose **Effect>Line Colour**, then select a colour from the colour palette.

To change the fill colour of a note:

1. Select the note.
2. Do one of the following:

On the **Formatting** toolbar, click the **Fill Colour** button, then select a colour from the colour palette.



Click the **Fill Colour** button to change the fill colour of the selected note.

-or-

Choose **Effect>Fill Colour**, then select a colour from the colour palette.

Importing a graphic into a note on a mind map

In Windows, you can import GIF, JPEG, PICT, TIFF, PNG, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files. You can insert multiple graphics into each note. The graphics are inserted at the end of any text you have already entered.

To insert a graphic into a note on a mind map:

1. Select the topic, then click the **Note Quick Control** .

-or-

Choose **View>Notes**, then choose **Show** from the sub-menu.

2. On the **Edit** menu, choose **Insert Graphic**.
3. Select the graphic file you want to insert, then click **Open**.

Notes:

- You can drag a graphic into a note. Select the topic where you want the graphic to appear in notes and make sure the notes are showing. Open the folder containing the graphic file you want to place in the note. Drag the graphic file to the note. You cannot drag a graphic between notes within the mind map.
- You can copy and paste a graphic into a note. In the graphics editing program, copy the graphic. Select the topic where you want the graphic to appear in notes. Make sure the notes are showing, and click in the note. On the **Edit** menu, choose **Paste**.

Adding video to a note

You can attach a video file to your notes. You can insert AVI, MPEG and any type of video that can be viewed using Windows Media Player.

To insert a video file:

1. Select the topic where you want to insert a sound into the notes.
2. Choose **Tools>Insert Video or Sound**, then choose **Video** from the sub-menu.
3. Select the file, then click **Open**.

Working with symbols on a mind map

There are several ways you can create your own unique symbols to use on a mind map. The custom strip symbol allows you to add text or a simple graphic to the symbol. You can also create symbols using imported graphics and videos.

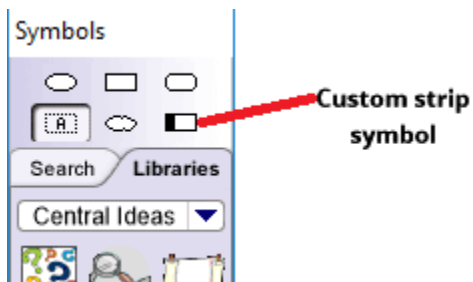
You can increase or decrease the size of a symbol. And you can change the way a symbol looks using format options that include colour, frame, shadow and text background.

For information about adding symbols to a mind map, see [Adding symbols to a mind map](#).

In this section
Using the custom strip symbol on a mind map
Importing graphics for symbols in Map View
Importing videos for symbols in Map View
Re-sizing a symbol on a mind map
Returning a symbol to its original size
Formatting symbols on a mind map

Using the custom strip symbol on a mind map

You can use the custom strip symbol to create a symbol with text or a graphic in it.



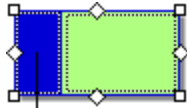
When you add the custom strip symbol to your mind map, the strip area is blank. You can enter text or draw a simple picture in the strip area. After you create a custom strip symbol, you can add it to a custom library so it is available to use in other diagrams or mind maps. See [Adding a symbol to a custom library](#).

To add text to a custom strip symbol:

1. Select the custom strip symbol.
2. Click the strip area in the symbol

-or-

Choose **Effect>Symbol**, then choose **Edit Custom Strip** from the sub-menu.



Click the strip area to add text to the custom strip symbol.

3. Select **Text Editor**.
4. Enter the text you want to appear in the strip area.
5. Format the text using the available options.
6. Click **OK**.

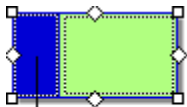
Tip: To display a person's name vertically one character at a time, enter the name one character at a time, pressing **Enter** after each letter.

To add a picture to a custom strip symbol:

1. Select the custom strip symbol.
2. Click the strip area in the symbol

-or-

Choose **Effect>Symbol**, then choose **Edit Custom Strip** from the sub-menu.



Click the strip area to add a graphic to the custom strip symbol.

3. Select **Fat Bits Editor**.
4. Click inside the **Fat Bits Editor** box to create a picture.

Here are some techniques you can use:

- Click a location to change a black pixel to white.
- Drag to draw a continuous line.
- To draw a thinner line, hold down the **Control** key as you draw.
- To draw an even thinner line, press the **Control** and **Shift** keys while you draw.

5. To erase your drawing and begin again, click the **Clear** button.
6. When you finish, click **OK**.

The custom strip symbol appears in your diagram with the picture you drew in the strip.

Importing graphics for symbols in Map View

You can use graphics created in other programs to represent your ideas. You can also use scanned photographs or any other graphic images. In Windows, you can import GIF, JPEG, PICT, TIFF, PNG, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files.

To add an imported graphic to a custom symbol library, see [Adding symbols to custom libraries](#).

To import a graphic for a symbol in Map View:

1. Click where you want to place the graphic.
2. On the **Edit** menu, choose **Insert Graphic**.
3. Select the graphic file, then click **Open**.

Notes:

- You can drag and drop a graphic from a graphics editing program or drag and drop the graphics file. Arrange the program windows so that both the graphic and the Inspiration window are visible. Drag the graphic to the mind map.
- To copy and paste a graphic onto a mind map, in the graphics editing program, copy the graphic. On the mind map, click where you want the graphic to appear. On the **Edit** menu, choose **Paste**.

Importing videos for symbols in Map View

Video symbols are symbols that play digital video files. You can use video symbols to represent ideas. You create video symbols by importing videos created in other programs. You can insert AVI, MPG and any type of video file that can be viewed using Windows Media Player.

The first frame of the video is the symbol image that appears. Click the **Video** button  to show the video controls. You can pause the video and select that frame as the video symbol image.

To create a video symbol in Map View:

1. Click where you want to place the video symbol.
2. Choose **Tools>Insert Video or Sound**, then choose **Video** from the sub-menu.
3. Select the video file, then click **Open**.

Notes:

- You can drag and drop a video from a video editing program or drag and drop the video file. Arrange the program windows so that both the video and the Inspiration window are visible. Drag the video to the mind map.
- To copy and paste a video onto a mind map, in the video editing program, copy the video. In the mind map, click where you want the video symbol to appear. On the **Edit** menu, choose **Paste**.
- When you import a file that Windows Media Player does not recognize, Inspiration creates a hyperlink to the file.

- To reduce file size, you can create video symbols using streaming video. Streaming video files are stored on a network server and are not embedded in the Inspiration document. When you play the video symbol, the video is sent in a continuous stream over an Internet connection and displayed on your computer. For more information about creating streaming videos, consult Windows Media Player documentation.

Re-sizing a symbol on a mind map

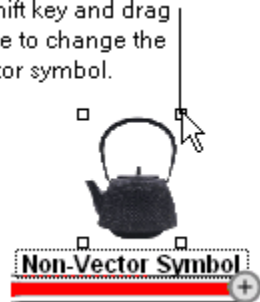
You can change the size of any symbol, including imported graphics and video symbols. The behaviour for re-sizing a symbol varies depending on the type of symbol. Vector symbols (which appear in the Symbols palette as white with a black outline and have changeable line and fill colours) re-size freely by default. Non-vector symbols (which include photo-quality and multi-colour symbols, video symbols and animated symbols) re-size proportionally by default.

To change the size of a non-vector symbol:

1. Select the symbol.
2. Drag a selection handle to increase or reduce the size.

To re-size the symbol freely, hold down the **Shift** key as you drag.

Hold down the Shift key and drag a selection handle to change the size of a non-vector symbol.

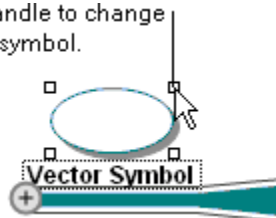


To change the size of a vector symbol:

1. Select the symbol.
2. Drag a selection handle to increase or reduce the size.

To re-size a vector symbol proportionally, hold down the **Shift** key as you drag.

Drag a selection handle to change the size of a vector symbol.



Returning a symbol to its original size

If you re-size a symbol or imported graphic, you can easily return it to its original size.

To return a symbol to its original size:

1. Select the symbol.
2. On the **Edit** menu, choose **Original Size Graphic**.

Formatting symbols on a mind map

In this section
Changing the colours of a symbol on a mind map
Displaying topic text inside a symbol on a mind map
Adding a frame to a symbol on a mind map
Adding a shadow to a symbol on a mind map

Changing the colours of a symbol on a mind map

You can change the fill colour of a symbol.

When you change the line colour, you change the colour of the line around the symbol or, if the symbol has a frame, the frame. Changing the line colour of a symbol also changes the colour of the branch. See [Changing the colour of a branch](#).

You can also change any colour in a multi-colour symbol, including imported GIFs.

To change the fill colour of a symbol:

1. Select the symbol.
2. On the **Formatting** toolbar, click the **Fill Colour** button, then select a colour from the colour palette.



Click the **Fill Colour** button to change the fill colour of the selected symbol.

To change the colours of a multi-colour symbol:

1. Select the symbol.
2. On the **Formatting** toolbar, click an **Image Colour** button, then select a colour from the colour palette.



When you select a multi-colour symbol, its colors are shown on the **Formatting** toolbar. Click a colour to change it.

Displaying topic text inside a symbol on a mind map

In Map View, topic text is always displayed as a caption beneath a symbol image. When a topic is detached, the topic text can be displayed inside the symbol or beneath the symbol. When the text is inside a symbol, it can be useful to apply a white background to the text to make it more visible.

See [Applying a white background to text on a mind map](#).

To display topic text inside a symbol on a mind map:

1. Select the topic.
2. Choose **Effect>Symbol**, then clear the tick next to **Captioned Text** on the sub-menu.

The topic text is displayed as a caption when a tick appears next to the **Captioned Text** menu item.

Adding a frame to a symbol on a mind map

You can add a frame to any multi-colour, photo-quality or animated symbol. The colour and thickness of the frame are determined by the colour of the associated branch.

To add a frame to a symbol on a mind map:

1. Select the symbol.
2. Choose **Effect>Symbol**, then choose **Frame** from the sub-menu.

The symbol will have a frame when a tick appears next to the **Frame** menu item.

Adding a shadow to a symbol on a mind map

To add a shadow to a multi-colour, photo-quality or animated symbol in Map View, you must first add a frame to the symbol.

To add a shadow to a symbol on a mind map:

1. Select the symbol.
2. Choose **Effect>Symbol**, then choose **Shadow** from the sub-menu.

The symbol will have a shadow when a tick appears next to **Shadow** menu item.

Changing the background colour

You can change the colour of the background that appears on your screen.

To change the background colour:

- Choose **Effect>Background Colour**, then choose a colour from the colour palette.

Changing and applying text defaults on your current mind map

On the mind map, text used to label branches, symbols, relationships and text in notes all share the same defaults. You can change the defaults for all mind map text at the same time.

To change text defaults:

1. Select the object on which you'll change the new text attributes.
2. Change the text attributes to reflect your preferences using the tools on the **Formatting** toolbar or menus.

For example, this may include font, text size, or text colour.

3. On the **Formatting** toolbar, click the **Defaults** button , then choose **Set Default**.

New items you add to your mind map will use the new text defaults.

- **Applying defaults on your current mind map**

After you change the text defaults, you can apply these changes to existing objects on your mind map.

To apply defaults:

1. Select the object to which you want to apply the new defaults.
2. On the **Formatting** toolbar, click the **Defaults** button , then choose **Apply Default**.

Applying themes to a mind map

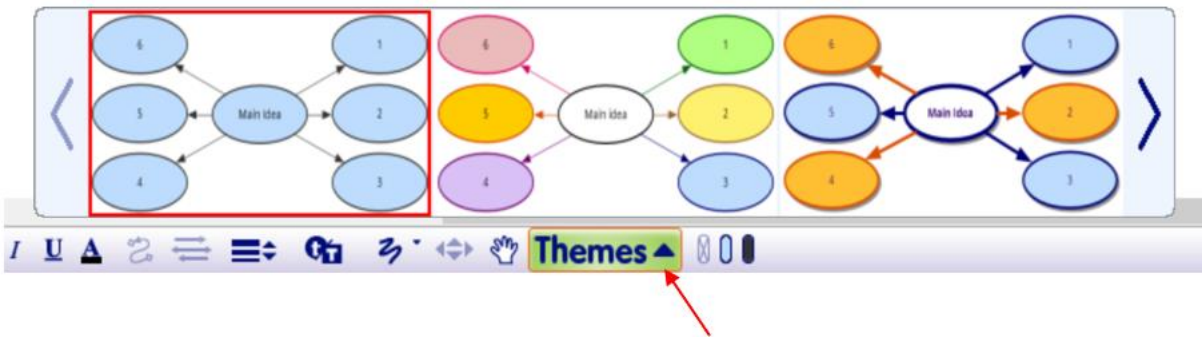
The Themes feature uses colour to enhance your maps. Colour coding is beneficial for removing visual stress, categorizing information, engaging visual learners, and helping with memory retention.

With one click the themes feature will allow you to apply different colour coding to your maps. There are a choice of colour combinations available or you can create your own.

There are also coloured backgrounds which can be helpful to people with dyslexia.

To apply themes:

On the **Bottom toolbar**, click the **Themes** button to select from a choice of colour combinations.



Creating graphics or text using the Draw tools in Map View

You can use the Draw tools to enhance a mind map with lines, geometric shapes and text. You can also use the Draw tools to create custom symbols. The Draw tools are located on the Formatting toolbar. For more information about using them, see [Working with draw objects](#).

Using Equation Editor

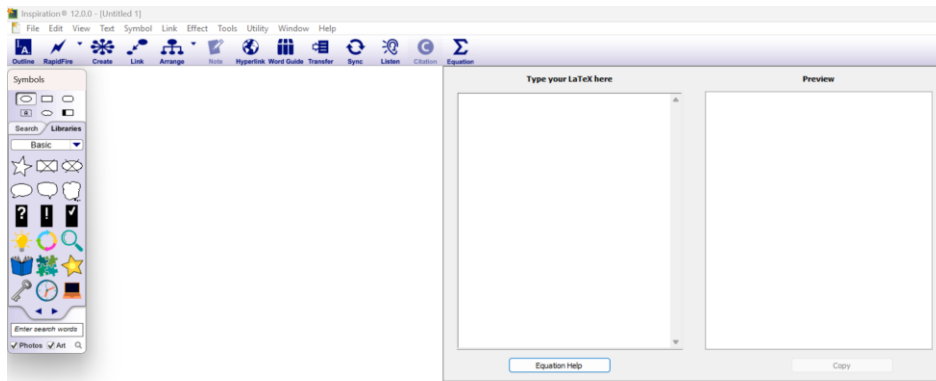
Whether you are drafting a complex scientific report or a simple maths worksheet, Equation Editor provides the precision you need to make your formulas look professional. Our editor uses industry-standard typesetting. You can insert formulas into notes or as a symbol image. By utilizing LaTeX syntax, Inspiration ensures that every fraction, integral, and Greek letter is rendered with perfect spacing and clarity. LaTeX supports two primary modes for mathematics: **Inline** and **Display**.

Equation Editor requires the Inline method - used for formulas that appear within a sentence. You wrap the LaTeX code in single dollar signs like this \$... \$.

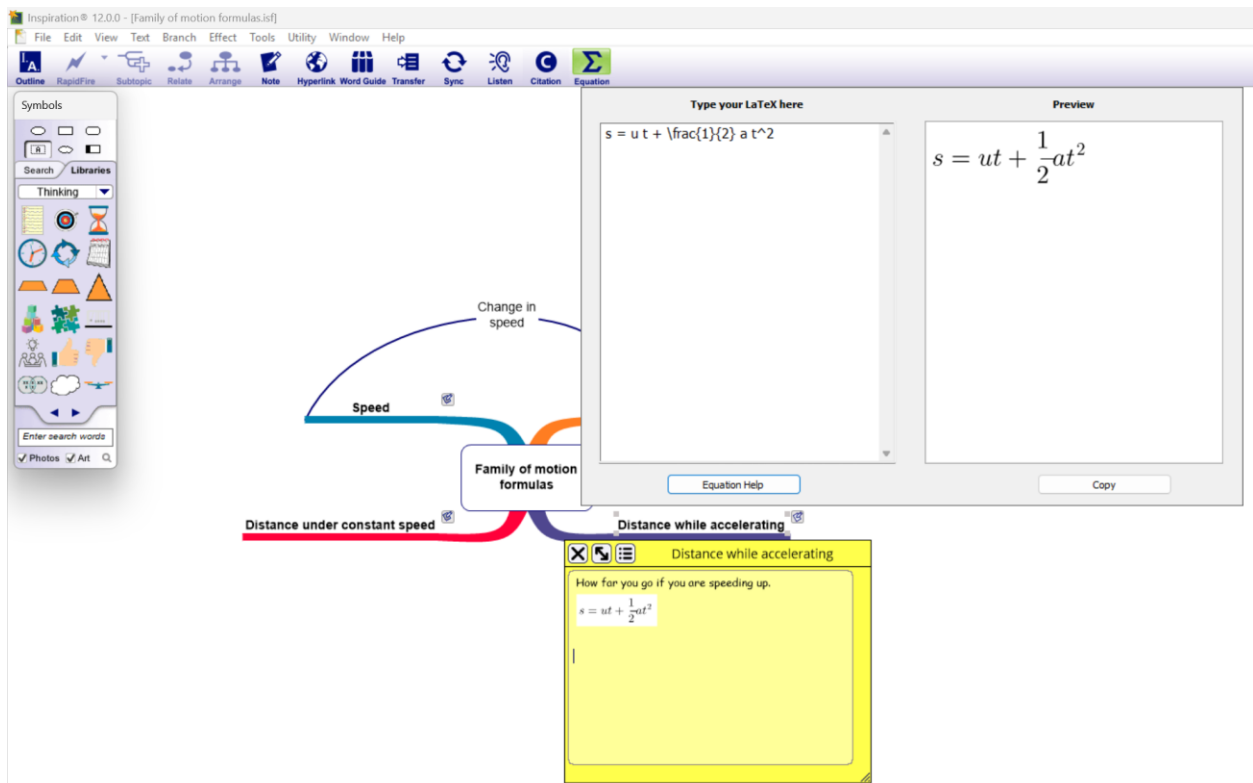
To use the Equation Editor tool:

1. Along the **top toolbar** click the **Equation Editor** symbol to open.
2. Copy your LaTeX formula into the left hand side of the box
3. A preview of the formula will appear in the right hand side of the box





4. This can be copied and pasted into a **note** or directly as a **symbol image**



Creating a presentation

After you've planned and organized in Diagram, Map or Outline View, you can create and deliver a professional presentation right within Inspiration.

In This Chapter

[What is a presentation?](#)

[Planning for your presentation](#)

[Creating snapshots](#)

[Switching to Presentation Manager](#)

[Presentation Settings](#)

What is a presentation?

In general terms, a presentation is a slideshow: a series of pictures displayed in sequence for instructional or informational purposes. Many people use slideshows to augment and guide a speech or other type of presentation they deliver to a group of people.

You can also play a presentation automatically, for use in an unattended display, such as a kiosk or science fair project.

Inspiration lets you take the concepts and information you have organized in a document and convert it to a presentation. You can modify the presentation within Inspiration, and play it using either the Inspiration program.

The basic parts of an Inspiration presentation are:

- Slides

A single screen's worth of text and graphics, usually discussing or overviewing one topic.

- Talking points

The individual ideas or "points" that you discuss for one slide's worth of information.

- Snapshots

Graphics taken from your diagram or mind map that help convey a concept.

You can also import other graphics directly into your presentation.

- Speaker notes

Notes that only the presenter will see that give more details about a slide's topic.

The speaker can use these to verbally fill in information that is not presented on the slide.

Planning for your presentation

Before you create a presentation from your Inspiration outline, diagram, or mind map, you should make sure your document is complete.

Although you can add information to your document after you create the presentation, and add to your presentation as well, any changes to one will not be reflected in the other. You will save time and effort if you make sure your document is complete before you start your presentation.

Be especially sure of the following:

- You have covered all topics you need to, completely.

If you add topics later they will not appear in your presentation.

- All the graphics you need to use are in place.

Presentation Manager will import them automatically.

- Elements that might need extra explanation have notes attached.

Presentation Manager by default converts notes in your document into speaker notes that you can use when giving your presentation.

- Consider creating custom snapshots for your presentation.

Presentation Manager creates basic snapshots but you can select specific images to focus on in your presentation. See [Creating snapshots](#).

Creating snapshots

A snapshot is a graphic captured from a portion of your diagram or mind map.

Presentation Manager will automatically make snapshots based on the links in your diagram or mind map, but if you have a particular group of objects you want to use in a slide, you can make a snapshot of your own.

To create a snapshot:

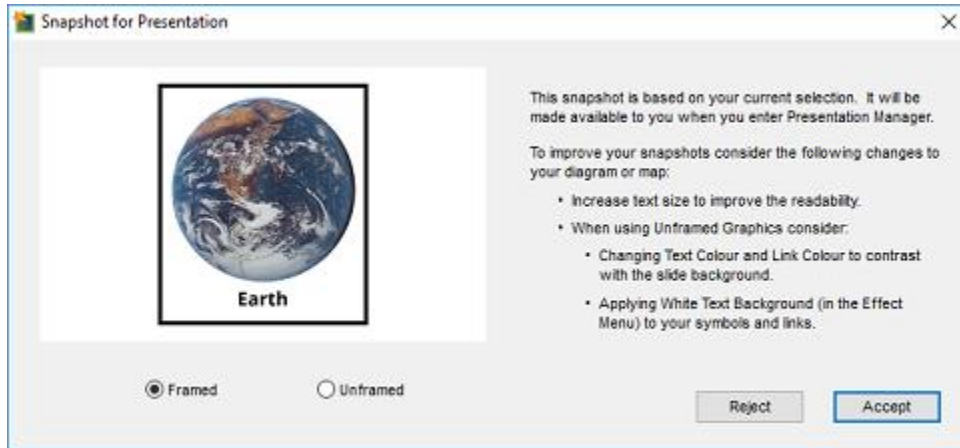
1. Select the element(s) in your diagram or mind map that you want to include in the snapshot. Click the first element, then hold down the **Shift** key and click on others.



2. Click the **Snapshot** button on the **Main** toolbar.



3. In the Snapshot for Presentation dialog, determine whether the graphic should be framed or unframed.



4. Click **Accept** to make the snapshot, or **Reject** to cancel and return to your document.

Switching to Presentation Manager

To switch to Presentation Manager:

- Click the **Presentation** button on the **Main** toolbar.

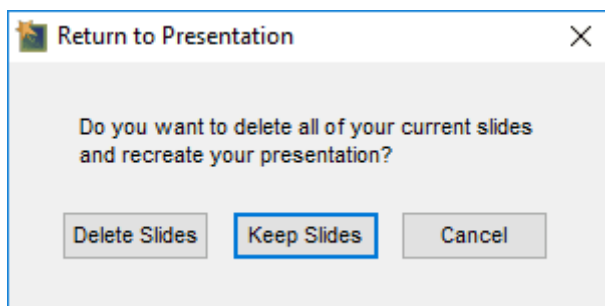


-or-

- On the **View** menu, choose **Presentation Manager**.

If you have never created a presentation for the current document, Inspiration will open the [Presentation Settings](#) window.

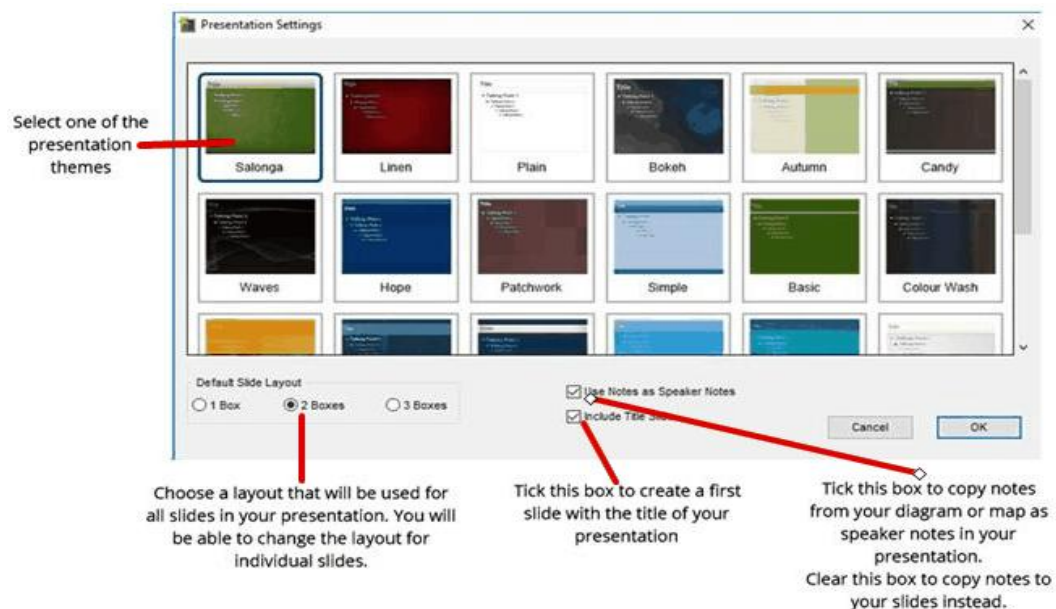
If you have already created a presentation for your document, switching back to the Presentation Manager will give you an opportunity to re-create your slides.



If you have made significant changes to your diagram or mind map, then you may want to click **Delete Slides** and have Inspiration re-create them from scratch. If you want to continue working with your existing presentation, click **Keep Slides**.

Presentation Settings

Presentation Settings



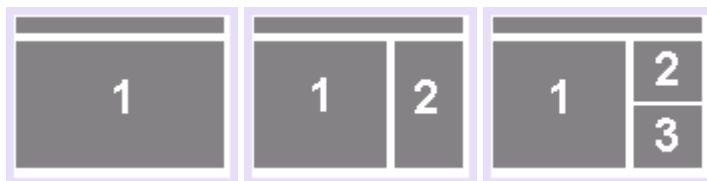
Use the Presentation Settings window to set the initial look of your presentation.

- Choose a theme from the thumbnails displayed at the top of the window.

You will be able to change the theme later or create and use a custom theme.

- Choose between 1, 2, or 3 boxes for text and graphics on each slide.

You will be able to change the layout for individual slides in your presentation.



Examples of 1, 2, and 3-box layout.

- You can include your document's notes as speaker notes in your presentation. If you untick this option, your notes will appear on your slides.

On a system with two displays or a display and a projector, the speaker notes will be visible on the presenter's monitor when you play your presentation. On a system with one display, the speaker notes are not shown. You can also print speaker notes; see [Printing your presentation](#).

- You can also opt to include a title slide as the first slide of your presentation.

This can serve as an informative piece before your presentation starts, and a backdrop for your introductory remarks.

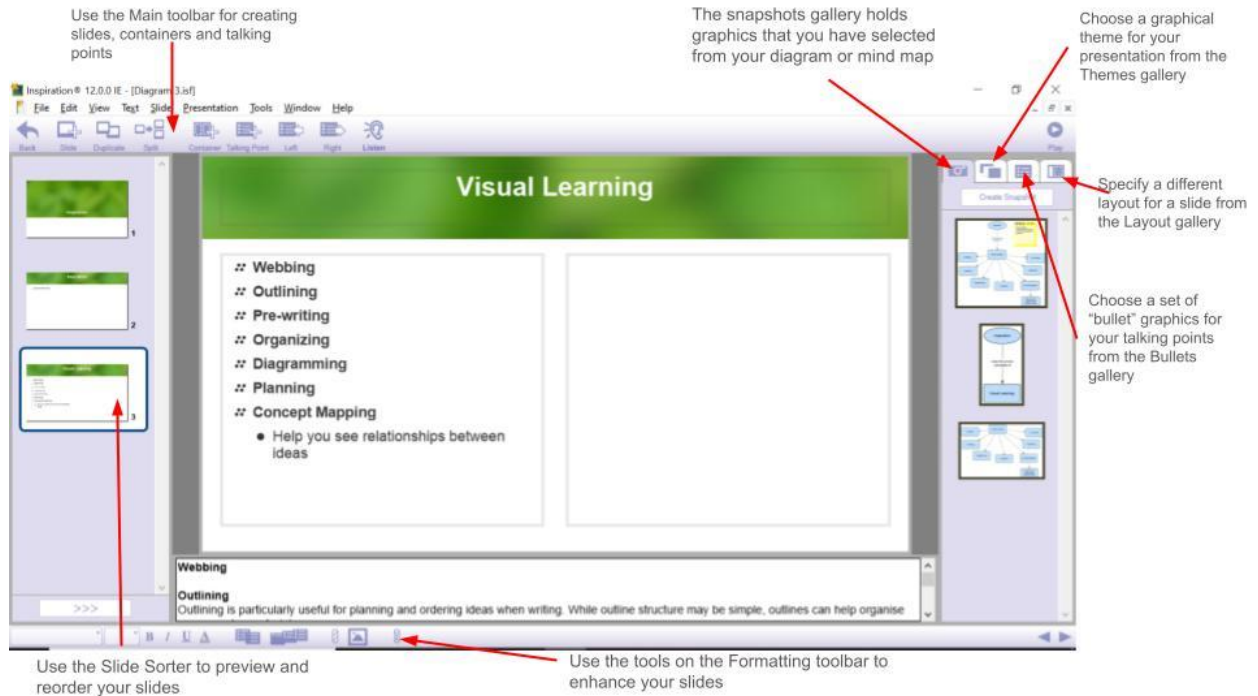
Working with your presentation

After you have created your presentation, you can arrange the slides and edit their content.

In This Chapter
Tools for creating presentations
Parts of a slide
Opening a slide
Adding and editing talking points
Adding a snapshot to a slide
Adding slides
Speaker notes
Moving slides in a presentation
Splitting a slide into two slides
Printing your presentation
Exporting your presentation

Tools for creating presentations

Inspiration gives you lots of tools to create and organize slides in your presentation. The Presentation Manager has two toolbars: the [Main toolbar](#) and the [Formatting toolbar](#). The [Slide Sorter](#) lets you organize your slides; the [Snapshots gallery](#) lets you add graphics from your diagram or mind map; and the [Themes gallery](#), [Bullets gallery](#), and [Layout gallery](#) let you quickly change the look of your presentation.



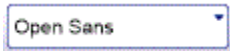
The Main toolbar in Presentation Manager

The Main toolbar appears at the top of the screen. It offers quick access to frequently used tools and commands for creating and editing slides.

Click this...	...to do this
 Back	Return to Diagram View, Map View, or Outline View.
 Slide	Create a new slide.
 Duplicate	Make a duplicate of the selected slide.
 Split	Split the current slide at the selected talking point.
 Container	Add a new container to the current slide.
 Talking Point	Add a talking point.
 Left	Move the selected talking point one level to the left.
 Right	Move the selected talking point one level to the right.
 Play	Play the presentation as a slideshow.

The Formatting toolbar in Presentation Manager

The Formatting toolbar has tools for formatting text, talking points and graphics.

Use this...	...to do this
 Font	Change the font.
 Font Size	Change the text size.
 Bold	Apply bold formatting to text.
 Italic	Italicize text.
 Underline	Underline text.
 Text Colour	Change the colour of text.
 Show/Hide Bullets	Show or hide the bullets in your talking points.
 Reveal Talking Points	Allow talking points to be revealed one at a time.
 Graphic Border Colour	Change the colour of a graphics frame's border.
 Graphics Frame	Change the style of a graphics frame.
 Cancel colour change	Cancel all colour changes made to the current slide.
 Theme colours	Click one of the available theme colours to change it for the current slide. The number of colour buttons available will vary depending on the theme chosen.
 Previous Slide	Go to the previous slide in the presentation.
 Next Slide	Go to the next slide in the presentation.

The Slide Sorter

The Slide Sorter displays thumbnails of the slides in your presentation along the left side of the Presentation Manager window. Using the Slide Sorter, you can preview and rearrange the slides in your presentation. You can also select several slides in the Slide Sorter and apply effects to all of them at once.

Rearranging slides

To re-order slides in the **Slide Sorter**, click a slide and drag it to its new position.

To see more slides at once, click the **Expand** button



Working with multiple slides

To select multiple slides:

1. Click a slide in the **Slide Sorter**.
2. Hold down the **Shift** key and click the other slides you want to select.

You can scroll the Slide Sorter to see more slides.

Once you have selected a group of slides, you can do the following:

- Reveal Talking Points

When each slide is displayed in the slide show, the talking points are revealed one at a time.

Click the **Reveal Talking Points** button  or on the **Slide** menu choose **Reveal Talking Points**.

- Select a transition

You can specify a visual effect to be displayed when one slide is finished and the next is displayed.

On the **Slide** menu, choose **Transition**, then choose the transition to apply from the **Slide Transition** dialog.

- Move

Drag the selected slides to a new location in the **Slide Sorter**.

They will be grouped together at the new location.

- Delete

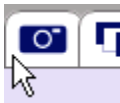
Press the **Backspace** key to delete the selected slides.

The Snapshots gallery

The Snapshots gallery holds *snapshots*—graphics from your diagram or mind map—that you can place on your slides.

To open the Snapshots gallery:

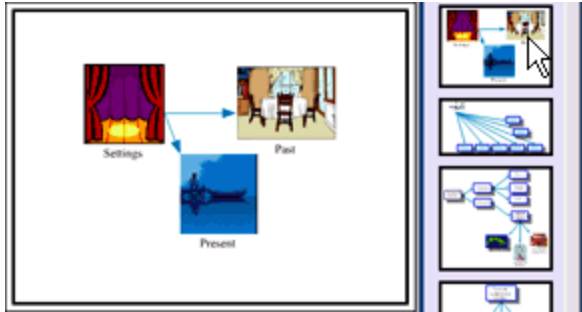
- Click the **Snapshots** tab in the **Galleries** panel on the right side of the **Presentation Manager** window.



To preview a snapshot:

- Move the mouse pointer over a thumbnail in the **Snapshots** gallery.

After a moment, Inspiration will display a larger image of the thumbnail.



To use a snapshot on a slide:

- Drag the desired thumbnail from the **Snapshots** gallery to the slide.

See also:

- [Adding a snapshot to a slide](#)
- [Importing a graphic](#)
- [Formatting graphics](#)

The Themes gallery

The Themes gallery allows you to apply a different graphical theme to your presentation.

To open the Themes gallery:

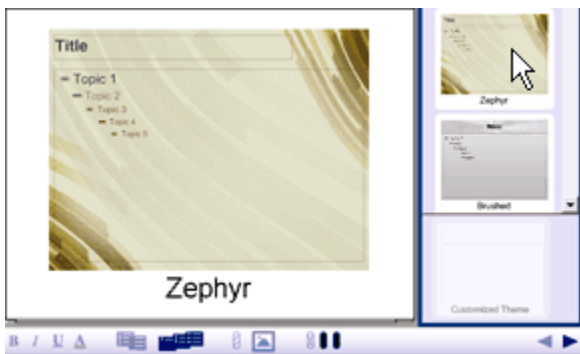
- Click the **Choose Theme** tab in the **Galleries** panel on the right side of the **Presentation Manager** window.



To preview a theme:

- Move the mouse pointer over a theme in the **Themes** gallery.

After a moment, Inspiration will display a larger image of the theme's thumbnail.



To select a new theme:

- Click the desired theme in the **Themes** gallery.

Inspiration will immediately apply the theme to all slides in your presentation.

Note: Changing a theme will override any changes you've previously made to slide colours, graphics borders, or bullet choice.

See also:

- [Creating a custom theme](#)
- [The Bullets gallery](#)

The Bullets gallery

The Bullets gallery allows you to change the set of bullet graphics used throughout your presentation.

To open the Bullets gallery:

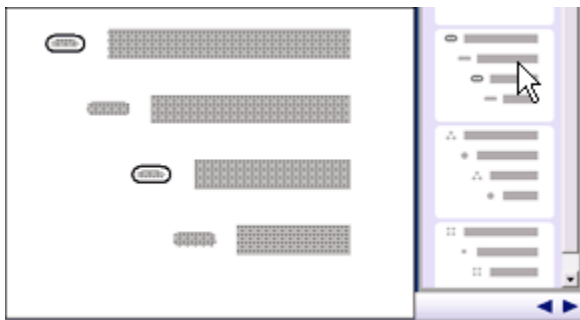
- Click the **Bullets** tab in the **Galleries** panel on the right side of the **Presentation Manager** window.



To preview a set of bullets:

- Move the mouse pointer over a thumbnail in the **Bullets** gallery.

After a moment, Inspiration will display a larger image of the thumbnail.



To select a new set of bullets:

- Click the desired thumbnail in the **Bullets** gallery.

Inspiration will immediately apply the bullet set to all slides in your presentation.

See also:

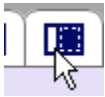
- [The Themes gallery](#)

The Layout gallery

The Layout gallery contains pre-defined slide layouts. Each layout has several *containers* in different placements and sizes.

To open the Layout gallery:

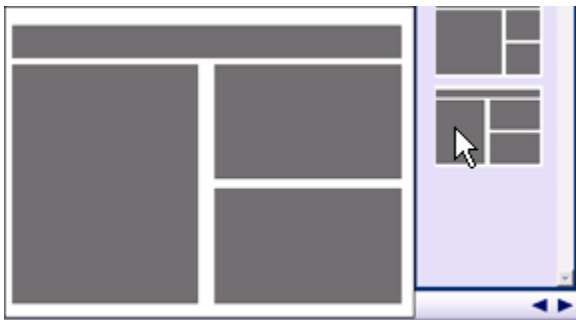
- Click the **Layout** tab in the **Galleries** panel on the right side of the **Presentation Manager** window.



To preview a layout:

- Move the mouse pointer over a thumbnail in the **Layouts** gallery.

After a moment, Inspiration will display a larger image of the thumbnail.



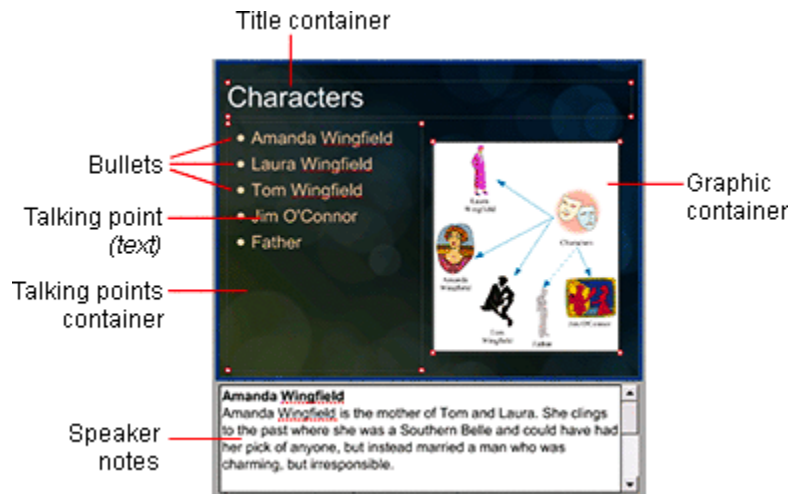
To apply a new layout to the current slide:

- Click the desired thumbnail in the **Layouts** gallery.

Inspiration will immediately apply the layout to your slide; you can then add content and re-arrange containers as necessary.

Parts of a slide

A slide has parts that are displayed to the viewer as well as parts that are not visible.



Slides are made up of *containers*. A container is an invisible rectangle on the slide that can hold text or a graphic. There are several default container layouts available in the [Layout gallery](#) that you can apply to a slide, or you can add containers to individual slides.

When you select a container, its corners will be identified by small red squares, called *handles*. You can re-size a container by dragging its handles.

One container will usually contain *talking points*. A talking point is a brief text note relating to the theme of the slide. Each talking point is preceded by a *bullet*. You can change the set of bullets used in your presentation from the [Bullets gallery](#).

To hide bullets on the current slide, select the talking points container, then click the **Show/Hide Bullets** button  on the **Formatting** toolbar.

Use the speaker notes as reference when practicing your presentation. If the computer you use to play your presentation has two displays (or one display and a projector), the speaker notes will show on the screen that only you can see. See [Presenting a slide show](#).

The hidden parts of a slide

Slides also have some properties that relate to how they are displayed during a slide show. These are:

- Reveal

Turn this on to allow talking points to be revealed one at a time during your presentation.

Click the **Reveal Talking Points** button  on the **Formatting** toolbar, or on the **Slide** menu choose **Reveal Talking Points** to turn this feature on or off.

A slide that has Reveal enabled appears in the Slide Sorter with three vertical dots next to its thumbnail.



- Transition

The visual effect that is displayed when moving from one slide to the next.

On the **Slide** menu, choose **Slide Transition** to select a transition.

A slide that has a transition applied appears in the Slide Sorter with a colour bar above its thumbnail.



No transition



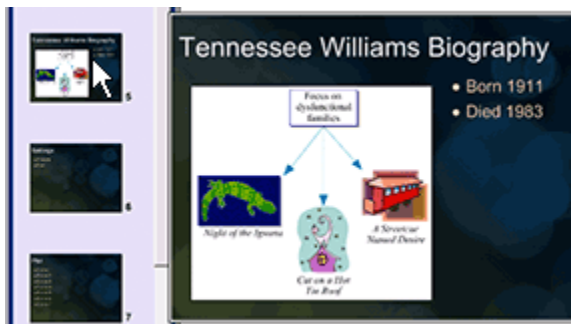
Transition

Opening a slide

There are three ways to open a slide:

- Click a slide to edit in the **Slide Sorter**.

To see a preview of a particular slide, move the mouse pointer over its thumbnail in the **Slide Sorter**.



-or-

- Use the navigation buttons ◀▶ in the lower right corner of the presentation window to move to the previous or next slide.

-or-

- On the **Slide** menu, choose **Previous** or **Next**.

Adding and editing talking points

To add a talking point to an empty container:

1. Click anywhere in the container.
2. Type the content of the talking point.
3. Press **Enter** to close the talking point and start another,

-or-

Click somewhere outside the container to close the talking point without starting another.

To add a talking point to a container with existing talking points:

1. Click the last talking point in the container.
2. Press **Enter** to create a new talking point.
3. Type the content of the talking point.
4. Press **Return** or **Enter** again to close the talking point and start another.

-or-

Click somewhere outside the container to close the talking point without starting another.

To edit a talking point:

- Click within the talking point.

Use the standard editing tools to insert and delete text. Click outside the talking point when you are finished.

To hide the bullet for a talking point:

1. Click within the talking point.
2. Click the **Show/Hide Bullets** button on the **Formatting** toolbar.



3. Click outside the talking point.

Note: You can quickly hide the bullets for all talking points in a container by selecting the container and clicking the **Show/Hide points** button.

Adding a snapshot to a slide

To add a snapshot to a slide:

1. Select the slide in the **Slide Sorter**.
2. Drag the snapshot from the **Snapshot** gallery into a container on the slide.

The container will become outlined and filled with black when you hold the snapshot over it.



Notes:

- The container and snapshot will re-size to fit the available space.
- You do not need to drag the snapshot to a container; dragging it to an empty space on the slide will automatically create a container.

See also:

- [Containers](#)
- [Importing a graphic](#)
- [Formatting graphics](#)

Adding slides

If you need to add slides to your presentation, there are four ways to do it: creating a new blank slide, duplicating an existing slide, copying a slide and pasting it elsewhere in your presentation, and splitting a slide into two.

To add a new slide:

1. Select a slide in the **Slide Sorter**.

The new slide is added after the selected slide.

2. On the **Slide** menu, choose **New Slide**.

-or-

click the **New Slide** button.



To duplicate a slide:

1. Select a slide in the Slide Sorter.

2. On the **Slide** menu, choose **Duplicate Slide**.

-or-

Click the **Duplicate Slide** button.



To copy and paste a slide:

1. Select a slide in the **Slide Sorter**.
2. On the **Edit** menu, choose **Copy**.

-or-

Press **Control-C**.

3. Select a new slide in the **Slide Sorter**.

The copied slide will be inserted after the selected slide.

4. On the **Edit** menu, choose **Paste**.

-or-

Press **Control-V**.

See also:

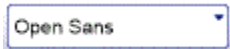
- [Splitting a slide into two slides](#)
- [Moving slides in a presentation](#)

Speaker notes

By default, Presentation Manager places notes from your document into the Speaker Notes area for each slide at the bottom of the window. If instead you want your note text to appear on your slides, clear the box in the Presentation Settings dialog when creating a new presentation.

You can edit the notes as you need for your purposes. You can change the font, size, style and colour of text in the speaker notes.

When you play your presentation, speaker notes will appear on the presenter monitor. You can also print slides speaker notes using a variety of settings.

Use this...	...or this...	...to do this
 Font	Text>Font menu	Change the font.
 Font Size	Text>Size menu	Change the text size.
 Bold	Control-B	Apply bold formatting to text.
 Italic	Control-I	Italicize text.
 Underline	Control-U	Underline text.
 Text Colour	Text>Colour menu	Change the colour of text.

See also:

- [Presentation Settings](#)
- [Printing your presentation](#)
- [Exporting your presentation](#)

Moving slides in a presentation

There are two ways to move slides in your presentation: by dragging, and by cutting and pasting.

Note: With either method, you can select multiple slides in the Slide Sorter. Hold down the **Shift** key and click each slide before dragging or cutting.

To move a slide by dragging:

1. Click the **Expand** button to expand the **Slide Sorter**.



2. Drag the slide you want to move to its new position.
3. Click the **Collapse** button to collapse the **Slide Sorter**.

To move a slide using cut and paste:

1. Select the slide in the **Slide Sorter**.
2. Press **Control-X**.

-or-

On the **Edit** menu, choose **Cut**.

3. Click another slide in the **Slide Sorter**.

The pasted slide will be inserted after the selected slide.

4. Press **Control-V**.

-or-

On the **Edit** menu, choose **Paste**.

Splitting a slide into two slides

Sometimes a slide will have too many talking points to comfortably fit. When this happens, you can split the slide into two.

To split a slide into two slides:

1. Select the slide to split in the **Slide Sorter**.
2. Click the talking point that you want to appear first on the new slide.
3. Click the **Split Slide** button.



The new slide will be created with all the same elements as the original slide (title, graphics, colours and transition), but the talking points will be divided between the slides.

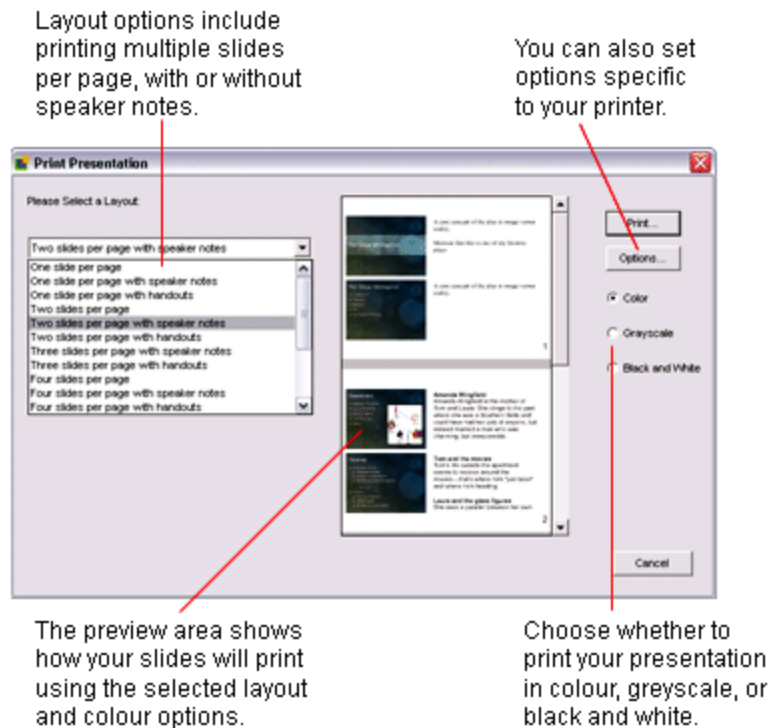
Printing your presentation

Both Presentation Manager allow you to print your presentation in many different forms for practice and reference.

To print the presentation, on the **File** menu choose **Print**. In **Presentation Manager**, right-click anywhere in the presentation window, then choose **Print** on the shortcut menu.

In the **Print Presentation** dialog, you can choose to print in colour, greyscale, or black and white. Click the **Options** button to set print options for your printer.

The pop-up menu on the left offers many print layout options. The preview in the centre of the dialog changes as you select each option to show exactly how your printed presentation will look.



Layout options for printing are:

- Slides

You can print 1, 2, 4, or 6 slides on a page.

- Slides with speaker notes

You can print 1, 2, 3, or 4 slides with their speaker notes on a page.

The space available for speaker notes is limited. The more slides you print per page, the less space will be available for text. Speaker notes may be truncated.

- Slides with handouts

You can print 1, 2, 3, or 4 slides with ruled space left for handwritten notes.

You can print these to make your own notes on, or hand them out during your presentation for viewers to use.

- 3 x 5 cards

You can print slides, speaker notes, or both.

Cards are printed 4 per page and can be cut apart for use during your presentation.

- 4 x 6 cards

You can print slides, speaker notes, or both.

Cards are printed 2 per page and can be cut apart for use during your presentation.

See also:

- [Exporting your presentation](#)

Exporting your presentation as a PDF file

Presentation Manager allows you to export your presentation as a PDF file that can be displayed or printed through Adobe Reader or other applications.

You can use the PDF as a stand-in for the Inspiration presentation file if the computer where you will play your presentation does not have Inspiration.

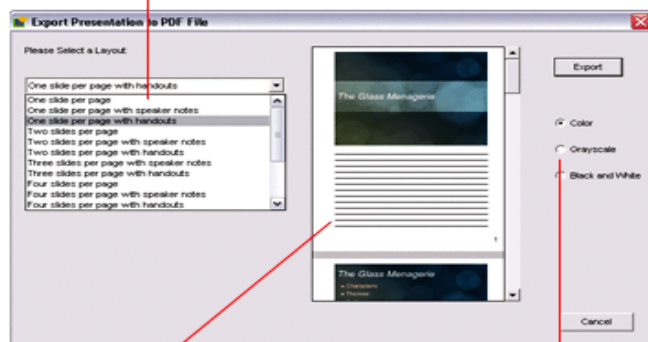
You can also make the PDF available to viewers of your presentation for reference purposes.

To export the presentation, on the **File** menu choose **Export to PDF File**.

In the **Export Presentation to PDF File** dialog, you can choose to output your slides in colour, greyscale, or black and white.

The pop-up menu on the left offers many layout options. The preview in the centre of the dialog changes as you select each option to show exactly how your exported presentation would look.

Layout options allow including multiple slides per page, with or without speaker notes.



The preview area shows how your slides will export using the selected layout and colour options.

Choose whether to export your presentation in colour, greyscale, or black and white.

Layout options for exporting to PDF are:

- Slides

You can include 1, 2, 4, or 6 slides on a page.

- Slides with speaker notes

You can include 1, 2, 3, or 4 slides with their speaker notes on a page.

The space available for speaker notes is limited. The more slides you include per page, the less space will be available for text. Speaker notes may be truncated.

- Slides with handouts

You can include 1, 2, 3, or 4 slides with ruled space left for handwritten notes.

You can print these to make your own notes on, or hand them out during your presentation for viewers to use.

- 3 x 5 cards

You can include slides, speaker notes, or both.

Cards are placed 4 per page and, when printed, can be cut apart for use during your presentation.

- 4 x 6 cards

You can include slides, speaker notes, or both. And cards are placed 2 per page and, when printed, can be cut apart for use during your presentation.

See also:

- [Printing your presentation](#)
- [Saving a document as a PowerPoint presentation](#)

Enhancing your presentation

After you arrange and edit the content of the slides in your presentation, you can add to them using options for formatting text, importing graphics, changing layouts, and customizing the overall graphic theme of the presentation.

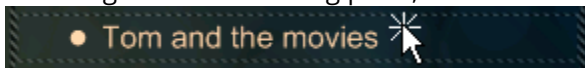
In This Chapter
Formatting talking points
Containers
Importing a graphic
Formatting graphics
Changing the colours of a slide
Changing the bullet graphics in your presentation
Changing the theme of your presentation
Creating a custom theme
Revealing talking points one at a time
Setting the transitions between slides
Auto Play Settings

Formatting talking points

Talking points are bulleted lines of text in a list.

Since they are text, you can change the font, size, style and colour of any part or all of a talking point.

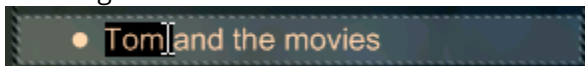
- To change an entire talking point, click once on the talking point.



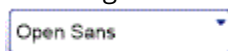
You can select and change multiple talking points by holding down the **Shift** key and clicking each point.

You can change all the talking points in a container by selecting the container.

- To change part of a talking point, double-click the talking point, then select the text you want to change.



- To change the font, choose a new font from the **Font** list on the **Formatting** toolbar.



-or-

Choose **Text>Font** then choose a font from the sub-menu.

- To change the text size, choose a new size from the list on the **Formatting** toolbar.



-or-

Choose **Text>Size** then choose a size from the sub-menu.

- To change the style, click the **Bold** , **Italic** , or **Underline**  buttons.

-or-

Choose **Text>Style** then choose a style from the sub-menu.

- To change the colour, click the **Text Colour** button on the **Formatting** toolbar.



-or-

Choose **Text>Colour** then choose a colour from the colour palette.

To change the indent level of a talking point:

1. Select the talking point.

You can select and change multiple talking points by holding down the **Shift** key and clicking each point.

2. Click the **Move Right** button to indent the talking point one level.



-or-

Click the **Move Left** button to reduce the indent of the talking point by one level.



To hide the bullet graphic of a talking point:

1. Select the talking point.

You can select and change multiple talking points by holding down the **Shift** key and clicking each point. You can change all the talking points in a container by selecting the container.

2. Click the **Show/Hide Bullets** button.



See also:

- [Changing the bullet graphics in your presentation](#)

Containers

Containers are rectangular areas on your slides that hold text, talking points and graphics.

There are four ways to add containers to your slides:

- Adding an empty container directly with the **Add Container** button.
- Copying and pasting an existing container.
- Adding a snapshot, which automatically creates a container for the snapshot graphic.
- Choosing a new slide layout that has more default containers.

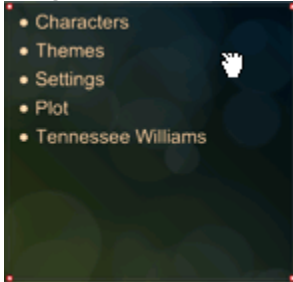
To add a container to a slide:

1. Select the slide in the **Slide Sorter**.
2. Click the **Add Container** button.



To move a container on a slide:

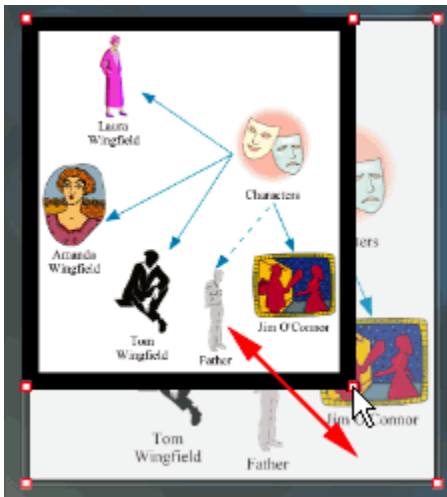
- Drag the container to the desired position.



To re-size a container:

1. Click the container.
2. Drag one of the red handles at the corner of the container to re-size it.

Drag toward the centre of the container to make it smaller, and away from the centre to make it larger.



Note: Containers that hold graphics are re-sized proportionally, so the graphic retains the same relative dimensions at any size.

To delete a container:

1. Select the container.
2. Press the **Backspace** key.

If a container holds a graphic, pressing **Delete** or **Backspace** once deletes the graphic. Press the key again to delete the container.

See also:

- [Formatting talking points](#)
- [Formatting graphics](#)
- [Adding and editing talking points](#)

- [Adding a snapshot to a slide](#)
- [The Layout gallery](#)

Importing a graphic

You can use a graphic created outside of Inspiration in your presentation. In Windows, you can import GIF, JPEG, PICT, TIFF, PNG, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files.

To import a graphic:

1. Select the container you want to add the graphic to.

To add a container to your slide, see [Containers](#).

2. On the **Edit** menu, choose **Insert Graphic**.

You can also right-click the container and choose **Insert Graphic** on the shortcut menu. In the **Open** dialog, select the graphic file you want to import and click **Open**.

You can limit the types of files displayed using the file type list at the bottom of the dialog.

Formatting graphics

To change the frame of a graphic:

1. Select the graphic.
2. Click the **Graphics Frame** button on the **Formatting** toolbar.



3. Choose **Rectangle**, **Rounded Rectangle**, or **No Frame** from the pop-up menu.

If you select **No Frame**, the background of the graphic will be transparent.

To change the colour of a graphic's frame:

1. Select the graphic.
2. Click the **Graphics Frame Colour** button on the **Formatting** toolbar.



3. Choose a colour from the colour palette.

See also:

- [Re-sizing a container](#)

Changing colours on a slide

To change the theme colours for a specific slide:

1. Select the slide you want to change in the **Slide Sorter**.
2. Click one of the theme colour buttons on the **Formatting** toolbar.



3. Choose the new colour from the colour palette.

To return slide colours to those used by the current theme, click the **Revert Colours**  button in the theme colours group.

Notes:

- Some themes have more colours than others; you can't change the number of colours available on a slide.
- If you change themes, all colour changes you've made will go away.

See also:

- [Changing the theme of your presentation](#)
- [Creating a custom theme](#)

Changing the bullet graphics in your presentation

Talking points are the main points that you talk about on each slide. Usually, each point is preceded by a symbol known as a bullet, to make it easier to differentiate points, and to identify sub-points.

Each Inspiration presentation template uses a pre-defined set of bullets, but you can easily choose a different set for your presentation. You can also hide the bullets on a slide.

To change the set of bullets used by your presentation:

1. Click the **Bullets** tab in the **Gallery** panel on the right.



2. Click the set of bullets you want to use.

Hold the mouse over a bullet set's thumbnail to see a larger preview of that set.

The bullets in your presentation will change immediately.

To hide bullets on a slide:

1. Select a slide in the **Slide Sorter** on the left.

Hold down the **Shift** key and click more slides to change them all at once.

2. Click the **Show/Hide Bullets** button on the **Formatting** toolbar.



See also:

- [Changing the theme of your presentation](#)
- [Creating a custom theme](#)

Changing the theme of your presentation

The theme used in your presentation is the background graphic, colour, fonts and bullets used on every slide. Inspiration comes with several themes that you can choose from.

To choose a new theme for your presentation:

1. Click the **Themes** tab in the **Gallery** panel on the right.



2. Click the theme you want to use.

Hold the mouse over a theme's thumbnail to see a larger preview of that theme.

The theme for your presentation will change immediately.

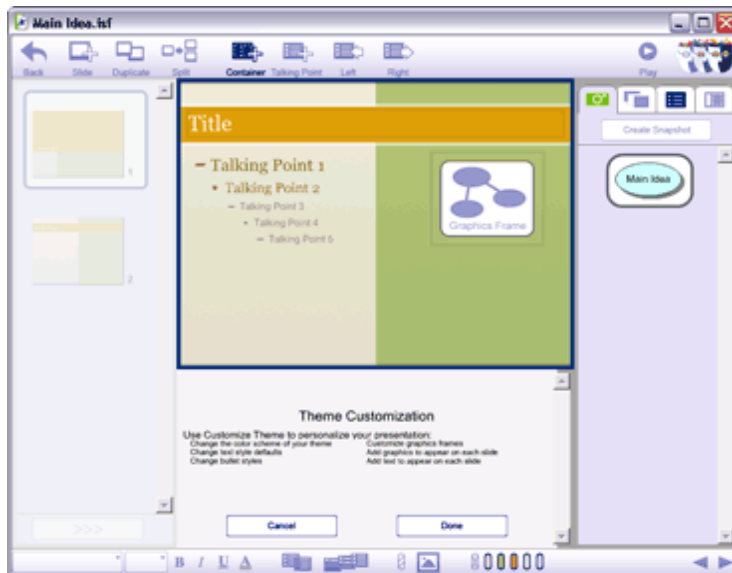
See also:

- [Changing the bullet graphics in your presentation](#)
- [Creating a custom theme](#)

Creating a custom theme

You can customize your presentation theme, and save the custom theme to use in other presentations.

To customize a theme, select the theme in the **Themes** gallery then click the **Customize Theme** button, or on the **Presentation** menu choose **Customize Theme**.



When you are done customizing, click the **Done** button in the **Theme Customization** area.

To change the colours used in the theme background:

1. Click one of the theme colour buttons on the **Formatting** toolbar.



2. Choose the new colour from the colour palette.



To return theme colours to their original settings, click the **Revert Colours**  button in the theme colours group.

Note: You cannot change the number of colours available to your custom theme.

To change the default frame used for graphic containers:

1. Select the **Graphics Frame** container on the **Theme Customization** slide.
2. Click the **Graphics Frame** button on the **Formatting** toolbar.



3. Choose **Rectangle**, **Rounded Rectangle**, or **No Frame** from the pop-up menu.

If you select **No Frame**, the background of the graphic will be transparent.

To change the colour of the default graphic frame:

1. Select the **Graphics Frame** container on the **Theme Customization** slide.

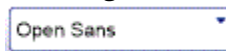
2. Click the **Graphics Frame Colour** button on the **Formatting** toolbar.
3. Choose a colour from the colour palette.

To change the font used for the title on each slide:

1. Click the **Title** container on the **Theme Customization** slide.



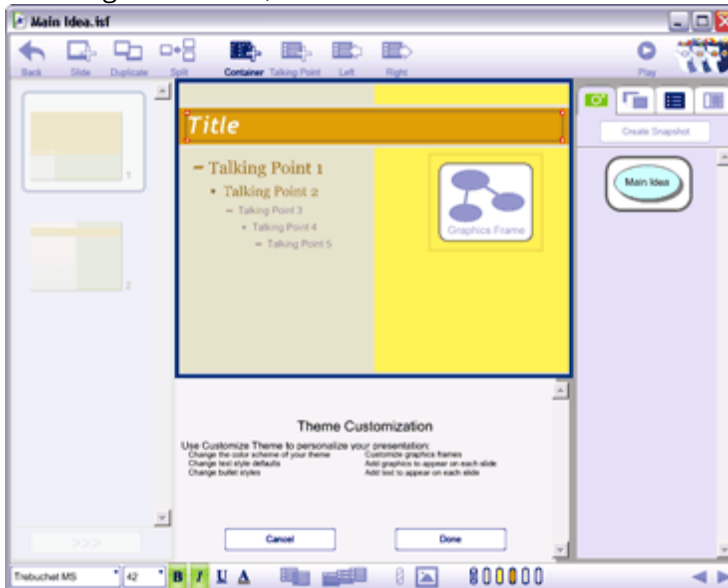
2. To change the font, choose a new font from the **Font** list on the **Formatting** toolbar.



3. To change the text size, choose a new size from the list on the **Formatting** toolbar.



4. To change the style, click the **Bold** **B**, **Italic** **I**, or **Underline** **U** buttons.
5. To change the colour, click the **Text Colour** button  on the **Formatting** toolbar.



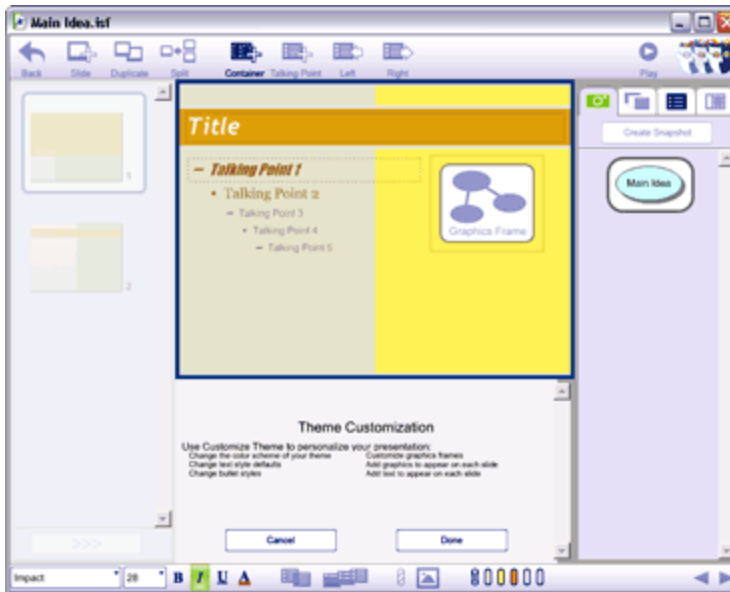
To change the font used for a talking point level:

1. Click the talking point on the **Theme Customization** slide.



You can select and change multiple talking points by holding down the **Shift** key and clicking each point.

2. To change the font, choose a new font from the **Font** list on the **Formatting** toolbar.
3. To change the text size, choose a new size from the list on the **Formatting** toolbar.
4. To change the style, click the **Bold** **B**, **Italic** **I**, or **Underline** **U** buttons.
5. To change the colour, click the **Text Colour** button  on the **Formatting** toolbar.



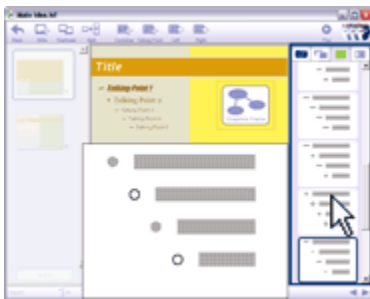
To change the set of bullets used by your custom theme:

1. Click the **Bullets** tab in the **Gallery** panel on the right.



2. Click the set of bullets you want to use.

Hold the mouse over a bullet set's thumbnail to see a larger preview of that set.



Shared elements

You can add graphics (such as a school logo) and text to your customized theme. These will appear on each slide in your presentation.

To add a shared graphic:

1. Click the **Add Container** button on the **Main** toolbar.
2. On the **Edit** menu, choose **Insert Graphic**.
3. In the **Open** dialog, select the graphic file you want to import and click **Open**.
4. Reposition and re-size the graphic.

To add shared text:

1. Click the **Add Container** button on the **Main** toolbar.

2. Type the text you want to appear on each slide.
3. To change the font, choose a new font from the **Font** list on the **Formatting** toolbar.
4. To change the text size, choose a new size from the list on the **Formatting** toolbar.
5. To change the style, click the **Bold** **B**, **Italic** **I**, or **Underline** **U** buttons.
6. To change the colour, click the **Text Colour** button  on the **Formatting** toolbar.

You can change the font, size, style and colour of any portion of the text.

7. Reposition and re-size the container.

To save the custom theme:

1. Click the **Done** button in the **Theme Customization** area.
2. On the **Presentation** menu, choose **Install Customized Theme**.
3. Type a name for the theme and click the **Install** button.

The new theme will be applied to your current presentation and will be available for you to use in other presentations.

Revealing talking points one at a time

You can specify whether the talking points on a slide will be displayed all at once, or if its talking points will be *revealed* one at a time.

To enable reveals for one or more slides:

1. Select a slide in the **Slide Sorter**.

Select additional slides by holding down the **Shift** key and clicking the slide thumbnails.

2. Click the **Reveal Talking Points** button on the **Formatting** toolbar.



Slides that have reveals enabled appear in the **Slide Sorter** with three small dots.



Note: If you use Presentation Auto Play to have your presentation run unattended, each talking point will be revealed after the specified interval.

See also:

- [Setting the automatic properties of your presentation](#)

Setting the transitions between slides

Transitions are visual effects that appear when you move from one slide to the next in your presentation.

To set a transition for a slide:

1. Select the slide in the **Slide Sorter**.
2. On the **Slide** menu, choose **Slide Transition**.
3. In the **Slide Transition** dialog, choose a transition from the pop-up menu.

The dialog shows an example of what the transition looks like.

4. If you want to apply the transition to all slides in your presentation, tick the box labelled **Apply to All Slides**.
5. Click **OK** to apply the transition effect.

Slides that have a transition applied appear with a colour bar above their thumbnail in the **Slide Sorter**.



Note: You can select more than one slide at a time in the **Slide Sorter** and apply the same transition to all of them at once.

Auto Play Settings

Presentation Auto Play allows your presentation to run unattended, such as for a display at a science fair.

To specify Auto Play Settings:

1. On the **Presentation** menu, choose **Auto Play Settings**.
2. Specify the interval slides or between talking point reveals.
3. Select to either stop your slideshow once the presentation has reached the end, or to play the presentation in an endless loop.
4. Click **OK** to save the Auto Play Settings.

See also:

- [Playing your presentation automatically](#)

Presenting a slide show

Once you have completed your presentation, you can show it to your group using Inspiration 11 or the stand-alone.

In This Chapter
Using two displays
Using one display
Playing your presentation
Tips for a successful presentation

Using two displays

If your computer has two monitors or a monitor and a projector, Inspiration uses one screen to play your presentation and the other for you to control the presentation and view your notes.

When you play your presentation in Inspiration 12, the program will determine which screen to use for which purpose.

To switch the Presentation screen and Presenter Control screen:

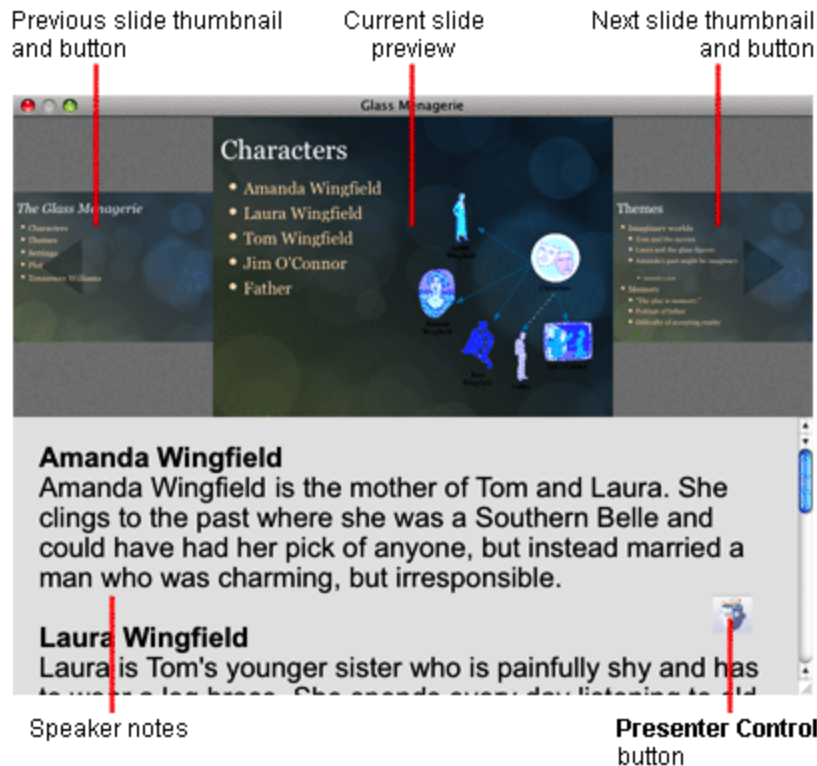
1. Click the **Presenter Control** button.

-or-

Right-click anywhere in the presentation or control display areas.

2. On the shortcut menu, choose **Swap Monitors**.

The Presenter Control screen



The Presenter Control screen provides a picture of the current slide, thumbnail views of the previous and next slides, and presenter notes.

You can click the previous or next thumbnails to go back or forward.

Click the **Presenter Control** button to open a menu with options for slide navigation, Auto Play, printing, swapping monitors, and ending the presentation.

See also:

- [Using one display](#)

Using one display

If your computer has only one display, Inspiration 12 will use that display to play your presentation. You won't have access to speaker notes.

To control your presentation on a system with one display:

- Press the **Left Arrow** key to go to the previous slide, or the **Right Arrow** key to go to the next slide or reveal the next talking point.

You can also click the mouse to advance to the next slide or reveal the next talking point.

- Right-click anywhere on the slide to open the shortcut menu for slide navigation, Auto Play, printing, swapping monitors, and ending the presentation.
- Press the **Escape** key to cancel the presentation.

See also:

- [Using two displays](#)

Playing your presentation

There are two ways to play your presentation: manually and automatically.

Playing your presentation manually

Manual presentation means you will press a key or click the mouse to advance to the next slide or talking point. This allows you to vary your speaking pace, answer questions, or sip water between slides, without worrying that the next slide or talking point will be displayed before you are ready.

To play your presentation manually:

1. Open your Inspiration presentation document with Inspiration 12.
2. Click the **Play** button on the **Main** toolbar.



The presentation will begin playing at the currently selected slide.

3. Click the mouse or press the **Right Arrow** key to advance to the next talking point or slide.

Playing your presentation automatically

Inspiration Auto Play runs your presentation, pausing for a specific length of time between each slide or talking point. This is useful for unattended presentations, such as for a science fair display.

To play your presentation using Auto Play:

1. Open your Inspiration presentation document with Inspiration 12.
2. If you are using Inspiration 12, click the **Play** button on the **Main** toolbar.



3. Click the **Presenter Control** button then choose **Auto Play** from the shortcut menu.

You can also right-click to open the **Presenter Control** shortcut menu.

Before starting Auto Play, you may want to check the Auto Play Settings.

- On the Inspiration 12 **Presentation** menu, choose **Auto Play Settings**.

See also:

- [Auto Play Settings](#)
- [Using one display](#)
- [Using two displays](#)

Tips for a successful presentation

There are a number of things you can do to minimise anxiety and technical glitches when you show your presentation to a group.

Practise

The best way for you to feel comfortable with your material is to practise it out loud.

Practise in front of a mirror, friends or family. You don't need to ask for criticism; the purpose of practicing in front of people is to make you feel comfortable.

Timing

Be aware of your timing. If you have set your presentation to automatically advance slides, adjust your speaking style or the slide interval, or both (see [Auto Play Settings](#) or [Playing your presentation automatically](#)).

Equipment

If at all possible, make sure that the equipment you need is set up and functioning before you do your presentation.

This includes a computer, screen(s) and projector, speakers, and microphone.

Start the presentation and advance through some slides to make sure everything is working.

Notes

If the equipment you will be using has only one display (so that you will not be able to read your speaker notes), print the speaker notes from your presentation. You can't be expected to remember everything! See [Printing your presentation](#) for more information.

Water

If you plan to talk during your presentation, then you should have a bottle of water handy so that you can sip between slides.

Enriching the content of your documents

In This Chapter
Working with hyperlinks
Working with audio
Working with the checklist
Locking items in a diagram or outline
Summing numbers and currency
Adding the date to your document

Working with hyperlinks

You can enrich your Inspiration documents by adding hyperlinks that connect your document to other documents, including web sites, Inspiration documents and files created in other programs. You can also create hyperlinks that are e-mail addresses that when clicked open the user's e-mail program.

In this section
Creating hyperlinks
Turning automatic formatting of hyperlinks on or off
Turning hyperlinks on or off
Gathering hyperlinked files
Following a hyperlink
Editing a hyperlink
Removing a hyperlink

Creating hyperlinks

You can add hyperlinks to symbols, links, topics, notes and text boxes using the Draw tools.

In this section
Inserting a hyperlink to a web page
Inserting a hyperlink to another file
Inserting a hyperlink to a new Inspiration document
Inserting a hyperlink to an e-mail address
Inserting a hyperlink using drag and drop

Inserting a hyperlink to another file

You can insert hyperlinks to Inspiration documents, Microsoft Word documents, or any other type of file on your computer. After inserting hyperlinks, you can make copies of your Inspiration document and all hyperlinked files using the **Gather Hyperlinked files** command on the **File** menu.

Note: Graphics files are inserted as symbols, video files are inserted as video symbols and audio files are inserted as attached sound files.

To insert a hyperlink to another file:

- Copy and paste the file onto your document.

-or-

- Drag and drop the file onto your document.

-or-

- Click the **Hyperlink** button on the **Main** toolbar.

To insert a hyperlink to another file using selected text:

1. Select the text to be displayed as a hyperlink.

For example, if you want to create a hyperlink to a document about reptiles, you might select the text "Read more about reptiles."

2. On the **Main** toolbar, click the **Hyperlink** button.



The selected text appears in the **Hyperlink Text** box. You can edit the text.

3. Click **Select File**.

For example, you might want to create a hyperlink to a document called "Reptile Reference.doc."

The Hyperlink dialog now shows the path and filename you selected in the **Link To** box.

4. Select the document, then click **OK**.
5. Click **OK**.

Inserting a hyperlink to a new Inspiration document

You can insert a hyperlink to a new Inspiration document that you create "on the fly." The new document is connected to the document you are currently working on using a hyperlink.

To insert a hyperlink to a new Inspiration document:

1. Select the text to be displayed as a hyperlink.

For example, if you want to create a separate bibliography you might select the text "Bibliography."

If you don't select any text, Inspiration automatically inserts the name of the new file at the insertion point in the document.

2. On the **Main** toolbar, click the **Hyperlink** button.



3. Select **New Inspiration Document**.

The selected text appears in the **Hyperlink Text** box. You can edit the text.

4. Click **OK**.

The Save dialog appears with the selected text as the file name.

5. Navigate to the folder where you want to save the file.

Inspiration automatically opens the folder where the original document is located.

6. Type a name for the file, then click **Save**.

The new document opens with the same defaults as the original document.

Inserting a hyperlink to an email address

You can insert a hyperlink to an e-mail address. For example, you might create a hyperlink that reads "Contact me" or "Send me e-mail." When the reader of your document clicks the hyperlink, an e-mail message with the correct e-mail address in the **To:** line is created, provided the reader has an e-mail program installed.

Note: E-mail hyperlinks work properly only if the reader of the document has an e-mail program installed and has access to an authorized e-mail system. For more information, consult the documentation for your computer or your system administrator.

To insert a hyperlink to an e-mail address:

1. Select the text to be displayed as a hyperlink.

For example, select the text "Send me e-mail." If you don't select any text, Inspiration automatically inserts the e-mail address at the insertion point in the document.

2. On the **Main** toolbar, click the **Hyperlink** button.



3. Select **E-mail**.

The **Hyperlink Text** box shows the text you selected. You can edit the text.

4. In the **Mail To:** box, type the e-mail address.

For example, "techsupport@inspiration.com."

5. Click **OK**.

Inserting a hyperlink using drag and drop

You can add hyperlinks by dragging and dropping hyperlinked text or pictures from your web browser onto the document. File hyperlinks can also be inserted by dragging them from your desktop.

To insert a hyperlink to a web page or e-mail address using drag and drop:

- Drag the hyperlinked text or picture from your web browser onto your Inspiration document.

To insert a hyperlink to another file using drag and drop:

- Drag the file you want to hyperlink to onto your Inspiration document.

Turning automatic formatting of hyperlinks on or off

Inspiration automatically formats Internet addresses (URLs) as hyperlinks with blue, underlined text. For example, if you type "www.inspiration.com" in your document, the text will automatically display as a hyperlink.

You can turn off automatic formatting of hyperlinks if you do not want Internet addresses (URLs) to be displayed as hyperlinks.

To turn automatic formatting of hyperlinks on or off:

- Choose **Tools>Hyperlink**, then select **URL Auto-detection**.

-or-

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviours**.
3. Select the **URL Hyperlink Auto-detection** box.

Automatic formatting of hyperlinks is on when a tick appears in the **URL Auto-detection** box.

Inserting a hyperlink to a web page

To insert a hyperlink to a web page:

- Copy and paste the Internet address onto your document.

-or-

- Drag and drop the Internet address onto your document.

-or-

- Type the Internet address in your document.

For example, type "www.inspiration.com."

To insert a hyperlink to a web page using selected text:

1. Select the text to be displayed as a hyperlink.

For example, select the text "Please visit our web site."

2. On the **Main** toolbar, click the **Hyperlink** button.



3. Select **Web Page**.
4. In the **Link To** box, type the Internet address (URL) following the "http://" prefix.

For example, type "www.inspiration.com."

5. Click **OK**.

Turning hyperlinks on or off

You can make the hyperlinks in a document unavailable. This can be useful when you want to edit hyperlinks or when you don't want a reader of the document to follow the hyperlinks.

To turn hyperlinks on or off:

- Choose **Tools>Hyperlink**, then choose **Live Hyperlinks** from the sub-menu.

-or-

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviours**.
3. Click the **Live Hyperlinks** box.

Hyperlinks are available when a tick appears in the **Live Hyperlinks** box.

Gathering hyperlinked files

When a document contains hyperlinks to other files, you can use the Gather Hyperlinked Files command to create one folder that contains a copy of the original file and a folder containing a copy of each hyperlinked file. This procedure makes it easy to manage the files and distribute them to other people.

To gather hyperlinked files:

1. On the **File** menu, choose **Gather Hyperlinked Files**.
2. In the **Gather into folder** box, type a name for the folder.
3. Click **Save**.

Inspiration creates a new folder containing a copy of your original document and a folder containing a copy of each hyperlinked file. The original documents remain in their original location.

Following a hyperlink

Click a hyperlink to go to the linked file or web page.

-or-

Select the item—symbol, link, note, draw object or topic—containing the hyperlink. Choose **Tools>Hyperlink**, then choose **Launch** from the sub-menu.

Note: When you select an object that contains more than one hyperlink, Inspiration follows the first hyperlink.

Editing a hyperlink

1. Click directly before the first character in the hyperlink or directly after the last character.
2. Drag across the hyperlink.

Tip: You can also use the arrow keys to move the cursor inside the link.

3. Edit the text, then click away from the link.

You can also make hyperlinks unavailable when you want to edit a hyperlink. Making hyperlinks unavailable prevents you from unintentionally launching a hyperlink when you are editing it. See [Turning hyperlinks on or off](#).

Removing a hyperlink

Select the hyperlink, then press the **Delete** key.

-or-

1. Place the cursor inside the hyperlink.

2. Choose **Tools>Hyperlink**, then choose **Insert** from the sub-menu.
3. Click **Remove Hyperlink**.

Working with audio

You can use audio tools to learn about Inspiration, illustrate and expand document content and listen to document content.

- Use the Talking Interface to read the text in menus, buttons and other program elements on-screen.
- Record audio using the **Insert Video or Sound** command on the **Tools** menu.
- Import audio files created in other programs.
- Use the **Listen** tool to read the content in a document.

In this section
Audio settings
Automatically read text in program menus and buttons
Listening to symbol or topic text in a document
Recording and playing audio
Attaching an audio file to a symbol or topic
Playing a recording
Removing a recording or attached audio file

Audio settings

In this section
Choosing the computer voice
Showing or hiding the Listen tool on the Main toolbar
Turning recording on or off

Choosing the computer voice

You can choose the voice that the computer uses when you use the Listen tool or the Talking Interface.

To choose the computer voice:

1. On the **Tools** menu, choose **Voices**.
2. Select a voice, then click **Choose**.

Showing or hiding the Listen tool on the Main toolbar

1. On the **Utility** menu, choose **Preferences**.
2. Click **Audio**.
3. Select **Listen Tool**, then click **OK**.

The Listen tool is displayed on the **Main** toolbar when there is a tick in the **Listen Tool** box.



Turning recording on or off

1. On the **Utility** menu, choose **Preferences**.
2. Click **Audio**.
3. Select **Sound Recording**, then click **OK**.

You can record sound when a tick appears in the **Sound Recording** box.

Automatically read text in program menus and buttons

1. On the **Utility** menu, choose **Preferences**.
2. Click **Audio**.
3. Select the **Talking Interface** box.

The computer automatically reads text in program menus and buttons when a tick appears in the **Talking Interface** box.

Listening to symbol or topic text in a document

To listen to the text of symbols or topics in a document, you must show the **Listen** button on the **Main** toolbar. To enable the Listen feature, see [Showing or hiding the Listen tool on the Main toolbar](#).

To listen to symbol or topic text in a document:

1. On the **Main** toolbar, click the **Listen** button.



2. To listen to the text in an item, select it.
3. To turn off the **Listen** tool, click the **Listen** button.

Recording and playing audio

You can record audio and attach it to a symbol or topic. To record audio, you must turn on sound recording in Preferences, and your computer must have a microphone. You can attach one recording or audio file to each symbol or topic.

To turn on sound recording, see [Turning recording on or off](#).

To record a sound:

1. Select the symbol or topic.
2. Choose **Tools>Insert Video or Sound**, then choose **Record Sound** from the sub-menu
3. In the recording control box, click **Record** to begin recording.
4. Generate the sound. (The maximum length of a recorded sound is 30 seconds. You can click **Stop** at any time to end recording.)
5. When you finish recording, click **Save**.

Click the **Audio Quick Control**  to play the recording.

Attaching an audio file to a symbol or topic

You can attach AIFF, Midi, MP3 and WAV files to symbols and topics. You can attach one audio file or one recorded sound to each symbol or topic. To attach an audio file, your computer must have Windows Media Player.

To attach an audio file to a symbol or topic:

1. Select the symbol or topic.
2. Choose **Tools>Insert Video or Sound**, then choose **Sound File** from the sub-menu.
3. Open the folder where the audio file is located.
4. Select the file, then click **Open**.

Click the **Audio Quick Control**  to play the recording.

Playing a recording

- Click the **Audio Quick Control**  on the symbol or topic.

-or-

1. Select the symbol or topic.
2. Choose **Tools>Play**, then choose **Sound** from the sub-menu.

Removing a recording or attached audio file

1. Select the symbol or topic with the recording.
2. On the **Tools** menu, choose **Remove Sound**.

Working with the checklist

As you work on a document, you can use the checklist to track your progress. When you tick a symbol in Diagram or Map View, the corresponding topic in Outline View is also ticked.

You can use Smart Checklist to automatically tick subtopics when you tick a symbol or topic and vice versa. When Smart Checklist is on, ticking a symbol or topic automatically ticks its subtopics. Likewise, checking all the subtopics below a symbol or topic automatically ticks the symbol or topic.

To show or hide the checklist:

- On the **Tools** menu, choose **Show Checklist**.

The boxes show when a tick appears next to **Show Checklist** on the **Tools** menu.

In Outline and Map View, a box is displayed to the left of a topic. In Diagram View, a box is displayed at the lower right of the symbol.

To turn Smart Checklist on or off:

- On the **View** menu, choose **Smart Checklist**.

Smart Checklist is on when a tick appears next to **Smart Checklist** on the **Tools** menu.

Sorting ticked topics

In Outline View, you can sort topics by the state of the box associated with each topic. To sort topics by the state of the box, you must first enable **Show Boxes** on the **Tools** menu. When you sort ticked items, topics at the level you selected can be arranged with ticked items first (ascending) or ticked items last (descending).

To sort ticked topics:

1. Select the main idea or a topic, then choose **Sort** on the **Outline** menu.
2. Under **Sort**, do one of the following:
 - Select **Entire Outline** to sort all the topics in the outline.
 - Select **Subtopics** to sort the subtopics for the selected topic.
3. Under **Key**, select **Checklist** to sort your outline by the state of the box associated with each topic.
4. Under **Order**, do one of the following:
 - Select **Ascending** to arrange the topics with ticked items first and unticked items last.
 - Select **Descending** to arrange topics with ticked items last and unticked items first.
5. Click **OK**.

Locking items in a diagram or outline

You can lock symbols in a diagram or topics in an outline so they cannot be inadvertently moved.

To lock topics in an outline:

1. Select one or more topics in your outline.
2. From the **Outline** menu, choose **Lock Item**.

A lock icon appears in the selection control column.



II. Hierarchical Form

To lock symbols in a diagram:

1. Select one or more symbols in your diagram.
2. From the **Symbol** menu, choose **Lock Item**.

A lock icon appears on the four corners of the symbol when it is selected.



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

Summing numbers and currency

The Summation feature is useful whenever you need quick, simple addition. When Inspiration sums, it looks for numbers in each level of subtopics under the selected topic. The values are added, then inserted in the selected topic at the insertion point. If the topic is selected and you are not in the text editor, the total is placed at the end of the topic. If a number already exists in the topic, Inspiration replaces the number with the summed number.

To add numbers and currency amounts:

1. Enter numeric data or currency amounts in the subtopic or subtopic text.

For example, to total the number of dollars in an expense report, type a dollar sign and the amount. If the dollar amount is surrounded by text be sure and put a space before and after the dollar amount. To total the number of people hours in an outline, enter the number, a space and then type "people hours" in each one of the subtopics you want included in the summation process.

2. Select a topic or symbol with subtopics you want to add.

3. To sum all numbers in the entire document, select the Main Idea topic or symbol. When only a topic or symbol is selected, only the subtopics for that item are summed.
4. On the **Tools** menu, choose **Summation**.

The Summation Options dialog appears.

5. Select a **Search For** option.
 - To calculate only topics or symbols with numbers, select **General Numbers**. Topics or symbols with currency symbols are ignored.
 - To add only topics or symbols preceded by currency symbols, select **Currency Numbers**. (The currency symbol will vary on versions of Inspiration sold outside the United States.)
6. If you want to look for numbers or currency amounts surrounded by specific text, type the text into the **Preceded By** and **Followed By** fields.

These settings let you further control which figures will be added. You can embed numbers or dollars in text. Summation will search and add numbers and dollars using your criteria exactly as specified. As you select your options, Inspiration displays an example of what it will search for in the lower part of the dialog.

For example, to total the number of people hours in an outline, select **General Numbers**, and type "people hours" in the **Followed By** box. To total the number of dollars, select **Currency Numbers** and leave the **Preceded By** and **Followed By** boxes blank.

7. Select **Create Subtotals**.

When selected, subtotals are inserted in the upper-level topic. To suppress the insertion of the subtopic totals, deselect this option.

8. Click **OK** or press **Return (Enter)** to perform the summation or click **Cancel** to cancel this option and return to your document.

Summation adds the numbers from the lowest subtopic upward and places the total in the selected topic or symbol.

Adding the date to your document

You can add today's date to your document. To change the format in which the date appears, see [Setting the date and time format](#).

To add the date to your document:

1. Click in the document where you want the date to appear.
2. On the **Edit** menu, choose **Paste Date**.

Managing and proofing documents

In This Chapter

Opening, closing and saving documents
Working with templates
Importing documents
Exporting Inspiration documents
Looking up words using the Word Guide
Checking spelling
Finding text in a document
Managing multiple documents on the screen

Opening, closing and saving documents

In this section

Opening a new document
Opening an existing document
Saving a document
Reverting to the last saved document
Renaming a document
Closing a document

Opening a new document

A new document has the attributes of the default template.

To open a new document:

1. On the **File** menu, choose **New**.
2. On the Inspiration Starter screen, do one of the following:

Click the **Create a diagram** button to begin a new diagram.

-or-

Click the **Create a mind map** button to begin a new mind map.

-or-

Click the **Create an outline** button to begin a new outline.

For information about selecting a new default template, see [Selecting a new default template](#)

Opening an existing document

1. On the **Inspiration Starter** screen, click **Open File**.

-or-

On the **File** menu, choose **Open**.

2. Select the document you want to open, then click **Open**.

Tip: To view a list of recently opened files, click the **Open File Options** button  on the **Inspiration Starter** or choose **Open Recent File** on the **File** menu.

For information about opening Inspiration templates, see [Opening a template](#).

Saving a document

1. On the **File** menu, choose **Save**.
2. Select the folder in which to save the document.
3. Enter a name for the document, then click **Save**.

Each time you save a document you are prompted to replace the existing file. Click **Save**, then click **Replace** to save your file.

About file extensions in Inspiration

Inspiration documents are automatically saved with the file extension ISF. Inspiration templates are automatically saved with the extension IST.

Reverting to the last saved document

If you work on a document and then decide you don't want to save the changes you've made, you can discard your changes and have Inspiration open the previously saved version.

To revert to the last saved document:

1. On the **File** menu, choose **Revert to Saved**.
2. Do one of the following:

To discard your changes and return to your previously saved document, click **OK**.

-or-

To return to your current document with your changes intact, click **Cancel**.

Note: You can also use the **Undo** command on the **Edit** menu to undo changes. For more information see, [Undoing changes](#)

Renaming a document

1. On the **File** menu, choose **Save As**.
2. Select the folder in which to save the document.
3. Enter a name for the document, then click **Save**.

Closing a document

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

If you've made changes, Inspiration asks if you want to save the changes.

2. Click **Yes** to save your changes and close your document.

Working with templates

Templates are starting points for creating your own documents. A template can contain any type of content—from basic symbols and links to fully developed ideas and imported graphics and videos. Inspiration comes with over 100 templates to help you create your own documents. In addition, you have access to even more templates online. When you open a template, you save it as a new document so the template itself remains unchanged.

You can create custom templates that contain any type of content—from simple diagrams to complex outlines to detailed mind maps. Teachers often create their own templates to use as a starting point for a special project or assignment.

In addition to content, a template contains default settings that control how the template looks, transfers and prints, including:

- The libraries that appear on the Symbols palette
- The custom libraries available with the template
- Access to the online symbol collection for symbol searches
- Default formatting for text and objects
- Default settings for transferring the template to a word processor
- Default settings for printing the template

In this section
Opening a template
Creating a template
Creating a template in Map View
Editing a template
Sharing a template with another computer

Opening a template

To open a template:

1. On the **Inspiration Starter** screen, click the **Templates** button.

-or-

Within Inspiration, on the **File** menu, choose **Open Template**.

2. In the templates list, double-click a folder to open it.
3. Select a template, then click **Open**.

Creating a template

Teachers often create their own templates to use as a starting point for a special project or assignment. You can use the Template Wizard to save any Inspiration document as a template in Diagram View or in Outline View when opened from Diagram View or the Inspiration Starter.

The Template Wizard is simplified in Map View. To create a template in Map View, see [Creating a template in Map View](#).

The default location for saving templates on Windows computers is a folder called **Personal Templates**, inside the **Inspiration Data** folder, within your **Application Data** folder.

To create a template in Diagram View or Outline View:

1. Create the document you want to save as a template.
2. On the **Utility** menu, choose **Template Wizard**.
3. Enter a description for the template, then click **Next**.
4. In each dialog choose the settings you want, then click **Next**.
5. When you are done choosing settings, click **Finish**.
6. In the **Save Template** dialog, select the folder in which to save the template.

Inspiration automatically opens the **Templates** folder, but you can select another.

7. In the **File Name** box, type a name for the template, then click **Save**.
8. To set the newly created template as the default template for the Inspiration program, select the **Set as Default** box in the **Success** dialog.

When you choose this option, all new Inspiration documents will be based on the newly created template.

Tip: You can save custom symbol libraries along with a template, which is an easy way to share your libraries with other computers. See [Sharing a symbol library with another computer](#).

Creating a template in Map View

To create a template in Map View:

1. Create the document you want to save as a template.
2. On the **Utility** menu, choose **Template Wizard**.

3. Enter a description of the template and click **Finish**.
4. Select the folder in which to save the document.
5. Enter a name for the document, then click **Save**.

The default location for saving templates on Windows computers is a folder called **Personal Templates**, inside the **Inspiration Data** folder, within your **Application Data** folder. Note: Some operating systems do not display file extensions by default. If you do not see your file's extension, refer to your operating system's documentation.

Editing a template

You can change the content and default settings of any Inspiration template. After you edit the template, you can save the template as a new template or replace the existing template.

To edit a template in Diagram View, Map View or Outline View:

1. Open the template.
2. Make any changes to the content and formatting of the template.
3. On the **Utility** menu, choose **Template Wizard**.
4. Enter a description for the template, then click **Next** (for outline or diagram templates) or **Finish** (for map templates).
5. In each dialog choose the settings you want, then click **Next**.
6. When you are done choosing settings, click **Finish**.
7. In the **Save Template** dialog, select the folder in which to save the template.

Inspiration automatically opens the **Templates** folder, but you can select another.

In the **File Name** box, type a name for the template, then click **Save**.

8. In the **Success** dialog, you are given the option to use this template as the default for this document type. Tick the box if you wish to do this, then click **OK**.

When you choose this option, all new Inspiration documents will be based on the new template.

Note: The default location for saving templates on Windows computers is a folder called **Personal Templates**, inside the **Inspiration Data** folder, within your **Application Data** folder.

Sharing a template with another computer

You can share a template with another computer running Inspiration by copying the template to the other computer. You can also make a template available to other computers by placing it on a network server.

To share a template with another computer:

1. Transfer the template to the other computer using one of the following methods:
 - Copy the template to a flash drive or other removable medium (e.g., CD-R) that both computers can read.
 - Copy the template to a network server.

- Send the template as an attachment using e-mail.
- 2. On the other computer, start Inspiration.
- 3. On the **Inspiration Starter** screen, click the **Open File** button.
- 4. Select the file, then click **Open**.

Note: The default location for saving templates on Windows computers is a folder called **Personal Templates**, inside the **Inspiration Data** folder, within your **Application Data** folder.

Importing documents

Using Inspiration, you can open or "import" documents created in other programs.

In this section

[Opening a document created in another program](#)

[Opening a file created in another version of Inspiration](#)

Opening a document created in another program

Inspiration 12 can open the following types of files:

- Kidspiration
- Microsoft Word RTF
- RTF files created using other word processing programs
- Plain text files created using other word processing programs

To open a document created in another program:

1. On the **Inspiration Starter** screen, click the **Open File** button.

-or-

On the **File** menu, choose **Open**.

2. Select the file, then click **Open**.

In Windows, you can specify the type of document you want to open. In the **Open** dialog, select the type of file from the **Files of Type** pop-up menu. Here are your choices:

- **Inspiration Documents (.isf)** opens Inspiration version 7 - 11 & 12 documents.
- **Inspiration 6 Documents (.ins)** opens Inspiration 6 documents.
- **Inspiration Templates (.ist)** opens Inspiration templates.
- **Kidspiration Documents (.kid)** opens Kidspiration documents.
- **Kidspiration Activities (.kia)** opens Kidspiration activities.
- **Rich Text Format (.rtf)** opens rich text format documents in Outline View. Inspiration retains most of the structure of the original document.
- **Plain Text (.txt)** opens plain text documents in Outline View. When Inspiration opens a text document, it looks for paragraph returns to determine outline topics. The first sentence of a paragraph becomes an outline topic, and the remaining sentences become notes text.

Opening a file created in another version of Inspiration

Inspiration 12 can open files created using Inspiration 6 and later. When you open a file created in Inspiration version 6:

- Miscellaneous thoughts appear at the same level as the main idea.
- Symbols not available in Inspiration 12 are converted to external graphics.
- Link formatting options not available in Inspiration 12 are converted to options that are available in Inspiration 12.
- A document saved in Notes List View opens in Outline View.

To open a file created in an earlier version of Inspiration:

1. On the **Inspiration Starter** screen, click the **Open File** button.

-or-

On the **File** menu, choose **Open**.

2. Select the file, then click **Open**.

If the file contains child documents, continue with these steps:

3. Click **OK** when you see this message:

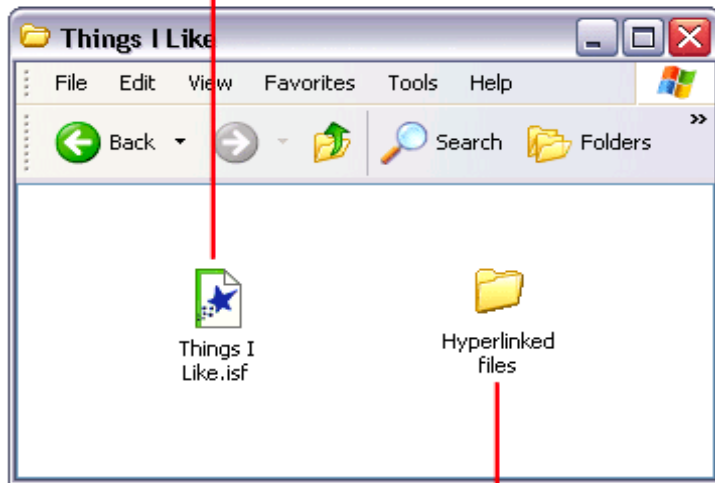
"This document contains child documents. To work with this version of Inspiration, these children must be converted to hyperlinked files."

Inspiration creates a new folder in the location of the original document.

4. In the **Save into folder** box, type a name for the folder.
5. Click **Save**.

Inspiration creates the new folder containing a copy of the original document and a folder containing a copy of each hyperlinked file (child document). Child documents without names are automatically named "Child1," "Child2," and so on. In the document, each symbol or topic with a child document now has a hyperlink to the appropriate file.

The new folder contains a copy of the original document...



...and a folder containing the child documents.

Exporting Inspiration documents

Once you've created a document in Inspiration, you can export it to a variety of document types, including plain text files, word processing documents, web pages, graphics files, PowerPoint presentations, PDF files, or you can copy to clipboard. Each export format has options you can use to control what elements of the Inspiration document are included in the exported document.

When you export a document, hyperlinks, graphics, videos and attached audio files may or may not be included depending on the export format you choose. For all export formats except web page format, PowerPoint presentations, and PDF files, external audio and video files are copied to a folder named <filename>_mediafiles, where <filename> is the name of your Inspiration document. The folder is stored in the same folder as the exported document.

In this section

[Saving an outline as a text file](#)

[Saving a document as a word processing document](#)

[Saving a diagram or mind map as a graphic](#)

[Saving Inspiration documents as web pages](#)

[Transferring a document to a word processor](#)

[Saving a document as a PowerPoint presentation](#)

[Saving a document as a PDF](#)

Saving an outline as a text file

You can save an outline as a plain text file, which can be opened in most text editors and word processing programs. The exported outline includes unformatted topic text and notes. You can choose to include topics, notes and prefixes in the exported document. Hyperlinks, videos, graphics and attached audio files are not included in the exported document.

To save an outline as a text file:

1. Open the outline.
2. On the **File** menu, choose **Export**.
3. Click the **Word Processor** tab.
4. On the **File Format** menu, select **Plain Text**.
5. To include a graphic of diagram or mind map in the exported document, select **Include the diagram/mind map**.
6. Under **Export Outline with**, select the elements to include in the exported document.
 - Select **Topics** to include topics.
 - Select **Hidden Subtopics** to include hidden subtopics.
 - Select **Prefixes** to include the topic prefixes from Outline View.
 - Select **Notes** to include notes.
 - Select **Hidden Notes** to include hidden notes.
7. Click **Save**.
8. Select the folder in which to save the document.
9. Enter a name for the document, then click **Save**.

Saving a document as a word-processing document

You can save a diagram, map or outline as a word processing document that can be opened in Microsoft Word, or OpenOffice.org Writer. The exported document includes formatted topic text and any graphics inserted in Outline View that can be opened in the word processing program. You can choose to include topics, notes, prefixes and outline indentation and a graphic of the diagram in the exported document.

When you export to a word processor, videos and attached audio files are converted to hyperlinks to external files.

Note: When you open an exported document in Word, a dialog may appear, asking if you want to convert the RTF data. Click **Yes** to open the formatted document.

To save an Inspiration document as a word processing document:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **Word Processor** tab.
4. On the **File Format** menu, select **Microsoft Word** or **OpenOffice.org Writer**.
5. To include a graphic of the diagram or mind map in the exported document, select **Include the diagram/mind map**.
6. Under **Export Outline with**, select the elements to include in the exported document.
 - Select **Topics** to include topics.

- Select **Hidden Subtopics** to include hidden subtopics.
 - Select **Prefixes** to include the topic prefixes from Outline View.
 - Select **Notes** to include notes.
 - Select **Hidden Notes** to include hidden notes.
 - Select **Indentation** to retain the hierarchical indentation from Outline view.
7. Click **Save**.
 8. Select the folder in which to save the document.
 9. Enter a name for the document, then click **Save**.

Saving a diagram or mind map as a graphic

When you export a diagram or mind map to one of the graphic file formats available in Inspiration, only the visible items in the diagram or mind map are included in the graphic. Hidden symbols, links and notes are not exported. If you are focused in on a portion of the diagram or mind map, only that portion is exported. Hyperlinked files and attached audio files are not exported.

To save a diagram or mind map as a graphic:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **Graphic File** tab.
4. On the **File Format** menu, select the graphic file format.
 - BMP saves the diagram in the standard Microsoft Windows graphic format.
 - GIF saves the diagram as a GIF file that can be opened in graphics, presentation, and page layout applications and web pages.
 - JPEG saves the diagram as a JPEG file that can be opened in graphics, presentation, and page layout applications and web pages.
 - PNG saves the diagram as a PNG file that can be opened in graphics, presentation and page layout applications and web pages.
 - WMF saves the diagram in a standard Windows format that can be opened in graphics, presentation and page layout applications.
5. To make the background of the diagram transparent, select the **Transparent background** box.

This option is available only for GIF and PNG formats.

The background is the area between the symbols, links and other objects. Use this setting when you plan to place the graphic over text or a background image—a wallpaper pattern, for example.

6. Click **Save**.
7. Select the folder in which to save the graphic.
8. Enter a name for the document, then click **Save**.

Saving Inspiration documents as web pages

You can save diagrams, mind maps and outlines as web pages, which then can be viewed using a web browser such as Internet Explorer, Safari or Mozilla Firefox. There are many options for saving diagrams, mind maps and outlines as web pages. You can save an outline as one page or multiple pages. You can save a diagram or a mind map as a graphic that appears on a single web page.

You'll find that it's easy to plan and start building a web site using the Site Skeleton export. Create an outline, diagram or mind map containing a linked symbol for each page you want to appear in the web site. After you export your pages, you can add additional information to them using an HTML editor.

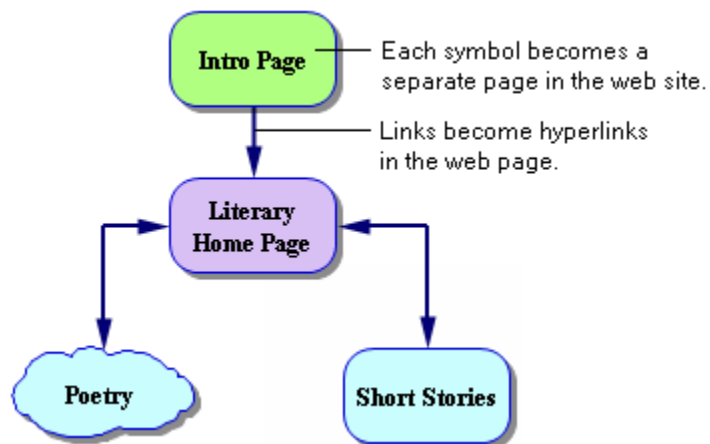
When you export to web page format, vector symbols (symbols for which line and fill colour options are available) are not included in the exported document. Videos and attached audio files are converted to hyperlinked files.

External files, such as video or audio files, are stored in a folder named <filename>_files, where <filename> is the name of your Inspiration document. The <filename>_files folder is stored in the same folder as the exported document.

In this section
Starting a web site based on the structure of your document
Saving a diagram or mind map as a web page
Saving an outline as a web page
Saving an outline as multiple web pages
Tips for saving outlines as web pages

Starting a web site based on the structure of your document

The Site Skeleton export allows you to transform your diagram, mind map or outline into the foundation of a web site, including a clickable site map. Each symbol or topic becomes a separate page in your web site. All notes text appears on the page corresponding to the symbol or topic to which it was associated. Links in your diagram or mind map become hyperlinks on your web pages. Arrows show hyperlink direction. Two headed arrows signify that there are hyperlinks back and forth between two pages. Single headed arrows make a hyperlink in one direction only.



To start a web site based on the structure of your document:

1. On the **File** menu, choose **Export**.
2. Click the **Web Pages** tab.
3. Select **Site Skeleton**, then click **Save**.
4. Select the folder in which to save the web pages.
5. Enter a name for the first page in the web site.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.

6. Click **Save**.

The document is saved as a set of web pages that can be finished using an HTML authoring tool.

Saving a diagram or mind map as a web page

When you save a diagram or mind map as a web page, the diagram or mind map is exported as a one-page graphic in GIF file format. You can choose to include hidden subtopics and hidden notes. If you are focused in on a portion of the diagram, only that portion of the diagram is exported. Hyperlinked files are not exported.

To save a diagram or mind map as a web page:

1. On the **File** menu, choose **Export**.
2. Click the **Web Pages** tab.
3. Select **diagram/mind map**.
4. Click **Save**.
5. Select the folder in which to save the web page.
6. Enter a name for the file, then click **Save**.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.

Saving an outline as a web page

When you save an outline as a web page, the main idea becomes the title of the document and appears in large type at the top of the page. Topics, subtopics and notes are the body of the page. At the end of the page, a "Back" hyperlink appears, which you can click to return to the top of the page. You can choose to create a separate web page containing a table of contents. You also can choose to include hidden subtopics and hidden notes in the web page.

To save an outline as a web page:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **Web Pages** tab.
4. Select **Outline**.
5. Select from the following options:
 - To create a separate table of contents, select **Table of Contents**.
 - To include any hidden subtopics in the web page, select **Hidden Subtopics**.
 - To include any hidden notes in the web page, select **Hidden Notes**.
6. Click **Save**.
7. Select the folder in which to save the web page.
8. Enter a name for the web page, then click **Save**.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.

Saving an outline as multiple web pages

When you save an outline as multiple web pages, the main idea becomes the title of the table of contents and appears in large type at the top. The first-level topics are listed below the title in hypertext format. Each first-level topic becomes a separate web page that includes all its subtopics and notes text. You can choose to include hidden subtopics and hidden notes in the web pages.

To save an outline as multiple web pages:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **Web Pages** tab.
4. Select **Outline**.
5. Select **Table of Contents**.
6. Select **One page per major topic**.
7. Select from the following options:
 - To include any hidden subtopics in the web page, select **Hidden Subtopics**.
 - To include any hidden notes in the web page, select **Hidden Notes**.
8. Click **Save**.
9. Select the folder in which to save the web pages.
10. Enter a name for the first web page, then click **Save**.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.

Tips for saving outlines as web pages

- If you use prefix labels, keep them simple. Web browsers don't support many of the complex prefixes available in Inspiration.
- When you convert an Inspiration document to HTML format, all the fonts, font sizes and styles automatically convert to the web browser's default settings.
- Avoid using spaces, percent signs (%), ampersands (&), slashes (/ and \), and quotation marks in the names you assign to the HTML files.
- When you export an outline to web page format, the export may create many files, including GIF files for any graphics you have in the outline. To browse the exported web pages, all the files need to be kept in the same folder. The additional files are named based on the first file name you select.
- Diagram and outlines exported as web pages include hyperlinks, so you can construct both simple and multilevel web pages. Any hyperlinks are retained in the resulting web pages.

Transferring a document to a word processor

You can easily move an Inspiration document to a word processor to format and edit the document for publication. The new document retains the look and structure of the document outline. Videos, graphics and hyperlinks to other files are included in the word processing document. You can control how the document transfers, including whether to include prefixes, hidden subtopics, hidden notes or outline indentation.

The Transfer tool works with Microsoft Word and OpenOffice.org Writer. Here are some things to consider when using the Transfer tool:

- The margins set in the Inspiration document transfer to the word processing document. If you want different margins in the word processing document, change the margins in Inspiration before you transfer.
- Some special formatting features are not supported by earlier versions of Word.

To transfer a document to a word processor:

1. On the **Main** toolbar, click the **Transfer** button.



-or-

On the **File** menu, choose **Transfer to Word Processor**.

2. Select the elements to include in the exported document.
 - Select **Topics** to include topics.
 - Select **Hidden Subtopics** to include any hidden subtopics.
 - Select **Prefixes** to include the topic prefixes from Outline View.
 - Select **Notes** to include notes.
 - Select **Hidden Notes** to include any hidden notes.

- Select **Indentation** to retain the hierarchical indentation from Outline view.
3. Click **OK**.

The transferred document opens in your preferred word processor.

Transferring a document to clipboard

You can easily copy an Inspiration document to clipboard to be quickly pasted into apps, such as Google Docs and Microsoft OneNote. The new document retains the look and structure of the document outline. You can control how the document transfers, including whether to include the diagram, prefixes, hidden subtopics, hidden notes or outline indentation.

To transfer a document to clipboard:

1. On the **Main** toolbar, click the **Transfer** button.



2. Tick the box to **Transfer to clipboard**.
3. Select the elements to include in the copy.
 - Select **Include the diagram** to include an image of the diagram at the top of your outline.
 - Select **Topics** to include topics.
 - Select **Hidden Subtopics** to include any hidden subtopics.
 - Select **Prefixes** to include the topic prefixes from Outline View.
 - Select **Notes** to include notes.
 - Select **Hidden Notes** to include any hidden notes.
 - Select **Indentation** to retain the hierarchical indentation from Outline view.
4. Click **OK**.
5. Go to your chosen app, such as Google Docs or Microsoft OneNote, and paste your document.

Saving a document as a PowerPoint presentation

When you are ready to present your work, you can export your document to a PowerPoint presentation. If you have already created a presentation in your document, your formatted presentation will be exported to PowerPoint's .pptx format. If you have not already created a presentation in Inspiration, this export will create a new PowerPoint presentation based on your diagram, outline or mind map.

NOTE: This file format is supported in Microsoft PowerPoint 2002 and above.

To save a document as a PowerPoint presentation:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export to PowerPoint (.pptx)**.

3. In the **Save** dialog, navigate to the folder where you want to save the PowerPoint presentation, type a name for the file, and click **Save**.
4. If you have not already done so, choose a theme and layout, then click **OK**.

Saving a document as a PDF

To export a diagram, mind map, or outline as a PDF:

1. From the **File** menu, choose **Export to PDF File**.
2. In the **Save** dialog, navigate to the folder where you want to save the PDF, type a name for the file, and click **Save**.

What is exported?

In an outline:

- Notes are always visible in the exported PDF.
- Hidden subtopics are always visible in the exported PDF.
- Manual page breaks are obeyed.
- Symbols are exported if Show Symbols is selected. See [Showing or hiding symbols in an outline](#).
- Link text is exported if Show Link Text is selected. See [Showing or hiding link text in an outline](#).
- Prefix visibility, style, font, and colour settings are maintained. See [Working with prefixes in an outline](#).
- Topic colour and style settings are maintained.

In a diagram:

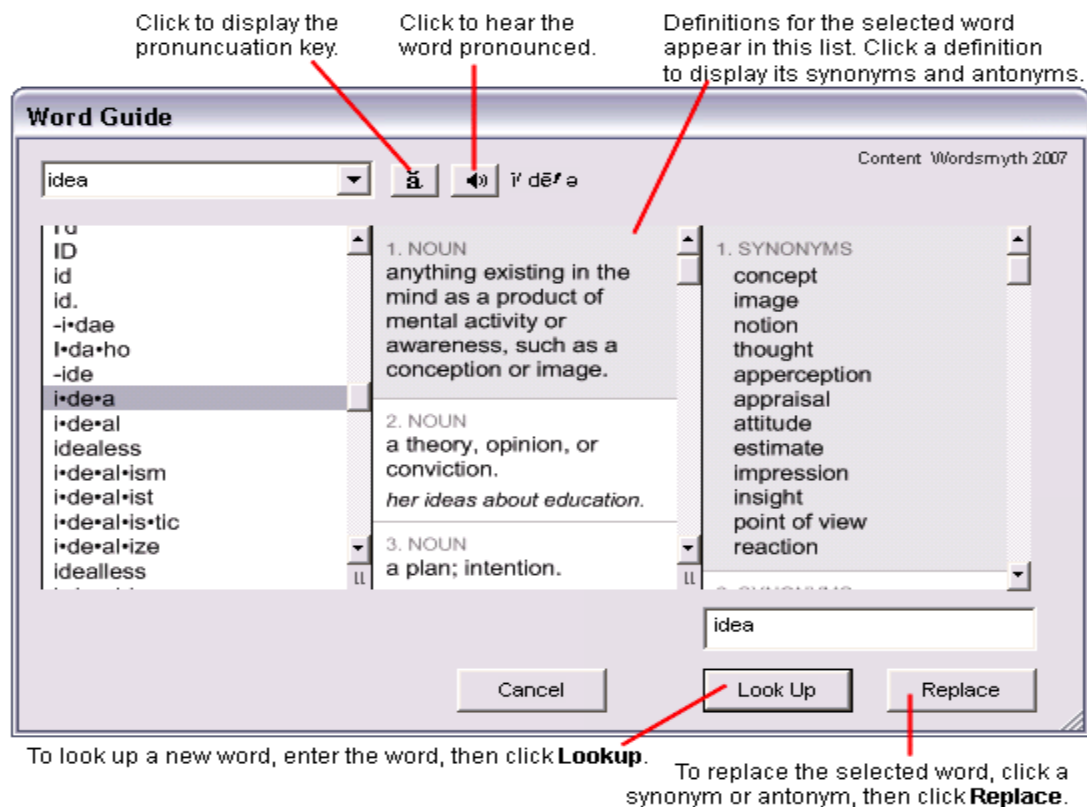
- Hidden notes are not exported to the PDF. See [Showing or hiding notes in a diagram](#).
- Quick Controls are not visible in the exported PDF.
- Only the part of the diagram that is visible is exported. See [Hiding parts of a diagram](#) or [Showing or hiding subtopics in a diagram](#).

In a mind map:

- Hidden notes are not exported to the PDF. See [Showing or hiding notes on a mind map](#).
- Quick Controls are not visible in the exported PDF.
- Only the part of the mind map that is visible is exported. See [Showing or hiding subtopics on a mind map](#).

Looking up words using the Word Guide

Use the Word Guide to look up definitions, synonyms, and antonyms and learn how to pronounce words.



To look up a word:

1. Click the word.
2. Click the **Word Guide** button on the **Main** toolbar.



Tip: To look up a word that does not appear in your document, click the **Word Guide** button on the **Main** toolbar. Enter the word in the box in the lower-right corner, then click **Lookup**.

To display the pronunciation key:

- Click the **Pronunciation Key** button

To hear the word pronounced:

- Click the **Pronounce** button

To display synonyms and antonyms for the selected word:

- Click a definition in the list.

To replace the selected word with a synonym or antonym in the list:

- Select a synonym or antonym in the list, then click **Replace**.

Checking spelling

You can check and correct the spelling of the text in a document using the built-in spell checker. You can use Auto Spell Check, which automatically underlines misspelled words with a dashed red line, and you can check the spelling of the entire document or selected text.

You can add words to the dictionary and remove the ones you've added.

In this section

[Using Auto Spell Check](#)

[Checking the spelling of an entire document or selected text](#)

Using Auto Spell Check

To turn on Auto Spell Check, choose **Auto Spell Check** on the **Tools** menu.

Auto Spell Check is on when a tick appears next to **Auto Spell Check** on the **Tools** menu.

Misspelled words are underlined with a dashed red line.

To correct a misspelled word:

1. Click the misspelled word, then click the **right** mouse button.
2. From the shortcut menu, do one of the following:
 - Choose a suggested spelling to replace the misspelled word.

-or-

- Choose **Ignore All** to ignore all instances of the misspelled word in the document.

-or-

- Choose **Learn Spelling** to add the word to the dictionary.

Checking the spelling of an entire document or selected text

1. Click anywhere in the document.

-or-

Select the text to check.

2. On the **Tools** menu, choose **Spell Check**.

Inspiration searches for words it doesn't recognize. It displays unrecognized words in the **Misspelled** box. If there's a similar word in the Inspiration dictionary, it displays it in the **Change To** box. If there are other possible spellings in the dictionary, they are displayed in the **Alternates** box.

3. Do one of the following when Inspiration finds a word it doesn't recognize:
 - To change the word Inspiration doesn't recognize to the word in the **Change To** box, click **Change**.

- To change the word to one of the alternates, select the word in the **Alternates** box, then click **Change**.
- To type the correct spelling, click the **Change To** box, then type the correct spelling.
- To ignore the word for this instance, click **Ignore Once**.
- To ignore all occurrences of the word, click **Ignore All**.
- To add the word to the Inspiration dictionary, click **Learn Spelling**.

After you make your choice, Inspiration automatically continues to the next word it doesn't recognize.

4. When the spelling check is complete, a message box appears telling you Inspiration has finished checking the spelling. Click **OK**.

Finding text in a document

You can find text in your document using the Find command. In Diagram or Map View, Find searches through all symbol text (including notes text and link text) currently displayed on the screen. In Outline View, all text is searched whether hidden or not.

To find text:

1. Click where you want the search to start.
2. On the **Tools** menu, choose **Find**.
3. In the **Find What** box, type the characters, word or phrase you want to find.
4. Select search options.

Match Whole Word Only: The Match Whole Word Only option finds whole words only. When selected, Inspiration will not find occurrences of the search text inside other words. It will only search for occurrences of the whole word.

Match Case: The Match Case option finds only those occurrences of the search text that exactly match the upper and lowercase letters you specify. When not selected, Inspiration finds all occurrences of the search text, ignoring the case of the letters.

5. Click **Find Next** to begin the search.

Inspiration looks through the text, stops at each occurrence of the search text and selects it.

6. Click **Find Next** to continue the search until it finds the next occurrence or reaches the end of the text.
7. Click **Close** to end the search.

Tips: Inspiration remembers the last character, word or phrase you searched for. After you finish a search, you can restart it by choosing **Find Next** on the **Tools** menu or by pressing **Control-Shift-F**. You can also select a new word and press **Control-Shift-F** to find the next occurrence of that word.

Replacing text in a document

You can find and then replace text in your document using the Replace command. Replace searches all text areas in a diagram, mind map or outline for the specified text and then lets you replace that text with new text. In Diagram or Map View, Replace searches through all symbol text (including notes text and link text) currently displayed on the screen. In Outline View, all text is searched whether hidden or not.

To replace text:

1. Click where you want to start the search.
2. On the **Tools** menu, choose **Replace**.
3. In the **Find What** box, type the characters, word or phrase you want to find and replace.
4. In the **Replace With** box, type the characters, word or phrase you want to replace the search text.
5. Select search options.

Match Whole Word Only: The Match Whole Word Only option finds whole words only. When selected, Inspiration will not find occurrences of the search text inside other words. It will only search for occurrences of the whole word.

Match Case: The Match Case option finds only those occurrences of the search text that exactly match the upper and lowercase letters you specify. When deselected, Inspiration finds all occurrences of the search text, ignoring the case of the letters.

6. Click **Find Next** to begin the search.

Inspiration looks through the text, stops at each occurrence of the search text, and selects it.

7. Do one of the following:

To replace the search text, click **Replace**. Inspiration continues searching until it finds the next occurrence or reaches the end of the text.

-or-

To continue the search without making a change, click **Find Next**. Inspiration continues searching until it finds the next occurrence or reaches the end of the text.

-or-

To replace all occurrences of the text in the document, click **Replace All**. Inspiration automatically continues searching and replacing until it reaches the end of the text.

8. Click **Close** to end the search.

Managing multiple documents on the screen

In this section

[Arranging document windows so you see each window](#)

[Arranging document windows so they overlap](#)

[Quickly switching between open Inspiration documents](#)

Arranging document windows so you see each window

When you open several Inspiration documents, you can arrange the document windows so you can see all of them at the same time.

To arrange document windows so you can see each window:

- On the **Window** menu, choose one of the following:
 - **Tile Top to Bottom** to arrange the document windows vertically from top to bottom. This option reduces the height of each window.
 - **Tile Side by Side** to arrange the document windows horizontally from side to side. This option reduces the width of each window.
 - **Tile in Grid** to arrange the document windows in a grid. This option re-sizes each window to the same size rectangle.

Arranging document windows so they overlap

On the **Window** menu, choose **Cascade**.

All open Inspiration documents are arranged so that you can see the title bar of each document. You can see all of the document which appears in front.

Quickly switching between open Inspiration documents

On the **Window** menu, choose the document you want to display.

Managing the symbol libraries

You can create symbol categories and symbol libraries to make it more convenient to access the symbols you use most often or to make specific symbols available for a template, assignment or special project.

In This Chapter

[Working with custom symbol libraries](#)

[Editing custom libraries](#)

Working with custom symbol libraries

A custom symbol library contains a set of symbols. It is a file with an .INL extension and is stored inside the **Custom Libraries** folder, which is located in the **Inspiration 12/Libraries** folder. You can copy, delete and share custom symbol libraries.

In this section

[Creating a symbol library](#)

[Copying a symbol library](#)

[Sharing a symbol library with another computer](#)

[Deleting a custom library](#)

Creating a symbol library

Custom libraries you create are stored in the **Custom Libraries** folder inside of the **Inspiration 12/Libraries** folder. On Windows, if you do not have write access privileges that allow you to copy files and folders to the **Libraries** folder, custom libraries are stored in your **My Documents/Personal Libraries** folder.

To create a symbol library:

1. On the **Utility** menu, choose **New Symbol Library**.
2. In the **New Library Name** box, type a name for the library, then click **OK**.
3. Click **OK**.

Copying a symbol library

On Windows, when you do not have write access privileges that allow you to copy files and folders to the **Custom Libraries** folder inside the **Inspiration 12/Libraries** folder, custom libraries you create are stored in your **My Documents/Personal Libraries** folder.

To copy a symbol library:

1. Navigate to your **Custom Libraries** folder or **Personal Libraries** folder.
2. Select the symbol library file.

Note: The name of the file is the library name that appears on the Symbols palette plus the .INL extension, for example Birds.inl.

3. Copy the file.

Note: Do not move or delete any of the folders or files inside of the **Libraries** folder except for the **Custom Libraries** folder or they will need to be reinstalled.

Sharing a symbol library with another computer

There are two ways to share a symbol library with another computer. You can copy the symbol library (.INL file) from the **Custom Libraries** folder inside the **Inspiration 12/Libraries** folder, to the **Custom Libraries** folder on the other computer. You can also save the symbol library with a template, then share the template with the other computer. For information on saving a symbol library with a template, see [Working with templates](#). The following procedure explains how to share the .INL file.

To share a symbol library with another computer:

1. Transfer the symbol library (.INL file) to the other computer using one of the following methods:
 - Copy the file to a flash drive or other removable medium (e.g., CD-R) that both computers can read.
 - Copy the file to a network server.
 - Send the file as an attachment using email.
2. Navigate to your **Custom Libraries** folder or **Personal Libraries** folder.
3. Copy the symbol library file to the **Custom Libraries** folder.

Note: Do not move or delete any of the folders or files inside of the **Libraries** folder except for the **Custom Libraries** folder or they will need to be reinstalled.

Deleting a custom library

When you delete a custom library, it is no longer available on the Symbols palette to use in new documents.

On Windows, when you do not have write access privileges that allow you to copy files and folders to the **Custom Libraries** folder inside the **Inspiration 12/Libraries** folder, custom libraries you create are stored in your **My Documents/Personal Libraries** folder.

To delete a custom library:

1. Quit Inspiration. On the **File** menu, choose **Exit**.
2. Navigate to your **Custom Libraries** folder or **Personal Libraries** folder.
3. Select the symbol library file.

Note: The name of the file is the library name that appears on the Symbols palette plus the .INL extension, for example Birds.inl.

4. Drag the file to the **Recycle Bin** icon on the desktop.

Note: Do not move or delete any of the folders or files inside of the **Libraries** folder except for the **Custom Libraries** folder or they will need to be reinstalled.

Editing custom libraries

You can only edit the libraries in the **Custom Libraries** category, which are the libraries you and other users create. You cannot edit the symbol libraries that come with the Inspiration application. You can add symbols, delete symbols, edit symbol names and rearrange the symbols in custom libraries.

In this section
Adding symbols to custom libraries
Deleting a symbol from a custom library

Adding symbols to custom libraries

You can add any symbol on your diagram or mind map—including imported graphics and videos, and symbols created using the Draw tools—to a custom library. You can also copy any symbol on the Symbols palette—including search results—to a custom library.

Note: There must be an open slot at the bottom of the library to add the symbol. If there are no open slots in the library, Inspiration creates a new library called **User 1** under the **Custom Libraries** category on the **Symbols palette**. If there is already a User 1 library, Inspiration creates a User 2 library, and so on.

In this section
Adding a symbol on your diagram or mind map to a custom library
Copying a symbol from the Symbols palette to a custom library
Importing a graphic into a custom library

Adding a symbol on your diagram or mind map to a custom library

1. In your diagram or mind map, select the symbol.
2. On the **Symbols palette**, select the custom library.
3. On the **Utility** menu, choose **Add Symbol to Library**.
4. Select **Standard Symbol Size** or **Current Size**, then click **OK**.
 - Select **Standard Symbol Size** to make the symbol size the same as the built-in Inspiration symbols.
 - Select **Current Size** to retain the symbol's current size.
5. Click **OK**.

Notes:

- If you do not select a custom library on the Symbols palette, the symbol is installed in the last edited custom library.
- To copy and paste a symbol on your diagram into a custom library, select the symbol, then choose **Copy** on the **Edit** menu. On the **Utility** menu, choose **Edit Symbol Libraries**. In the **Edit Symbol Libraries** dialog, select the custom library, then click **Paste Graphic**.
- To create a name for the symbol, enter it at the bottom of the right palette in the **Edit Symbol Libraries** dialog.
- You can also add symbols by searching for them on the left palette in the **Edit Symbol Libraries** dialog.

Copying a symbol from the Symbols palette to a custom library

1. On the **Utility** menu, choose **Edit Symbol Libraries**.
2. On the right palette, select the custom library.
 - On the **Category** list, select the category that contains the library, then select the library.
 - Click  to browse the libraries in the category.
3. On the left palette, click the symbol you want to copy.
4. To create a name for the symbol, enter it in the bottom of the right palette.
5. Repeat steps 3 & 4 to copy another symbol.
6. Click **OK**.

Tip: You can open the **Edit Symbol Libraries** dialog using a shortcut menu. On the **Symbols** palette, right-click and select **Edit Symbol Libraries**.

Importing a graphic into a custom library

You can create symbols using graphics files you import directly into a custom library. A quick way to import a graphics file is to drag and drop it onto the Symbols palette. You can also copy and paste a graphic into a custom library. In Windows, you can import GIF, JPEG, PICT, TIFF, PNG, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files.

To import a graphic into a custom library:

1. On the **Utility** menu, choose **Edit Symbol Libraries**.
2. On the right palette, select the custom library.
 - On the **Category** list, select the category that contains the library, then select the library.
 - Click  to browse the libraries in the category.
3. Click **Import Graphic**.
4. Navigate to the folder containing the graphics file, select the file, then click **Open**.
5. Select **Standard Symbol Size** or **Current Size**, then click **OK**.
 - Select **Standard Symbol Size** to size the symbol equivalent to the other Inspiration symbols.
 - Select **Current Size** to retain the graphic's current size.
6. To create a name for the symbol, enter it in the box at the bottom of the right palette.
7. Repeat steps 3-6 until you are finished.
8. Click **OK**.

Notes:

- If you do not select a custom library before importing a graphic, the symbol is installed in the last edited custom library.
- To drag and drop a graphic into a custom library, select the custom library on the Symbols palette. Open the folder or program containing the graphic. Arrange the program windows so that both the graphic and the Symbols palette are visible. Drag the graphic onto the Symbols palette.
- To copy and paste a graphic into a custom library, copy the graphic to the clipboard. On the **Utility** menu, choose **Edit Symbol Libraries**. On the **Edit Symbol Libraries** dialog, select the custom library, then click **Paste Graphic**.

Deleting a symbol from a custom library

When you delete a symbol from a custom library, it is no longer available on the Symbols palette to use in new documents.

To delete a symbol from a custom library:

1. On the **Utility** menu, choose **Edit Symbol Libraries**.
2. On the right palette, display the library that contains the symbol.
 - On the **Category** menu, select the category that contains the library.
 - Click  to browse the libraries in the category.
3. Drag the symbol to the **Trash** icon, then click **OK**.

Note: You can only delete symbols from custom symbol libraries.

Printing

In This Chapter

[Printing a document](#)

[Previewing a document before printing](#)

[Setting print options](#)

[Setting page layout options](#)

[Adding page numbers](#)

[Adding headers and footers](#)

[Setting page breaks](#)

[Sizing diagrams and mind maps for printing](#)

[Showing or hiding parts of a printed document](#)

[Tips for improving printing](#)

Printing a document

Inspiration prints the document displayed on screen. When you print a diagram or mind map, the default automatically sizes the document to print on one page. To change the default, see [Printing a diagram or mind map at full size](#).

To print a document:

1. Open the document.
2. On the **File** menu, choose **Print**.
3. The options in the Print dialog depend on the type of printer and printer software you're using. In general, here is the information you enter:
 - The pages to print: all, for example, or a range of pages
 - The number of copies
4. Click **Print**.

Previewing a document before printing

Before you print, it's a good idea to see how your document will look on the printed page. The Print Preview command on the File menu shows you a reduced view of your document. You can zoom in if you want to see parts of a page in full size view. If you decide you're ready to print your document, you can do so from the Print Preview window.

Tip: If you're printing a multiple-page diagram or mind map, it's helpful to see where the page breaks will be. See [Showing or hiding the page lines](#).

To see a preview of your document before you print:

1. Open the document you want to print.
2. On the **File** menu, choose **Print Preview**.

The Print Preview window appears, showing you a reduced view of the first page of your document.

3. To zoom in, click the magnifying glass  on the area you want to examine closely.

Click the magnifying glass again to zoom out.

4. For multiple-page documents, click the **Next Page** button to display the next page in the document.

To return to a preceding page, click the **Prev. Page** button.

If you're printing a multiple-page diagram or mind map, you can go directly to a specific page. Click the page you want to see on the Document Page icon above the Next Page button.

5. When you finish previewing the document, do one of the following:
 - To print the document, click **Print**.
 - To review print options before printing, click **Page Setup**.

Showing or hiding the page lines

If you are printing a large diagram or mind map and would like it to print on multiple pages, you can show the page lines to help you see where the page breaks will occur on your document when it's printed.

When you print a diagram or mind map, the default is Fit to 1 Page, which automatically sizes the document to fit on one page. To change the default, see [Printing a diagram or mind map at full size](#).

To show the page lines, you first must set the Print Size option in Page Setup to Actual Size or Actual Size with Smart Page Breaks.

To show the page lines:

- On the **View** menu, choose **Page Lines**.

The page lines are displayed when a tick appears next to **Page Lines** on the **View** menu.

Note: When the Print Size is set to 1 Page in the Page Setup dialog, your document will print on one page.

Setting print options

Use the Page Setup options to customise how your document prints, including margins, page numbers, and headers and footers. The settings you choose apply only to the open document.

To set print options:

1. On the **File** menu, choose **Page Setup**.
2. Click **Options**, then select the options you want.
3. Do one of the following:

To close the Page Setup dialog and continue working, click **OK**.

-or-

To print the document, click **Print**.

Setting page layout options

In this section
Setting page orientation
Setting margins
Setting topic spacing in a printed outline
Setting line spacing in a printed outline
Indenting the notes in a printed outline

Setting page orientation

If you preview your document, especially a diagram or mind map, and find that it's wider than one page, you may want to print in landscape rather than portrait page orientation.

To set the page orientation:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab, then select **Portrait** or **Landscape**.
3. Click **OK**.

Setting margins

The margins are the amount of space between the printed document's content and the edges of a page. You can adjust the margins to make them smaller or larger on printed documents.

To set margins:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Margins** tab, then type the measurements you want in the **Left**, **Top**, **Right** and **Bottom** boxes.
3. Click **OK**.

See [Showing or hiding the page lines](#).

Setting topic spacing in a printed outline

When you print an outline, you can specify the amount of space that appears between topics. Changing the topic spacing in the Page Setup dialog does not affect how the outline appears on the screen.

To set topic spacing:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Topic** list select the spacing.
4. Click **OK**.

Setting line spacing in a printed outline

When you print an outline, you can specify the amount of space between the lines of text. Changing the line spacing in the Page Setup dialog does not affect how the outline appears on the screen.

To set line spacing:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Line** list select the spacing.
4. Click **OK**.

Indenting the notes in a printed outline

When you print an outline, you can indent the notes as a way of distinguishing the notes from the topics and subtopics. Indenting notes in the Page Setup dialog does not affect how the outline appears on the screen.

To indent notes text:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Note Indent** list select the indentation style.
4. Click **OK**.

Adding page numbers

You can add page numbers to a document header or footer.

Headers and footers appear only when you print the document.

Headers appear at the top of the document; footers appear at the bottom.

To add page numbers:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Apply to** list, select the pages on which you want the page numbers to appear.
4. In the **Number from** box, type the starting number.
5. Do one of the following:

To display the page number at the top of the page, click in the **Right, Centre** or **Left** box under **Header**.

-or-

To display the page number at the bottom of the page, click in the **Right, Centre** or **Left** box under **Footer**.

6. In the **Auto-Fill** list, select **Page number**. The following code appears: &[Page].
7. To select a font and text size for the page number, click **Font**.

Adding headers and footers

If you want a header or footer to appear on the page when you print your document, you can specify the placement, as well as the content of the header or footer. Headers appear at the top of the document, footers appear at the bottom. You can type your own text for headers and footers or insert specific items such as the time, date or page numbers. Headers and footers appear only when you print the document.

To add headers and footers:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Apply to** list, select the pages on which you want the header or footer to appear.
4. In the **Number from** box, type the starting number for page numbers.
5. Under **Header**, type the text you want to appear at the top of the page. Type the text in the **Left, Centre** or **Right** box depending on where you want the text to appear on the page.

To add a specific item, such as the time or date, click in the box where you want the item to appear, then select the item in the **Auto-Fill** list. A code that represents the item appears.

To select a font and text size for the header, click **Font**.

6. Under **Footer**, type the text you want to appear at the bottom of the page. Type the text in the **Left, Centre** or **Right** box depending on where you want the text to appear on the page.

To add a specific item, such as the time or date, click in the box where you want the item to appear, then select the item in the **Auto-Fill** list. A code that represents the item appears.

To choose a font and text size for the footer, click **Font**.

7. Click **OK**.

Setting page breaks

In this section

[Adjusting the page breaks in a diagram](#)

[Setting page breaks in an outline](#)

Adjusting the page breaks in a diagram

In a diagram, you can adjust the placement of symbols so that each symbol fits within the page.

To adjust page breaks in a diagram:

- On the **Symbol** menu, choose **Adjust For Page Breaks**.

You can adjust a diagram for page breaks when you print. See [Printing a diagram or mind map at full size without breaking across symbols](#).

Setting page breaks in an outline

You can set the page breaks in an outline to force a break before a specific topic. You see the results when you preview or print your document.

To set a page break:

1. Select the topic where you want to set the page break.
2. On the **Outline** menu, choose **Set Page Break**.

A dashed black line appears to show that a page break is set.

3. To remove the page break, select the topic, then choose **Set Page Break** on the **Outline** menu.

To preview a document before printing, see [Previewing a document before printing](#).

Sizing diagrams and mind maps for printing

In this section
Printing a diagram or mind map on one page
Printing a diagram or mind map at full size
Printing a diagram or mind map at full size without breaking across symbols
Scaling a diagram or mind map for printing

Printing a diagram or mind map on one page

If a diagram or mind map spans multiple pages, you can reduce the size of the document and centre it so it fits on one page.

To print a diagram or mind map on one page:

1. Open the document.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **1 Page**.
4. To proceed, click **Print**.

Note: The default setting for new diagrams and mind maps is **Print size: 1 Page**.

Printing a diagram or mind map at full size

Inspiration automatically prints diagrams and mind maps to fit on one page. However, you can print a diagram or mind map as it appears on the screen. Printing a document at full size is useful for creating banners, posters and boards for presentations. Note that symbols may break along page breaks unless you adjust the position of the symbols before printing. You can also print diagrams and mind maps at full size without breaking across symbols.

To print a diagram or mind map at full size:

1. Open the document you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **Actual size (100%)**.
4. To proceed, click **Print**.

For more information about adjusting page breaks before printing, see [Adjusting the page breaks on a diagram or mind map](#) and [Printing a diagram or mind map at full size without breaking across symbols](#).

Printing a diagram or mind map at full size without breaking across symbols

You can print multiple-page diagrams and mind maps so that symbols fit within the margins of each page and are kept intact. Printing a document this way may readjust symbols slightly to avoid splitting them between pages.

To print a diagram or mind map at full size without breaking across symbols:

1. Open the document you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **Actual size with Smart Page Breaks**.
4. To proceed, click **Print**.

For more information about adjusting page breaks before printing, see [Adjusting the page breaks in a diagram](#).

Scaling a diagram or mind map for printing

You can reduce or enlarge a diagram or mind map so it fits within a specific number of pages when printing. You specify how many pages high or how many pages wide you want the printed document to cover. Inspiration then automatically re-sizes your document proportionately to fit the space you've specified. You can enlarge a diagram or mind map up to 10 times its original size.

To scale a diagram or mind map for printing:

1. Open the document.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **Scaled to**.
4. In the **Scaled to** box, enter the number of pages high or wide you want the printed document to be, then do one of the following:
 - To specify the number of pages high, select **High**.

-or-

- To specify the number of pages wide, select **Wide**.
5. To proceed, click **Print**.

Showing or hiding parts of a printed document

In this section
Hiding notes in a printed outline
Hiding subtopics in a printed outline
Hiding prefixes in a printed outline
Showing Quick Controls in a printed diagram or mind map

Hiding notes in a printed outline

When you print an outline, Inspiration automatically prints all notes, even those that are hidden on the screen. In some cases, you may not want to print the notes that are hidden. When you print, you can hide the notes, so the printed document looks exactly like the document on the screen.

To hide notes in a printed outline:

1. In the outline, hide the notes you don't want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then clear the **Hidden Notes Text** box.
4. To proceed, click **Print**.

Hiding subtopics in a printed outline

When you print an outline, Inspiration automatically prints all subtopics even if they are hidden on the screen. In some cases, you may not want to print the hidden subtopics. When you print, you can hide the subtopics so the printed document looks exactly like the document on the screen.

To hide subtopics in a printed outline:

1. In the outline, hide the subtopics you don't want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then clear the **Hidden Subtopics** box.
4. To proceed, click **Print**.

For more information about hiding subtopics, see [Showing or hiding subtopics in an outline](#).

Hiding prefixes in a printed outline

When you print an outline, Inspiration automatically prints the prefixes. In some cases, you may not want the prefixes to appear in the printed outline. When you print, you can hide the prefixes, so the printed document looks more like a piece of prose rather than an outline.

To hide the prefixes in a printed outline:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab, then clear the **Prefixes** box.
3. To proceed, click **Print**.

Showing Quick Controls in a printed diagram or mind map

When you print a diagram or mind map, Inspiration automatically hides the Quick Controls. In some cases, you may want the Quick Controls to appear on the printed document. When the Quick Controls are printed, you can tell which symbols or topics have notes, recorded audio and hidden subtopics.

To show Quick Controls in a printed diagram or mind map:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab, then select the **Include Quick Controls** box.
3. To proceed, click **Print**.

Tips for improving printing

In this section
Tips for printing multiple-page diagrams or mind maps
Improving font spacing with laser printers

Tips for printing multiple-page diagrams or mind maps

Here are some tips that can make printing multiple-page diagrams or mind maps easier.

- Viewing the page lines can often be helpful. To show the page lines, you first must set the Print Size option in Page Setup to Actual Size or Actual Size with Smart Page Breaks. On the **File** menu, choose **Page Setup**. Click the **Layout** tab, select **Actual Size** or **Actual Size with Smart Page Breaks**, then click **OK**. To show the page lines, choose **Page Lines** on the **View** menu.
- While in Diagram View, you can reposition your symbols slightly so they fit intact on the pages. On the **Symbol** menu, choose **Adjust For Page Breaks** to automatically move symbols slightly so that they won't split across two pages.
- At print time, you can also use the Actual Size with Smart Page Breaks Print Size option in Page Setup (choose **Page Setup** on the **File** menu, click the **Layout** tab, then select **Actual Size with Smart Page Breaks**) to automatically adjust the symbols in a diagram so they fit intact on a page. The diagram or mind map prints in actual size, and will fill as many pages as necessary.
- To have your diagram or mind map easily fit on one page, use the 1 Page Print Size option (choose **Page Setup** on the **File** menu, click the **Layout** tab, then select **1 Page**). The diagram or mind map is automatically centred and reduced so that it prints on one page.

- To make small adjustments as you move a single symbol or groups of symbols, use the **Nudge** tool on the **Formatting** toolbar. See [Positioning an object precisely using the Nudge tool](#).
- If you need to move the entire diagram or mind map at once, choose **Select All** on the **Edit** menu, then drag the diagram or mind map to the location you want or use the position tool.
- Make your final adjustments when viewing the diagram or mind map in actual size (100 percent). It's difficult to make fine adjustments when the view is reduced.

Improving font spacing with laser printers

You can improve the way your fonts look when you print them, and when you see them on screen, using the command: **Printer Fonts Wrap**.

To improve font spacing:

In Windows, if you find that text is being clipped when you print a diagram, use the Printer Fonts Wrap command. This feature makes the text wrap and placement in symbols on screen reflect the text wrap and placement you will get when you print. However, the fonts on your screen may appear to be too close together.

- On the **Text** menu, choose **Printer Fonts Wrap**.

Choose **Printer Fonts Wrap** again to turn the feature off.

Customizing Inspiration

In This Chapter

Setting Preferences
Working with default settings
Customizing the display
Customizing keyboard operations
Customizing the font menu
Specifying a colour on the Inspiration colour menu
Setting the date and time format
Setting the measurement units
Setting your preferred word processor
Setting the Auto Save time
Turning Stylus Mode on or off

Setting Preferences

Use Preferences to customise the appearance and operation of the Inspiration application. The settings you choose apply to all Inspiration documents.

To set Preferences:

1. On the **Utility** menu, choose **Preferences**.
2. Click a category in the list, then select from the available options.

Working with default settings

Default settings for the Inspiration application control how new diagrams and outlines look, transfer and print. The default settings also control which symbol libraries appear on the Symbols palette and whether you have access to Inspiration online resources.

You can change the default settings for:

- Symbol libraries available on the Symbols palette
- Custom symbol libraries available on the Symbols palette
- Access to Inspiration online resources
- Symbols, links, notes and topics
- Transferring documents to a word processor
- Printing

The Default Settings dialog is not available in Map View or in Outline View when opened from Map View. However, you can change the default template in Map View.

In this section
Changing the default settings for the Inspiration program
Selecting a new default template
Restoring the factory default settings

Changing the default settings for the Inspiration program

When you change the default settings for the Inspiration application, the changes apply to all newly created diagrams and outlines from that point forward. The **Default Settings** dialog is not available in Map View. To change the default template for mind maps, see [Selecting a new default template](#).

To change the default settings for the Inspiration application:

1. On the **Utility** menu, choose **Default Settings**.
2. Choose **Change**, then click **Next**.
3. In each dialog, change the settings you want, then click **Next**.
4. To save the changes, click **Finish**.

Note: The new default settings apply only to new diagrams, mind maps and outlines you create. Any existing or currently open documents are not affected.

Selecting a new default template

When you start a new document in any view, Inspiration opens a new document that is based on the default template. When Inspiration comes from the factory, the default template is the Basic template. The Basic template is a general-purpose template for any type of document.

You can make any Inspiration template the default template. For example, you can create your own outline template, then select that template as the default template.

The procedures for selecting a new default template and restoring the factory default template are different in Map View and for outlines created from mind maps.

To select a new default template in Diagram View or Outline View:

1. On the **Utility** menu, choose **Default Settings**.
2. Choose **Select**, then click **Next**.
3. Open the folder that contains the template you want to use as the default template.

Inspiration templates are commonly stored in the **Templates** folder inside the

Inspiration 12 folder.

4. Select the template, then click **Open**.

A new untitled document opens based on the default template you selected. All new documents will be based on the selected template. The Basic template remains in the Templates folder in case you want to use it as the default template in the future.

To select a new default template in Map View:

1. Create the template in Map View.
2. Save the mind map to your desktop.
3. Change the name of the template to *Basic mind map.ist*.
4. Copy the template to the Templates folder inside the Inspiration 12 IE folder.

Note: Some operating systems do not display file extensions by default. If you do not see your file's extension, refer to your operating system's documentation.

Restoring the factory default settings

When Inspiration is installed on your computer, it has default format settings for symbols, links, notes and topics. For example, the default setting for font is Open Sans, and the default setting for text size is 12 point. If you change the default settings and later decide that you want to restore the factory default settings that came with Inspiration, you can do so. The **Default Settings** dialog is not available in Map View.

To restore the factory default settings:

1. On the **Utility** menu, choose **Default Settings**.
2. Select **Reset**.
3. Click **Next**.

The factory default settings are restored.

To restore the factory default template in Map View:

1. Delete the Basic mind map.ist file in the Templates folder inside the Inspiration 12 IE folder.
2. Restart Inspiration.

Customizing the display

In this section
Moving the Main toolbar to the bottom of the window
Showing or hiding the toolbars
Showing or hiding Tooltips
Showing or hiding the Symbols palette
Showing or hiding the rulers in Diagram View

Moving the Main toolbar to the bottom of the window

You can move the Main toolbar to the bottom of the Inspiration window so it appears above the Formatting toolbar. This makes the Main toolbar easier to reach when using Inspiration on an electronic whiteboard.

To move the Main toolbar to the bottom of the window:

- Choose **View>Toolbar**, then choose **Main Toolbar to Bottom** from the sub-menu.

The Main toolbar is displayed at the bottom of the window when a tick appears next to **Main Toolbar to Bottom** on the **Toolbar** sub-menu.

-or-

1. On the **Utility** menu, choose **Preferences**.
2. Click **Display**.
3. Select the **Main Toolbar to Bottom** box.

The Main toolbar is displayed at the bottom of the window when a tick appears in the **Main Toolbar to Bottom** box.

For more information about using Inspiration with a stylus-based system, see [Using Inspiration with whiteboards and other stylus-based systems](#).

Showing or hiding the toolbars

To show or hide a toolbar:

- Choose **View>Toolbar**, then choose the toolbar you want to show or hide.

Toolbars that are currently displayed have a tick next to them on the **Toolbar** sub-menu.

-or-

1. On the **Utility** menu, choose **Preferences**.
2. Click **Display**.
3. Select the box for the toolbar.

A toolbar will be displayed when a tick appears in the toolbar box.

Showing or hiding Tooltips

1. On the **Utility** menu, choose **Preferences**.
2. Click **Display**.
3. Select or clear the **Tooltips** box.

When the Tooltips are displayed, a tick appears in the **Tooltips** box.

Showing or hiding the Symbols palette

- On the **View** menu, choose **Symbols Palette**.

The Symbols palette is displayed when a tick appears next to **Symbols Palette** on the **View** menu.

-or-

1. On the **Utility** menu, choose **Preferences**.
2. Click **Display**.
3. Select the **Symbols Palette** box.

The Symbols palette is displayed when a tick appears in the **Symbols Palette** box.

Showing or hiding the rulers in Diagram View

On the **View** menu, choose **Rulers**.

When the rulers are displayed, a tick appears next to **Rulers** on the **View** menu.

Customizing keyboard operations

In this section

[Setting the operation of the Enter key](#)

[Setting the operation of the Tab key](#)

[Setting the operation of the Enter key on the numeric key pad](#)

Setting the operation of the Return key (Mac OS) or Enter key (Windows)

You can set the operation of the Enter key in Outline View to fit the way you work.

To set the operation of the Enter key in Outline View:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. On the **Enter Key** menu, select one of the following:
 - **New Topic:** Press the **Enter** key to start a new topic.
 - **New Line:** Press the **Enter** key to start a new line.

To set the operation of the Enter key on the numeric key pad, see [Setting the operation of the Enter key on the numeric key pad](#).

Setting the operation of the Tab key

You can set the operation of the Tab key in Outline View to fit the way you work.

To set the operation of the Tab key in Outline View:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. On the **Outline View Tab Key** menu, select one of the following:
 - **Move Right-Left:** Press the **Tab** key to move a topic to the right one level and press **Shift-Tab** to move a topic to the left one level.
 - **Standard Tab:** Press **Tab** to move text to the next tab stop.
 - **Next Topic:** Press **Tab** to move the cursor to the next topic.

Setting the operation of the Enter key on the numeric key pad

You can set the operation of the Enter key on the numeric key pad in Outline View to fit the way you work.

To set the operation of the Enter key on the numeric key pad in Outline View:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. On the **10-key Enter** menu, select one of the following:
 - **New Topic**: Press the **Enter** key on the numeric key pad to start a new topic.
 - **New Line**: Press the **Enter** key on the numeric key pad to start a new line.

Customizing the font menu

You can specify which fonts you want to appear on the Inspiration Font menu. When Inspiration is installed on your computer, it automatically lists approximately 18 fonts in the Font menu. When you remove fonts from use in Inspiration, they remain available to other programs on your computer.

To specify the fonts on the Font menu:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. Click **Edit Font Menu**
4. To add a font to the **Font** menu, select it in the list, then click **Add**.
5. To remove a font from the **Font** menu, select it in the list, then click **Remove**.

Note: You cannot remove fonts that are currently in use in an open document.

6. When you finish, click **OK**.

To return the Font menu to the default setting, click **Factory Settings**.

Specifying a colour on the Inspiration colour menu

You can specify the last 24 colours that are available on the Inspiration colour menu.

To specify a colour on the colour menu:

1. On the **Effect** menu, choose **Customize Colour Palette**.
2. Click the colour that you want to change.
3. Use the tools in the dialog to specify the new colour, then click **OK**.

Setting the date and time format

You can set the format for the date and time that appears when you insert the date and time using the Paste Date command on the Edit menu.

To set the date and time format:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. On the **Date/Time Format** menu, select one of the following:
 - **Short Date** (the date is displayed in this format: 12/9/23)
 - **Long Date** (Wed, December 9, 2023)
 - **Short Date And Time** (12/9/23 2:00 PM)

Setting the measurement units

You can set the measurement units for the rulers and the grid to inches or centimetres. The measurement units apply to outline layout, margins, the grid and headers and footers.

To set the measurement units:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. On the **Measurement Units** menu, select **Inches** or **Centimetres**.

Setting your preferred word processor

Your preferred word processor starts automatically when you transfer an Inspiration project using the Transfer tool. The Transfer tool can move Inspiration projects to Microsoft Word and OpenOffice.org Writer.

To set your preferred word processor:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. On the **Preferred Word Processor** menu, select **Microsoft Word** or **OpenOffice.org Writer**.

For more information about transferring work, see [Transferring a document to a word processor](#).

Setting the Auto Save time

If your computer shuts down unexpectedly, Inspiration can recover the open documents using the files it automatically saves while you are working. You can specify how often you want Inspiration to automatically save open documents in case of a shut down.

To set the Auto Save time:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. In the **Auto Save** box, enter, in minutes, how often to save open documents.

Changes to Auto Save in Inspiration 12 - this function has been enhanced to automatically save your work every 5 seconds of inactivity, provided it is turned on along the bottom toolbar.

Notes: Auto Save will save to a reliable device on a local hard drive or a synced local drive with Google Drive or One Drive. It cannot connect to a network location. **Auto recovery** is always on which means if the app fails unexpectedly, Inspiration will recover that file at the point it went down.

Turning Stylus Mode on or off

Stylus Mode lets you use a stylus or pen to create symbols and enter text.

To turn Stylus Mode on or off:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviours**.
3. Select or clear the **Stylus Mode** box.

When Stylus Mode is on a tick appears in the **Stylus Mode** box.

For more information about using Inspiration with a stylus-based system, see [About Inspiration and stylus-based systems](#).

Reference

In This Chapter
Using shortcut menus
Using keyboard shortcuts

Using shortcut menus

Shortcut menus provide a list of commands pertaining to a screen region or selection. You can quickly carry out any command in Inspiration using a shortcut menu.

To display a shortcut menu:

- Hold down the **Control** key and click the **right mouse** button.

Using keyboard shortcuts

Keyboard shortcuts can save you time and make it easier to edit your documents. Some common commands, such as opening and closing documents and turning on the Listen tool, are the same no matter what type of document you are working on. Other commands are available only for a specific type of document. There are keyboard shortcuts for all Inspiration commands.

[Please refer to separate keyboard shortcut guide.](#)

Accessibility

Inspiration Software is committed to making its products easy for everyone to use. Inspiration contains features to help people with disabilities use the software successfully.

In This Chapter

[Increasing the visibility of your document](#)

[Enhancements for vision-impaired users](#)

[Other accessibility enhancements](#)

[Exam Mode](#)

Increasing the visibility of your document

Magnifying a document

You can magnify a document to make text and symbols appear larger on the screen. See:

- [Magnifying or reducing the view of a diagram](#)
- [Magnifying or reducing the view of an outline](#)
- [Magnifying or reducing the view of a mind map](#)

Larger text and symbols

You can make the default symbol size larger. You can also make the default text size larger. See:

- [Changing the default settings for the Inspiration program.](#)

Default colours

You can select the default colours for symbols and text. See:

- [Changing the defaults of your current diagram](#)
- [Changing the defaults in your current outline](#)
- [Changing and applying text defaults on your current mind map](#)
- [Changing the default settings for the Inspiration program](#)

Enhancements for vision-impaired users

The Talking Interface reads the text in menus, toolbars and dialogs. You can use the Listen tool to read the text in a document. See:

- [Automatically read text in program menus and buttons](#)
- [Listening to ideas in a document](#)

Other accessibility enhancements

You can use the keyboard to do many tasks. See: [Using keyboard shortcuts](#)

Inspiration supports your operating system's accessibility options, including Sticky Keys and Mouse Keys.

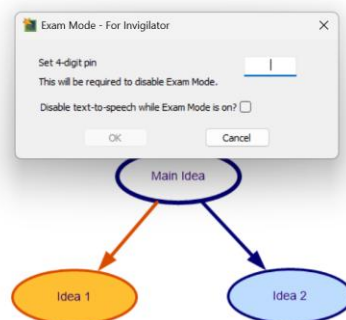
Exam Mode

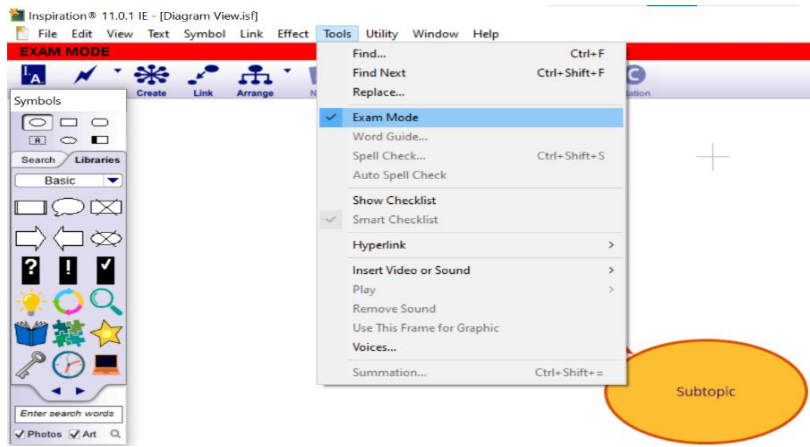
Exam Mode allows Inspiration to be utilised in Map View and Diagram View - as a word processor during exams with a stipulation for no spelling assistance. It uses a simple toggle-on/off function to turn off the spell checker and word guide and adds a red bar with "exam mode" at the top to show it has been activated.

To turn Exam Mode on:

1. Click **Tools** on the top toolbar
 2. In the dropdown menu click **Exam Mode** which will instantly turn Exam Mode on.
- When Exam Mode is turned on the symbols library will automatically be reduced and text-to-speech capabilities will be disabled.
3. When Exam Mode is activated it will request a **4-digit pin** (this will be available only to exam invigilators before the exam) and once the pin has been input a condensed starter screen will appear again allowing the student to start their work.
 4. Exam Mode will ask students to include centre number and candidate number and will include a cover sheet with this information too.
 5. When the student is ready to **Transfer** the document across to a word processor the 'diagram included' option will be disabled by default.
 6. When finished, click **Tools** on the toolbar, then click **Exam Mode** again to turn this off, and again the invigilator will be required to input the 4-digit pin code.

See diagrams below:





Using Inspiration with interactive whiteboards/ screens and other stylus-based systems

You can use Inspiration with stylus-based systems, such as interactive electronic whiteboards like SMART Board or Promethean ACTIVboard whiteboards, Tablet PCs, and Wacom tablets.

Inspiration is designed to take full advantage of these stylus-based systems. You can use the stylus to create symbols and links. Inspiration even recognizes text written with the stylus.

Using the stylus to create symbols

You can use the stylus to create symbols. Inspiration recognises a variety of symbol shapes, including circle, oval, square, rectangle and diamond.

To create a symbol with the stylus:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviours**.
3. Select the **Stylus Mode** box, then click **OK**.
4. In the workspace, draw a shape. Inspiration recognises circles, ovals, squares, rectangles and diamonds.

Moving tools to the bottom of the whiteboard

When using Inspiration with interactive electronic whiteboards, you may want to move the Main toolbar to the bottom of the window. This ensures that the tools needed to create diagrams and outlines are easily accessible.

To move the Main toolbar to the bottom of the window:

- Choose **View>Toolbar**, then choose **Main Toolbar to Bottom** from the sub-menu.

The Main toolbar is displayed at the bottom of the window when a tick appears next to **Main Toolbar to Bottom** on the **Toolbar** sub-menu.

About entering text with the stylus or pen

You can use the stylus or pen to enter text in Inspiration.

Tip: When using the stylus or pen to write text, you will also want to use the stylus to accomplish mouse actions, such as creating symbols and links, using the Inspiration toolbars and Symbols palette and accessing the menus.

In general, stylus strokes initiated immediately after placing the stylus or pen down are taken as handwriting. Stylus strokes initiated after a delay after placing the stylus or pen down are taken as mouse control. This delay can be changed by the user at the system level. You may want to experiment with different settings to see what feels the most natural to you.

For information about handwriting recognition, see the following topic: [Using handwriting recognition](#)

Enabling handwriting recognition in Inspiration

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviours**.
3. Select the **Stylus Mode** box, then click **OK**.

Using handwriting recognition on Windows

Inspiration running on a Windows computer is fully integrated with the software and programs available for Promethean ACTIVboard and SMART Board interactive whiteboards, Wacom tablets and Tablet PCs.

For help with specific devices, please see the following topics:

- [Promethean ACTIVboard](#)
- [SMART Board](#)
- [Tablet PC](#)

Promethean ACTIVboard

Recommended settings

Verify that Handwriting Recognition is enabled for the current user. Please refer to the ACTIVstudio documentation for more information.

Basic use

1. Start ACTIVstudio (or ACTIVprimary) and click the handwriting button on the tools palette to display the handwriting control palette.
2. In the handwriting control palette, click the button to toggle between handwriting mode and mouse mode.
 - Use handwriting mode to enter text.
 - Use mouse mode to create symbols and use Inspiration tools.

Showing or hiding the Handwriting Area

If you are using a Promethean ACTIVboard in conjunction with Inspiration running on a Windows computer, you can use the Handwriting Area to enter text.

To show or hide the Handwriting Area:

1. Make sure the ACTIVboard is connected to your computer.
2. Start Inspiration.
3. On the **Utility** menu, choose **Preferences**.
4. Click **Behaviours**.
5. Select the **Stylus Mode** box, then click **OK**.
6. On the **Formatting** toolbar, click the **Handwriting Area** button.

SMART Board

You can use one of two modes on the SMART Board to write text: the Writing Pad or the Floating Tools palette. The Writing Pad is the recommended method for entering text.

The Writing Pad is displayed by pressing the Keyboard button on the SMART Board tray. Press the Write/Keyboard button to toggle between the Writing Pad and the Keyboard. When the Writing Pad is displayed, use the stylus to write your text in the writing area. When the Keyboard is displayed, text can be entered directly from the keyboard.

Tablet PC

Recommended settings

Inspiration and the Tablet PC are fully compatible. You should not need to change any settings on your Tablet PC to access handwriting or shape recognition in Inspiration.

Basic use

1. Tap the Tablet PC Input Panel button on the Task bar to access the text entry area.
2. In the Input Panel, tap the **Writing Pad** button to open the handwriting area. When you are finished writing your text, tap **Insert** to enter your text into the Inspiration document.

-or-

Access the on-screen keyboard by tapping the **On-Screen Keyboard** button. Tap your text on the keyboard to automatically add it to your Inspiration document.

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