

## *Step-by-Step*

# Creating an Outline Using Inspiration

In this Step-by-Step Card, you will use Inspiration to create an outline about yourself. With Inspiration you can easily create topics, subtopics, write notes, edit an outline's layout, and create a graphic representation of an outline.

### **Entering the main idea**

- 1** Open the Inspiration application.  
Read the tip of the day that appears, then click Close.
- 2** Switch to the Outline view by clicking the Outline button on the toolbar.



- 3** Type your main idea, "My Biography."  
Press the Return key. The insertion point moves below your main idea. This is where you can write notes.

### **Adding topics**

- 1** Click the Add Topic button on the toolbar.



A new topic is inserted below the main idea and is automatically assigned a prefix.

- 2** Type your first topic, "Work."
- 3** Click the Add Topic button again to add the second topic, and type "Fun."

- 4 Repeat step 3 again to add the third topic, “Family.”

**TIP:** To quickly add a topic at the same level at which you have been working, press ⌘-G.

Your outline should now look like this.

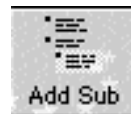
**+ My Biography**  
**I. - Work**  
**II. - Fun**  
**III. - Family**

## Adding subtopics

- 1 Select the topic “Work.”

**TIP:** Move the pointer onto the number of the selected topic until a crossbar appears, then click to place the rectangle around the top.

- 2 Click the Add Sub button on the toolbar.



A new subtopic is inserted below the selected topic. The subtopic is automatically indented and assigned a prefix.

- 3 Type a task that you perform at work.

**TIP:** To quickly add a new subtopic to your current subtopic, press ⌘-K.

- 4 Select the topics “Fun” and “Family,” and repeat steps 2 and 3 to add subtopics.

## Moving topics

### Dragging

First you’ll move a subtopic from “Work” to “Fun.”

- 1 Select a subtopic under “Work” that you want to move. While holding down the mouse button, drag the topic to the new location under the “Fun” topic.

A dotted rectangle appears where the topic will be moved. A dot in the upper-left corner of the rectangle indicates the new level of the moved topic. When you release the mouse button, the topic is moved.

### **Flipping up or down**

Next move the topic “Fun” to the top of the outline.

- 1** Select the topic “Fun.”
- 2** Choose Flip Up from the Outline menu.

The topic “Fun” and all of its subtopics are now the first topic in your outline.

### **Changing properties**

Next you’ll change the format of the outline.

- 1** Select Outline Properties from the File menu in the menu bar.
- 2** Click the Topic Font tab.
- 3** Select All Items.
- 4** Change the font and size to Times 14 point.
- 5** Click the Prefix tab.
- 6** Choose Numeric from the Prefix pop-up menu.

**TIP:** You can also adjust the Prefix by clicking the Prefix button on the toolbar.



- 7** Save your outline.
- 8** Quit the Inspiration application.

### **Switching to storyboard view**

- 1** Click the Diagram tool on the toolbar to view your storyboard as a diagram.



Any changes you make to your storyboard while viewing it as an outline are reflected in the storyboard.