

Step-by-Step Getting Started With Inspiration

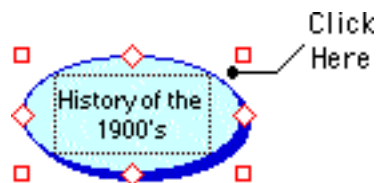
Inspiration allows you to visualize your creative ideas and organize them into a plan. Inspiration contains tools for diagramming and outlining, which help you focus on the ideas you want to get across in your multimedia project. In this Step-by-Step Card, you will use Inspiration to plan a class multimedia presentation on historical events in the twentieth century.

Beginning a diagram

- 1** Open the Inspiration application. An untitled diagram appears.
- 2** Choose Save from the File menu.
- 3** In the dialog box that appears, name the diagram “History Project,” and save it on your hard disk. Click Save.
- 4** Select the text “Main Idea” in the symbol in the center of the diagram.
- 5** Type your main idea, “History of the 1900’s,” in this symbol.
- 6** Click the symbol outside the text area to select it.
- 7** Click the Create button with the horizontal and vertical arrows to add another symbol to your diagram.

The arrows on the Create button are highlighted in blue to indicate the direction in which the new symbol will be added. The new symbol appears below the “History of the 1900’s” symbol.

- 8** Type “How to categorize events” in this new idea symbol.
- 9** Click the symbol, outside the text area to select it.

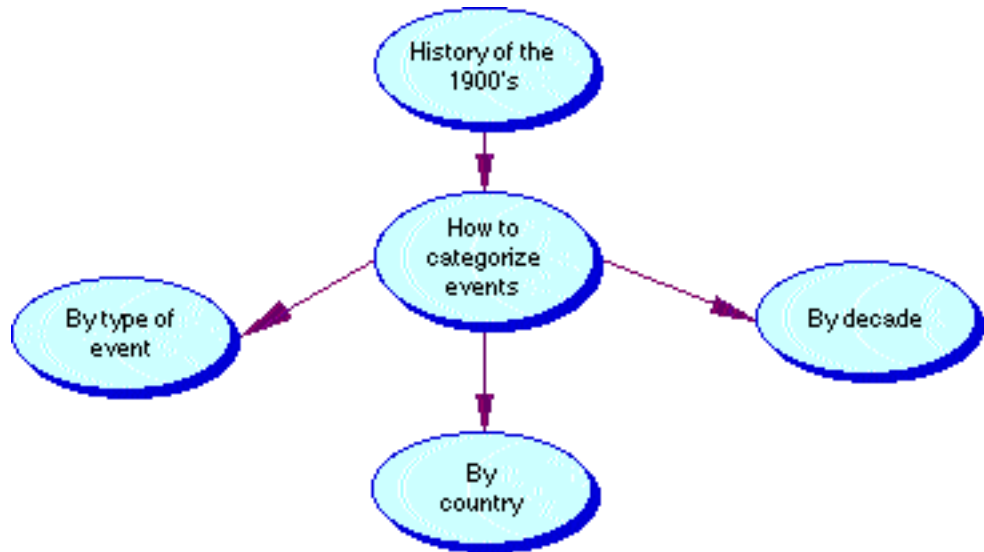


- 10** One way to categorize events is by decade. Click the Create button with the diagonal arrows to add another symbol.



The new symbol appears, attached at a diagonal to the “How to categorize events” symbol.

- 11** Type “By Decade” for this symbol.
- 12** Click the “How to categorize events” symbol.
- 13** Another way to categorize events is by country. Click the Create button with the diagonal arrows to add another symbol to your diagram.
- 14** Type “By Country” in this symbol.
- 15** Click the “How to categorize events” symbol.
- 16** Create another symbol called “By type of event” to indicate yet another way this topic could be categorized.



Creating additional topics and subtopics

For this example, you have decided to categorize historical events by type.

- 1 Click the “By type of event” symbol to select it.
- 2 Click the RapidFire button.



A small icon appears in the text field inside the “By type of event” symbol.



- 3 Type “Art and Culture,” then press Return.
- 4 Type “Entertainment and Sports”, then press Return.
- 5 Type “Government and Politics,” then press Return.
- 6 Type “War and Peace,” then press Return.
- 7 Type “Science and Technology,” then press Return.

Symbols for each of these subtopics are created and linked to the “By type of event” symbol.

- 8 Click the Position button on the toolbar.



- 9 Reposition the entire diagram on the page by dragging it in the window. Click outside the diagram to deselect the Position button.
- 10 Click an individual symbol and reposition it by dragging it.
- 11 To select all of the event-type symbols, hold down the Shift key as you click each of them.
- 12 Click the rectangle button on the Inspiration Symbol palette. The shapes of the event type symbols change.
- 13 Click the “Science and Technology” symbol to select it.
- 14 Click the RapidFire button.
- 15 Type “1903 – Wright Brothers make airplane,” then press Return.

- 16** Follow this procedure to continue adding historical event items to each of the event categories.
- 17** Choose Save from the File menu.

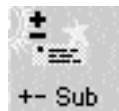
Viewing your project as an outline

- 1** Click the Outline button on the toolbar at the top of your diagram.



Your project plan is displayed as an outline.

- 2** Select the “Science and Technology” topic by clicking to the left of the heading.
- 3** Select the “+– Sub” button on the toolbar.



The subtopics under “Science and Technology” are hidden.

- 4** Select the “+– Sub” button on the toolbar again. The subtopics under “Science and Technology” reappear.
- 5** Select the “Government and Politics” topic by clicking to the left of the heading.
- 6** Click the Add Sub button on the outline toolbar.



A new subtopic is created below “Government and Politics.”

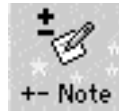
- 7** Type “1963- Kennedy assassinated.”
- 8** Click the Add Topic button.



Another topic at this level is created.

- 9** Type “1974- Nixon resigns.” Press Return. The insertion point moves to a new line below the topic you created. You can now enter additional information or notes about this topic.
- 10** Type “Thirty-seventh president of US resigns on August 9, 1974.”

- 11 You can hide notes by selecting the “+– Note” button on the toolbar.



You can move topics to new locations in your outline by dragging them.

Finalizing your diagram

- 1 Click the Diagram button on the toolbar.



The project plan is once again displayed as a diagram.

- 2 Click the Arrange button from the toolbar.



The Arrange dialog box appears.

- 3 Adjust the settings in this dialog box to set the appearance of your diagram the way you want. When you're done, click OK.
- 4 Drag individual symbols to arrange them as you want.
- 5 Change the scale in which you view the diagram by clicking the zoom or percentage button at the bottom-left corner of the window.
- 6 Choose Print Options from the File menu to select the print settings you want.
- 7 Choose Save from the File menu.
- 8 Quit the Inspiration application.