



Inspiration Basics

Create a New Inspiration File

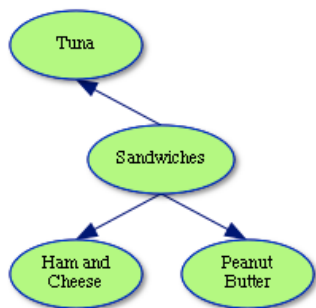
1. Open the **Inspiration** program. If it's not in your computer's Dock, check the **Applications** folder on your hard drive.
2. You will be asked what type of project to create. Click on the **Diagram** button in the top left of the **Inspiration Starter** window.



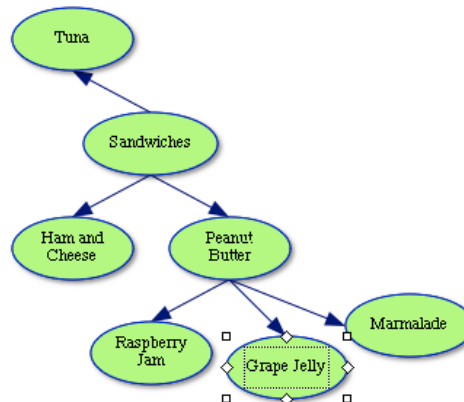
3. Save your new Inspiration file. Go to the **File** menu, then click **Save**. Put it on your Desktop for now. When you are done, be sure to copy it to the server for safekeeping.

Working With Inspiration

1. Now that your file has been saved it's time to add ideas to it. Highlight the starter "Main Idea" text and replace it with the main idea of your project.
2. To quickly connect more bubbles to your main idea, click the **RapidFire** button and begin typing.
3. Press the **Return** key on your keyboard each time you start typing a new idea. A small lightning bolt icon will appear between your ideas every time you press return, to show that you have started a new idea. Each idea will become a new, separate bubble as you type.
4. To add sub-topics for even more detail, click on one of your existing bubbles to highlight it. Then click the **RapidFire** button again.



5. As before, start typing new ideas and press the **Return** key on your keyboard each time you want to begin a new bubble.

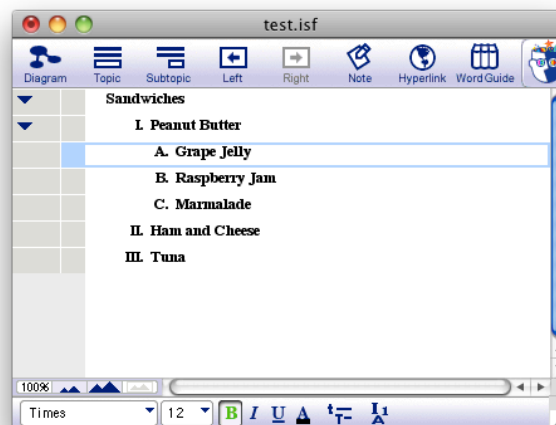


6. To add a topic sentence for your bubbles, click once on a topic to highlight it. Type your topic sentence in the yellow box that appears.
7. Be sure to save often so that you don't lose work!



Create an Outline

1. When you are finished collecting your thoughts in the bubble/diagram mode, you are ready to switch to outline view. First click on the **View** menu.
2. Select **Outline** from the menu.



Note: You can switch back to diagram view at any time by clicking on the **View** menu again, then **Outline**.

3. When finished, save your document one more time. You are ready to begin using it as an outline for your project.