Essay Writing with Notes in Inspiration

Create a New Inspiration File

1. Open **Inspiration**.
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**, and choose a location to save it.
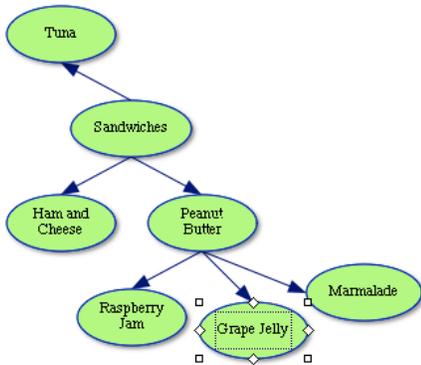
Working With Inspiration

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 bubble as you type.
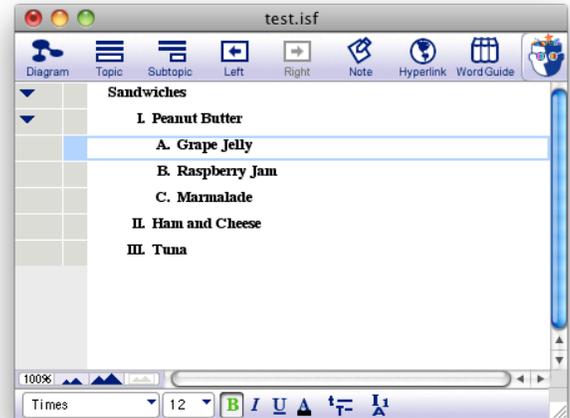4. To add sub-topics for even more detail, click on one of your existing bubbles to highlight it. Then click the **RapidFire** button again.
5. As before, start typing new ideas and press the **Return** key on your keyboard each time you want to begin a new bubble.

Write Paragraphs

1. Click once on a topic bubble to highlight it.
2. Write a focused paragraph about this topic in the yellow box that appears.

3. Repeat with each bubble until you've written a paragraph for every topic.
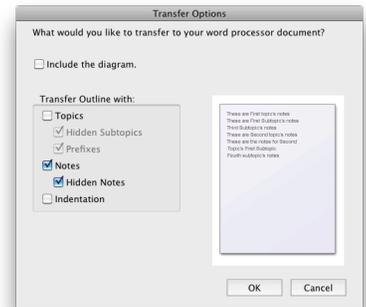
Put Your Ideas in Order

1. Click on the **View** menu.
2. Select **Outline** from the menu.

3. Rearrange your topics so that they appear in an order that would make sense in an essay.
4. Save your changes.

Send to Word Processor

1. Click on the **File** menu.
2. Select **Transfer to Word Processor**.
3. Uncheck every box in the **Transfer Options** window except for **Notes**.
4. Click **OK**
5. Select **Microsoft Word** when asked which Word Processor to use.
6. Click the **OK** button.
7. Your paragraphs will be moved over to Microsoft Word, creating a mostly-finished essay! Now you can make your final exits and formatting changes. Be sure to save often.