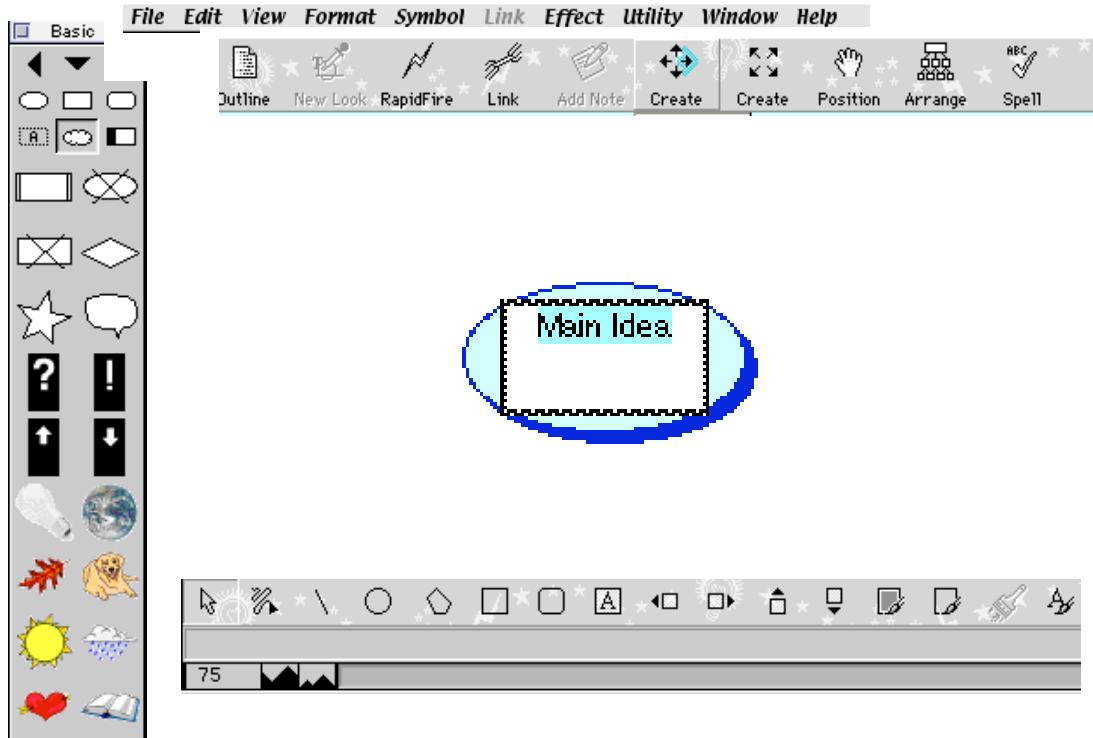
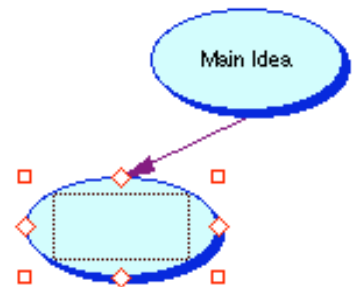
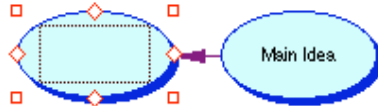


## INSPIRATION TIPS



Begin by typing your main idea or theme by clicking on the Main Idea

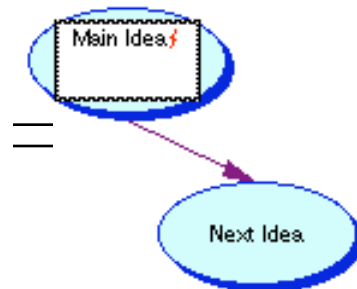
Add related ideas using the **Create**



Add related ideas using **Rapid Fire**



=



To resize your work (Zoom in and Zoom out)

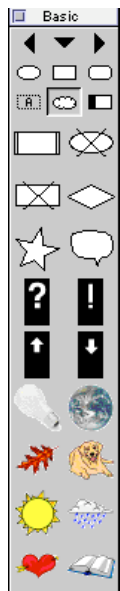


View	Format	Symbol
Outline		⌘T
Focus In		⌘-Shift-X
Focus Out		⌘-Shift-Y
Notes List		
Zoom		▶
Zoom In		⌘=
Zoom Out		⌘-
View Subtopics		▶
View Notes Text		
Show Levels...		⌘8
Page Lines		
Rulers		⌘-Shift-G
✓ Symbol Palette		F8
Toolbar		▶
Toolbar Style		▶
✓ Tool Tips		

To move your chart around select →



To select symbols for your diagram



← Highlight the symbol you want to change, the click on the new symbol in the tool box.

You can click on a symbol in the tool box and drag in onto the chart.

To change the menu click on the arrows at the top of the tool box. The middle arrow will give you the icon menu.

Effect	Utility	Window	H
Line Thickness			▶
Dashed Lines			▶
Fill Pattern			▶
Line Pattern			▶
White Text Background			
Send To Back			
Bring To Front			
Fill Color			▶
Line Color			▶
Multicolor			▶
Text Color			▶
Background Color			▶
Color Selections...			

To change fill and line color:

To change your diagram to an outline


Click on



To add a hyperlink, make sure Hyperlink Auto-detection is turned on. On the Utility menu, choose Internet, and then select Hyperlink Auto-detection. A check mark next to the menu item means it is turned on.

**To add a hyperlink:**

Type the Internet address (URL) where you want the hyperlink to appear. For example: [www.inspiration.com](http://www.inspiration.com)

After you complete adding the hyperlink, when you move the mouse pointer over the link, the pointer becomes a  icon. This icon indicates the hyperlink is “live” and ready to start your browser.

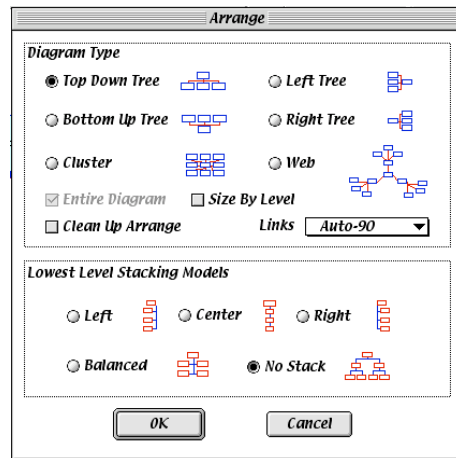
Add a note:



Arrange your diagram:



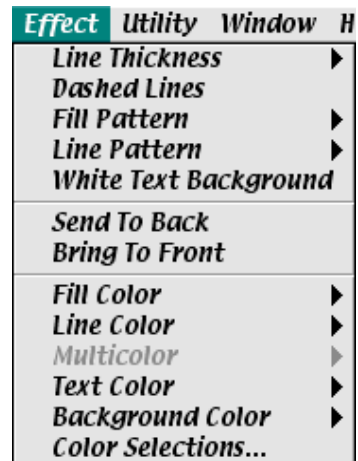
Check Spelling:



**Add boxes and shapes:**



You can put a box or shape around your text, image or “bubble” by selecting one of the shape tools at the bottom of the page. Draw the shape around the area you want. You can change line color in thickness in the Effects Menu at the top of the screen.



### Saving and Exporting:

You can save your diagram as an Inspiration file or you can export your jpeg or an html file

To export your file select **Export** from the File Menu.

You can export your outline as most standard text/word processing fil

For ideas, check **Template** in the **File** Menu:

