



Inspiration 8 – Quick Start Guide



Inspiration Toolbar

Getting Started:

When you open a new document, a **Main Ideas** symbol will appear on your screen. Type the name in the text box.

Create a New Linked Symbol:

Click on the existing symbol to select it, and then click the **Create** icon in the toolbar and a new symbol will appear.

Rapid Fire:

This tool speeds up the creation of linked symbols from one particular symbol. Click on the tool to select it, and then type your concept in the text box of the symbol. When you hit the return key, a red lightning bolt will appear and a new symbol will be created. Keep typing within the same text box to continue to add new symbols. Hitting the return key will create them.

Modify Symbols:

Click on the desired symbol to select it, and then choose one of the following options to modify it.

- **Change color:** From the menu bar at the top of the screen, choose **Effect > Fill Color** then select a new color
- **Change Symbol:** Click on the symbol, then choose a new symbol from the **Symbols Toolbar** OR search for a picture from the library.
- **Insert a Graphic as a Symbol:** Click on the symbol to select it. From the menu bar at the top of the page, choose **Edit > Insert Graphic**. Navigate to find your graphic. Resize it using the corner “handles”.



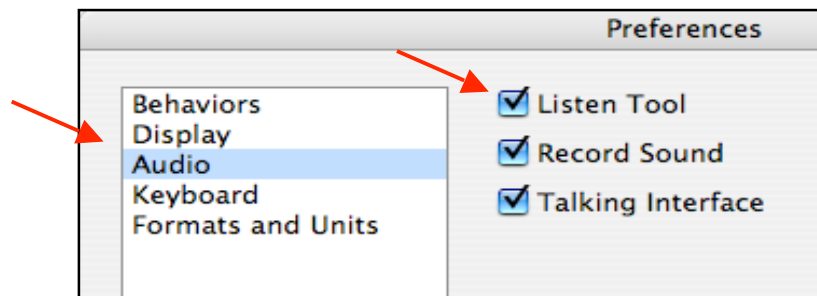
Video:

- **Insert Video Clip:**
 - Click on a symbol where you want to place the video clip.
 - From the menu bar at the top of the screen, choose **Tools > Insert Video or Sound > Video**.
 - Navigate to find the video.
 - Choose okay. The clip will appear in the document. Click on it to play.
- **Link to Video Clip:** If a video is available online, you can create a hyperlink to take the user directly to the web page so it can be viewed. **SEE CREATE HYPERLINK** for directions

Sound:

Before you can fully work with sound, you need to set up the desired features on your computer the first time. Follow these directions:

- From the menu bar at the top of the screen, choose **Inspiration 8 > Preferences**. A screen will appear.
- Choose **Audio**, and then select the features you want to enable. When you highlight a preference, an explanation appears at the bottom.



- After you have enabled the features you want to use, follow these steps for working with each.

- **Listen Tools:**

- If you enabled this feature, you will see a new option in the *Inspiration* Toolbar. Use this tool to enable and disable the read aloud feature. When enabled, the menu bars and typed text will be read aloud.



- **Record Sound:**
 - You can record a sound associated with any symbol. From the menu bar at the top of the screen, choose **Tools > Insert Video or Sound > Record Sound**. If this doesn't work, you probably need to enable the feature in the preferences menu. (See directions above.)
 - A record box will appear. Record and Save your sound.
 - A sound icon will appear next to the associated symbol. Click on it to hear the sound.
- **Insert Audio Files:** Certain types of audio files can be inserted into *Inspiration*. iTunes is not an option
 - To insert a sound, from the menu bar at the top of the screen, choose **Tools > Insert Video or Sound > Sound File**.
 - Navigate to find your sound and chose Okay.
- **Link to a Sound File on the Web:**
 - This is a good option for enhancing projects. After you find a sound you want to include, insert it as a Hyperlink by following the directions under **Insert Hyperlink**.

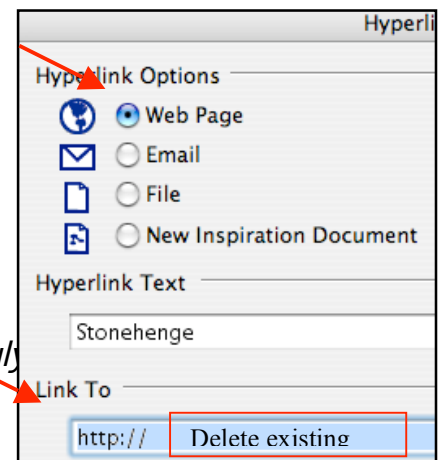
Insert Hyperlink:

You can create a link from Inspiration to any web document or file located on your desktop. (Be careful when working on the network. Students can't access a file stored on your desktop.) Follow these directions to insert a Hyperlink:

- On the Internet, find the page you want to link too.
- Copy the web address of the page to your clipboard. (Apple +c)
- Highlight the word or phrase you want to link.
- From the toolbar, choose **Hyperlink**.
- In the screen that appears, paste (apple + v) the web address into the **Link To: box**, but remember to first delete the existing http:// text so it isn't repeated
- Choose OKAY and the link will be created.

Remember, you can link to an Internet picture, text page, audio or video file.

Word Guide: Highlight any word within the document, then click the Word Guide icon in the



toolbar at the top of the page to view definitions and more. You can replace any word with a more descriptive word when using the Word Guide.

Transfer Completed *Inspiration* Documents to Word:

After your *Inspiration* document is complete, transfer it to **Microsoft Word** so you can print it OR use it as a starting point for a text document.

1. From the *Inspiration* Toolbar, choose the **Transfer** icon.
2. From the screen that appears, make your choices. Note: The first time you do this, you will be given a choice of using Word or AppleWorks. Choose Word. After that, the computer will automatically choose Word.
 - Choose to transfer the Diagram only OR include the Outline.
 - **IMPORTANT:** If your original document includes video, you should throw the original into the trash to conserve user storage space after you are done with it and have transferred it to Word.
 - Video clips will not transfer to Word, thus the new Word document is small in file size, while the *Inspiration* document with the video is quite large and will eat up your storage space.
 - Once the document is in Word, new symbols can't be added. It will pick up the features of Word.