Inspiration®
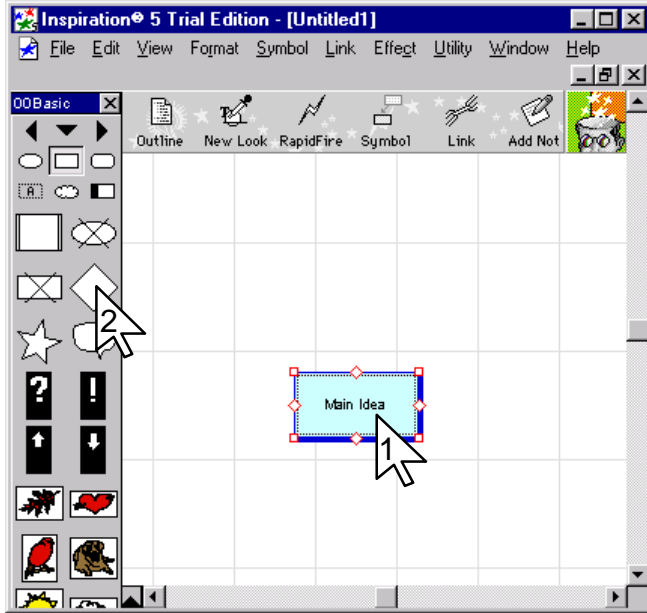### Education Edition

Inspire any classroom!

Prepared by:

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Inspiration

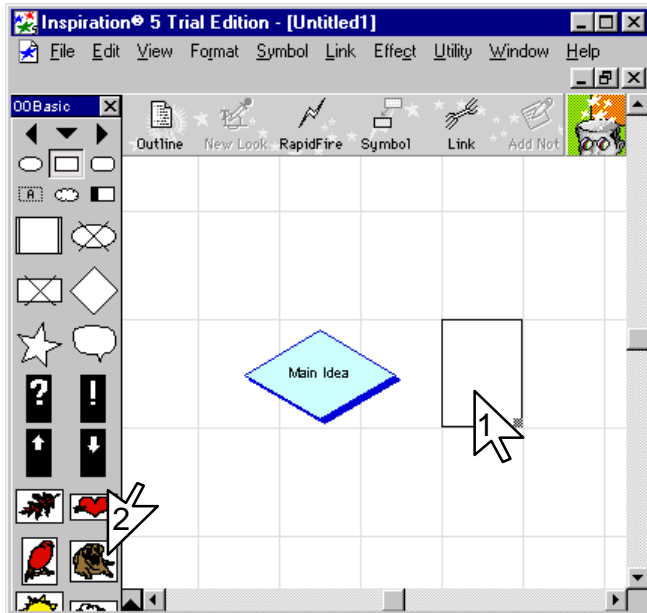# Changing a Symbol in Inspiration (1 of 2)

1. Click on the symbol you want to change.

2. Select a new symbol from the Symbol Palette.

Changing a Symbol in Inspiration (2 of 2)
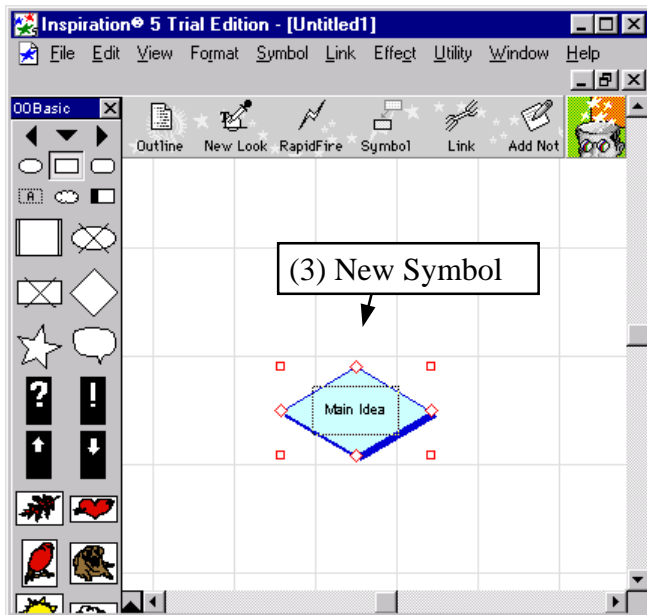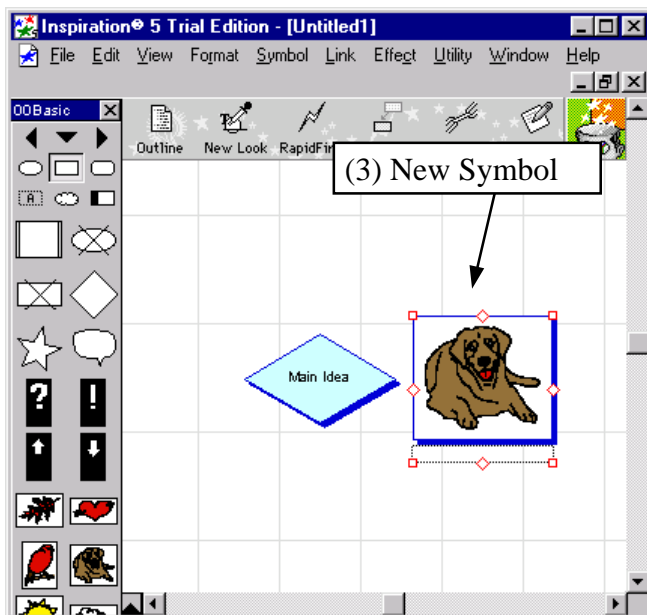

3. The symbol has been changed.

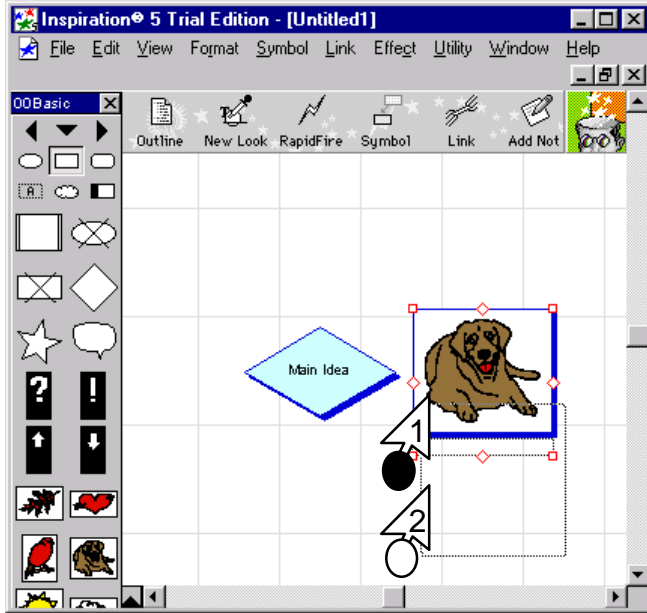# Adding a Symbol in Inspiration (1 of 2)

1. Click where you want the new symbol to appear.

2. Click the type of symbol you want.

Adding a Symbol in Inspiration (2 of 2)
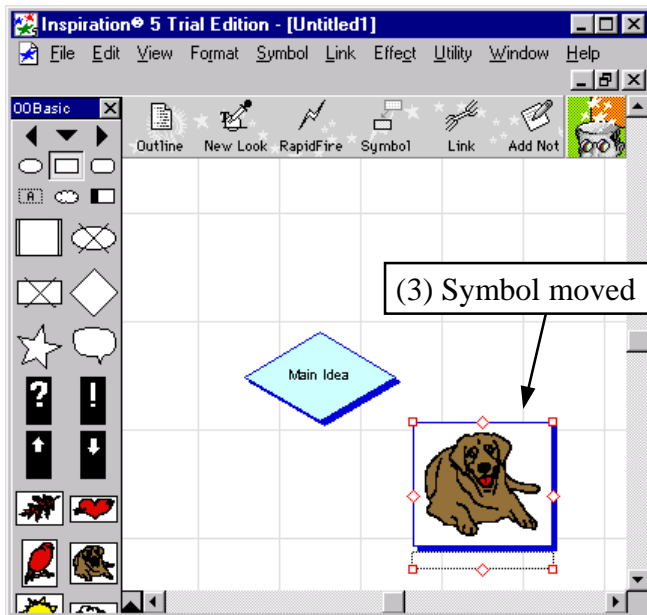

3. A new symbol has been added.
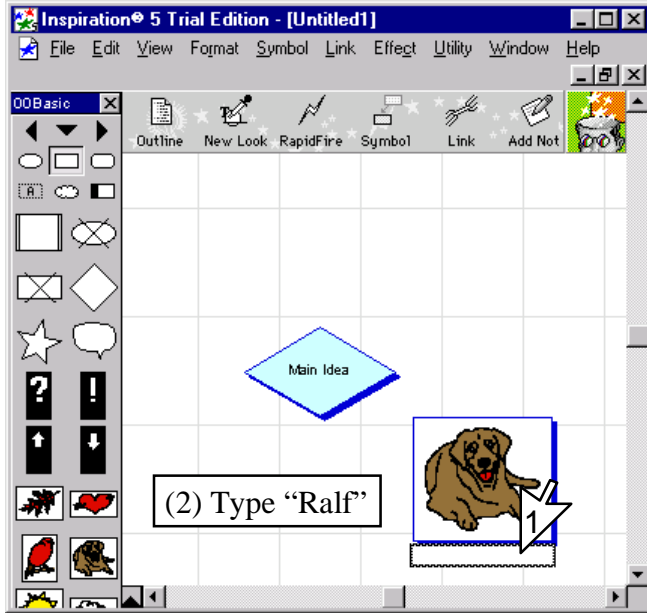
Moving a Symbol in Inspiration (1 of 2)

1. Drag the symbol to a new location.

2. Release the mouse button.
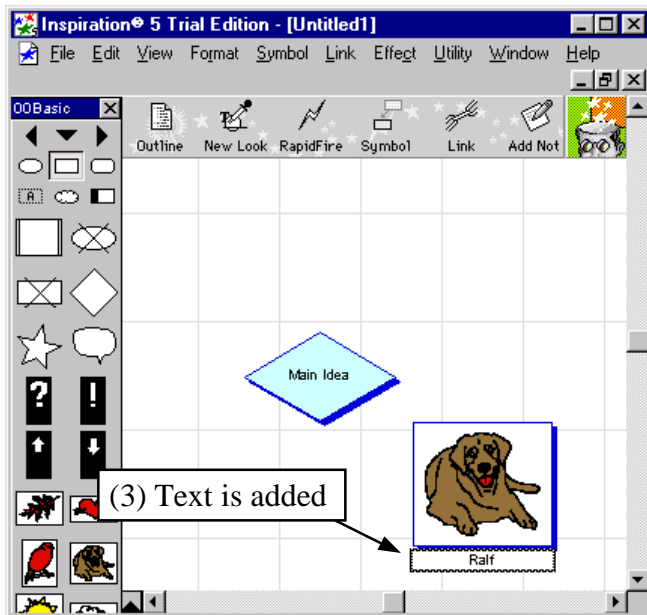
Moving a Symbol in Inspiration (2 of 2)

3. The Symbol has been moved.

Adding text under a Symbol (1 of 2)

1. Click on the caption box.
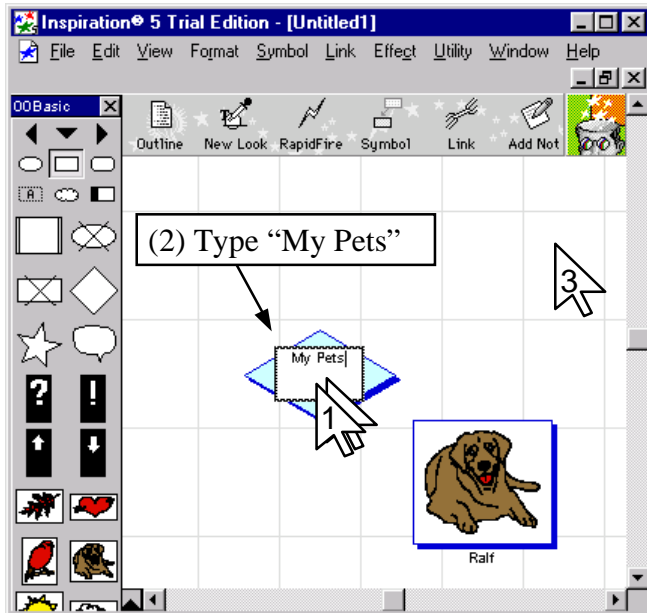
2. Type in "Ralf".

Adding text under a Symbol (2 of 2)
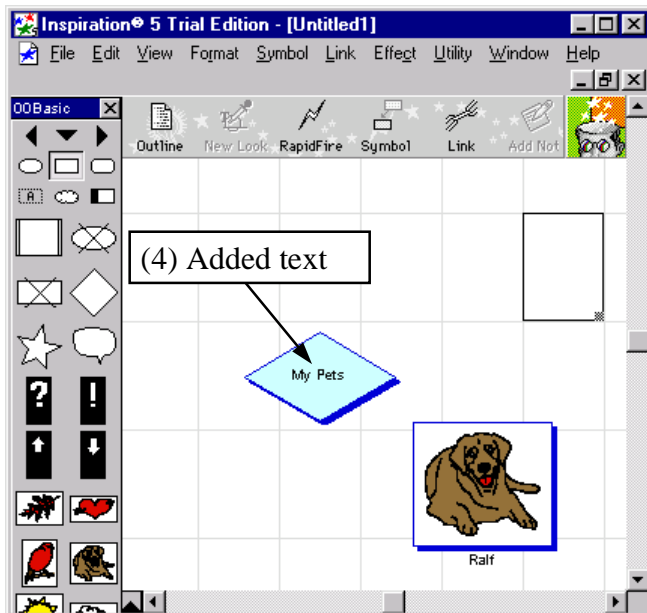

3. Text has been added to symbol.

Adding text on top of a Symbol (1 of 2)

If the symbol doesn't have a caption you can put text over the top of it.

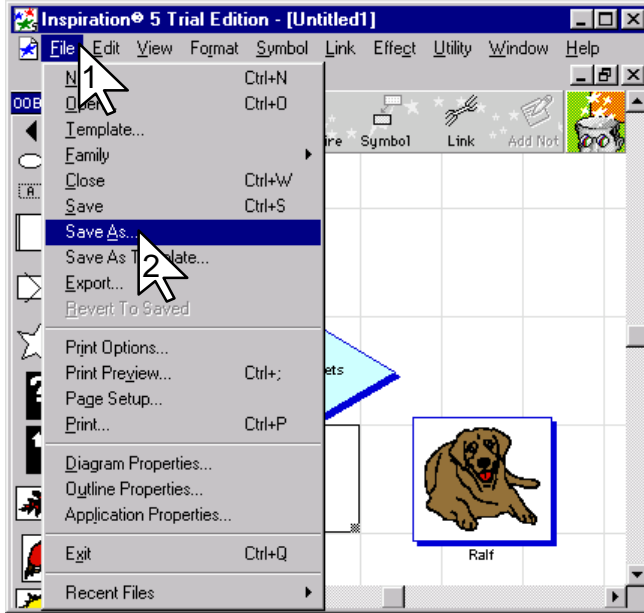1. Double click over the symbol.

2. Type in "My Pets".

3. Click off the symbol.
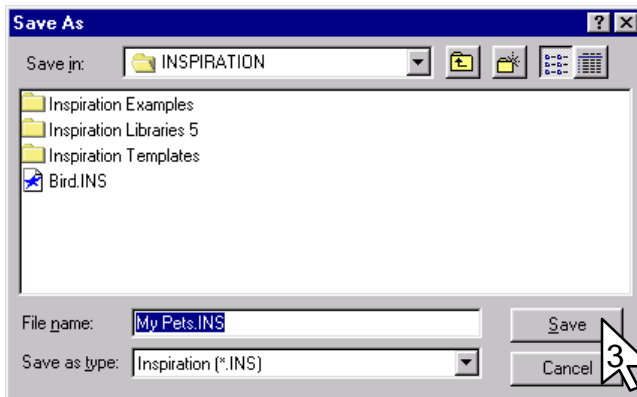
Adding text on top of a Symbol (2 of 2)

4. The text on the symbol has been changed.

Saving an Inspiration file (1 of 2)

1. Click on File.

2. Click Save As.

Saving an Inspiration file (2 of 2)

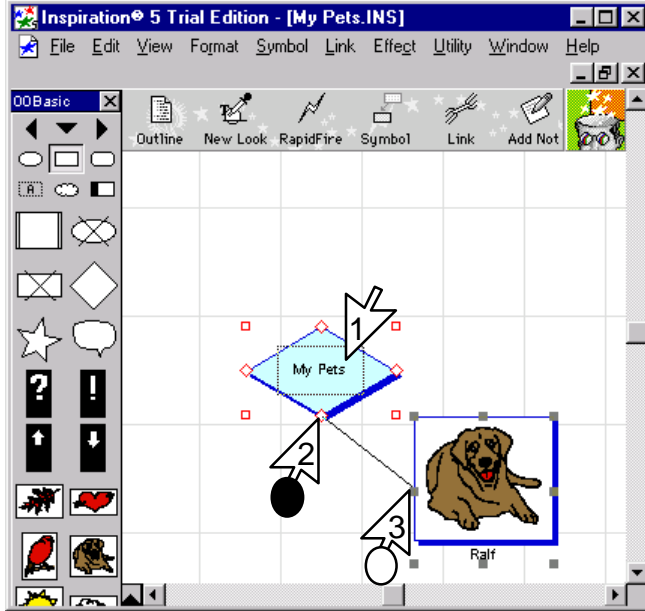3. Click Save to put the file in the Inspiration folder.

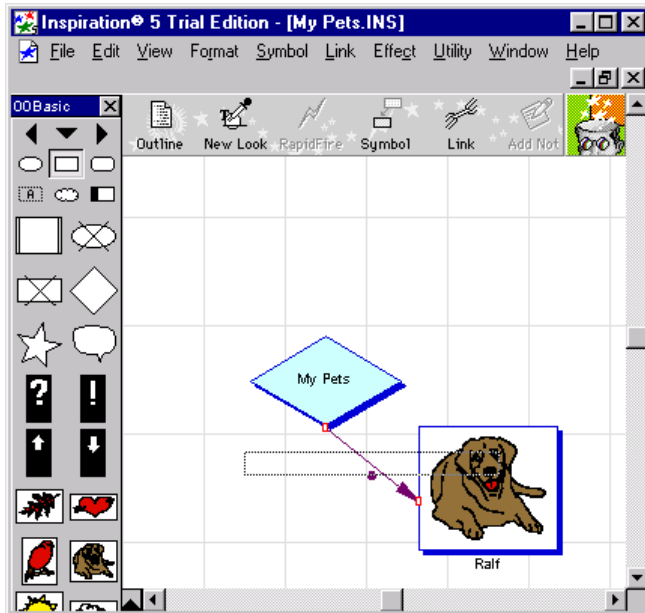Note the name of the file is the main idea text "My Pets".

Linking Symbols with arrows (1 of 2)

1. Click on one of the symbols you want to link

2. Drag from one of the diamonds.

3. Release the mouse button on a square of the second Symbol.

Linking Symbols with arrows (2 of 2)

An arrow has been drawn between the two symbols.

Adding text to arrows (1 of 1)
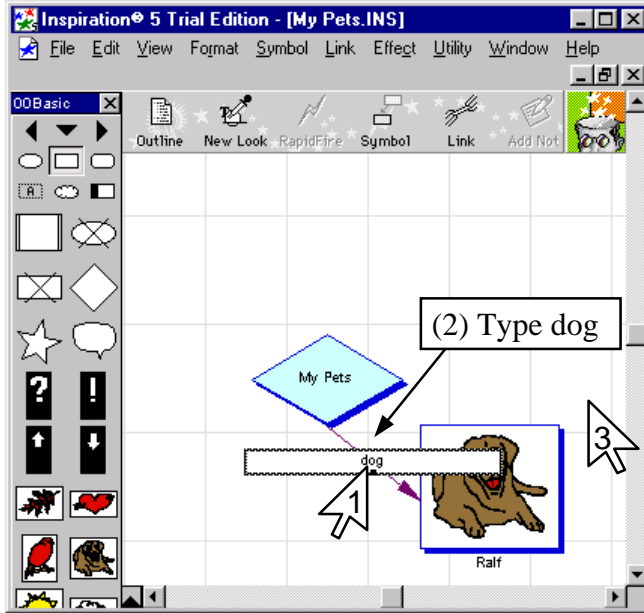
1. Click in the center of the arrow you want to add text to.

2. Type in text in this case "dog".

3. Click off the arrow.

Changing the link style (1 of 1)

1. Click on the link you want to alter.

2. Click on Link in the menu.

3. Click Auto-90.

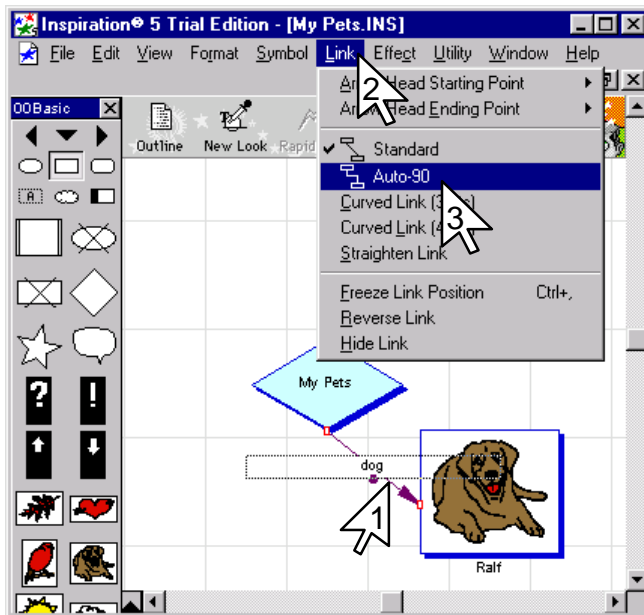# Adding more link connection points (1 of 4)
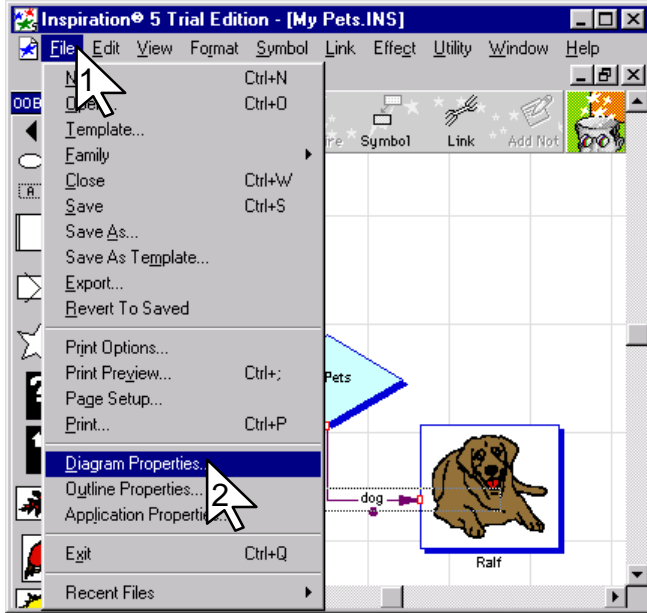
1. Click on File.

2. Click Diagram
   Properties.

Adding more link connection points (2 of 4)

3. Click link tab.   4. Click on 32 Link Connection Points.   5. Click OK.

1. Click on link.

2. Drag end of link to a new spot.

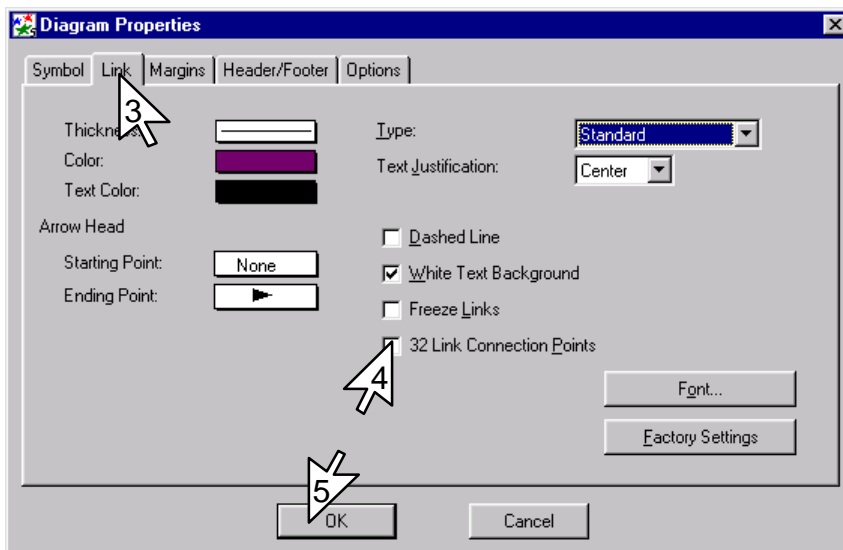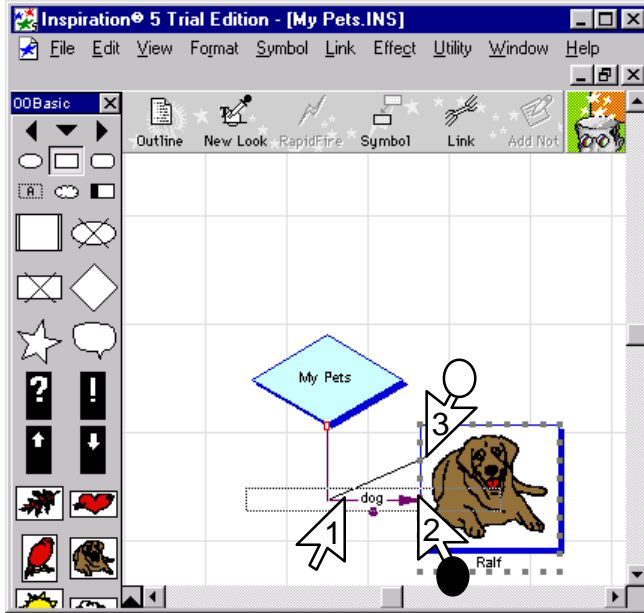3. Release the mouse button.

   If you move either of the symbols the link will attach to new spots on the symbols. If you don't want this to happen set freeze links in diagram properties.
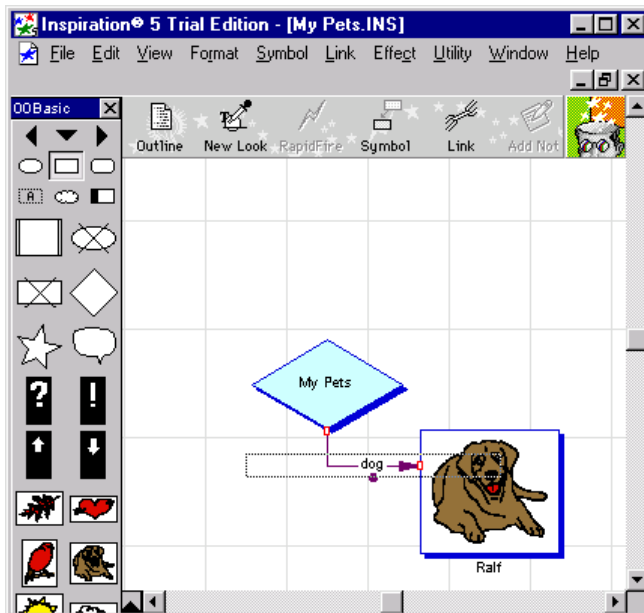
Link is now attached to one of the new connection points.

Note if you know you are going to use the 32 link or freeze options you should set them before you add symbols because doing it later sometimes causes problems.

Setting the New Look Symbol (1 of 2)
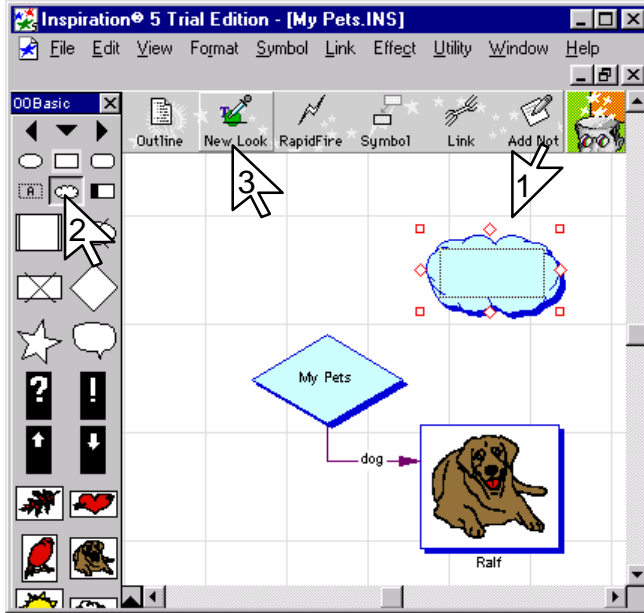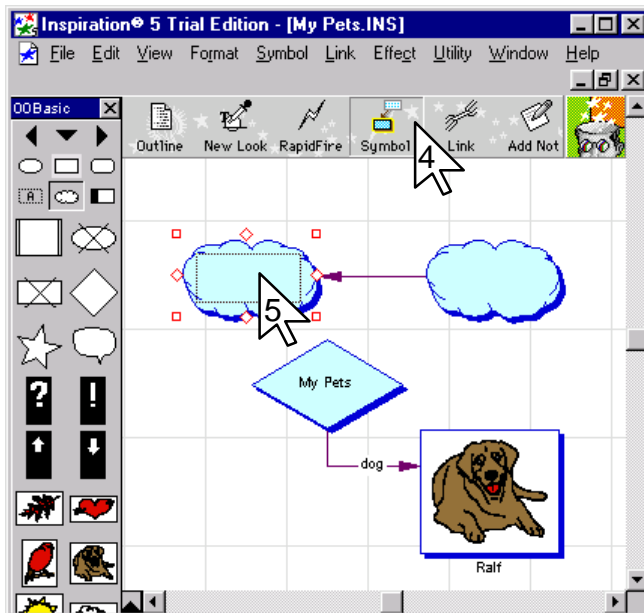

1. Click on the background grid.

2. Click on the symbol you want (in this case the cloud).

3. Click New Look.

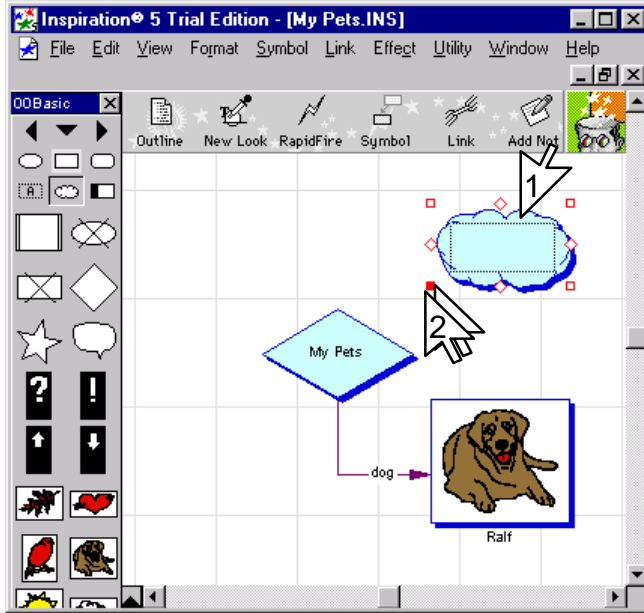   The default (automatically chosen) symbol is now a cloud.

Setting the New Look Symbol (2 of 2)

4. Click on the new symbol stamp.

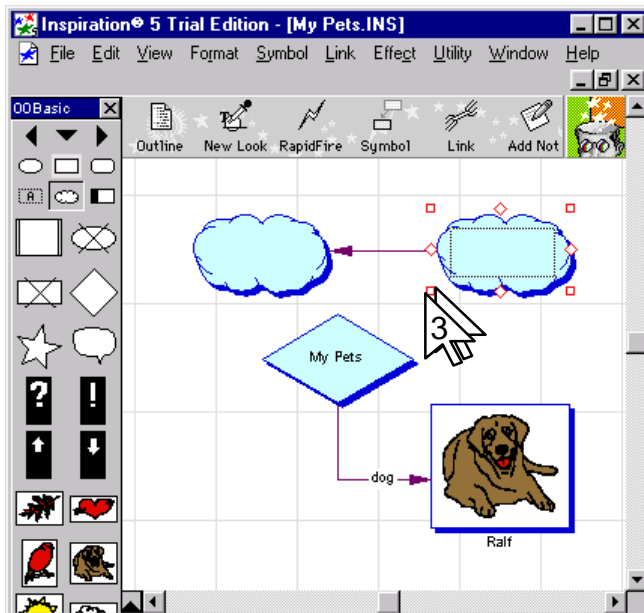5. Click on the grid.

   The two symbols are automatically linked.

Hiding and revealing sub-symbols   (1 of 2)

1. Click on the symbol

2. Double click on the square on the bottom left to hide sub-symbols.

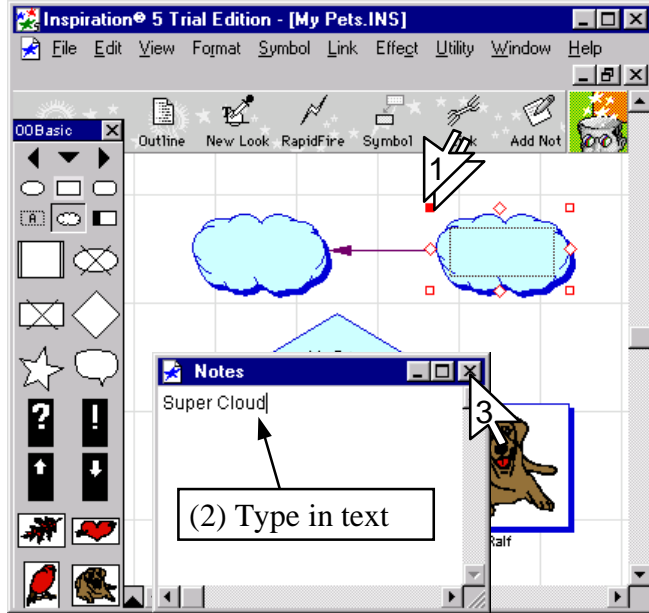   All symbols that the current symbol points to are hidden.

Hiding and revealing sub-symbols   (2 of 2)

3. Double click on the square on the bottom left again to reveal its sub-symbols.

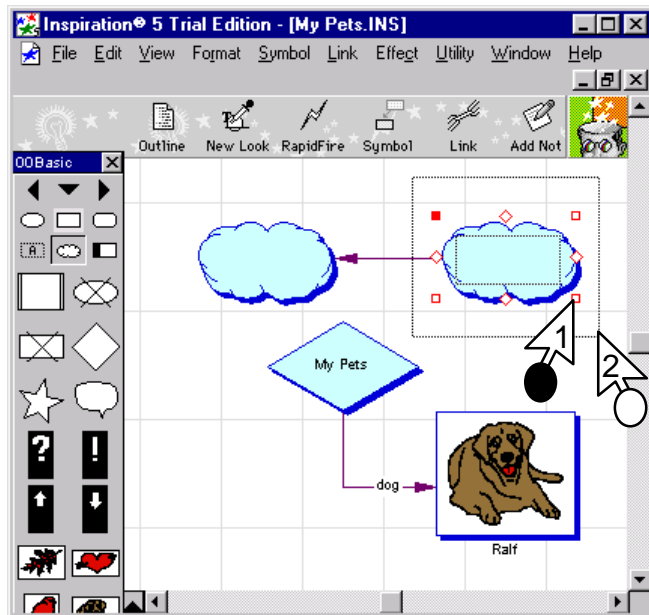   All symbols that the current symbol points to are revealed again.

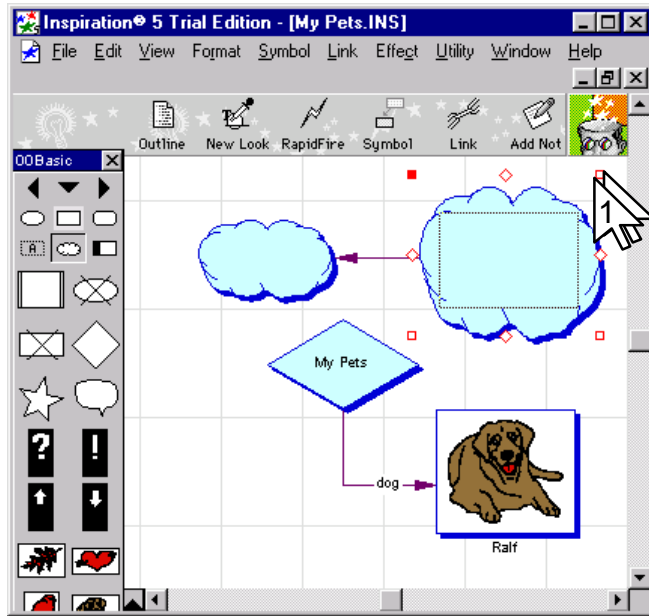# Attaching notes to symbols   (1 of 1)

1. Double click on the square on the top left to reveal the notes window.

2. Type in any text you want (in this case "Super Cloud").

3. Close the notes window.

Changing the size of symbols   (1 of 1)

1. Drag the square on the bottom right to alter the size of the symbol.
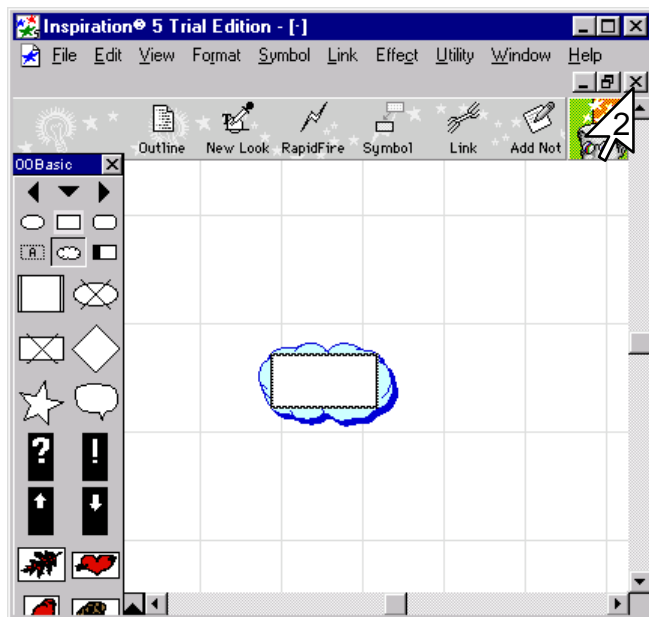
2. Release the mouse button.

Creating a child window   (1 of 2)

1. Double click the square on the upper right of the symbol.

   Note that the child window created will be connected to the current symbol.

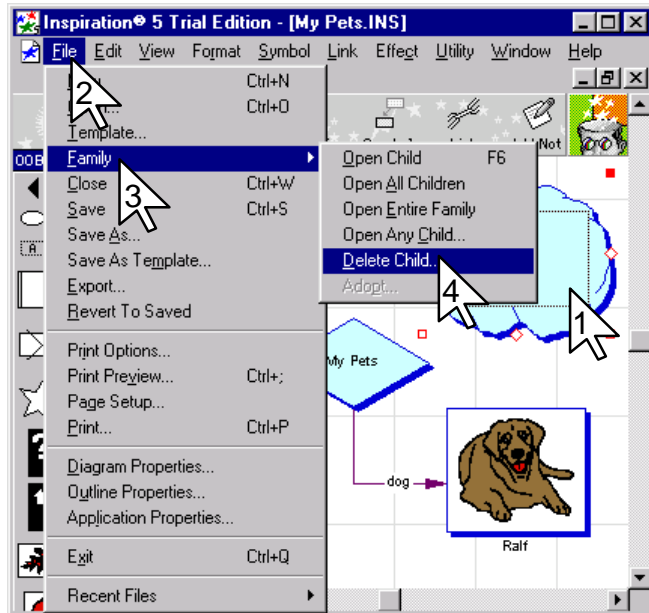# Creating a child window   (2 of 2)

2. Close this child window.

   Note because you have now attached this child window to the Super cloud symbol the only way to delete the symbol is to first remove this child window.
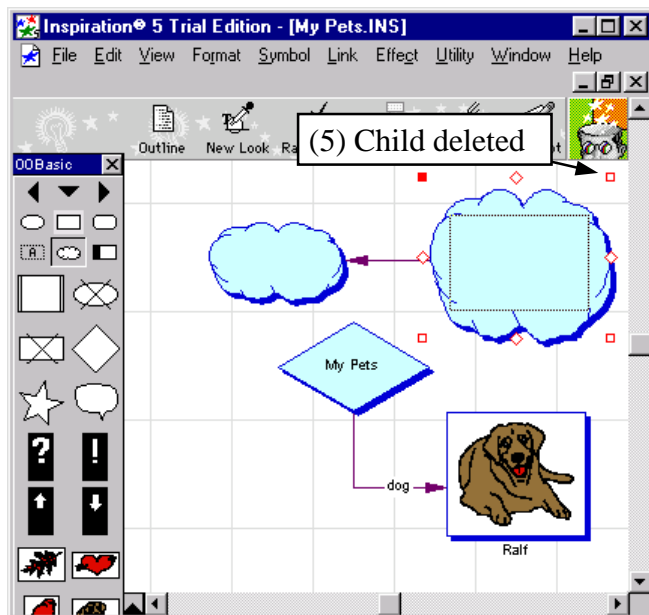
Deleting a child window   (1 of 2)

1. Click on the symbol that contains the child.

2. Click File.

3. Click Family

4. Click Delete Child.

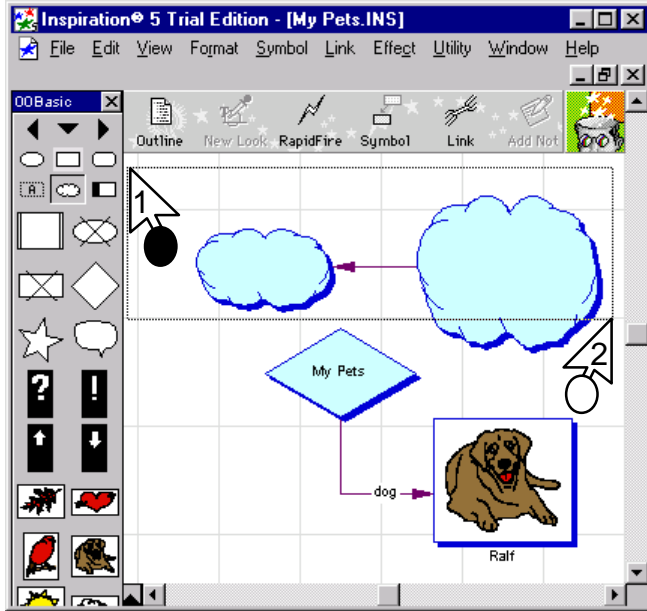   Note you cannot remove a symbol until you delete its child.

Deleting a child window   (2 of 2)

5. We can tell the child window has been deleted because the box in the upper right is no longer a solid red colour.
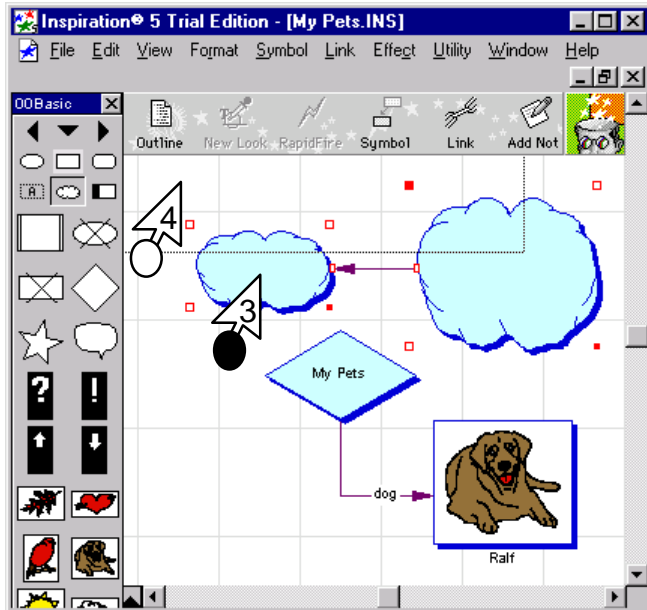
   Note you cannot delete a symbol if it has a child window connected to it.
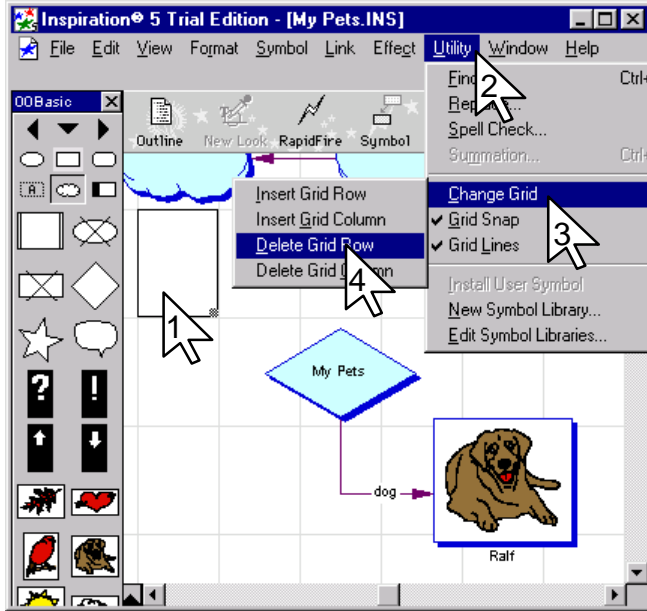
Moving multiple symbols   (1 of 2)

1. To select the symbols drag from the top left to the bottom right.

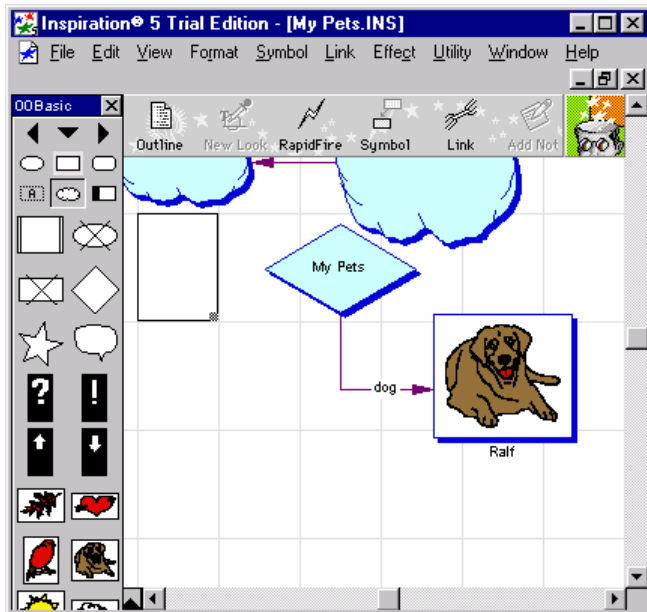2. Release the mouse button.

Moving multiple symbols   (2 of 2)

3. Drag the symbols to the new location

4. Release the mouse button.

Deleting a Grid Row   (1 of 2)

1. Click in the row you want to delete.

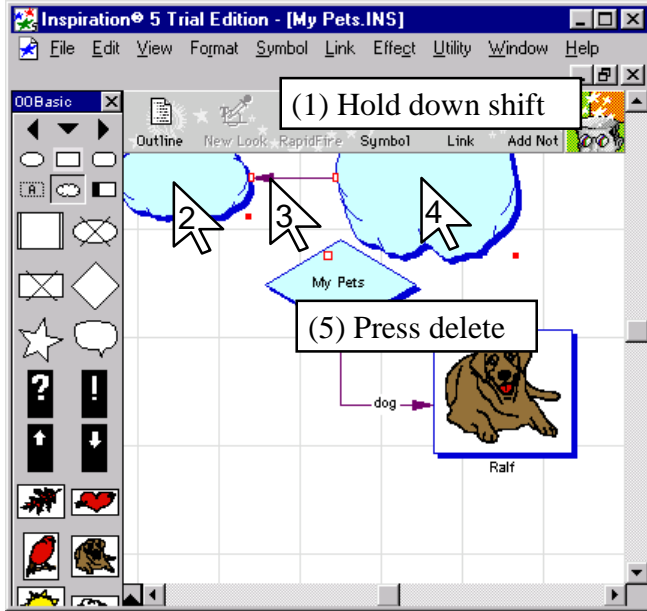2. Click Utility.

3. Click Change Grid.

4. Click Delete Grid Row.
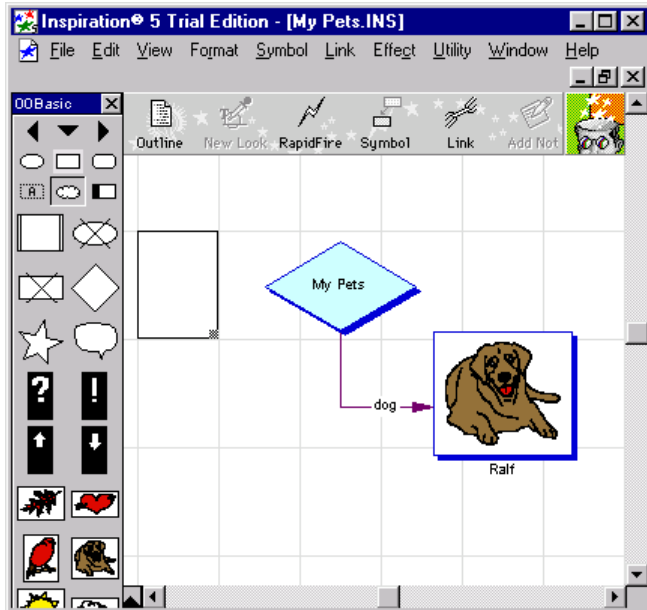
Deleting a Grid Row   (2 of 2)

Row has been removed.

Note that any symbols contained in the row would have been deleted.

Deleting multiple symbols   (1 of 2)

1. Hold down the shift key.

2. Click on the first symbol.

3. Click on the arrow.

4. Click on the last symbol.
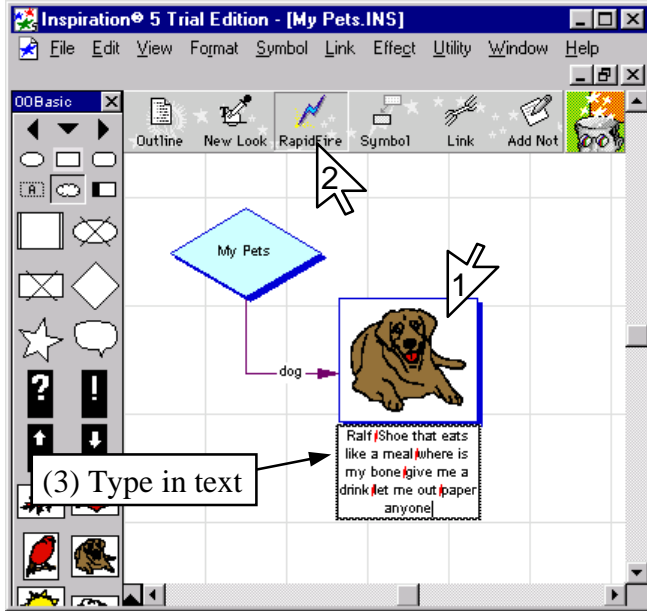
5. Press delete.

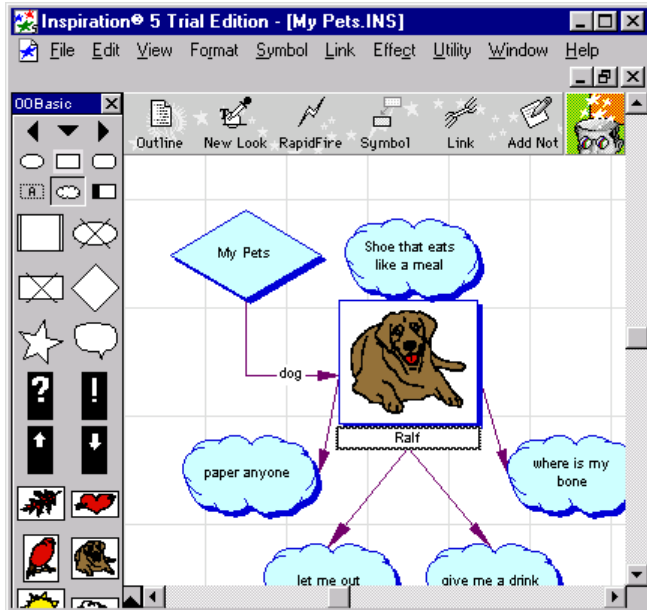# Deleting multiple symbols   (2 of 2)

Symbols have been deleted.

Note that if any of the symbols was connected to a child window it cannot be deleted until you remove the child window.

Using Rapid Fire   (1 of 2)

1. Click on the symbol you want to attach the new symbols to.

2. Click on Rapid Fire.

3. Type in your thoughts pressing enter after each one.

Using Rapid Fire   (2 of 2)

New symbols are created that link to the current one.