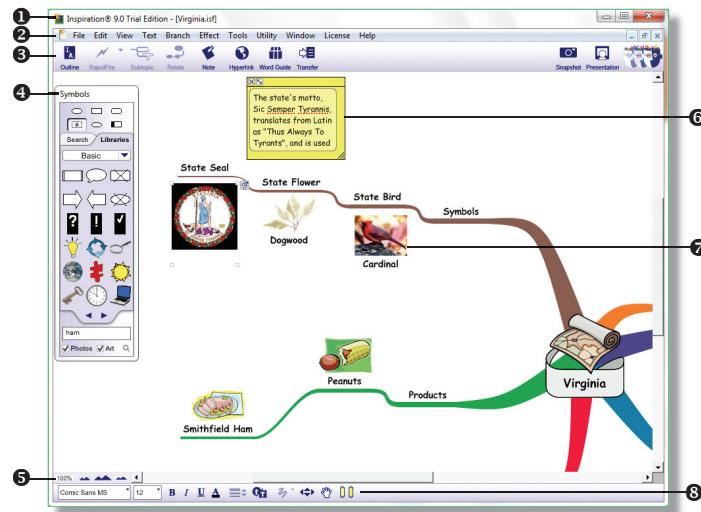




Getting Started

The Inspiration Desktop



- ① **Title Bar** – displays the program name and the name of the active document.
- ② **Menu Bar** – contains tools for use with Inspiration 9.
- ③ **Main Toolbar** – contains shortcuts for tools & commands. (This toolbar will change depending on the view.)
- ④ **Symbols Palette** – contains symbols that users can insert into the document.
- ⑤ **Zoom Tools** – allow you to change the magnification of the document.
- ⑥ **Note** – allows you to add additional text to symbols.
- ⑦ **Symbol** – allows you to represent concepts and express ideas.
- ⑧ **Formatting Toolbar** – allows you to format text, symbols, and link lines.

Using the Inspiration Starter Screen

When you start Inspiration, the Inspiration Starter screen appears. Click the buttons on the screen to create a document, open a document, or create a document using a template. To open Inspiration without making a selection, click the **Cancel** button. To quit Inspiration, click the **Quit** button.

Creating a Document

1. Select **New** from the **File** menu or press **Ctrl + N** (⌘ + N).*
2. In the Inspiration Starter screen, do one of the following:
 - To create a document in **Diagram** view, click the **Diagram** button.
 - To create a document in **Outline** view, click the **Outline** button.
 - To create a document in **Map** view, click the **Map** button.

*Mac OS commands are listed in parentheses.

Opening a Document

1. Select **Open** from the **File** menu. (You can also click the **Open** button in the Inspiration Starter screen.)
2. Locate and select the file you want to open.
3. Click the **Open** button.

Opening a Recent Document

1. Select **Open Recent** from the **File** menu.
 2. Select the file you want to open from the resulting menu.
- Note: You can also click the arrow on the **Open** button in the Inspiration Starter screen and select the file you want to open from the resulting menu.*

Creating a Document Based on a Template

1. Select **Open Template** from the **File** menu. (You can also click the **Templates** button in the Inspiration Starter screen.)
2. Click the plus sign **+** next to a topic and select a template.
3. Click the **Open** button.

Saving a Document

1. Select **Save** from the **File** menu.
 2. Select the location where you want to save the document.
 3. Enter a file name in the **File name (Save As)** box.
 4. Click the **Save** button.
- Note: To quickly save after the initial save, press **Ctrl + S** (⌘ + S).*

Changing the View

- To switch to **Outline** view from **Map** or **Diagram** View, select **Outline** from the **View** menu or click the **Outline** button on the **Main** toolbar.
- To switch to **Diagram** or **Map** view, select **Diagram** or **Map** from the **View** menu or click the **Diagram** or **Map** button on the **Main** toolbar.

*Note: You can also press **Ctrl + T** (⌘ + T) to switch between views.*

Zooming In or Out

You can zoom in or out using the buttons in the bottom-left corner of the window.

- To change the magnification, click the **Change zoom level** button and select a magnification from the resulting menu.
- To quickly zoom out, click the **Zoom out** button.
- To quickly zoom in, click the **Zoom in** button.
- To fit the diagram in the window, click the **Fit to window** button. (This is only available in **Diagram** and **Map** view.)

*Note: You can also select **Zoom** from the **View** menu and select an option from the resulting menu.*

Using the Symbols Palette

- To search for a symbol, enter a word or phrase in the **Search** box at the bottom of the **Symbols** palette. Click the **Find images** button. (To search for clipart symbols only, clear the **Photos** box. To search for photographic symbols only, clear the **Art** box.)
- To hide or display the **Symbols** palette, select **Symbols Palette** from the **View** menu or press **Ctrl + 8** (⌘ + 8).
- To go to a specific library, click on the **Libraries** tab, click the **Select library** arrow, select a category, and select a library from the resulting menu. (Click the **Next** and **Previous** buttons to go to the next or previous library.)
- To see a preview of a symbol, rest your mouse pointer on the symbol and the preview will appear next to the palette.
- To insert a symbol, click in the diagram where you want to insert the symbol and click a symbol button in the palette.