



Main Idea

## Quick Start with **Inspiration**

### **Brainstorming:**

- Open Inspiration
- Click in the Main Idea Box, delete the words Main Idea and enter your main topic. (For example type in Dinosaurs)
- With the cursor flashing directly after your Main Idea, click on the **Rapid Fire** icon in the toolbar. It looks like a lightning bolt. A red lightning bolt should appear right after your Main Idea.
- Type in the brainstorm ideas. (For example students can take turns telling you all the names of the different dinosaurs that they know.) Tap the enter key once after typing in each idea. *Don't worry if the word separates as you are typing it.* It will appear correctly after you tap the enter key.
- When you have finished typing in all the items under your main idea, you can use the same procedure to enter sub points under each item you just typed. Click in the bubble, then click the Rapid Fire icon so you have the red lightning bolt flashing. Then type in the ideas under each sub point, tapping enter after each one.

### **Changing the Arrangement of the Icons**

- Click on the **Arrange** icon in the toolbar. A window will open.
- Select some of the different radial buttons to see what changes you can make.
- Click the OK button to try the new arrangement.
- Click **Edit-Undo** to revert back to your previous arrangement if you don't like it. Try it again and choose different buttons.

### **Always Preview before Printing**

- Before printing, always click the **File** drop menu and select **Print Preview**. If you are satisfied with the arrangement on the page, click OK. If not, click cancel.
- You can change from the *Portrait* layout (regular up & down page) to the *Landscape* layout (sideways) by clicking **File-Page Setup** and changing the selection.

### **Deleting Items from your diagram**

- Click once on an item in your diagram to select it. Little boxes should surround the item. Then tap the delete key.

### **Adding Notes to items**

- To add notes to items in your diagram, click once to select the item, then click the **Add Note** icon in the toolbar.
- A box appears and you can enter text. Click the X in the right corner to close the box when you are done.
- You can tell an item in the diagram form has a note attached when you see a darkened box in the left corner.
- When you look at the diagram in outline form the notes are visible.