

# **Using Inspiration®**

**Andrea Walker  
McDonogh 35 Senior High School  
New Orleans, LA**

**andrea\_walker@nops.k12.la.us**

# Inspiration®

Inspiration is a graphic organizer with which your students can make concept maps, Venn diagrams, character maps, and story webs, and can do brainstorming among other things.

## Starting Inspiration.

When you begin this program, the Tip of the Day is displayed. This is a helpful way to learn new features.



## Entering the Main Idea or Theme

After you close the Tip of the Day window, you will see the main idea oval in the middle of the screen ready for you to type.



- With the default text highlighted, type your Main Idea.

## Adding Ideas

There are several ways in which you can add items to your diagrams.

**RapidFire** – Use to enter linked ideas quickly.

- Select the *Main Idea* (or other symbol containing text).
- Click on the *RapidFire* button.
- Type the text for the new symbol .
- Press Enter /Return.
- Repeat by typing text and pressing Enter for each new symbol
- Click off symbol when complete.



**Create**

Create buttons: Use to add a symbol in the specific direction.



**Adding a linked symbol**

- Select a symbol or the *Main Idea*.
- Click the arrow on the *Create* button that points in the direction you wish to add a symbol. ( You will notice one of the arrows is highlighted in a particular direction. Change to the direction the new symbol should attach.)
- Enter your text .

**Adding an unlinked symbol**

- Click any open space on the diagram
- Click the *Create* button arrow that points in the direction you want a new symbol.
- Enter desired text.

**Symbol button** – Use to create a new symbol (same as *Create*).

- Click on the *Symbol* button.
  - Click on the screen where you want the symbol.



**Point and Type:** Use to add the default symbol anywhere in the diagram

- Point to an empty space anywhere in diagram .
- Type the desired text.

**Insert Symbol:** Use to insert a new symbol between two linked symbols.

- Click on the link between two symbols
- Select **Symbol - Insert Symbol** from the menu bar
- Enter text

## Symbol Palette

The *Symbol Palette* is used to add special symbol to the diagram. Use the *Symbol palette* on the left of the screen to view the contents. You may choose from what is there or customize your own library.



To change an existing symbol

- Select a library.
- Click on the symbol you want to replace.
- Select the new symbol in library.

To add a new unconnected symbol

- Click on empty space anywhere in the diagram.
- Select a library.
- Select the new symbol in library.

## Links

Links are the lines that connect symbols.

Add a link between symbols.

- Click the *Link* button.
- Click on the original symbol.
- Click on the linking symbol.
- Click on the *Link* button or on empty space to turn off the *Link* button.



Alternate method:

- Click on the original symbol
- Click on a diamond on this symbol.
- Drag to a connecting point on the linking symbol.

Adding Text to a Link

- Click on a *Link* to select it.
- Enter desired text.

Modifying Links

- Click on a *Link* to select it.
- Drag the start or end position of the link to the connection point on another symbol

Changing a Link Appearance

- Click on a *Link* to select it.
- Select the *Link* from the menu bar.
- Select appearance.

## Outline View

On the toolbar, look for a button named *Outline*.



- Click the Outline button. Your concept map is now in the form of an outline.
- In outline form the toolbar changes to allow you to edit the outline.
- To return to concept map form, select the *Diagram* button.

## Editing Outlines

### Rearranging Topics

- Click on topic or subtopic number.
- Drag and drop to a different place in the outline.

### Edit Text

- Click within the text to place a blinking cursor at the point to edit .
- Edit text.

### Spell Checker

- From the *Utility* menu, select *Spell Check*.
- Click on *Start* in the dialog box that appears.
- Choose *OK* to close this window when completed.

## Notes

- Click one time on a symbol to select it.
- Double-click the top left square. A Notes pop-up window will open.
- Type your notes or comments.
- Close the Notes window (top right). The top left square is now solid red indicating that a comment has been stored.

## Inspiration Practice Activity 1:

### *EnviroTacklebox: At Your Own Risk*

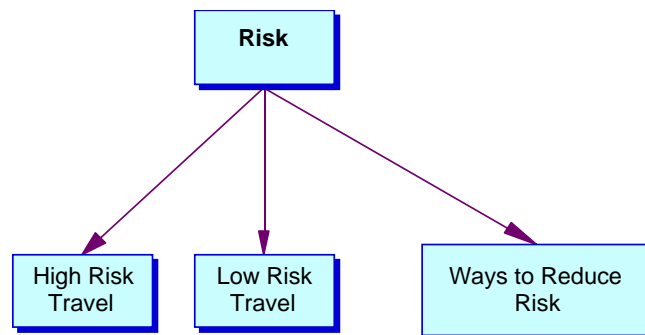


- Open the Web Browser.
- Go to the url below.

<http://www.envirotacklebox.org/modules/m1risk.htm>

- Read the introduction.
- The short video clip is about risk while traveling. After you watch the clip, you will be asked to make a concept map which includes *High Risk Travel*, *Low Risk Travel*, and *Ways to Reduce Risk*.

Ex.



- Watch the Streaming Video Clip.
- Add three links to each subtopic of the map from things you learned in the video clip.

## Inspiration Practice Activity 2:

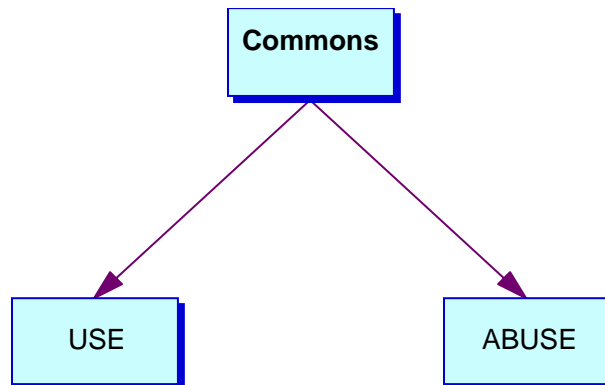
### *EnviroTacklebox: Commons Sense*



- Open the Web Browser.
- Go to the url below.






















<http://www.envirotacklebox.org/modules/m3nonntv.htm>


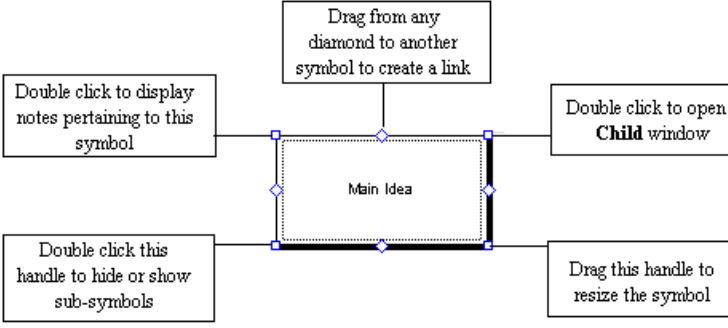









- Read the introduction.
- The short video clip is on a discussion of the commons. After you watch the clip, you will be asked to make a concept map which includes *How are Commons Used*, *How are Commons Abused*
- Ex.



- Watch the Streaming Video Clip.
- Add links to each subtopic of the map from things you learned in the video clip.

Appendix:

The Diagram Toolbar			The Draw Toolbar		
Outline		Switches to Outline view	Selection		Turns off a tool and returns the cursor to a pointer
New Look		Sets default styling for new symbols & links	Freeform Line		Draws freeform lines
RapidFire		Use to enter linked ideas quickly	Line		Draws straight lines
Symbol		Creates a new symbol	Oval		Draws ovals or circles
Link		Creates a fast link between two symbols	Polygon		Draws polygons
Add Note		Opens the notes text window for the selected symbol	Rectangle		Draws rectangles or squares
Create		Adds a new symbol in the direction of arrows, horizontal, vertical or diagonal	Rounded Rectangle		Draws rectangles or squares with rounded corners
Position		Lets you move the diagram around the window	Text Box		Draws a text box
Arrange		Lets you arrange symbols in various tree chart groupings	Nudge		Moves a symbol or selected object one pixel at a time in the direction you choose
			Fill Color		Changes the fill color (background) of selected symbols or objects
			Fill Line		Changes the line color of selected symbols, links, or objects
			Text Color		Changes the text color of selected symbols or links

The Outline Toolbar			Selected Symbols	
Diagram		Switches to Diagram view	 <p>Drag from any diamond to another symbol to create a link</p> <p>Double click to display notes pertaining to this symbol</p> <p>Double click to open <b>Child</b> window</p> <p>Double click this handle to hide or show sub-symbols</p> <p>Drag this handle to resize the symbol</p>	
Add Topic		Adds a topic below current topic at the same level (except on Main idea) (Ctrl "G" )		
Add Sub		Adds a subtopic below current topic one level to the right (Ctrl "K" )		
Add Note		Moves the cursor into the notes text area for the selected topic		
Left		Moves a topic and it's subtopics to the left one level (Shift - Left Arrow)		
Right		Moves a topic and it's subtopics to the right one level (Shift - Right Arrow)		
+ - Sub		Hides or shows the subtopics for the selected topic		
+ - Note		Hides or shows notes for the selected topic		
Prefix		Allows you to change the numbering system of the outline		
Properties		Allows you to change the outlining style and other formatting such as margins, headers and footers, and page layout.		