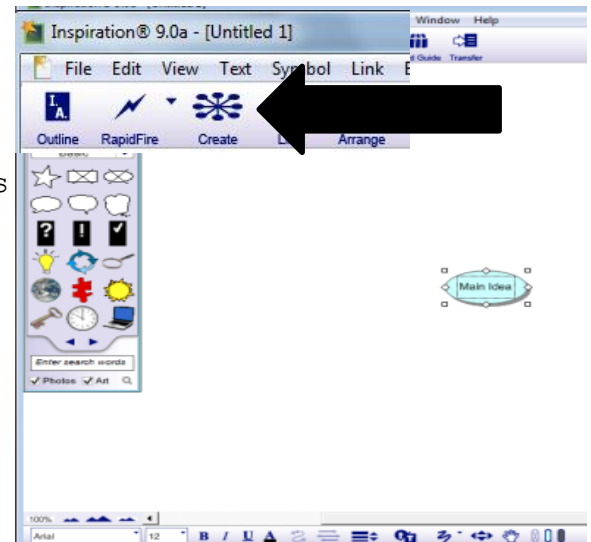




CREATING A DIAGRAM

1. To get started click on the Diagram icon.
2. You will see a Main Idea bubble. Click on it.
3. Type your main idea in words or sentences.



4. Add supporting details 2 ways:

a. **Add one supporting idea at a time:**

- Click on your main idea. Four grab handles will appear.
- Go back to the Create icon and click on a spot on the diagram where you want a new bubble to pop up.
- Type another idea into this new bubble.
- To add more ideas, click on the main idea again. Click the Create diagram icon again and another bubble will appear.
- Repeat as many times as you want.

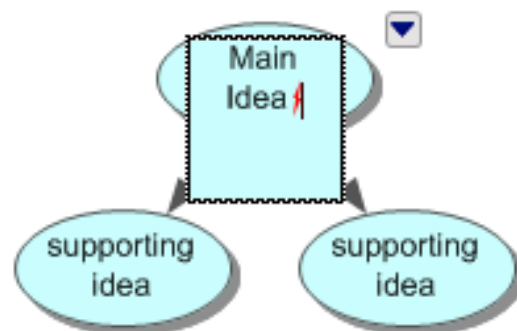


b. **Add multiple supporting ideas quickly using RAPIDFIRE**

- Click the **RAPIDFIRE** icon. A red lightning bolt will appear.
- Type an idea that supports your topic and press enter.
- Type another supporting idea and hit enter again. Do as often as you want. Each new idea will appear in a bubble with an arrow connecting it to the main idea.

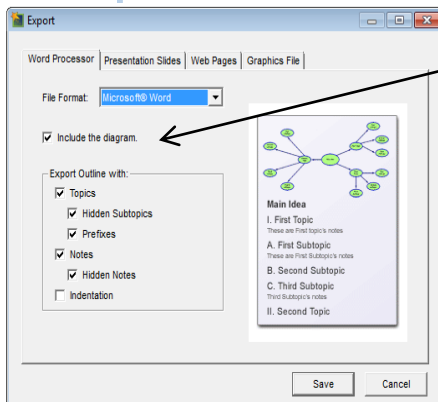
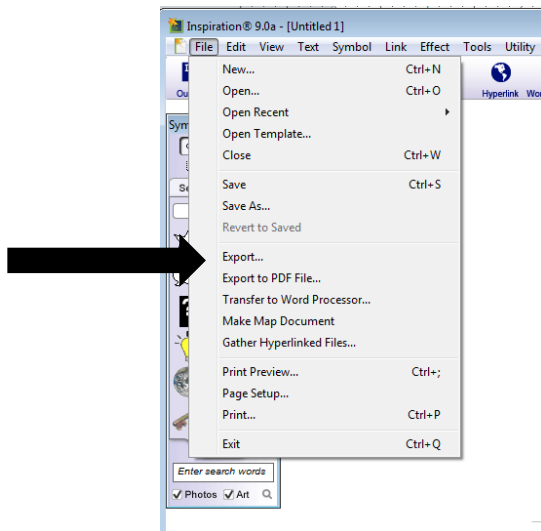
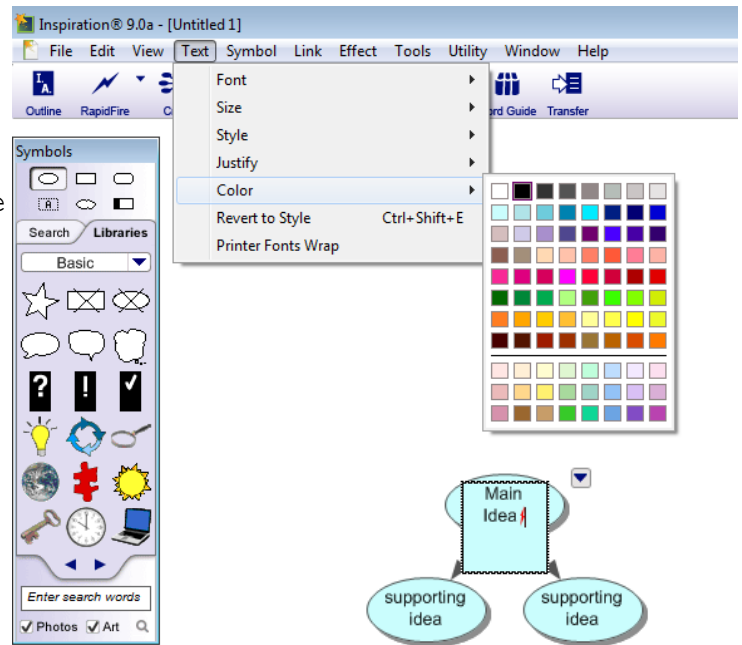
5. Add additional ideas to your supporting ideas (examples or explanations, perhaps)

- Click on one of the supporting ideas so that it has grab handles
- Repeat step 4a or 4b.



6. Your diagram can get as long as you want, but DON'T FORGET WHERE YOU STARTED! Remember it by changing the color of your main idea bubble.

- Click on main idea bubble.
- Click on Effect and then Fill Color in drop down menu. Choose your color option.



CONVERTING A DIAGRAM TO AN OUTLINE

1. To see a working outline of your diagram ideas and export it to Microsoft Word or to Power Point.

- Click on the Outline Icon.
- Click on FILE and SAVE AS. Save the Inspiration doc to a USB. You will be saving the diagram and the outline.
- Click on File and Export.
- In the dialogue box, click on the Word Processor or PowerPoint tab, then click on Save.
- If saving as Word processor, you might uncheck the "Include the Diagram" option so that your word document shows only the outline.
- Save the Word doc or Power Point to your USB. You will be saving the outline only if you clicked "Include the Diagram" option.
- To work more on the Inspiration doc, start Inspiration and open your Inspiration doc. Any changes you make will not automatically change the Word or PowerPoint docs. Just go through the export process again to get an updated version in Word or PowerPoint.