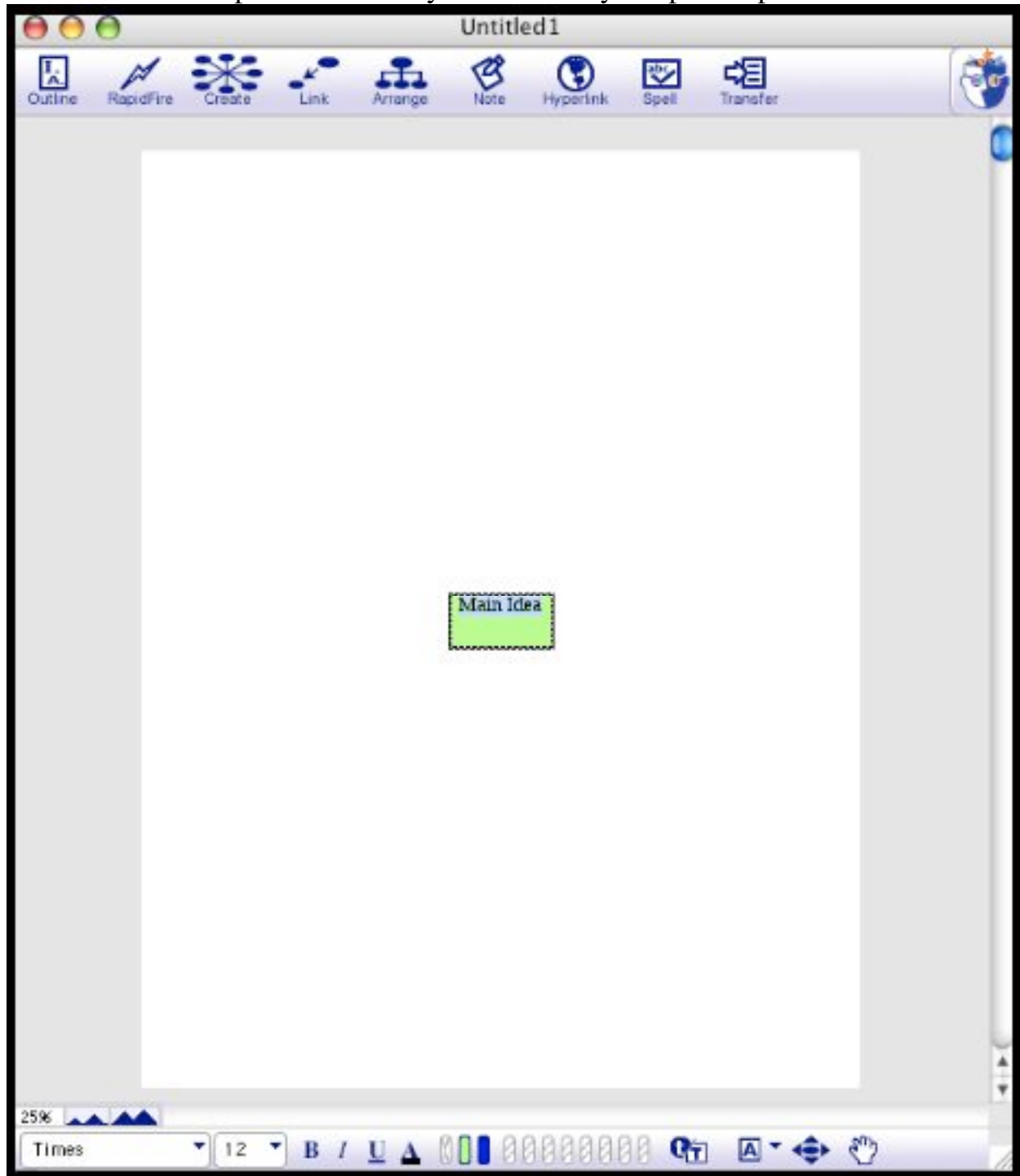


A. E. Wright Middle School
Instructor: Ruth Kritz

How to Use Inspiration 7.5

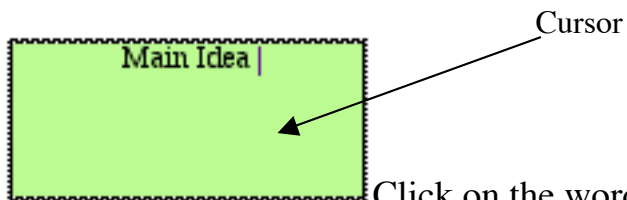
This is a picture of what you see when you open Inspiration 7.5.



Getting Started



Select the main idea by clicking (single click) on the icon. This will give you handles (boxes to help you manipulate the icon).



Click on the words in the icon to give you a cursor. This will let you change the text. Click and drag the cursor over the words, "main idea". When it is selected it turns blue. Now you may type the name of your charity, or you may press delete and then type in the name of your charity.



While the charity icon is still selected click on the make a new symbol icon.

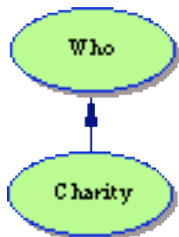


Make a new symbol

By clicking on one of the ovals, you can choose where you want your next symbol.



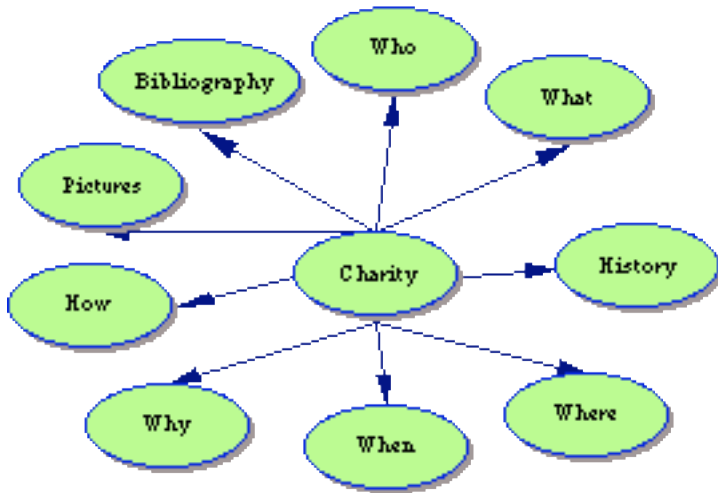
You will then add a new symbol for your Charity Inspiration.



Continue to do this until you have all of the symbols that you need.

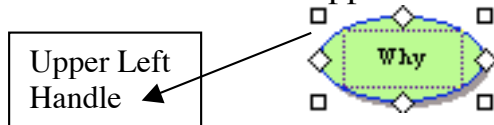
Remember:

- To click on the Charity icon before you add a new icon.
- Your symbols will be placed according to the oval that you choose.

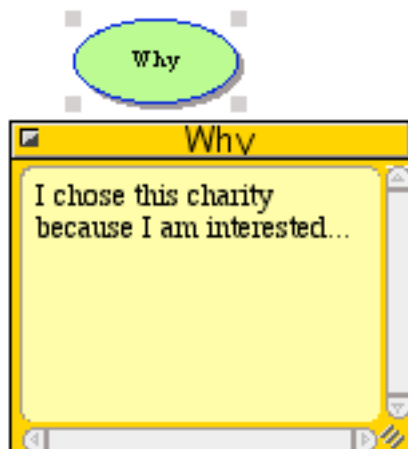


Adding Information

Double click on the upper left handle of the symbol.



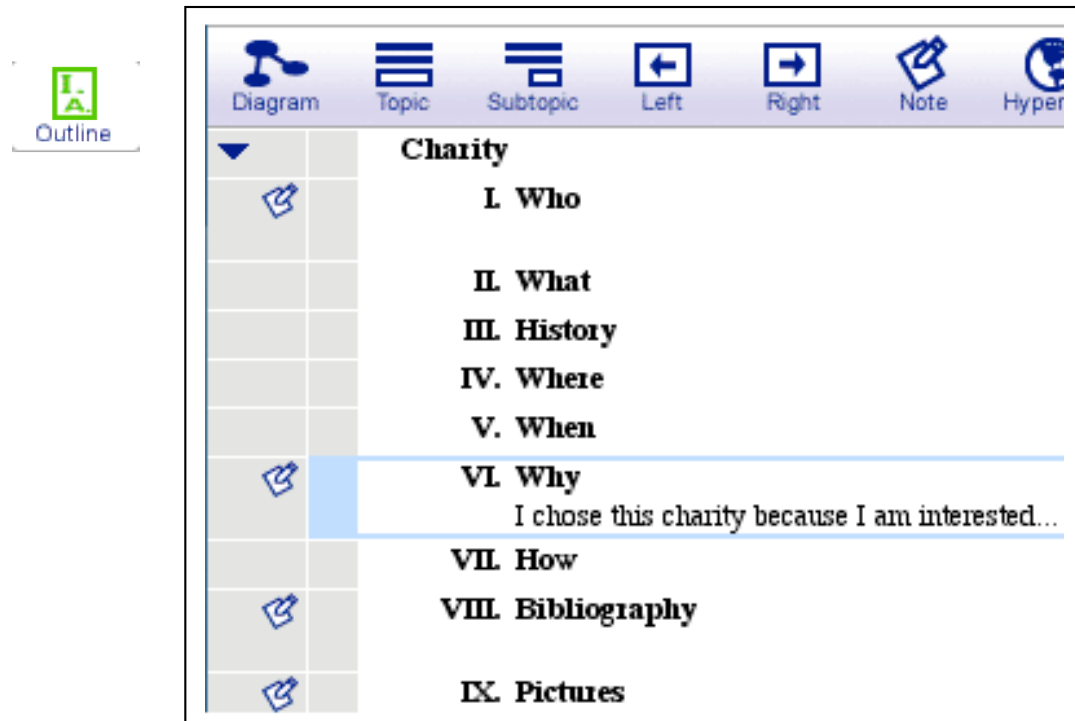
This opens up a text box to write your text or copy/paste your information from the Internet.



Checking Outline View

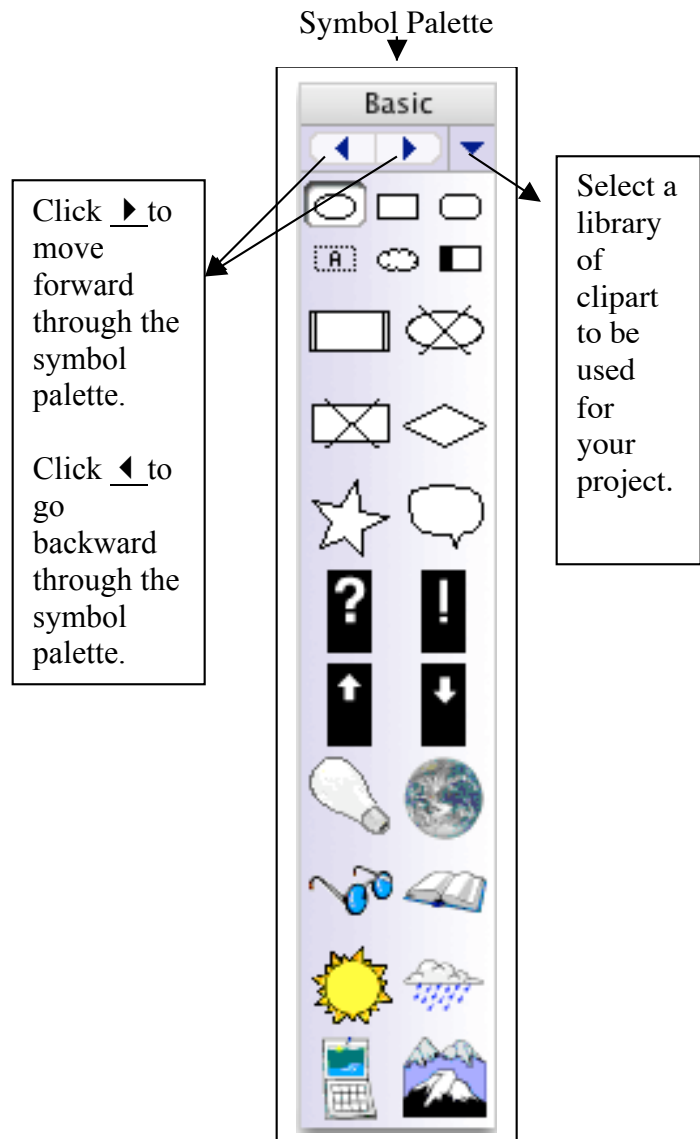
Now is a good time to check to make sure that your outline is correct.

Click on the Outline icon and it will automatically change to the outline view.



Adding Clipart and Pictures

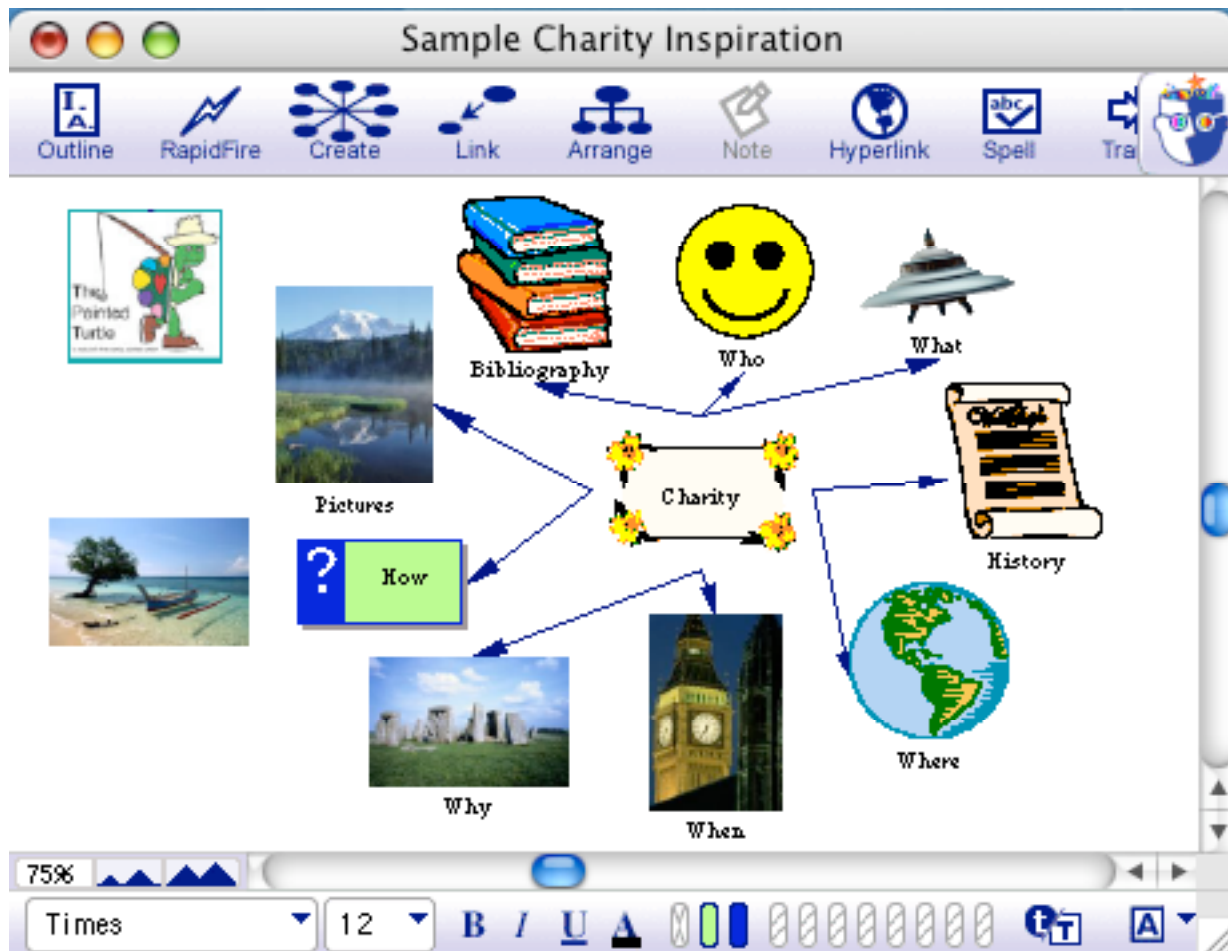
Click on view in the Inspiration menu bar. Then select the Symbol Palette.



Clip art can be chosen from the Symbol Palette.

To use the clipart, select a symbol in the Inspiration diagram. When the handles are showing, single click on the clipart that you want to use and it will appear in the symbol.

To add other pictures copy and paste them into the Inspiration project. They do not have to be attached to anything.



To put color in the background, go to effect on the menu bar and choose background color.

