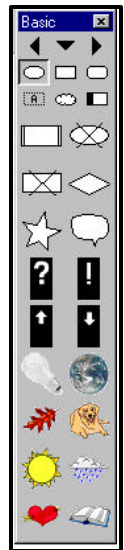


## How To Use *Inspiration*

1. First, you'll need to launch *Inspiration*. Double-click on the Macintosh HD icon on the desktop (it's usually found in the upper right-hand corner of the screen). Next, find the *Inspiration* folder and double-click on it, then double-click on the main *Inspiration* icon (a little square with stars on it).
2. If a "Tip of the Day" pops up, read it, then click on the **Close** button.
3. *Inspiration* automatically opens in what is called "Diagram View." This is where you will do most of your work. The Main Idea symbol will appear in the center of your screen. You can enter text now by simply typing, or you can change the Main Idea symbol.

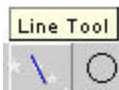
4. To change the Main Idea symbol, click on any symbol in the Symbol Palette, which is located on the left-hand side of the screen. The Main Idea symbol will automatically change when you click on another symbol. (Note: if the Symbol Palette isn't showing, click on **View** and **Symbol Palette**.)



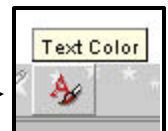
5. To view other symbols, click on the arrows at the top of the Symbol Palette.



6. You can add additional symbols by clicking on the screen where you want the symbol to appear, then clicking the **Enter** button. To change a symbol, click on it to select it, then click on any symbol on the Symbol Palette.
7. You can type in any symbol by clicking on it. Change the type, style and size of the font by clicking **Format** on the menu bar at the top of the screen, sliding your cursor over what it is you'd like to change, and clicking.



8. To change the color of the font, click on the Text Color icon on the bottom of the screen. On the menu that



appears, click on the color you'd like to select it.

9. To create arrows between symbols (links), click on the **Link** button at the top of the screen, then click on the symbol you want the arrow to "shoot" from, then on the symbol you want to point to.



10. You can also draw a line anywhere you'd like. Click on the **Line Tool** at the bottom of the screen. Click on the location you want the line to begin, drag to the location you want the line to end, and let go. (To get rid of a line you don't want, click on it to select it, then click on **Edit** at the top of your screen, then **Cut**.)



11. Experiment with some of the other buttons on the screen. Have fun! If you make a mistake, or want to get rid of something, just click to select it, then click on **Edit** at the top of your screen, then **Cut**.