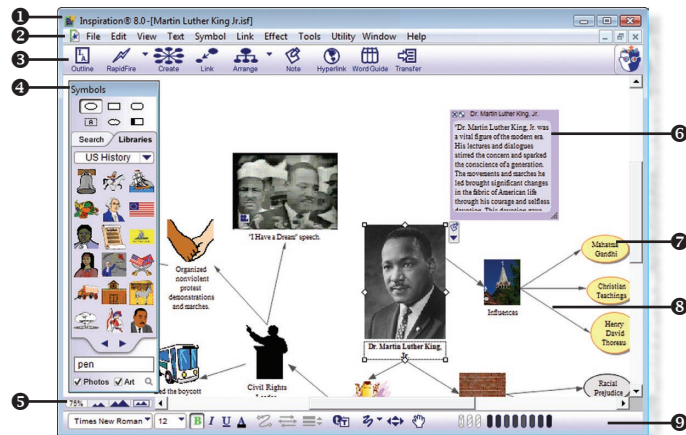




## Getting Started

### The Inspiration Window



- 1 **Title Bar** – displays the program name and the name of the active document.
- 2 **Menu Bar** – contains all the tools for use with Inspiration 8.
- 3 **Main Toolbar** – provides access to tools and commands for creating a diagram.
- 4 **Symbols Palette** – contains symbols that users can insert into a diagram.
- 5 **Zoom Tools** – allow you to change the magnification of the diagram or outline.
- 6 **Note** – allows you to add additional text to symbols.
- 7 **Symbol** – allows you to represent concepts and express ideas.
- 8 **Link** – connects symbols and ideas.
- 9 **Formatting Toolbar** – allows you to format text, symbols, and link lines.

### Creating a Document Based on a Template

1. Select **Open Template** from the **File** menu. (You can also click the **Templates** button in the **Inspiration Starter** screen.)
2. Click the plus sign **+** next to a topic and select a template.
3. Click the **Open** button.

### Saving a Document

1. Select **Save** from the **File** menu.
2. Select the location where you want to save the document.
3. Enter a file name in the **File name (Save As)** box.
4. Click the **Save** button.

*Note: To quickly save after the initial save, press **Ctrl + S** (⌘ + S).*

### Using the Symbols Palette

- To search for a symbol, enter a word or phrase in the **Search** box at the bottom of the **Symbols** palette. Click the **Find images** button. (To search for clipart symbols only, clear the **Photos** box. To search for photographic symbols only, clear the **Art** box.)
- To hide or display the **Symbols** palette, select **Symbols Palette** from the **View** menu or press **Ctrl + 8** (⌘ + 8).
- To go to a specific library, click on the **Libraries** tab, click the **Select library** arrow, select a category, and select a library from the resulting menu. (Click the **Next** and **Previous** buttons to go to the next or previous library.)
- To see a preview of a symbol, rest your mouse pointer on the symbol and the preview will appear next to the palette.
- To insert a symbol, click in the diagram where you want to insert the symbol and click a symbol button in the palette.



### Changing the View

- To switch to **Outline** view, select **Outline** from the **View** menu or click the **Outline** button on the **Main** toolbar.
- To switch to **Diagram** view, select **Diagram** from the **View** menu or click the **Diagram** button on the **Main** toolbar.

*Note: You can also press **Ctrl + T** (⌘ + T) to switch between views.*

### Zooming In or Out

You can zoom in or out in both

**Diagram** and **Outline** view using the buttons in the bottom-left corner of the window.

- To change the magnification, click the **Change zoom level** button and select a magnification from the resulting menu.
- To quickly zoom out, click the **Zoom out** button.
- To quickly zoom in, click the **Zoom in** button.
- To fit the diagram in the window, click the **Fit to window** button. (This is only available in **Diagram** view.)

*Note: You can also select **Zoom** from the **View** menu and select an option from the resulting menu.*



### NEW! Using the Inspiration Starter Screen

When you start Inspiration, the Inspiration Starter screen appears. Click the buttons on the screen to create a document, open a document, or create a document using a template.

### Creating a Document

1. Select **New** from the **File** menu or press **Ctrl + N** (⌘ + N).
2. In the Inspiration Starter screen, do one of the following:
  - To create a document in **Diagram** view, click the **Diagram** button.
  - To create a document in **Outline** view, click the **Outline** button.

*\*Mac OS commands are listed in parentheses.*

### Opening a Document

1. Select **Open** from the **File** menu. (You can also click the **Open File** button in the **Inspiration Starter** screen.)
2. Locate and select the file you want to open.
3. Click the **Open** button.

*Note: To open a recently opened file, select **Open Recent** from the **File** menu and select the file name from the resulting menu.*