

Inspiration Help Sheet

To Create Symbols that are Linked automatically from the one icon:

Click Rapid Fire button (Lightning bolt). Type. Return. Type. Return. - until finished with that symbol. Click Rapid Fire.

OR

Select your icon. Click on the Create button in the direction you want the symbol to appear.

To Create Symbols that are not Linked:

Click in the white space and just start typing

OR

Drag a symbol from the Symbol Palette

To Create Links:

Click Link button. Click the symbol the link is to come from. Click the symbol the link is to go to. Click the Link button to turn off linking, when finished creating links.

OR

Click and drag from one of the diamonds that are located on the sides of a symbol to a symbol you want to link to

To label the link:

Type immediately after creating the link, OR

Click on the link line. Type.

To move a link label:

With the label selected, drag the dot at the bottom of the links label (text) area.

To change the default symbol:

Select a symbol. Click the Defaults button on the formatting tool bar at the bottom of the screen.. You can set or apply a new default.

Scroll by pages:

CTRL + arrows

Move a symbol one grid space:

Drag it, or Click on the symbol, then type Shift + arrow.

To Create a Hyperlink to a URL, another document file or another Inspiration file:

Highlight the text you want to hyperlink and then click on the hyperlink button in the diagram toolbar.

To Turn on the Listen Tool

Go to the Utility Menu to Application Properties and then click to check Listen Tool under the Audio heading