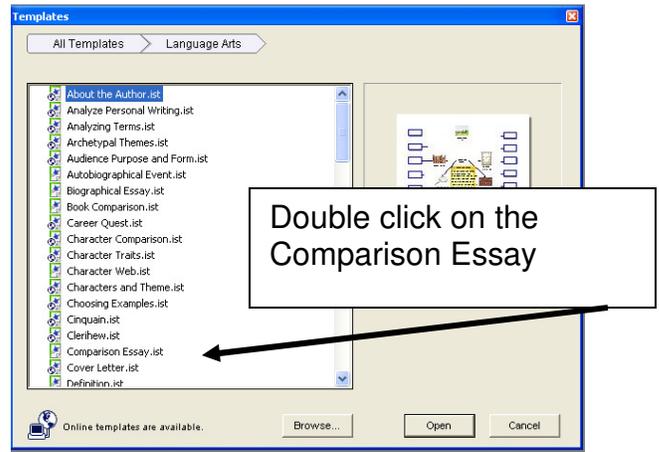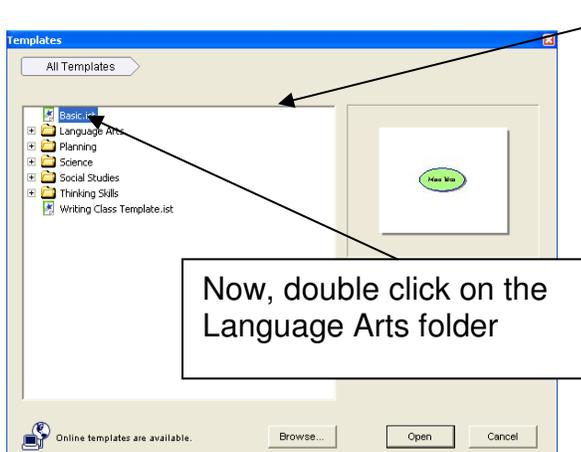# Using Inspiration

To open Inspiration – Double Click on the Inspiration 8 icon on the desktop
or Click the Start button, point to Programs, then click Inspiration 8.
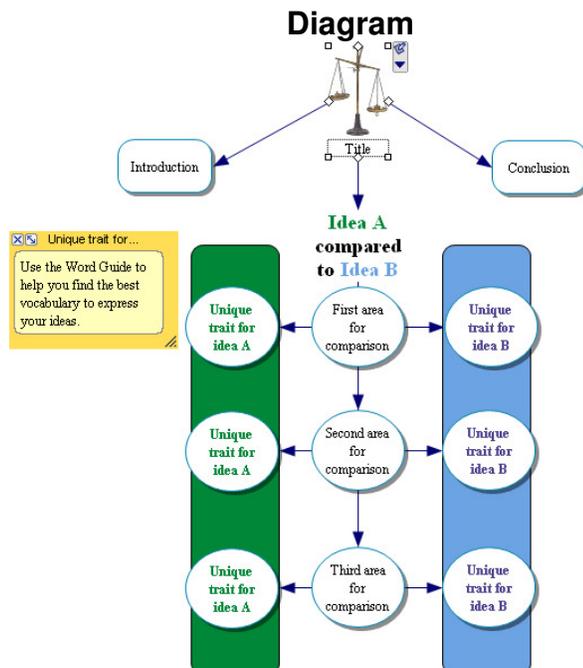
You now have the Inspiration Starter Screen

Click the Template Icon with which you will get the following screen.

Now, double click on the Language Arts folder

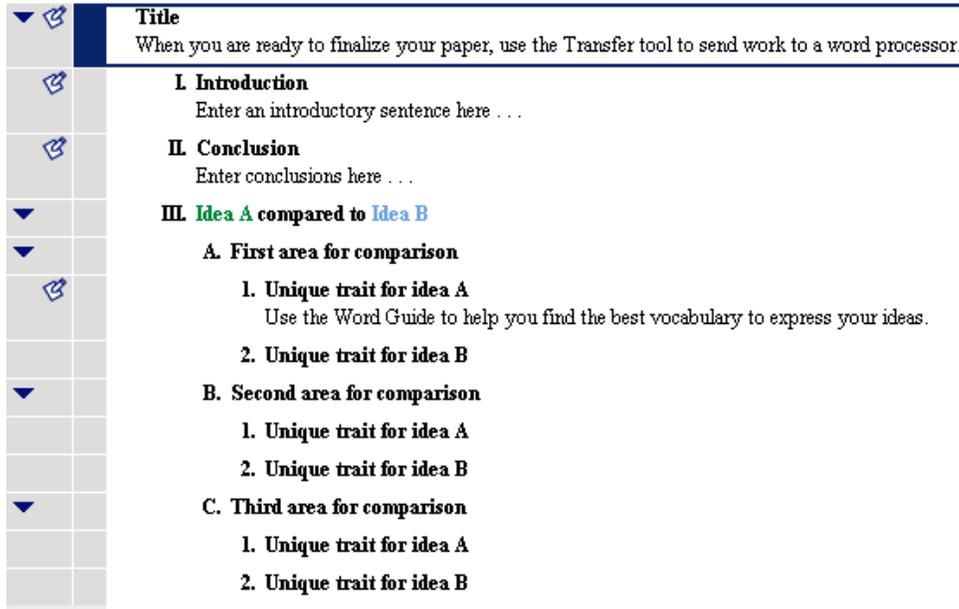Double click on the Comparison Essay

Diagram

You will get this diagram in which to organize your comparison.

You can also switch to outline format, if you like, by clicking on Outline in the toolbar.

When you click on Outline you will have this format in which to organize your comparison.
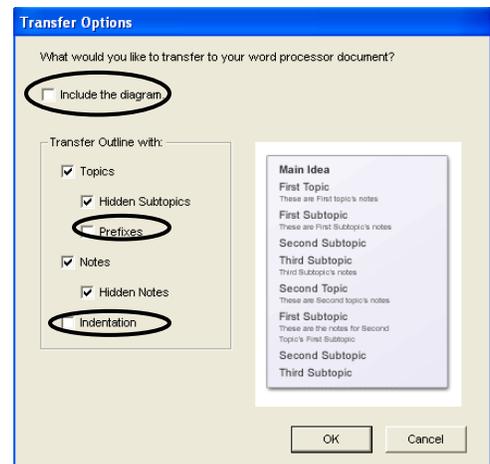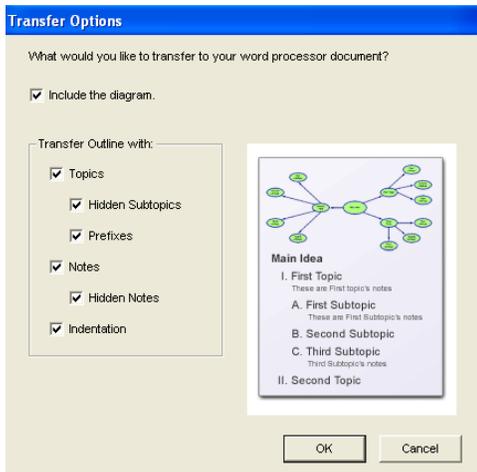

Transfer Options

Click the Transfer button on the toolbar to get the transfer options dialog box.

This is where you will find the transfer options.

Try taking off the check marks next to <u>Include the diagram,</u> <u>Prefixes</u>, and <u>Indentation</u> then click OK.

Now, you will have a word document that you can expand on and is very well organized.
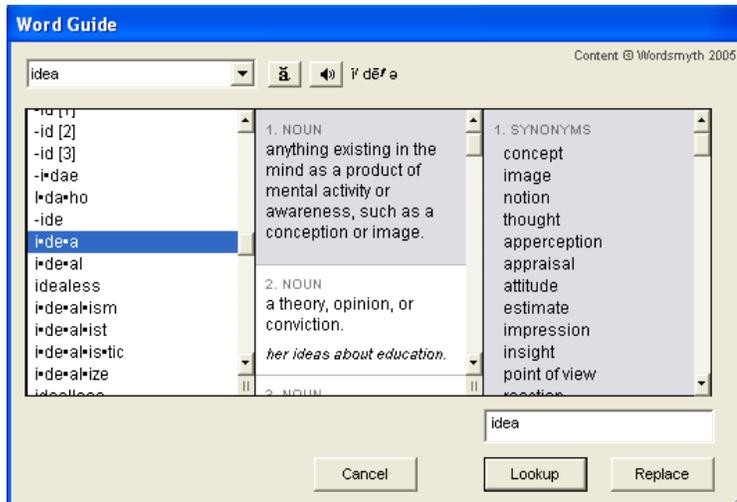
Word Guide

To look up a word, select the word and click Word Guide button on the toolbar.
This incorporated dictionary and thesaurus links synonyms to specific definitions so word choices can be made with greater understanding.
Here is an example using the word "**idea".**

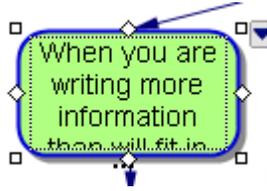## Fit to Window button

This button located on the bottom left of the screen is a handy way to <u>fit your diagram to the window</u> then you can click to <u>increase the size</u> by clicking on the large picture or <u>decrease the size</u> by clicking on the small picture.
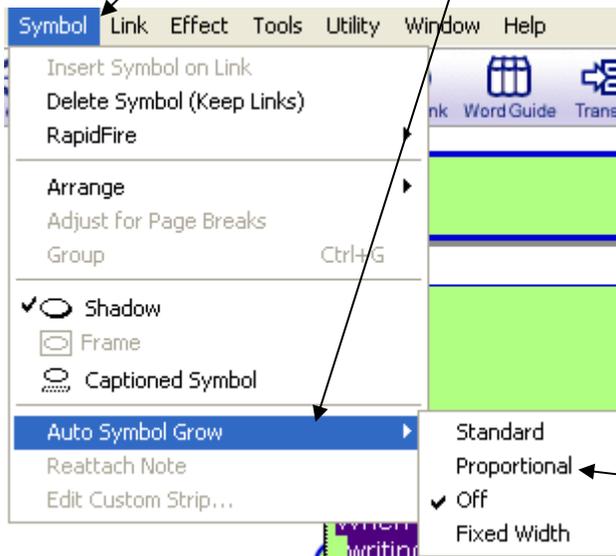
You can also change the font style and size here.

Auto Symbol Grow

When you are writing more information than will fit in one of the symbols

1. Select the symbol by clicking on it.

2. On the Symbol menu, choose Auto Symbol Grow.

My suggestion is to use Proportional but try them and see which one you like.

3. Do one of the following :

To increase symbol size vertically as you add text, select Standard. (This is the default setting.)
–or–
To maintain symbol height-to-width ratio as you add text, select Proportional.
–or–
To maintain symbol size as you add text, select Off. When the text does not fit inside the symbol, part of the text is displayed followed by an ellipsis.
–or–
To maintain a specific symbol width and then increase symbol size vertically as you add text, select Fixed Width. Resize the symbol to the specific width before you select this option.