

Learning Inspiration® for Pocket PC: a Quick Start tutorial

This tutorial is a great starting point for learning how to use Inspiration® for Pocket PC. Please plan on about 30 minutes from start to finish. If you're new to Inspiration and like to learn while working on screen, this tutorial is for you. We have kept the information in small, manageable sections to make it easy to learn the basics quickly. Before you know it, you'll be using Inspiration to develop your own great ideas!

You use Inspiration the same way as most Pocket PC programs. For example, as you work, you use the stylus to drag objects and select text. You enter information using the stylus or the keyboard. If you aren't comfortable doing these things, take a moment now and refer to the user's guide that came with your handheld.

Conventions we used

When you're asked to enter specific text, the text you type appears in bold. For example, **Careers**. When referring to a symbol name or text you have already entered, it appears in italics, for example *Careers*. Commands appear in bold, for example, choose **Save** on the **File** menu.

How we organized the tutorial

In the Inspiration tutorial, you follow a series of straightforward step-by-step instructions to create a diagram, a simple visual representation of an idea. You also work with an outline, a text-based, hierarchical display of the same idea.

The tutorial is organized in three mini-lessons. They're designed to be completed in order, but you don't need to do them all at one time. Each mini-lesson introduces you to several of the unique features in Inspiration. When you finish the tutorial, you will be ready to create diagrams and outlines on your own.

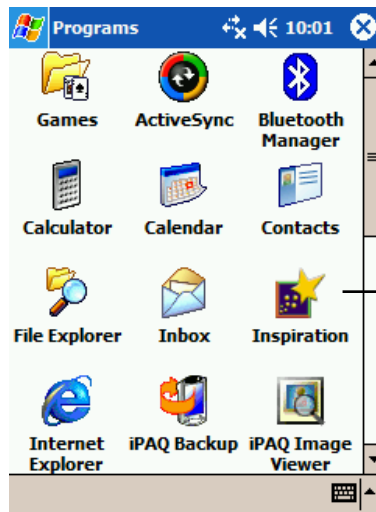
Mini-Lesson One: Getting Started

In the first mini-lesson, you will learn how to do the following:

- Start Inspiration
- Use the toolbars and menus
- Enter your main idea
- Draw symbols
- Use the RapidFire® tool to enter a series of ideas
- Create links
- Add notes
- Select and move symbols
- Save and close a document
- Change the look of symbols and links
- Hide and show subtopics
- Hide and show the toolbar
- Change the view using the Zoom tool

Starting Inspiration

- On your handheld, go to the **Programs** screen. To start Inspiration, tap the **Inspiration** icon.

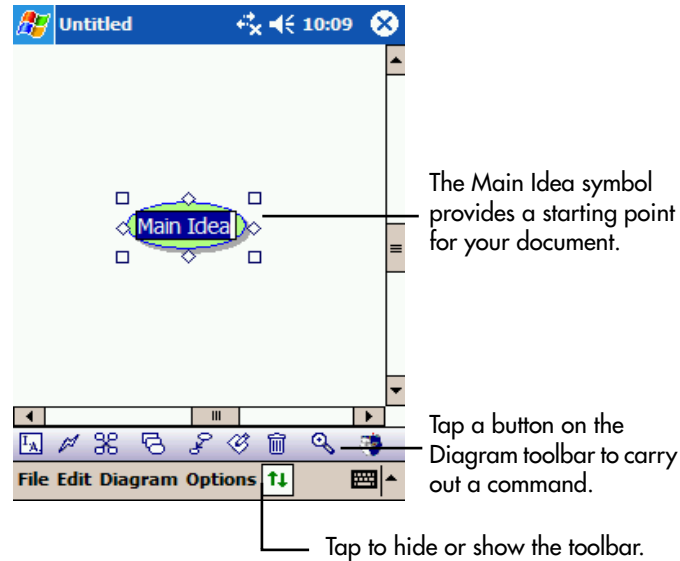


Go to the Programs screen on your handheld. To start Inspiration, tap the Inspiration icon.

A new untitled document opens in Diagram View.

Introducing Diagram View

Inspiration opens in Diagram View where you process, organize and prioritize information visually. Key functions are available on the Diagram toolbar at the bottom of the screen.

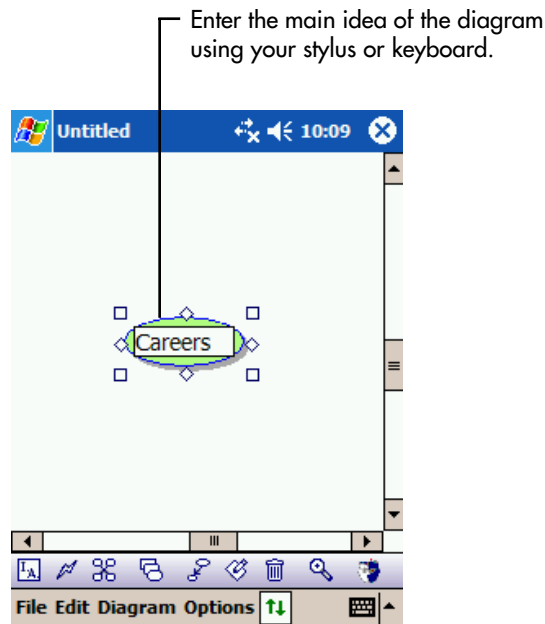


Entering the main idea or topic

When you open Inspiration, a symbol appears in the center of the screen, with the placeholder text, *Main Idea*, selected. It's easy to get started—just enter a topic.

- Using your stylus or keyboard, enter the diagram topic, **Careers**.

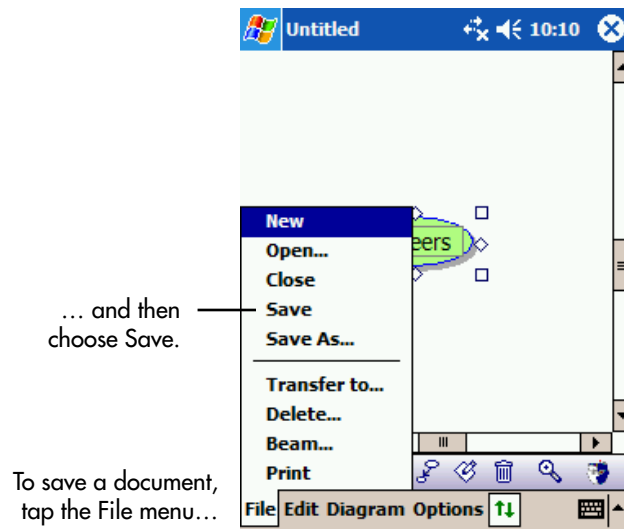
This is what your diagram looks like now.



Saving the document

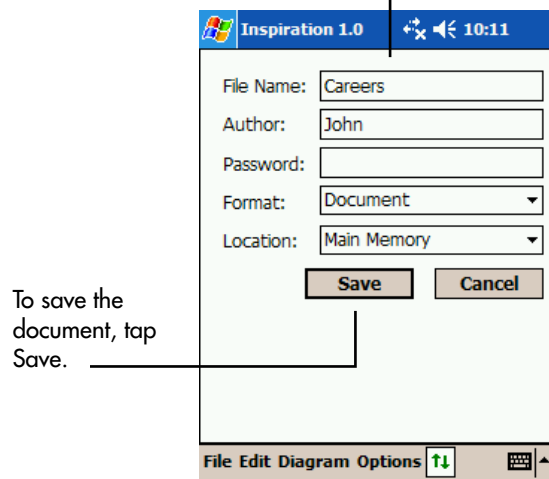
You should save your work often so you don't lose any changes if the handheld quits unexpectedly. The first time you save, you enter a name for the document.

1. On the **File** menu, choose **Save**.



Inspiration suggests a document name based on your main idea, *Careers*.

Inspiration suggests a document name based on your main idea.



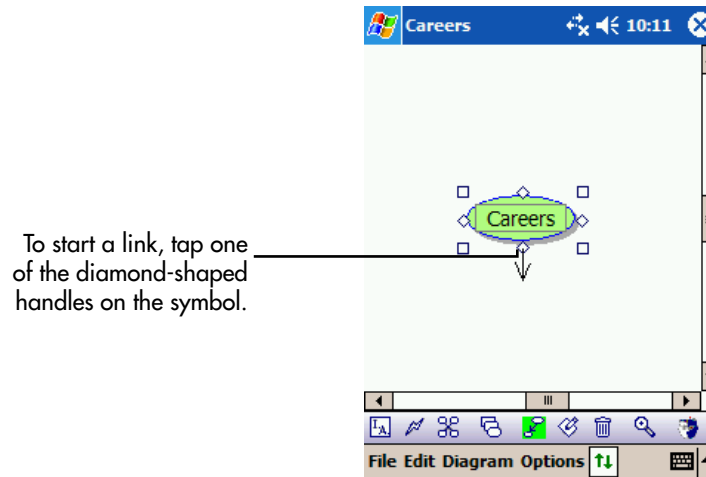
2. Tap **Save** to save the document.

Inspiration returns to your document. The title bar says *Careers*, and the *Careers* symbol is selected.

Starting a link

It's easy to start a link. Select a symbol, and then tap any one of the symbol's diamond-shaped handles. You'll see a link arrow when you tap a handle.

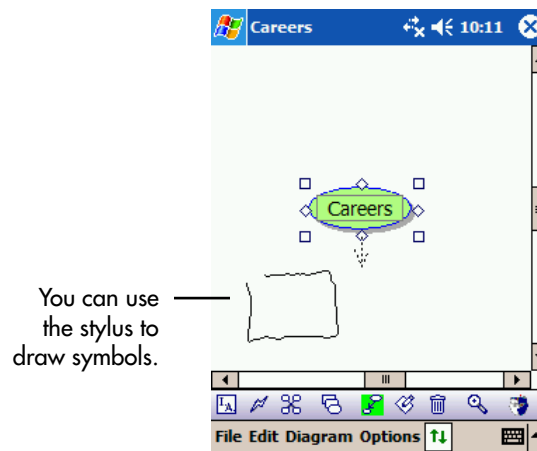
- Tap the diamond-shaped handle at the bottom of the *Careers* symbol.
A flashing arrowhead appears on the handle.



You can create a link to another symbol by dragging the arrowhead. Or, you can create another symbol, and Inspiration will automatically create a link to the new symbol.

Drawing a symbol using the stylus

1. Below, and to the left of the *Careers* symbol, draw a rectangle using the stylus.

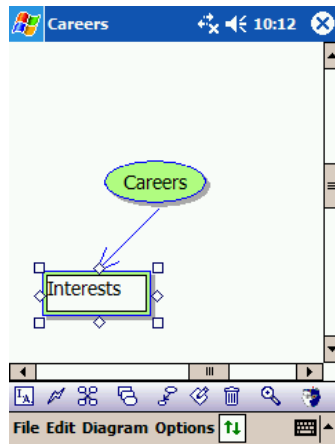


Inspiration creates a new, rectangle-shaped symbol. The link on the *Careers* symbol automatically connects to the new symbol.

2. Select the new, rectangle-shaped symbol and enter **Interests**.

Tip: To select a symbol, tap it. You know the symbol is selected when the selection handles appear.

This is what your diagram looks like now.




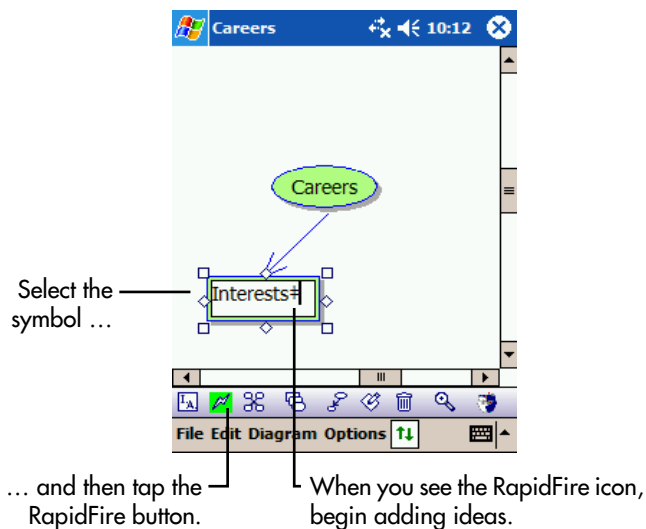
Using the RapidFire® tool to brainstorm ideas

The RapidFire® tool is great for brainstorming. You can use it to capture ideas as quickly as you think. A return enters each new idea as a separate symbol—connected to the original symbol.

1. With the *Interests* symbol selected, tap the **RapidFire** button on the **Diagram** toolbar.



The RapidFire icon  appears in the symbol to show you the tool is turned on. You're ready to begin adding ideas.





2. Enter **Writing**, and then enter a return.
3. Enter **Poetry**, and then enter a return.
4. Enter **Travel**.

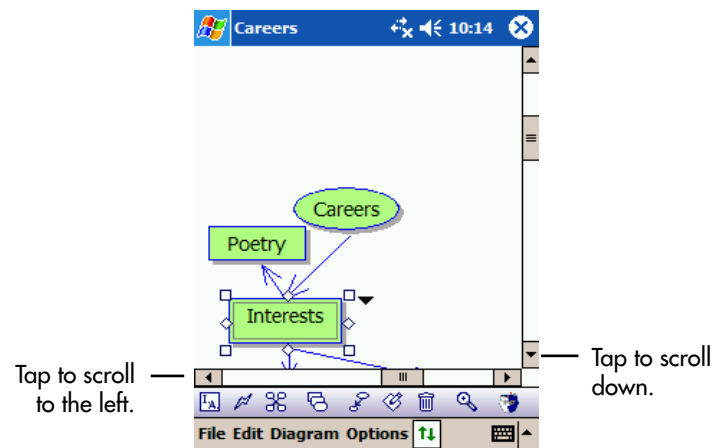
5. To turn off RapidFire, tap the **RapidFire** button on the **Diagram** toolbar.

Inspiration creates three new symbols, one for each idea you entered. All the ideas are connected to the original idea, *Interests*. In the next steps, we will adjust the position of the diagram so you can see all the symbols.

Adjusting the position of symbols in the diagram

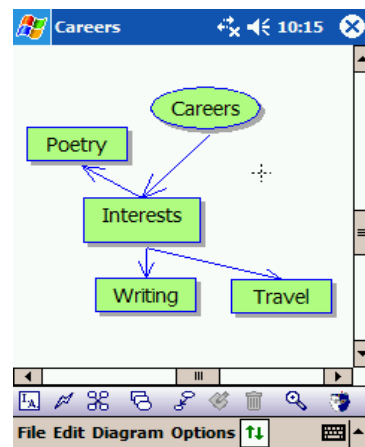
You can select a symbol, and then drag it to a new position. You also can use the scroll bars to adjust the diagram on the screen.

1. Use the scroll bars to fit the diagram in the window. Tap  to scroll down. Tap  to scroll to the left.



2. Select the *Poetry* symbol, and then drag it up and to the left slightly.
3. To the right of the *Careers* symbol, tap on the background of the diagram so no symbols are selected.

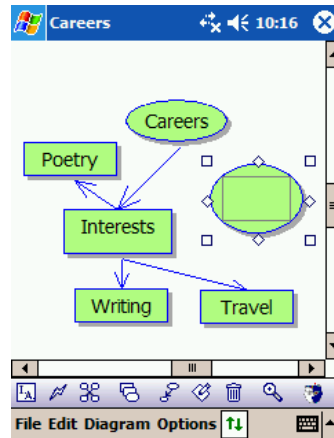
Now the diagram looks like this.



Adding ideas by drawing symbols

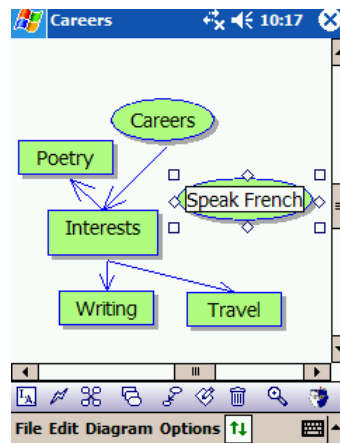
To add further detail to the diagram, you can continue to sketch out ideas. Inspiration recognizes several basic shapes, including ovals and rectangles.

1. To the right of the *Interests* symbol, draw an oval using the stylus.
Inspiration creates a new oval-shaped symbol.



2. Enter **Speak French**.

Now your diagram looks like this.



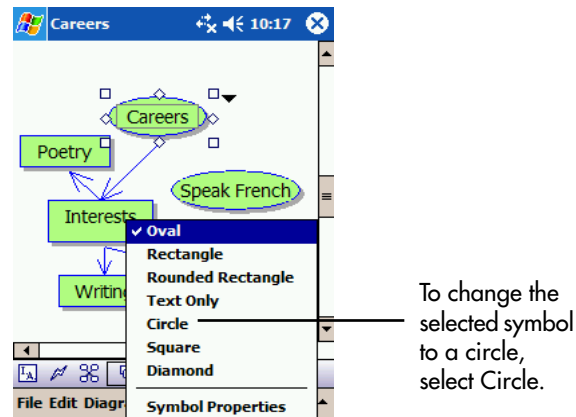
Changing the look of symbols

The Symbol Properties tool on the toolbar allows easy formatting of symbols.

1. Select the *Careers* symbol.
2. On the **Diagram** toolbar, tap the **Symbol Properties** button.



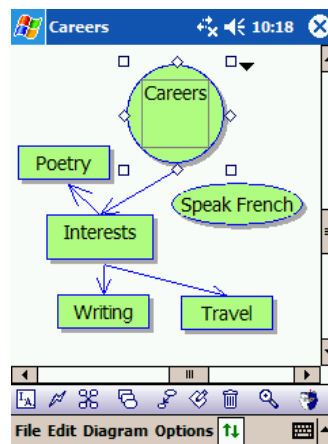
3. On the list, select **Circle**.



The *Careers* symbol becomes a circle.

4. Drag the *Careers* symbol up. Use the scroll bars to adjust the view so you can see the whole *Careers* symbol on the screen.

Now the diagram looks like this.



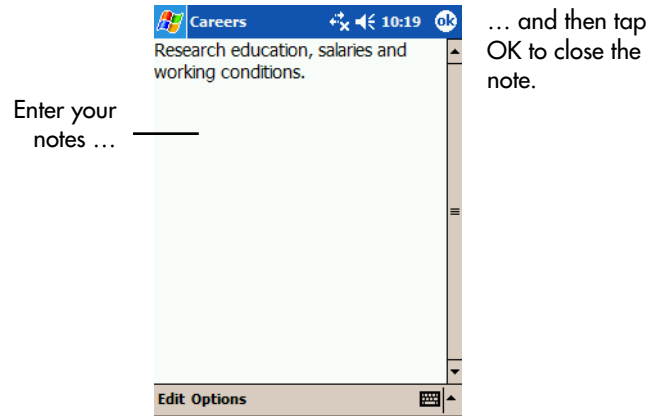
Adding notes to your ideas

To expand on an idea, you can add a note to a symbol. Notes let you begin the writing process by entering detailed information into the diagram.


1. With the *Careers* symbol selected, click the **Note** button on the **Diagram** toolbar.



2. Enter **Research education, salaries and working conditions.**




3. To close the note tap **OK**.

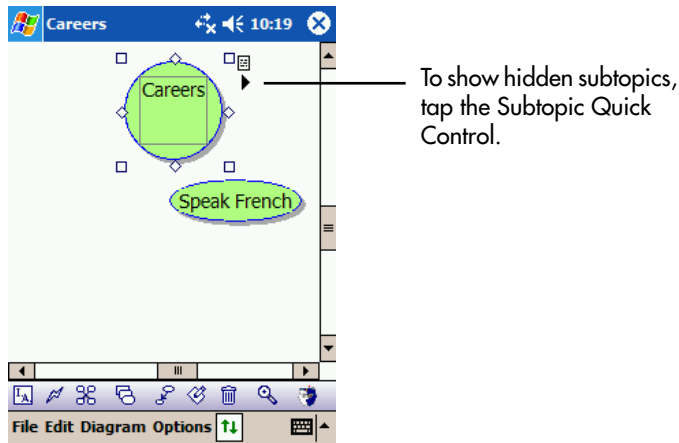
Tip: A Note Quick Control  appears on the symbol. To edit the note, tap the Note Quick Control to open the note.

Hiding and showing subtopics

The Subtopic Quick Control makes it easy to hide and show a symbol's subtopics.

1. With the *Careers* symbol selected, tap the **Subtopic Quick Control** .

Inspiration hides the subtopics for the *Careers* symbol. Now the diagram looks like this.



2. Tap the **Subtopic Quick Control**  to show the subtopics again.

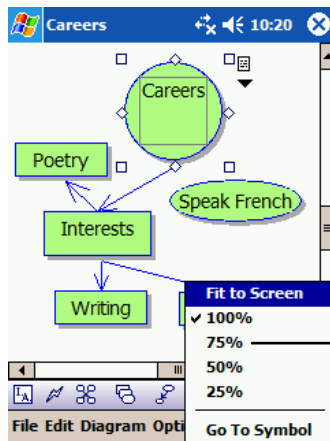
Zooming in and out

A variety of zoom options gives you the ability to fit more information onto the screen.

1. With the *Careers* symbol selected, tap the **Zoom** button on the **Diagram** toolbar.

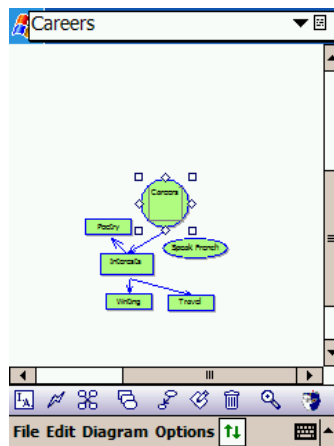


2. A menu of zoom options appears. Select **50%**.



To change the view, select a percentage on the Zoom menu.

Inspiration reduces the diagram to 50 percent of its size. Now the diagram looks like this.

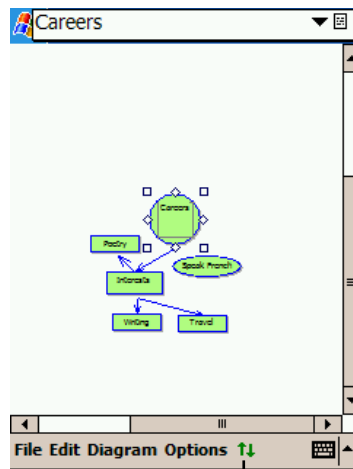



Hiding or showing the toolbar


You can create a larger workspace by hiding the toolbar.

1. To hide the toolbar, tap on the menu bar.

Now the screen looks like this.

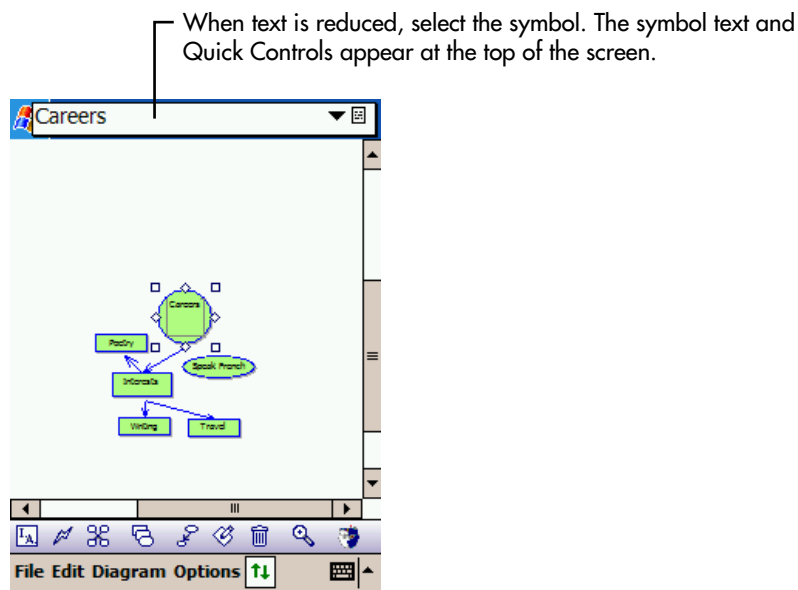


To show the toolbar, tap the  button again.

2. To show the toolbar again, tap  on the menu bar.

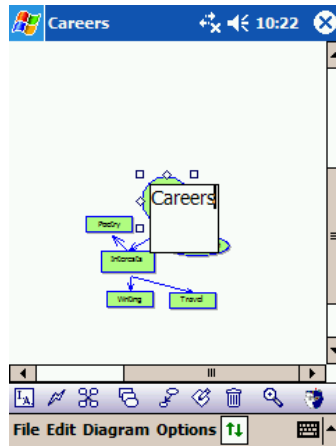
Reading and editing text in reduced view

1. To read or edit text that is reduced, select the symbol. The symbol's text and Quick Controls appear at the top of the screen.



2. Tap the text at the top of the screen to edit it.

Inspiration magnifies the text in the symbol so you can read and edit it.



3. Tap the *Careers* symbol again to select it.

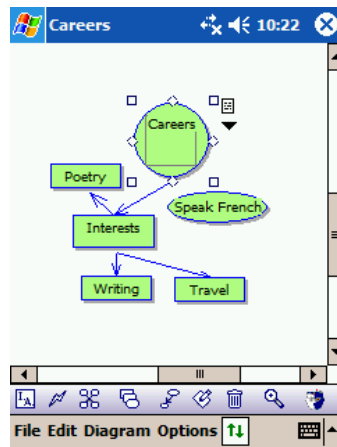
Fitting the entire diagram on the screen

1. On the **Diagram** toolbar, tap the **Zoom** button.



2. On the **Zoom** menu, select **Fit to Screen**.

Inspiration sizes the diagram so it fits on the screen.



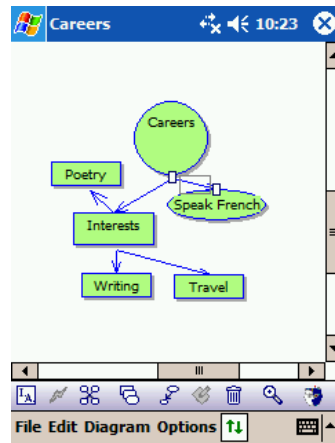
Connecting ideas using the Link Symbols tool

You use the Link Symbols tool to connect ideas and show relationships between symbols. Though you can create links manually by tapping a link handle on a symbol, the Link Symbols tool is especially useful for creating multiple links or for working with a diagram in reduced view.

1. With the *Careers* symbol selected, tap the **Link Symbols** button on the **Diagram** toolbar.



2. To create a link to the *Speak French* symbol, tap the *Speak French* symbol. Inspiration creates a link. Now your diagram looks like this.



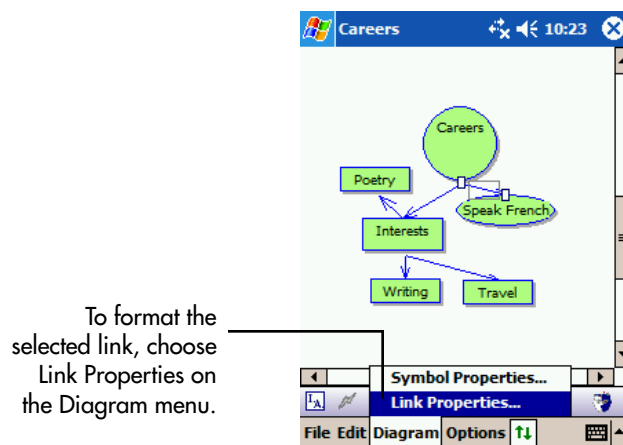
With the Link Symbols tool turned on, you can continue creating links by selecting a symbol, and then selecting the symbol you want to create a link to.

3. To turn off the Link Symbols tool, tap the **Link Symbols** button again.

Changing the look of your links

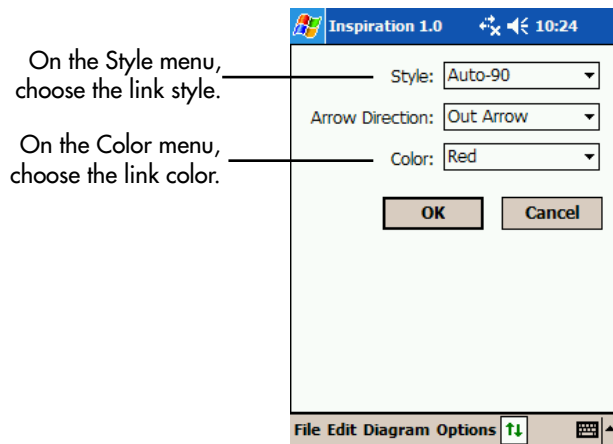
The Link Properties command allows easy formatting of links.

1. Select the link you just created between the *Careers* symbol and the *Speak French* symbol.
2. On the **Diagram** menu, choose **Link Properties**.



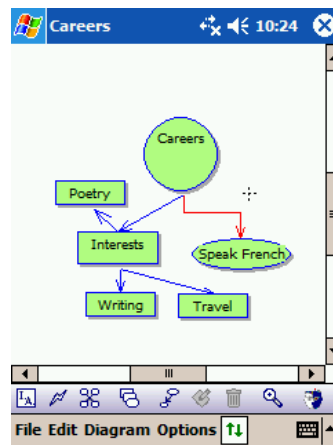
3. On the **Style** menu, select **Auto-90**.

4. On the **Color** menu, select **Red**.



5. Tap **OK**, and then tap on the background of the diagram so nothing is selected. The selected link becomes a red link with a 90-degree angle. Now your diagram looks like this.

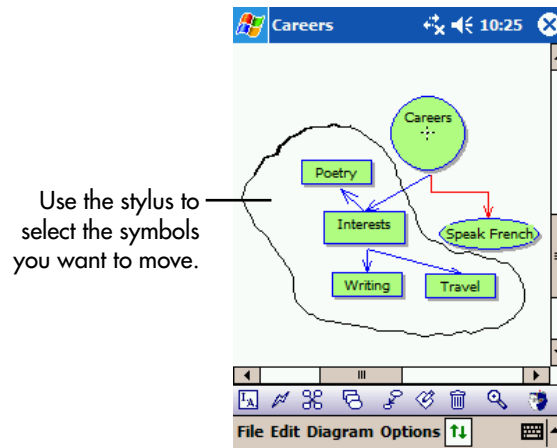
Tip: If you can't see the angle in the link, drag the *Careers* symbol up to give the link more room.



Selecting and moving multiple symbols

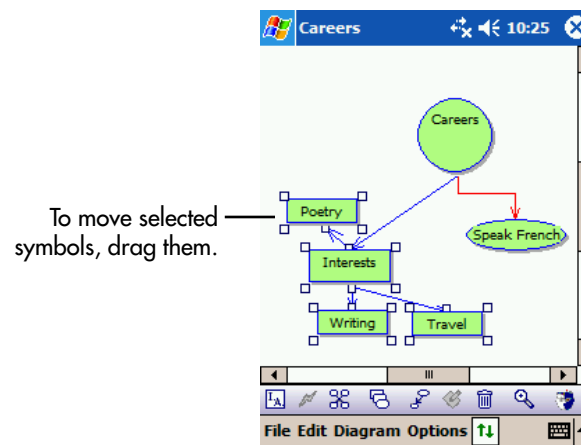
Using the stylus, you can select and rearrange symbols and links.

1. To select the *Interests*, *Poetry*, *Writing* and *Travel* symbols, use the stylus to lasso the symbols. Take care not to lift the stylus until you close the lasso where you began.



The *Interests*, *Poetry*, *Writing* and *Travel* symbols are selected.

2. Using the stylus, drag the selected symbols to the lower left so the diagram looks like this.



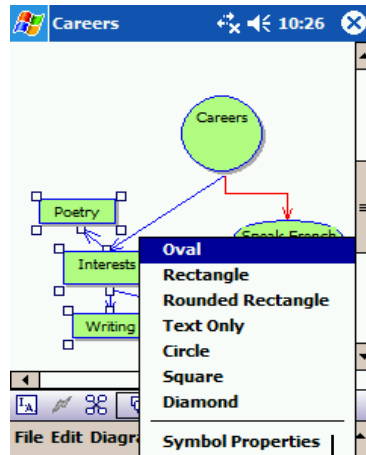
Changing the look of multiple symbols

Selecting symbols using the stylus is also an easy way to format a group of symbols. Let's change the attributes of the selected symbols.

1. With the *Interests*, *Poetry*, *Writing* and *Travel* symbols selected, tap the **Symbol Properties** button on the **Diagram** toolbar.



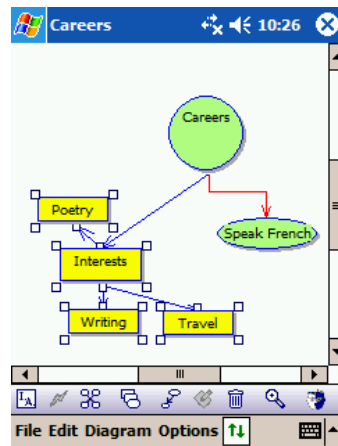
2. Select **Symbol Properties**.



To change the look of selected symbols, choose Symbol Properties.

3. On the **Fill Color** menu, select yellow, and then tap **OK**.

The fill color of the selected symbols becomes yellow.



Go to a specific symbol in the diagram

You can quickly locate a specific symbol in your diagram.

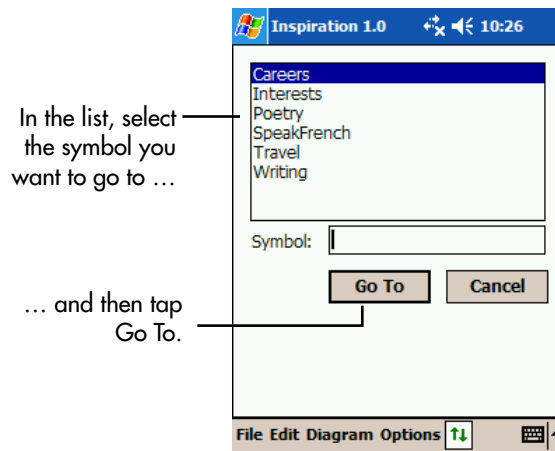
1. On the **Diagram** toolbar, tap the **Zoom** button.



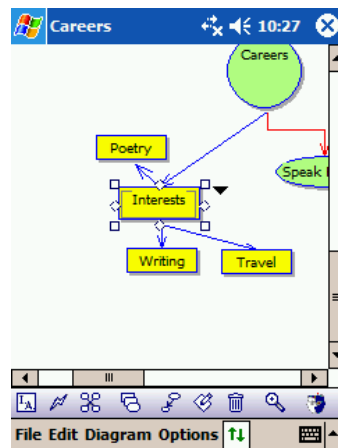
2. On the **Zoom** menu, choose **Go To Symbol**.

3. In the list, tap **Interests**, and then tap **Go To**.

Tip: To find a symbol in the list, enter the first few characters of the symbol's text in the **Symbol** field at the bottom of the screen.



Inspiration centers the *Interests* symbol on the screen.



Saving your document

1. On the **File** menu, choose **Save**.
2. If you have made changes to the document, Inspiration asks you if you want to save changes. Tap **Save**.

Closing your document

You can close a document and continue to work in Inspiration.

To close a document:

1. On the **File** menu, choose **Close**.

If you made changes to the document, Inspiration asks if you want to save those changes. Tap **Save** to save your changes and close your document.

The Inspiration main screen appears.



Congratulations! You've completed Mini-Lesson One. You can take a break or continue to the next lesson where you'll work with ideas in Outline View.

Mini-Lesson Two: Working with ideas in Outline View

In this lesson you'll work with the diagram you created in the first mini-lesson. In this lesson you will learn how to:

- Open an existing document
- Switch to Outline View
- Add topics
- Select and move topics
- Change the prefix labels

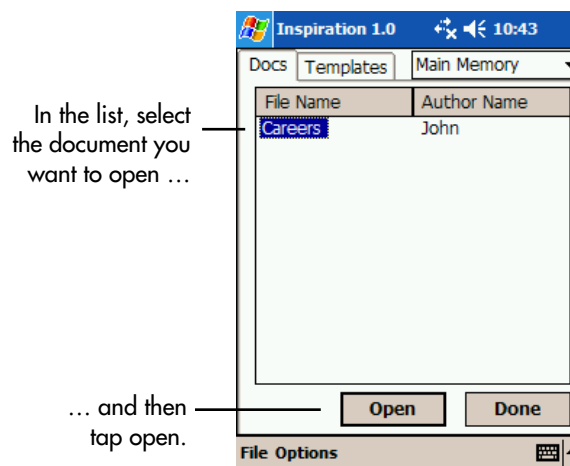
Opening an existing document

To begin this lesson, we'll open the document we created in Mini-Lesson One.

1. On the Inspiration main screen, tap **Open**.



2. In the **Docs** list, tap **Careers**.



The document opens with the *Interests* symbol selected.

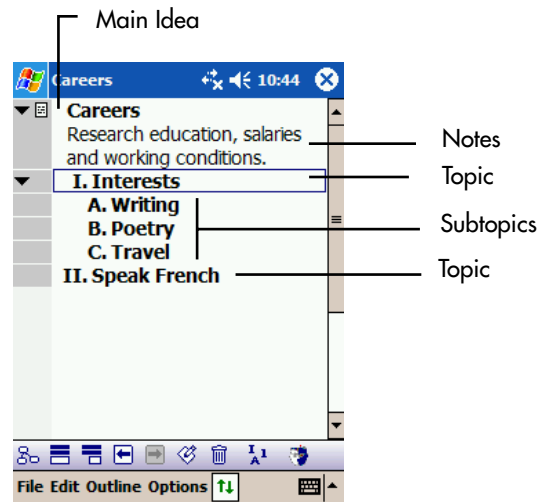
Switching to Outline View

The integrated Outline View offers a framework for organizing and expanding ideas into well-developed essays and reports.

- With the *Interests* symbol selected, tap the **Outline View** button on the **Diagram** toolbar.



All symbols from the diagram appear as topics in the outline. Notes text is also visible in Outline View.



Adding topics

You can add new topics to the outline, just as you added new symbols in Diagram View.

1. With *Interests* selected, tap the **Add Topic** button on the **Outline** toolbar.



Tip: To select a topic, tap to the left of the topics prefix. The selection box around the topic shows you when a topic is selected.

A new topic is added at the same level and below *Interests*.

2. Enter **Volunteer work**.

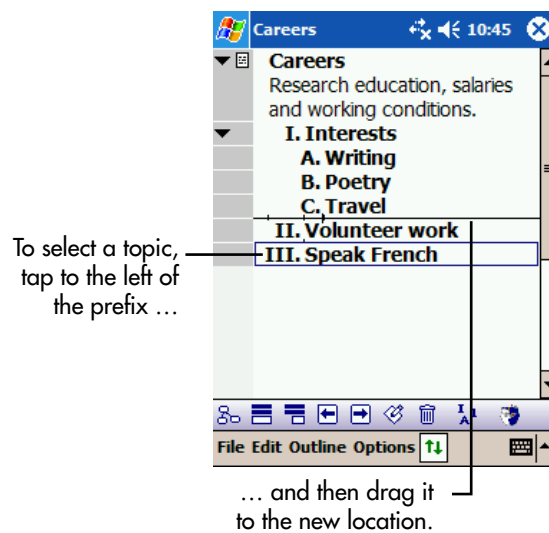
Now the outline looks like this.



Selecting and moving topics

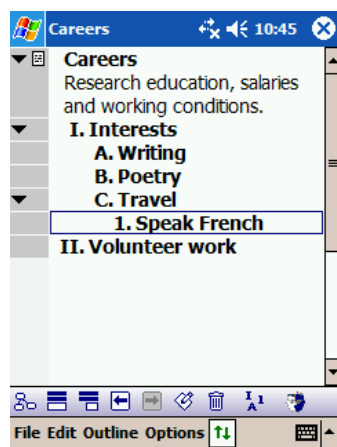
It's easy to rearrange and organize ideas in Outline View. You can drag topics up, down, to the right and to the left.

1. Tap to the left of the *Speak French* topic to select it.
2. Drag it up so it is directly below the *Travel* topic.



3. Now, drag the *Speak French* topic to the right so it is a subtopic of *Travel*.

This is what the outline looks like now.

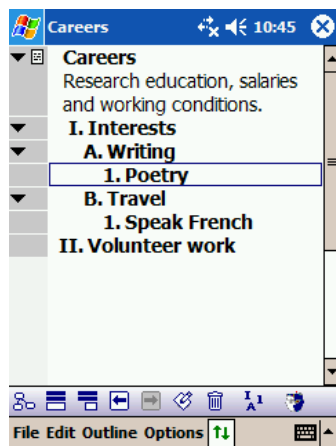


You also can use the Move Left and Move Right buttons on the Outline toolbar to change the hierarchy of topics.

1. Select the *Poetry* topic.
2. Tap the **Move Right** button on the **Outline** toolbar.



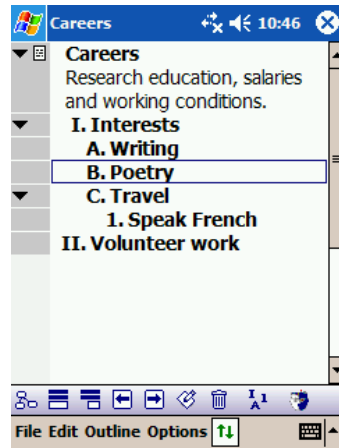
Poetry becomes a subtopic of *Writing*. Now the outline looks like this.



3. Tap the **Move Left** button to move the topic back to the same level as *Writing*.



Now the outline looks like this.



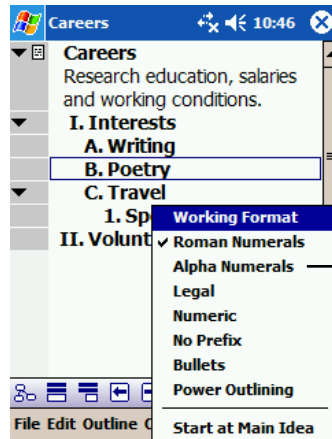
Changing the prefix labels

Prefix labels let you list topics in a variety of formats.

1. On the **Outline** toolbar, tap the **Prefix** button.

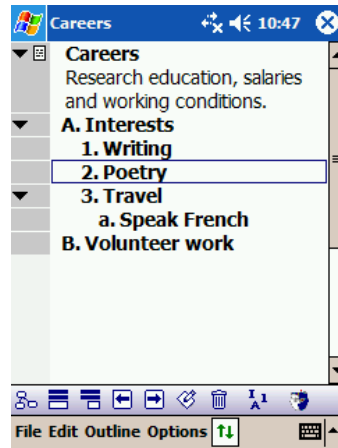


2. Select **Alphanumerals**.



To change the prefix labels, select a prefix style in the list.

Now the outline looks like this.



Congratulations! You've completed Mini-Lesson Two. You can take a break or continue to the next lesson where you'll learn some of the more advanced features of Inspiration.

If you want to take a break, close the *Careers* document by choosing **Close** on the **File** menu. When Inspiration asks you if you want to save changes, tap **Save**.

Mini-Lesson Three: Completing and sharing documents

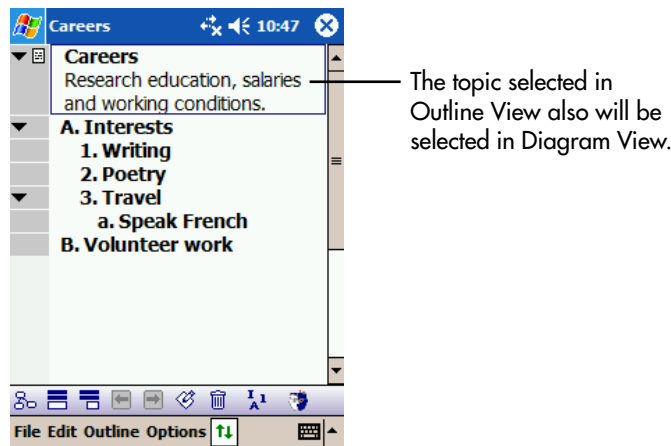
In this lesson you will return to Diagram View and continue working with the *Careers* document you worked with in Mini-Lessons One and Two. In this lesson you will learn how to:

- Switch to Diagram View
- Save a document as a template
- Add a password to a document
- Beam a document from your handheld to another handheld
- Transfer a document to a word processor
- Move a document from your handheld to a desktop computer
- Move a document from your desktop computer to your handheld

Switching to Diagram View

Because Outline View and Diagram View are integrated, you can switch between Diagram View and Outline View at any time.

1. Select the *Careers* topic.



2. To switch to Diagram View, tap the **Diagram View** button on the **Outline** toolbar.

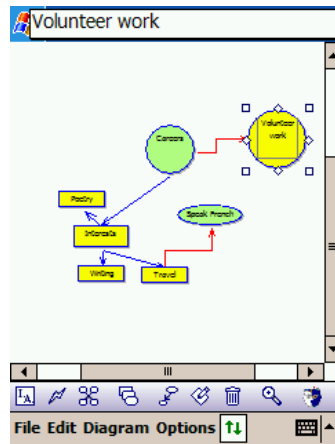


3. On the **Diagram** toolbar, tap the **Zoom** button, and then select **Fit to Screen**.

The changes you've made in Outline View appear in Diagram View. *Volunteer Work* is connected to the *Careers* symbol. *Speak French* is now a subtopic of *Travel*.

4. To make the link between *Careers* and *Volunteer Work* more visible, drag *Volunteer Work* to the right.

Now the diagram looks like this.



Saving a document as a template

You can save a document as a template. If your handheld has an expansion card, you also can save a document to an expansion card.

1. On the **File** menu, choose **Save As**.
2. Enter the following:
 - In the **File Name** field, enter **Careers Template**.
 - In the **Author** field, enter **your name**.
3. On the **Location** menu, choose where you want to save the document (for example, on your handheld or on an expansion card).
4. On the **Format** menu, choose **Template**.
5. Tap **Save**.

An untitled document opens based on the *Careers Template* you created.

6. On the **File** menu, choose **Close** to close the untitled document.

Opening a template

Now, we'll open the template you created.

1. From the Inspiration main screen, tap **Open**.
2. On the **Templates** list, tap **Careers Template**.

An untitled document opens based on the *Careers Template*.
3. On the **File** menu, choose **Save**.
 - In the **File Name** field, enter **Careers**.
 - In the **Author** field, enter **your name**.
4. On the **Location** menu, choose where you want to save the document (for example, on your handheld or on an expansion card).
5. Tap **Save**.

6. When Inspiration asks you whether you want to replace the existing *Careers* document, tap **Replace**.

Adding a password to a document

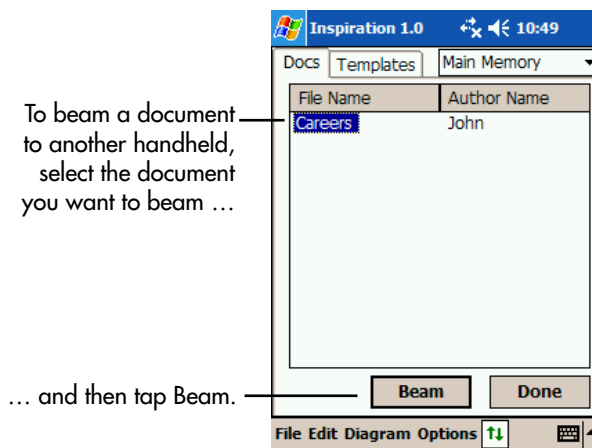
When you save a document, in addition to adding an author name, you can add a password. Only people who have the password can open, delete, beam or edit the document. A password ensures other users won't accidentally delete a document in situations where people share handhelds. Let's add a password to the *Careers* document.

1. On the **File** menu, choose **Save As**.
2. In the **Password** field, enter **ok**.
The password can be up to 8 characters. You can use numbers and letters.
3. Tap **Save**.
4. When Inspiration asks you whether you want to replace the existing *Careers* document, tap **Replace**.

Beaming a document to another handheld

You can beam a document on your handheld to another handheld.

1. On the **File** menu, choose **Beam**.
2. Follow any specific instructions (minimum distance, for example) for beaming a document on your handheld.
3. In the **Docs** list, tap **Careers**, and then tap **Beam**.



4. In the Enter Password dialog, enter **ok**, and then tap **OK**.
5. When the beam is complete, tap **Done**.

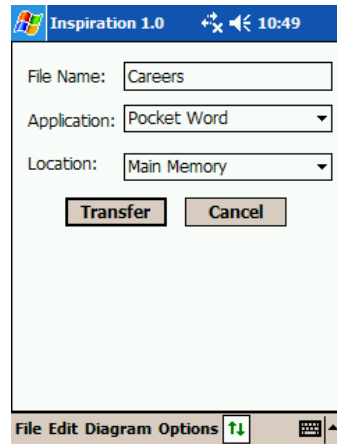
Transferring a document to a word processor

After you create a document in Inspiration, you can finalize it in a word processor. The Transfer To command automatically copies your work to TextMaker or Pocket Word.

1. On the **File** menu, choose **Transfer to**.

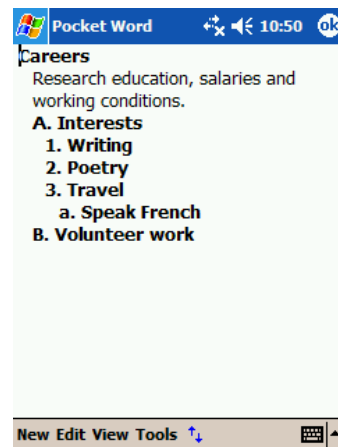
The name of the document appears in the **File Name** field.

2. On the **Application** menu, choose the word processor to which you want to transfer the document.



3. Tap **Transfer**.

The document opens in the word processor where you can edit and format the document.



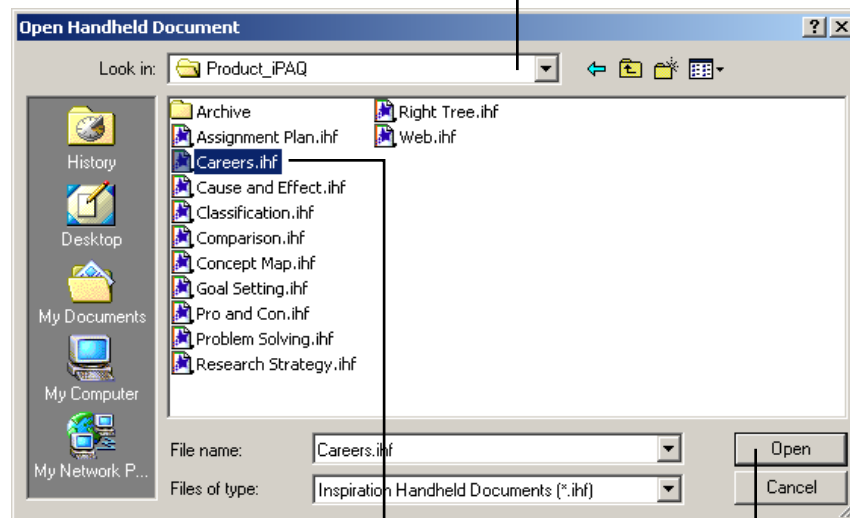
4. Tap **Done** to close the document.
5. To return to Inspiration, go to the **Programs** screen, and tap the **Inspiration** icon.

Moving an Inspiration document to a desktop computer

You sync with ActiveSync to move Inspiration documents between your handheld and desktop computer. If you are unfamiliar with syncing, take a moment to review this procedure using the documentation that came with your handheld.

1. Follow the syncing procedure for your handheld.
2. On the desktop computer, start Inspiration 7.6 (or later)
3. On the **File** menu, point to **Handheld**, and then choose **Open from Sync**.
The **Open Handheld Document: Inspiration** dialog box appears.
4. Select the handheld where you created the document.
5. To open the document, select it in the list, and then click **Open**.

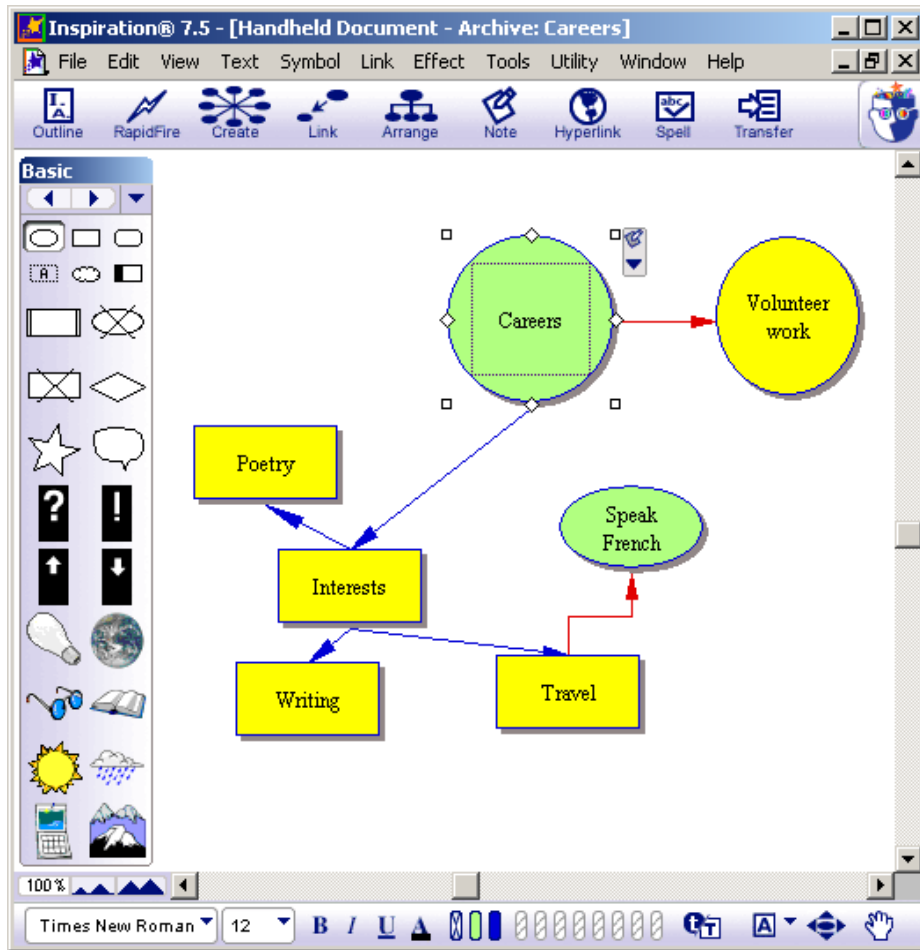
Select the handheld where you created the document.



Select the document you want to open. . .

. . . and then click Open.

6. Enter the password, **ok**, to open the document.
The document opens in Inspiration.



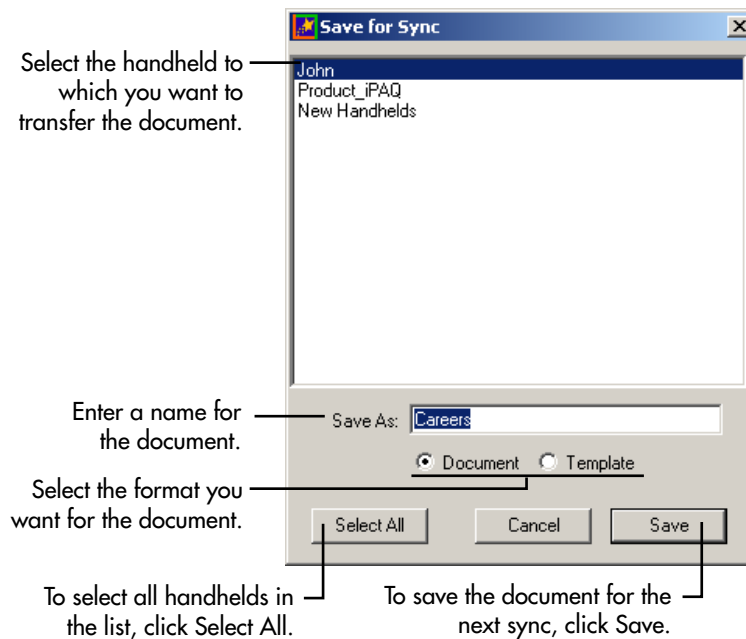
Moving a document from a desktop computer to your handheld

It's also easy to move selected Inspiration documents on your desktop computer to one or more handhelds. In the next procedure we will move the *Careers* document you just opened.

To move a document from a desktop computer to a handheld:

1. On the **File** menu, point to **Handheld**, and then choose **Save for Sync**.

The **Save for Sync** dialog box appears.



2. In the list, select the handhelds to which you want to transfer the document.
To select all handhelds, click the **Select All** button.
3. In the **Save As** box enter a name for the document, **Careers Two**.
4. To save the document for the next sync, click **Save**.
5. Follow the syncing procedure for your handheld (or handhelds).
6. On the handheld, start Inspiration. On the **File** menu, choose **Open** and select **Careers Two** in the document in the list.

Congratulations! You've completed the Inspiration for Pocket PC Quick Start tutorial. You are now ready to use the power of visual learning to develop all of your great ideas!