

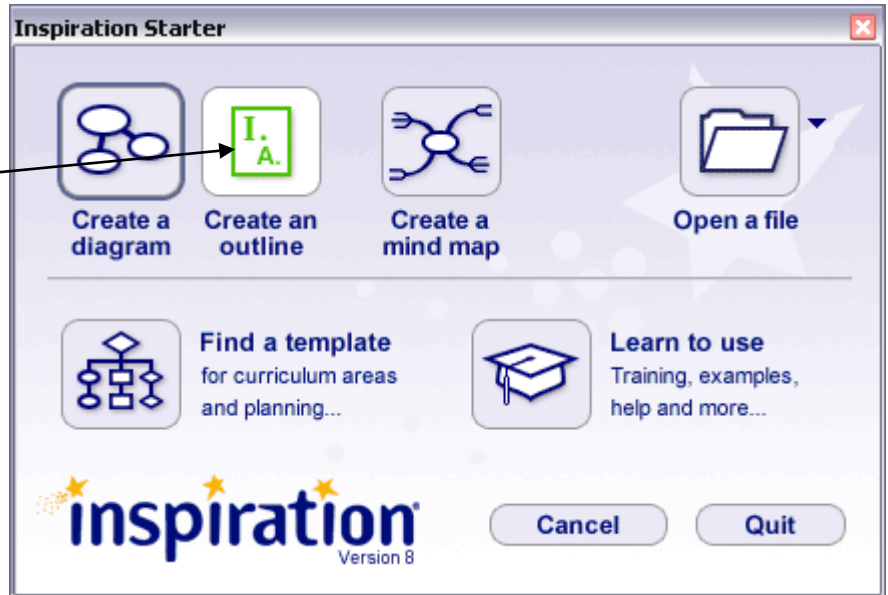


# Inspiration®

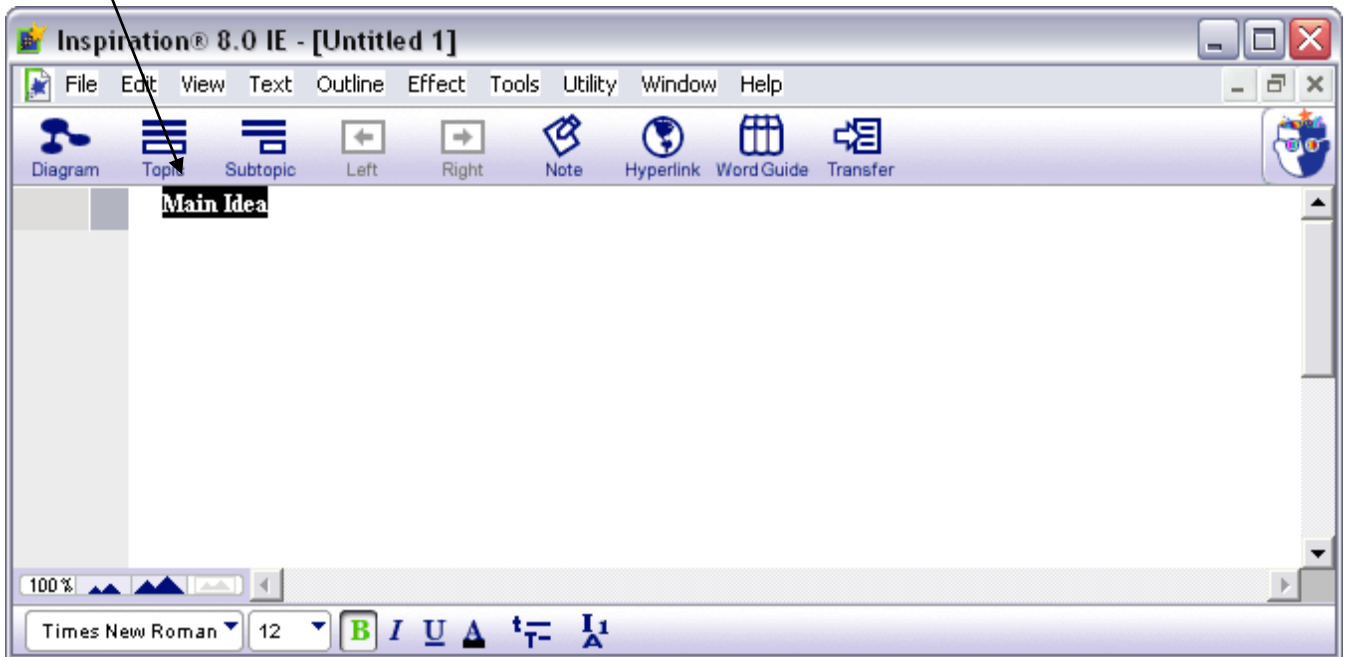
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## Create an Outline

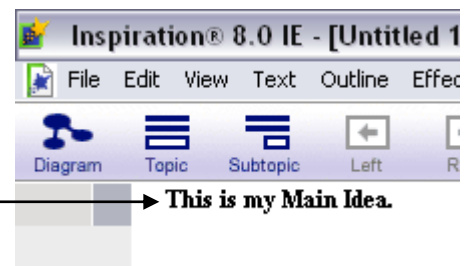
From the Inspiration Starter Panel, choose **Create an Outline**.



The Outline window opens. It is a blank page, with the words "Main Idea", highlighted in the top left-hand corner.



Just start typing to replace the words "Main Idea" with your own main idea.



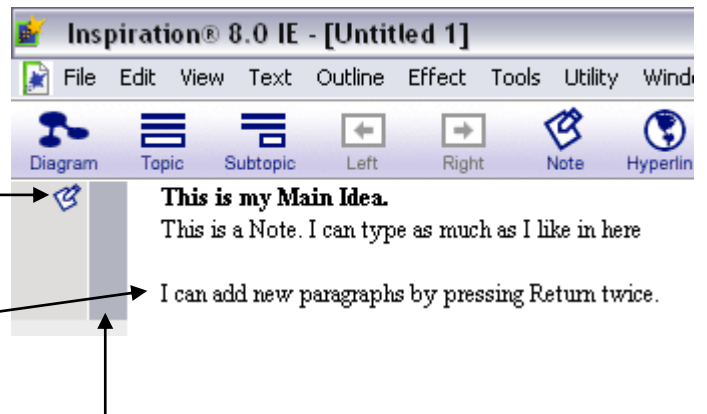
## Adding a Note to your Outline

To add a Note, containing as much information as you want to type, press Return.

The Note symbol appears in the margin to show you that your idea has a Note under it.

Add new paragraphs to your note by pressing Return twice every time you need one.

A darker grey stripe appears down the side as you add more rows of information, to indicate the length of your note.

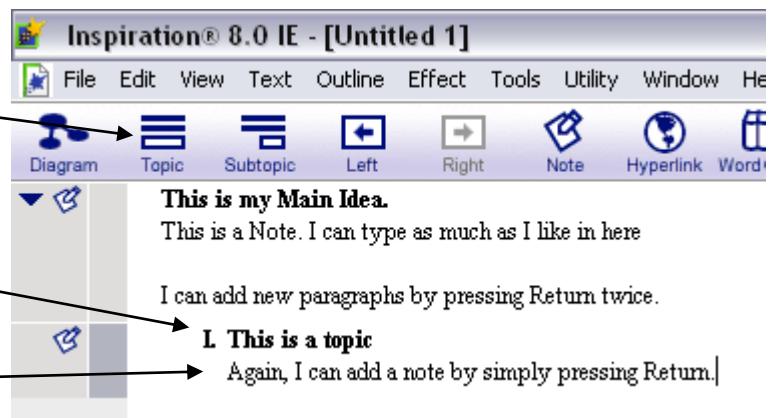


## Creating Topics and Subtopics

Click Topic to create a Topic related to the main idea.

Topics are indicated by roman numerals. Just start typing to add a title for your Topic, as you did for the Main Idea.

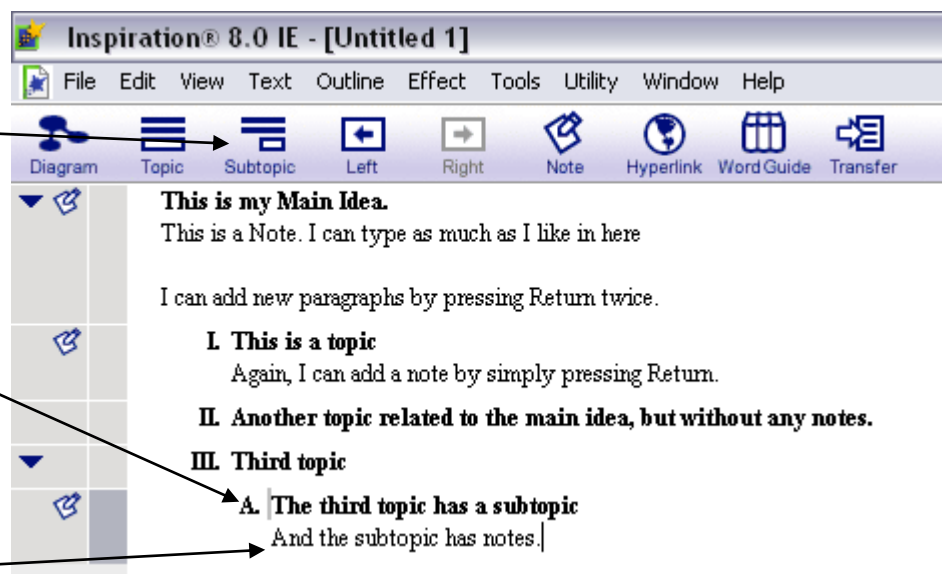
Again, simply press Return to add a Note to the Topic.



Click Subtopic to create a subtopic related to the previous topic.

Subtopics are indicated by letters.

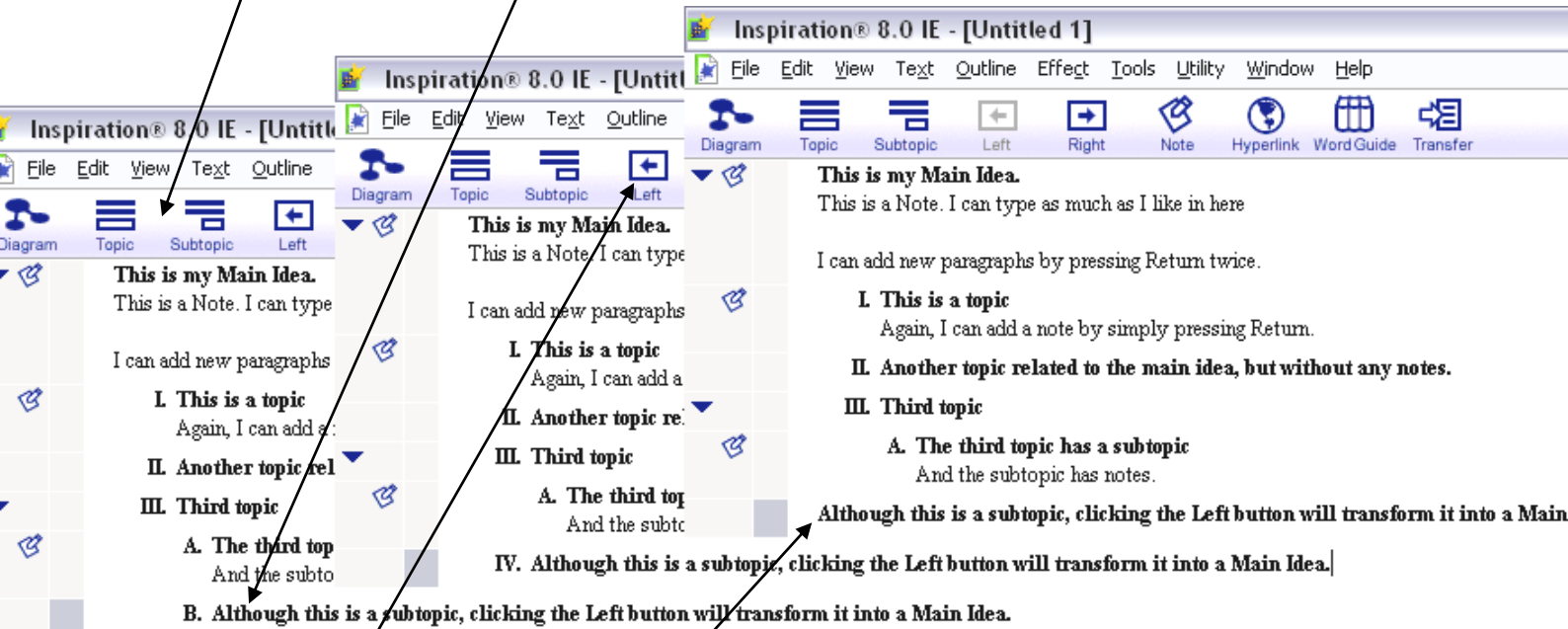
As ever, press Return to add a Note.



But you must always click Topic and Subtopic to add new Topics and Subtopics.

## Promoting or Demoting Topics and Subtopics

Click Topic or Subtopic, and type in your idea.



Click the Left icon until the letters or roman numerals indicating the topic or subtopic have disappeared.



Moving a Topic or Subtopic left is known as Promoting.



You can also Demote a Topic or Subtopic by clicking the Right icon.

**NB:** You cannot Demote your original Main Idea.

## Outline or Diagram?



An Outline view is available for both Diagrams and Mind Maps – just click the Outline icon to from Diagram or Mind Map to see the Outline View.



However, if you choose to start with Outline View, the corresponding Diagram link will only show you a diagram of your outline, not a Mind Map.

It is much easier to add notes to your ideas and topics using Outline view – but if you prefer a more graphical working environment, Outline view may be difficult to use.



For best results, start with either Diagram or Mind Map and switch between it and Outline view whenever you need to add a long note.

## Transfer Your Outline to Word

When you have finished your Outline, you can save it, print it, or even transfer it to a word processor (MS Word) and turn it into an essay.



Click on the Transfer icon. Inspiration offers to transfer the entire Outline with a diagram of all your additional notes and information with it into a word processor by default.

However, you also have the option to remove elements of your Outline if you wish – simply click on the tick box to remove an item. If you change your mind, click it again to put it back. The graphic will alter accordingly, so you can see how it will look with your changes.

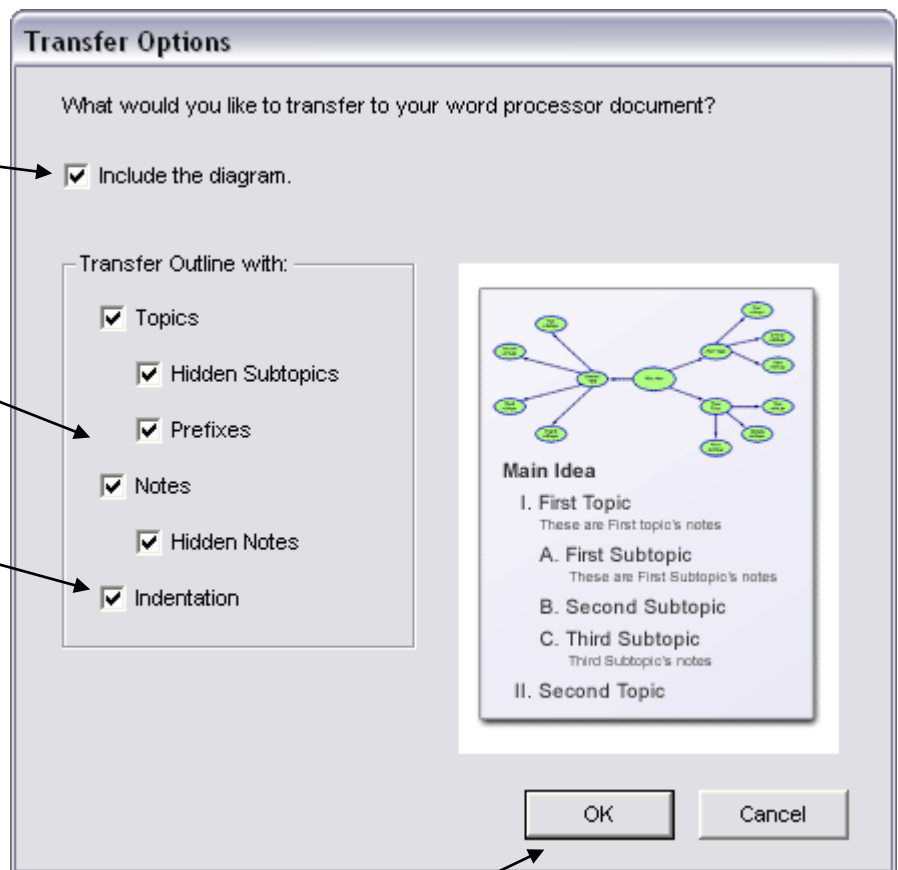
You can leave out the actual diagram, retaining only the information.

You can remove either the Topics or the Notes from the diagram outline, not both.

You can remove the indentation as well if you wish.

Don't worry if you're not sure what to include or omit. If in doubt, keep it. You can always delete it from your Word file later if you wish.

When you've decided which elements of your Outline you want to transfer to MS Word, click **OK**.



If you haven't already saved your Outline, Inspiration prompts you to do so now. Just click **OK**.

Inspiration now turns your Outline into a Word file of the same name, saved on your M: drive in the My Documents folder.