

## Inspiration Tips and Tricks

### Notes 2/19/03

1. Using **drawing tools**: Use the Change Drawing tool at the bottom of the screen (to the left of the nudge tool) to select text box or drawing shapes.
2. Use the **Effect** menu to choose Line thickness, dashed lines, fill patterns, etc.
3. **Grouping** links to move several at one time- Hold down the shift key and select the items that you want to group. Or use Edit, Select All to select all ideas at one time.
4. Use the **hand tool** to position your whole diagram.
5. Using the **nudge tool** to position individual objects precisely.
6. View, Quick Controls, **Always Show** to keep notes and subtopic icons available.
7. Edit, **paste date**.
8. View, **Header Footer**.
9. Tools, Show **Checklist**.
10. Help, **Inspiration Help**.
11. View, Notes- **Show All or Hide All** to keep out and open.
12. **Importing graphics** to your symbol library- see handout.
13. **Saving a diagram as a graphic** to use in other programs- PowerPoint, FrontPage, Word, etc- see handout.
14. Outline View- to **insert a subtopic chronologically**; make the Main Idea a box by clicking on it- use Outline- Insert Subtopic. Once the subtopic is inserted, click on it (so that it is in a box) and return to the Outline menu and choose Flip Down to replace in chronological order. See "Inserting a Higher Level Topic" in the help menu for more info. on this.
15. Open existing template and customize directions, main idea, etc. to make your own.
16. Use colors to enhance groupings.
17. To change the screen **background color**, right click on the screen and choose Back Ground Color- select a color.