Inspiration

1) Double click on *Inspiration* icon
2) To enlarge "Main Idea" box, click on large mountain icon at bottom left of screen
3) Delete the word "Main Idea" in the Main Idea box
4) Type in a main idea/topic
5) Single click on the *RapidFire* icon (a red lightening bolt will show up at end of main idea title
6) Begin typing in ideas related to topic and hit the **Enter** key with the input of each idea
7) To add ideas to other boxes, double click on the box, then repeat steps 5-6
8) To add a graphic to any box, just click on the box you want the graphic to go in, and then single click on the graphic
   a) The graphics box can be moved anywhere on the screen

9) <u>**When you are ready to arrange your ideas**</u>:
   a) To arrange ideas in a controlled format, single click on the *Arrange* icon
   b) Choose the format
   c) Click on OK

10) <u>**To Put your ideas into an outline**</u>:
    a) Single click on the *Outline* icon
    b) You can organize your ideas just by single clicking at the beginning of the line you want to change, then drag it to where you want it to go
    c) You can add any idea to your outline (topics, and subtobics, etc.) just by single clicking on the appropriate icons
    d) You can change main topics into subtopics and vice versa by single clicking on the **Left** and **Right** icons
    e) To go back to your diagram, single click on the **Diagram** icon

11) When your assignment is in the final Outline draft, print it to complete the final draft (using Microsoft Word, Write:OutLoud, etc.)

12) To save file to Microsoft Word, choose File, and than Export this will ask if you want the file saved in Microsoft Word. Choose Save. This will change the file to a doc. Extension. If your computer is hooked up to a printer you can print. If you need to save to the flash drive for printing purposes. You know can print your outline to a computer that is connected to a printer.