



Inspiration Help Sheet

TIP: After you change the size or font of text, click on New Look on the menu bar and all text will be the same.

1. Go to View and drag down to Page Lines -- this will show you the boundaries of a page.
2. Click on the Main Idea to type your title.
3. There are two ways to add "bubbles" to your Main Idea. One way is to use Rapid Fire which quickly adds ideas to your topic. The other is to use Create which lets you decide where you want to place your ideas.



To use RapidFire:

- type your main idea
- select the RapidFire button
- type your next idea
- press return
- continue adding topics, pressing return after each idea

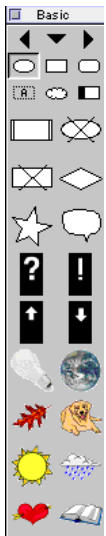


To use Create:

- type your main idea
- click the arrow to place your "bubble"
- type your idea



Tips:



This is the Symbol Palette. You are able to change shapes or pictures. If this is not showing, go to View and drag to Symbol Palette.

Printing Tips:

- To view before printing, go to File and drag to Print Preview.
- Go to 100 pop-up menu at the bottom left corner. Drag to Fit To Window.

How do I change my font, size, style, and alignment? Go to FORMAT on menubar and select desired option.

How do I change the color of my "bubbles" and text? Go to EFFECT on menubar and select Fill Color to change the "bubbles" or Text Color to change color of text. There are many other options in this category!

How do I insert a picture? Go to EDIT and drag down to Insert a Graphic and navigate to your folder. Choose the picture you want and Insert.

•• You will have to resize your picture by clicking on one of the handles and dragging it to the size you want.