



Training Checklist

Inspiration

DATE:	Tick when complete
Briefly outline purpose, benefits and usage	
Starting Inspiration Familiarisation of toolbars/screen Look at existing templates (map view and outline view) Look at hard copy mind maps	
Inspiration Views	
Diagram, Map and Outline view	
Creating Diagrams	
Start a New Diagram	
Entering your main idea in a diagram	
Adding ideas to your diagram	
RapidFire, Create Tool, click & type, The Symbol Palette	
Selecting Symbols/ Moving Symbols in a diagram	
Connecting ideas using Links	
Adding Text to a link	
Insert a symbol between two links	
Adding/edit Notes	
Working with your Diagram	
Increasing/Decreasing size of diagram	
Positioning a diagram in the window	
Hiding parts of a diagram	
Show/Hide Quick Controls	
Selecting all or parts of a diagram	
Editing	
Formating	
Import a graphic	
Insert a hyperlink	
Edit or delete hyperlink	
To turn automatic formatting of hyperlinks on or off	
Gathering hyperlinked files	
<i>Importing videos/sounds for symbols (optional)</i>	
<i>Playing a video/sound symbol(optional)</i>	
To resize a symbol	
Arranging a diagram using the Arrange tool	
Useful Information	
Creating an Outline	
Switching to Outline View from Diagram or Map View	
Develop your ideas in Outline View	
Add a Topic /Add Sub Topic/ Delete a Topic	
Add Notes	

Organising your outline	
Viewing parts of your outline	
Showing or hiding subtopics in an outline	
Showing or hiding notes in an outline	
Selecting	
Moving a topic by dragging it	
Change the LEVEL of a topic	
Changing the look of your outline	
Change Prefix Styles	
Creating a Mind Map	
The Main toolbar in Map View	
The Formatting toolbar in Map View	
Entering your central idea in Map View	
Adding Topics/sub topics to your mind map	
Add a topic at the same level	
RapidFire	
Adding symbols to a mind map	
Showing a connection (links) between two topics	
Adding notes to a mind map	
Working with your Mind Map	
Positioning objects on a Mind Map	
Aligning objects on a Mind Map	
To space objects evenly	
Detaching or attaching a branch on a Mind Map	
Formatting topics, branches, links & objects	
Output	
Exporting Inspiration Documents	
Saving an outline as a text file	
Saving a document as a Word Processing document	
Saving a document as PowerPoint slides	
Saving a diagram or mind map as a graphic	
Saving Inspiration documents as web pages	
Transferring a document to a Word Processor	
Looking up words using the Word Guide	
Spell Check	
Printing	
Setting Page Layout options	
Diagram/Mind Map view	
Outline View	
View Page lines	
To Print	

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Client