

Step-by-Step Creating an Outline Using Inspiration

In this Step-by-Step Card, you will use Inspiration to create an outline about yourself. With Inspiration you can easily create topics, subtopics, write notes, edit an outline's layout, and create a graphic representation of an outline.

Entering the main idea

- 1** Open the Inspiration application.
Read the tip of the day that appears, then click Close.
- 2** Switch to the Outline view by clicking the Outline button on the toolbar.



- 3** Type your main idea, "My Biography."
Press the Return key. The insertion point moves below your main idea. This is where you can write notes.

Adding topics

- 1** Click the Add Topic button on the toolbar.



A new topic is inserted below the main idea and is automatically assigned a prefix.

- 2** Type your first topic, "Work."
- 3** Click the Add Topic button again to add the second topic, and type "Fun."

- 4 Repeat step 3 again to add the third topic, “Family.”

TIP: To quickly add a topic at the same level at which you have been working, press ⌘-G.

Your outline should now look like this.

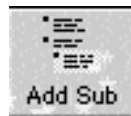
+ My Biography
I. - Work
II. - Fun
III. - Family

Adding subtopics

- 1 Select the topic “Work.”

TIP: Move the pointer onto the number of the selected topic until a crossbar appears, then click to place the rectangle around the top.

- 2 Click the Add Sub button on the toolbar.



A new subtopic is inserted below the selected topic. The subtopic is automatically indented and assigned a prefix.

- 3 Type a task that you perform at work.

TIP: To quickly add a new subtopic to your current subtopic, press ⌘-K.

- 4 Select the topics “Fun” and “Family,” and repeat steps 2 and 3 to add subtopics.

Moving topics

Dragging

First you’ll move a subtopic from “Work” to “Fun.”

- 1 Select a subtopic under “Work” that you want to move. While holding down the mouse button, drag the topic to the new location under the “Fun” topic.

A dotted rectangle appears where the topic will be moved. A dot in the upper-left corner of the rectangle indicates the new level of the moved topic. When you release the mouse button, the topic is moved.

Flipping up or down

Next move the topic “Fun” to the top of the outline.

- 1 Select the topic “Fun.”
- 2 Choose Flip Up from the Outline menu.

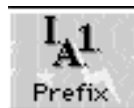
The topic “Fun” and all of its subtopics are now the first topic in your outline.

Changing properties

Next you’ll change the format of the outline.

- 1 Select Outline Properties from the File menu in the menu bar.
- 2 Click the Topic Font tab.
- 3 Select All Items.
- 4 Change the font and size to Times 14 point.
- 5 Click the Prefix tab.
- 6 Choose Numeric from the Prefix pop-up menu. Click OK.

TIP: You can also adjust the Prefix by clicking the Prefix button on the toolbar.



- 7 Save your outline.

Switching to storyboard view

- 1 Click the Diagram tool on the toolbar to view your storyboard as a diagram.



Any changes you make to your storyboard while viewing it as an outline are reflected in the storyboard.

- 2 When you’re done, quit the Inspiration application.