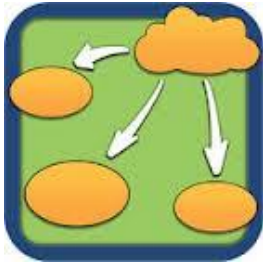


# Inspirations Mind Mapping SEA Training Manual

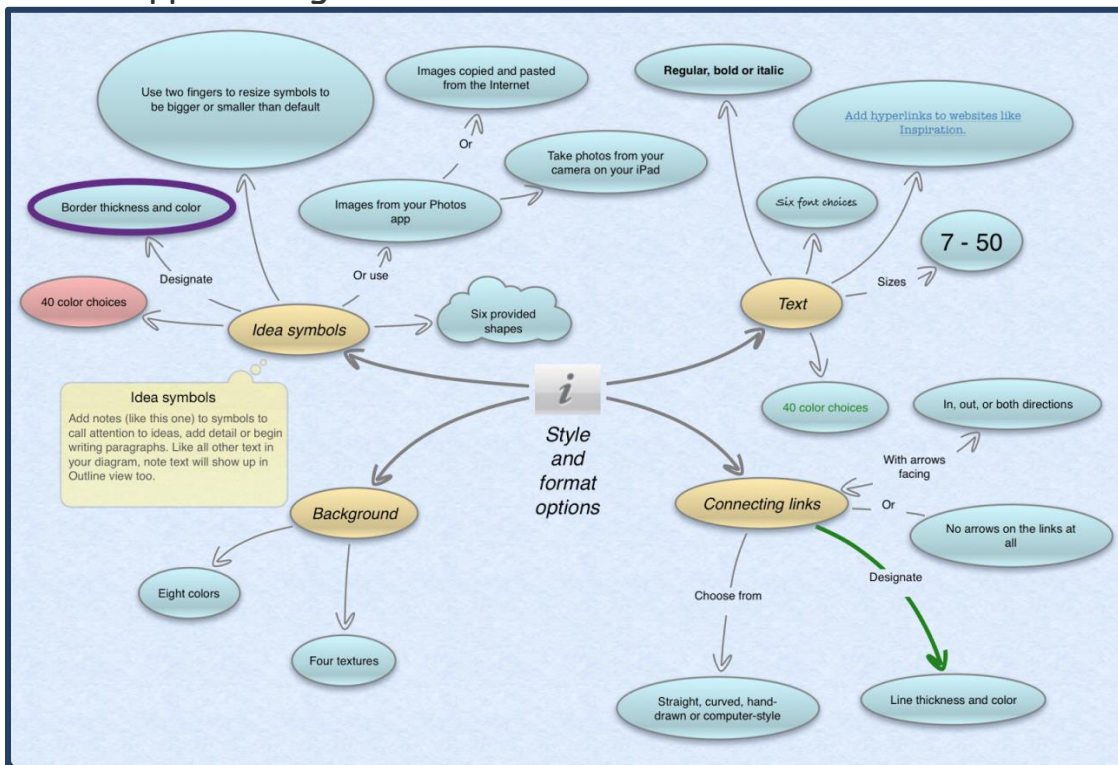
(Instructions as per App Version as of January 2014 and prior to the release of iOS 7)

## Preamble



Inspiration Maps is an iPad app that allows you to visually organize information using text, shapes and objects. Inspiration Maps makes it easy to create maps from scratch or templates provided with the App.

You can also change the colours and shape of the text boxes. As well as customizing the arrow, the shape of the text box and the text style in only a few taps. Along with a numerous number of shapes (1500+) you can take a picture from within the App or import one from the iPad's Camera Roll. There is also an outline mode that formats the diagram layout into lines of text which can be used when shared into a text document App like Pages.

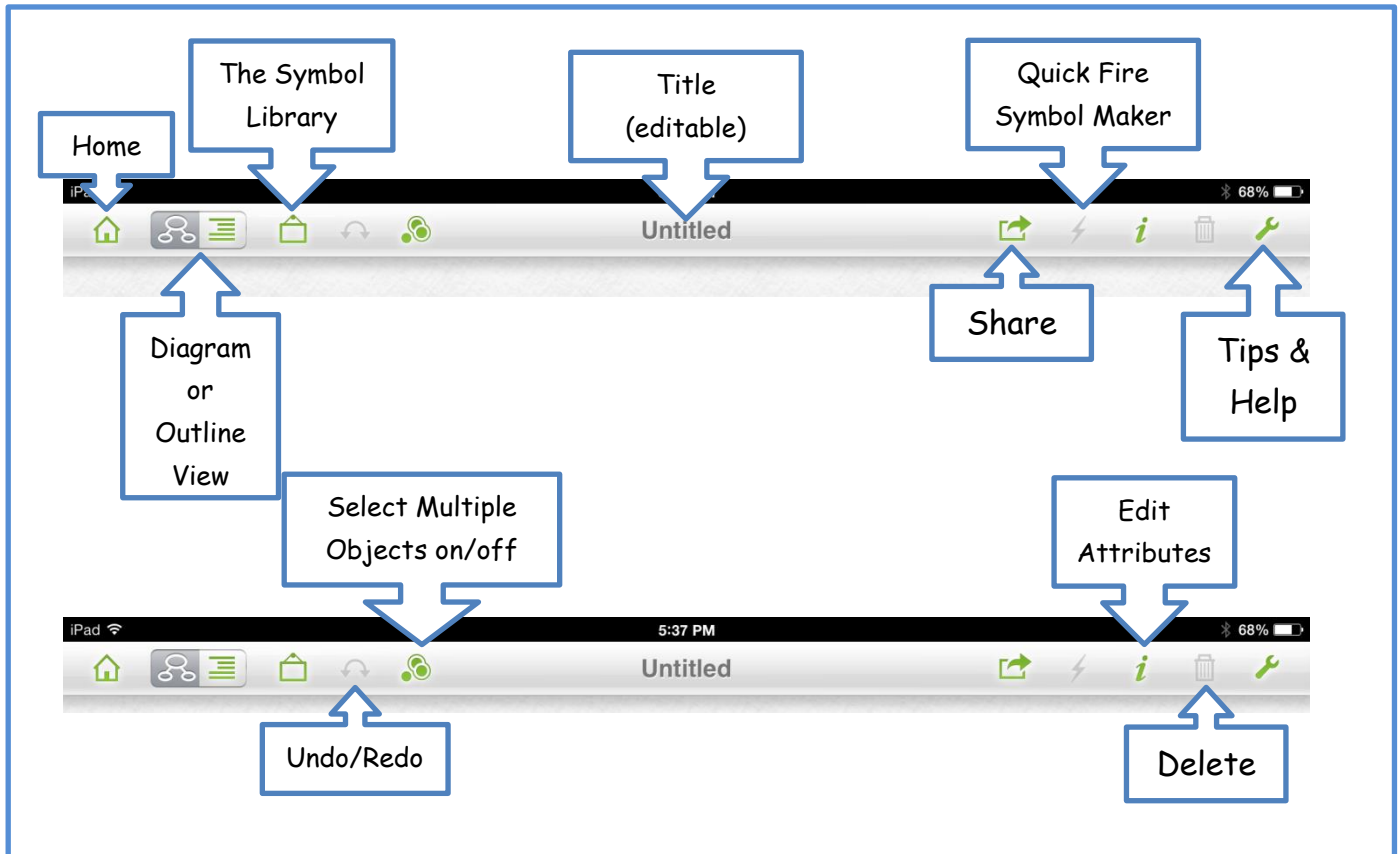


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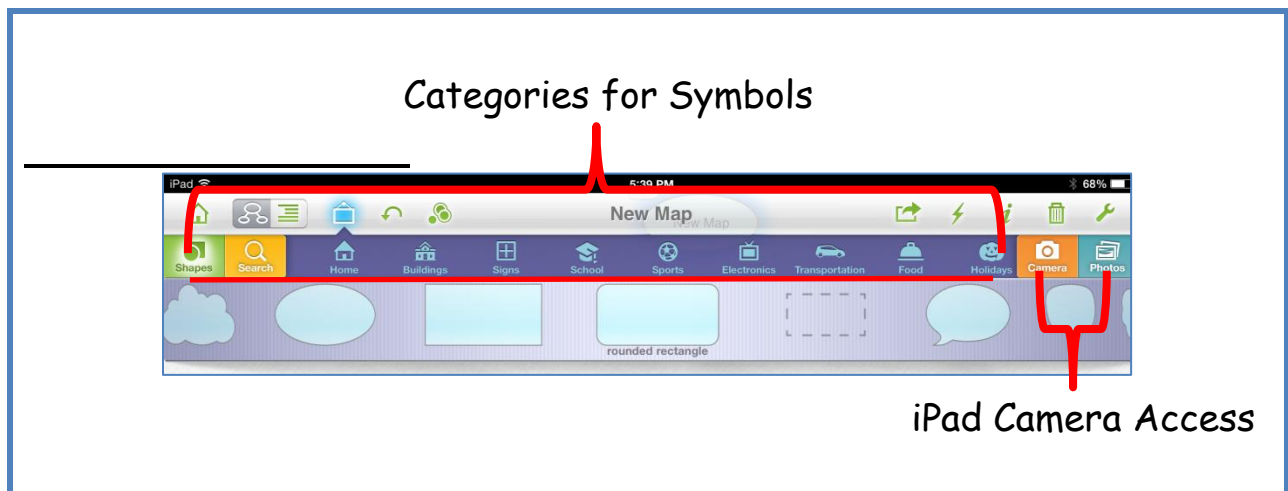
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## Menus

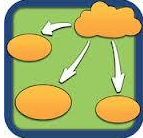
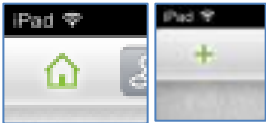
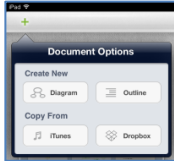


### Map Main Menu



### The Symbol Library



## Inspirations Quick Start Guide

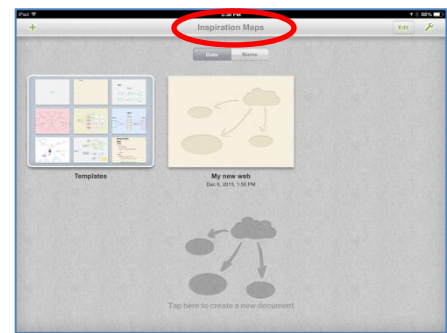
<p>Locate and open App.</p>	
<p>From "Home" select "+" from the upper left hand corner.</p>	
<p>Tap on Diagram.</p>	
<p>Name Map in shape that appears.</p>	
<p>Add shapes using arrow and title each time.</p>	

## Creating and Naming Map

When the App is opened look for the "Inspiration Maps" home screen, as appears on the right.

There is a folder containing numerous ready-made templates.

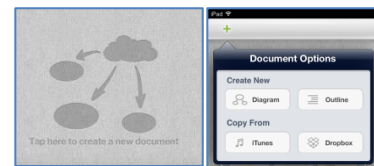
Documents created by the student will also be located on this screen.



*Folders can be created for documents by tapping and holding (wiggle mode) one document and dragging it onto another and press Done when finished. Much the same as creating folders on the iPad.*

To create a new document tap on the "Tap here to create a new document" or the "+" in the upper left hand corner.

Select "Diagram."



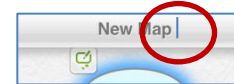
The new map that appears will have "Main Idea" and will be highlighted. This name will also be in the menu bar.

At this time changing the highlighted title will change the name of the document in the menu bar.



*Same name at this time.  
The new title for this map is  
New Map.*

Changing the name of the map can be done by double tapping on the title in the menu bar. When the flashing cursor appears backspace and type in new title.



## Adding Shapes

There are three ways to create new shapes: using the Quick Fire "lightning bolt" from the menu bar, the arrow from the bottom right of an existing shape or tapping on the screen.

### ***Using Quick Fire:***

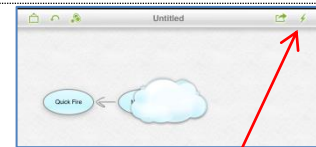
Tap on a bubble then the lightning bolt from the menu bar.

When the new "cloud" appears you can type into the shape.



Select "next" on the onscreen keyboard or return from an external keyboard.

The "cloud" turns to a circle and a new cloud appears.



To end tap on the lightning bolt.

*Suggested Usage: When you have ideas for the titles of each shape and want to create them quickly.*

### ***Adding Single Shape:***

Double tap in an empty area on the screen will create a shape. This new shape is not joined to another shape.



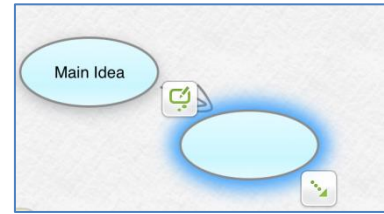
Shapes can be joined to or from another shape by tapping on the first shape then dragging the arrow to the destination shape.

*Suggested Usage: Creating a shape to get an idea down that will then be linked to another shape.*

### ***Adding a Joined Shape:***

On the lower right corner of the circle tap, hold then drag the arrow.

When released a new shape is created linked with an arrow pointing to the new shape.



*Suggested Usage: Most students will use this method to create and title their shapes.*

### **Adding Text to the Shapes**

#### ***From a Newly Created Shape:***

Whenever a shape is first created the writing cursor is blinking inside the shape.

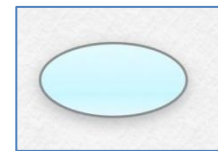
Simply type in the desired title.



#### ***Add to an Existing Shape and the Text Cursor is not Flashing:***

If the cursor is not flashing or you wish to change the tile.

Simply double tap on the shape and the cursor will appear (as above).



*Note: When using the iPad keyboard, you will know when you can type because for it pops up.*

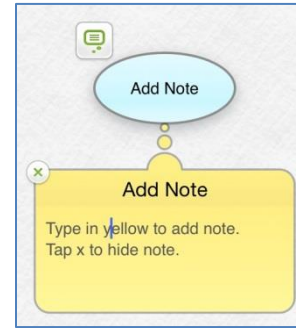


### ***Adding Notes to a Shape:***

Tap on the composing symbol on the top left of shape.

A yellow note pad opens, type in a note.

Tapping the "x" in the note window closes the note. It is not deleted, just minimized.



*Suggested Usage: When outline view will be used and document exported as a text file. Document will be used as a visual guide for an oral presentation.*

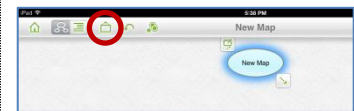
### **Symbols Library**

***Using the Symbol Wheel***  ***from the menu bar.***

### ***Changing Shape:***

Tap on shape to be changed.

Tap on the "Symbol Wheel" from menu bar.

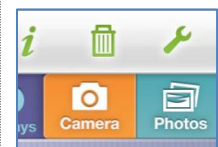


A selection of 30+ categories containing 1500+ shapes and objects can be selected. A Search option is available to find objects.

Shapes are categorised as: Shapes, Home, Buildings, Signs, School, Transportation, Food ... to name a few.

As well the iPad camera can be used to take a picture and applied directly to the shape.

Or photos from the iPad's Camera role, saved from various sources, can be imported and applied to the shape.





## Changing Appearance Attributes

Using the Inspiration  from the menu bar.

### ***Shape Attributes:***

Tap on the desired shape.

Here the attributes of the shape can be changed.

These include fill colour, line (border of shape) colour and thickness.



### ***Font Attributes:***

Tap on the desired shape.

Changes in text including font style and colour can be done.



### ***Adding a Recording:***

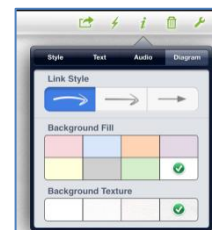
Tap on the desired shape.

With selecting the Audio Tab you can record an audio clip.



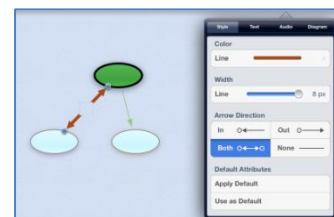
### ***Diagram Attributes:***

Tapping on the Diagram Tab allows changing all the linking arrows, colour and texture of the background.



### ***Linking Arrows Attributes:***

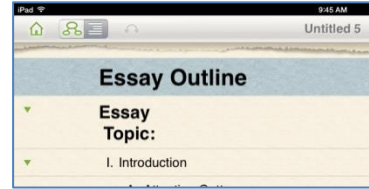
When a linking arrow is selected the colour, size, style and direction can be changed.



## Sharing / Exporting Inspiration Map

### *Sharing as Outline View to Edit as Text Document:*

Select Outline view from menu bar.



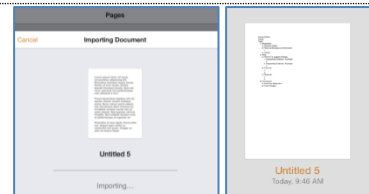
Select the Share icon from the menu bar.  
Select Send to App... and choose "Text" format.



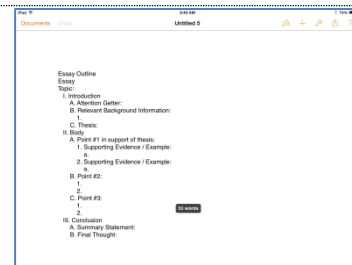
Select Open in Pages.



Pages App will open and import the outline.  
The outline will be placed in Pages document folder.



Tap on document to open and edit in Pages.



## *Sharing as Map Image:*

### *Sharing Map:*

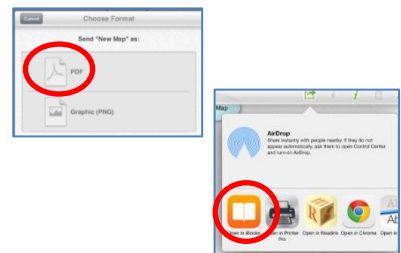
Tap on the Share icon in menu bar.

Tap on Send to App...



### *Sending to iBooks:*

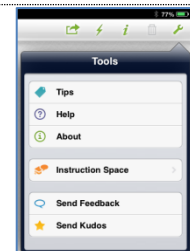
Select Open in, PDF then iBooks.



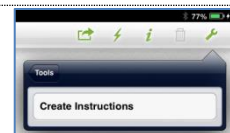
## Instructional Space / Teacher Notes

To insert a text or voice note select the wrench from the menu bar.

Select Instructional Space.



Select Create Instructions.




Instructions can be typed or a voice note can be added.

Select Done when finished.

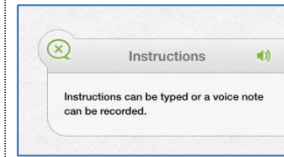


## Accessing and Editing Instruction Note

### ***Access Instructions:***

The instructions  window, when closed, will appear in the lower left hand corner of the screen.

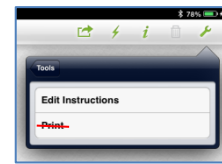
Selecting that icon opens the instruction window.



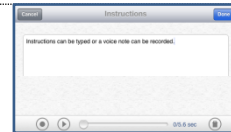
*Note the speaker at the top right of the window indicates that there is a voice note.*

### ***Edit / Delete Instructions:***

To Edit Instructions tap on the wrench and Edit Instructions.



Text can be edited and deleted by tapping on the garbage can and done.



*There can only be one note per map and the print option does not work.*