**INSPIRATION TUTORIAL –1**

In this Activity you are going to identify all the things you love about your job!! Why are you here and what makes you TICK!

**STEP 1 -** **To start a new diagram**

Click the **Diagram** button. This creates a new document with the *Main Idea* symbol centered on screen.



**STEP 2 - Enter the main idea- What makes the teacher (you) tick .**

The Main Idea symbol provides a starting point for your work. It’s easy to

get started—just type on the symbol on the middle of the page!

Now you’re ready to add topics that expand or explain your main idea.

**STEP 3 Add ideas quickly using the RapidFire® tool – the one that looks like a lightning bolt!**

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**(You need to click the mouse on new areas in your screen to add new symbols)**

**STEP 4**

You’ll notice there’s now a Subtopic Quick Control near the upper right (Down Arrow symbol). Click on that to create sub-topics. You can click the insert button on your keyboard to add new nodes.



**STEP 5**

Use the Create tool to add a linked symbol



**STEP 6**

Browse the Symbol libraries and add descriptive images to your ideas by simply dragging and dropping. Challenge – try adding notes to your symbols!!

**STEP 7**

Connect ideas using the Link tool

**STEP 8**

Arrange a diagram using the Arrange tool

**STEP 9**

Click on the “Transfer Tab” and save as a word document.

**STEP 10**

Save and Quit

**STEP 11**

Say “Bravo” to yourself and give yourself a pat on your back! You are now on board the with the infectious software - INSPIRATION!!

You are ready for the next Activity!