

# Taking Notes using Version 8

1. Open **Inspiration** by clicking on **Start→Programs→Inspiration**.

2. From the **Inspiration Starter** menu, select **Outline**.



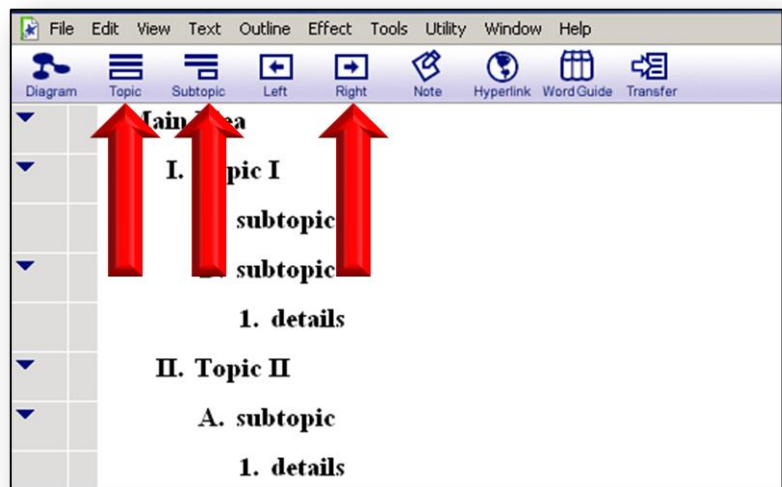
3. Replace **Main Idea** with your outline title.



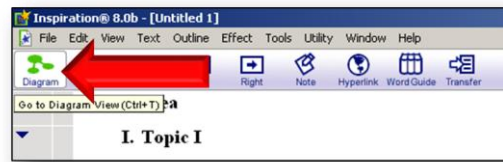
4. Click on **Topic** to begin your outline.

5. To make another entry at the same level, click **Topic**. To add supporting details, click **Subtopic**.

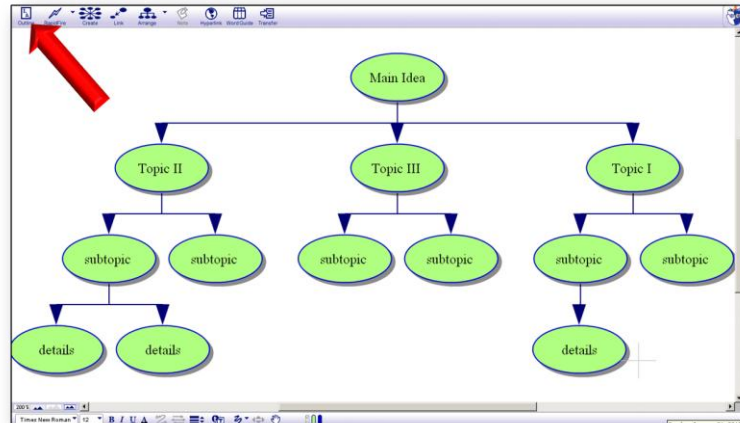
6. If you need to change the level of a topic, click the left and right arrows.



7. If you want to view your notes as a concept map, click on the **Diagram** icon.



8. To switch back to the outline view, click the **Outline** icon.



9. If you want to save your notes and concept map as a different file type (Word, PowerPoint, web page, or image file), click **File**→**Export**. Choose the format you want, select your options, then click **Save**.

