

Exporting moves planning work to final product

THE FIRST STEP: PLANNING

You already know that Inspiration makes planning a project or presentation easy and beneficial. Using graphic organizers to develop ideas and organize information at the beginning of a project results in better-organized, more creative projects. When students are ready to move to the next step, they can easily export their projects and continue working in another program, including Microsoft® Word, Microsoft® PowerPoint® and AppleWorks®.

One-click transfer to word processors

With one click of the Transfer button you can easily move an Inspiration project to a word processor to format and edit the project for publication. The new word processor document retains the look and structure of your Inspiration outline.

To transfer work to a word processor:

1. **Open** the diagram or outline you want to transfer.
2. On the Toolbar, click the **Transfer** button.
Inspiration creates a new .doc or .rtf file in the same location as the Inspiration document and starts your preferred word processor.



TIP: When transferring from Diagram View, a picture of the diagram also appears.

Other options for exporting Inspiration outlines

Exporting an Inspiration outline as a text file offers additional formatting options for Microsoft Word or AppleWorks files. Students can also export work to other file formats including Microsoft PowerPoint or plain text.

To export an outline:

1. From **Outline View** select the **File** menu and choose **Export**.
The Export dialog box appears.
2. **Select the text file format** in which you want to save the outline.
 - Microsoft Word
 - AppleWorks
 - Microsoft PowerPoint*
 - Plain Text

**Note: The main idea becomes the presentation title, and each first level topic becomes a separate slide. Second level and lower topics become slide content.*
3. **Select** from a variety of **outline options**:
 - Show Prefixes
 - Show Hidden Notes
 - Show Hidden Subtopics
 - Show Outline Structure**

***Note: Unchecking the Show Outline Structure box makes all transferred work appear at the same level, with no indents.*
4. Click **Save**.

TIP: Easier formatting in Microsoft Word
Make whole-document formatting changes easier by using Microsoft Word's AutoFormat option to convert each level of the outline into a different heading style.

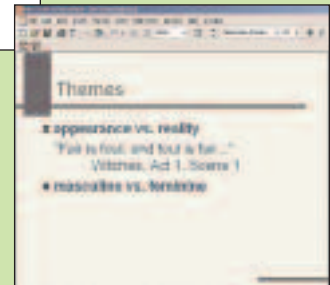
1. When the document opens in Word, press **Ctrl-A** to select all text in the document.
 2. From the Format menu, click **AutoFormat**.
 3. Choose from the appropriate options and **click OK**.
- Tip submitted by David Gobbett, Flinders University, Australia*



Students use graphic organizers to develop and organize ideas as they start the writing process.



Students move work to a word processor to finalize a project.



Students export work to Microsoft PowerPoint to create a presentation.

For more exporting options, go to the Inspiration Help menu and type "exporting" into the Index dialog box.