

## INSPIRATION 8.1E Quick Reference Guide

## **Outline View** Diagram View Switch to Outline view Switch to **Diagram** view Outline Add idea/symbol quickly Add a new **Topic**—idea at (with or without links) the current level RapidFire Add a new **Subtopic**—idea Add a **linked** symbol one below the current level Subtopic Move the topic to the **Connect** Ideas Left-move it up one level Move the topic to the Change diagram into a + Right—move it down one different style level Add or edit a note Add or edit a Note 3 3 Insert or edit a hyperlink Insert or edit a hyperlink Hyperlink Start the Word Guide to Start the Word Guide to m m get definitions and get definitions and Word Guide Word Guide synonyms synonyms Transfer the document 焻 Transfer the document 垲 to your word processor to your word processor Transfer Transfer



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## Other features



