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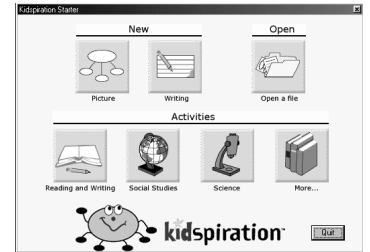
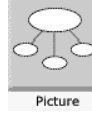
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## Step by Step #1: Creating a Diagram in Picture View

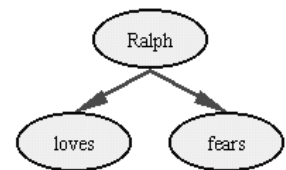
### 1) Brainstorming in Inspiration

- a) From the **Start menu**, Choose *Programs* then *Kidspiration* or double-click the *Kidspiration* icon on the desktop.
- b) When you start the program, you will see the window on the right.
- c) To start new diagram, click the Picture button.
- d) The text inside the main idea will be highlighted. Type *Your Main Topic* to replace the words *First Idea*. For example, to create a character map, let's type the name of a character such as *Ralph* from Beverly Cleary's book The Mouse and the Motorcycle.



### 2) Adding Ideas to Your Diagram

- a) Click the *Your Main Topic (Ralph)* to select it.
- b) To add two symbols that are connected to the Ralph symbol, click the **Add Symbol** button twice.
- c) Click one of the new symbols to select it, and then type the word *loves*.
- d) Click the other symbol to select it, and then type the word *fears*.
- e) Your diagram now looks like this:

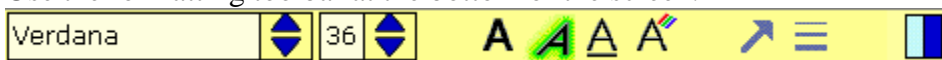


### 3) Saving Your Diagram

- a) From the **File** menu, choose *Save*. Navigate to the **Floppy A** drive. Name the file and click *Save*.
- b) Notice the new name of the documents now appears at the top of the page (*Ralph.kid*).

### 4) Changing the Formatting


- a) Click on the *symbol* you want to change and from the **Format** menu.
- b) Use the formatting toolbar at the bottom of the screen.



Note: To select multiple symbols to change at once, hold down the **Shift** key as you select each one.

## Step by Step #2: Using the Symbol Palette

### 1) Adding Picture to Symbols


- a) Click on the *symbol* that you wish to change - Ralph
- b) On the **Symbol Palette**, locate the symbol you wish to use. Click on the *right arrows* or *left arrows* at the top of the palette to rotate through the different library. To see all the **Symbol Libraries** by name, click the **Pick Library button** . Choose **Animals and Plants** and then click on the **mouse**.








### 2) Moving and Resizing Symbols

- a) Move – Click and drag to place it where you would like.
- b) Resize – Click to select the symbol then click and drag in or out by one of the corners.

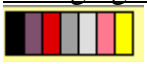
### 3) Changing the View Scale

- a) Click on the **Magnifying Glass**  on the bottom left of the scroll bar to zoom in or out of your diagram.


### 4) Adding and Deleting Unlinked Picture Symbols

- a) Click on a blank area of the screen.
- b) On the **Symbol Palette**, click the **Pick Library button**  and then click **Animals and Plants**.
- c) Click the **Next Library button**  until you find an **owl**, and then drag the owl symbol onto your diagram nears **fears**.
- d) On the **Symbol Palette**, click the **Pick Library button**  and then click Everyday.
- e) Click the **Next Library button**  until you find a **motorcycle**, and then drag the symbol onto your diagram nears **likes**.
- f) Select another symbol to place on the screen. To delete it, you may click the **Clear button**  or press **Delete** on the keyboard.

### 5) Customizing Symbols

- a) Adding Text - Click the motorcycle symbol to select it and then click in the box below it and then type your word – motorcycle.
- b) Changing the Color - Click the motorcycle symbol to select it. Using the **Symbol Colors**  on the Formatting Toolbar at the bottom of the page, click the color you would like to change and then click a new color.


### 6) Connecting Symbols Using Links

- a) Click the fears symbol to select it.
- b) Click the **Link Symbols button**  to turn it on.
- c) Click the **owl symbol** to create a link to it.
- d) Click the **loves symbol** to select it and then click the **motorcycle**




## Step by Step #3: Listening and Recording Sounds

### 1) Listening to the Ideas in Your Diagram

- a) To turn on the Listen tool, click the Listen button .
- b) To hear the computer read an idea in your diagram, click the **fears symbol**. Repeat with the other words.

### 2) Record Your Own Words or Sounds



\*To support emerging readers, Kidspiration allows students to record words or sounds and attach them to a symbol.

- a) Click the **motorcycle symbol** to select it.
- b) On the **Sound** menu, click **Record**.
- c) To begin recording, click the **Record button**.
- d) Say, for example, “Ralph rides his motorcycle in the hallways.”  
When you are finished recording the sound, click **Save**.
- e) To play the recording, click the **speaker**  in the upper right corner of the motorcycle symbol.




## Step by Step #4: Writing View

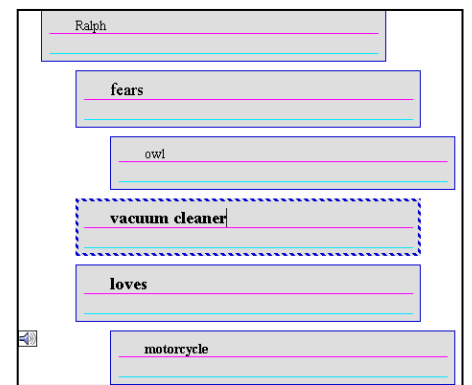
### 1) Switching to Writing View

- a) Click on the Go to Writing View  on the toolbar.
- b) In Writing View, the ideas in your diagram are organized from top to bottom with your first idea – Ralph – at the top. The owl and motorcycle pictures have been converted to words. Sounds recorded are shown with the  icon.




### 2) Add an Idea

- a) Click **fears** to select it.
- b) To add a new idea, click the **Add Idea**  button.
- c) Type the word **vacuum cleaner**.



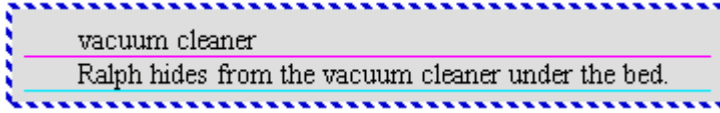
### 3) Move an Idea

- a) To move an idea, click the left side of the idea. When the **grabber hand**  appears, drag the idea to a new location.
- b) Move **vacuum cleaner** so it is located below the **fears** idea.


**4) Adding Details To An Idea**

\*Notes are a great way to add more information about an idea. You can add as many lines of notes as you wish.


- a) Click below the top line in the vacuum cleaner idea to add details.
- b) Type “Ralph hides from the vacuum cleaner under the bed.”



**5) Switch to Picture view**

- a) To view your project in **Picture view**, click the **Go to Pictures**  button.
- b) You will see that the vacuum cleaner idea has been added to your diagram.



**6) Closing Your Project and Returning to the Kidspiration Starter**


- a) Click the **Kidspiration character**  in the top left corner.
- b) You will be prompted to save changes.

**Step by Step #4: SuperGrouper**

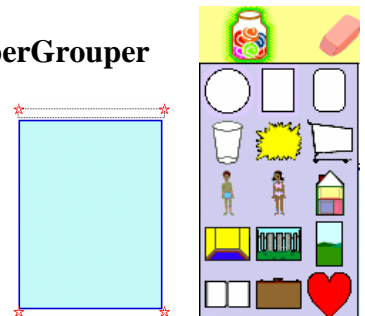
\*Categorizing and sorting are important skills for K-3 students; the SuperGrouper tool makes this fun and easy.

**1) Starting a New Diagram and Adding a SuperGrouper Category**

- a) From the **Kidspiration Starter**, click the **Picture button**  to start a new diagram.
- b) A new diagram opens with the First Idea symbol highlighted.
- c) Click the **First Idea symbol** to select it and then click the **Clear button**  on the toolbar to delete it.

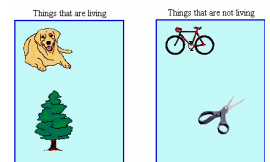
- d) Click the **SuperGrouper button**  and then click the **rectangle SuperGrouper shape** to add it to your diagram.

- e) Now your diagram looks like this:
- f) Click to the right of your SuperGrouper category so it is not selected.
- g) Add a second SuperGrouper category to your diagram just like the first one so you have 2 side by side. You may need to drag them into position.




**2) Adding a Title to the SuperGrouper**


- a) Click the first SuperGrouper category to select it, and then type **Things that are living**.
- b) Repeat with the second category, naming it **Things that are not living**.

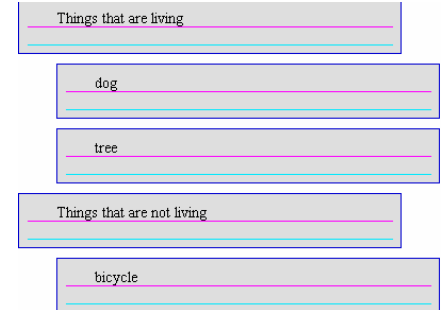


### 3) Adding Symbols to a SuperGrouper Category

- From the **symbol library**, drag the objects onto the correct category.
- To remove the symbol, select it then click the **Clear button** .

### 4) Viewing a SuperGrouper Diagram in Writing View

- Click on the **Go to Writing View**  on the toolbar.
- Titles of the SuperGrouper categories assume a top-level position.



## Step by Step #5: Miscellaneous


### 1) Hyperlinks

- After you type a URL, press the space bar. It will be underlined and become an active hyperlink.
- Click outside the symbol or text box where you have typed the URL so it is no longer selected.
- Move the mouse back to the URL until you see the pointy finger so you may click the URL and visit the site.

### 2) Using Spell Check

- From the **Goodies** menu, choose **Spell Check**.

### 3) Print Options

- Click the **Student Name button** .
- Type your name or other information you would like to appear on the page. Click **Print Page Numbers** if desired.


### 4) Exporting to Another Program

- From the **File** menu, choose **Export**.
- Choose **.jpg**.

## Step by Step #6: Kidspiration Activities

\*An activity in Kidspiration is like a template document. The teacher creates a document with specific symbols in the Symbol Palette, specific color and preference settings, and the beginnings of a diagram or outline. This entire environment is then saved into an activity (template) file which the student may access from the Starter Window. Upon opening the activity template, the student will see the exact screen layout at the time the activity was saved.

### 1) Using Existing Activities

- a) Click the **Kidspiration character**  in the top left corner to return to the **Kidspiration Starter**.
- b) Under **Activities**, choose the category you would like.



- c) Visit <http://www.lttechno.com/links/kidspiration.html> for more templates that you can download.

### 2) Creating an Activity

- a) Create the activity in the Picture or Writing View from the Starter menu.
- b) From the **Teacher menu**, select **Enable Teacher Menu**.

### 3) Create a New Symbol Library

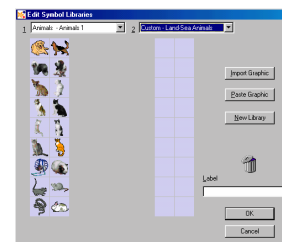
- \* If you the kids to have their own special symbols to complete an activity, you can create a custom symbol library and then select it as the default library for the activities that you create or modify.
- a) From the **Teacher menu**, select **Enable Teacher Menu**.
  - b) Return to the **Teacher menu** and choose **New Symbol Library**.
  - c) In the **Category** list, click the category that you want the new library to be under on the Symbol toolbar.
  - d) In the **New Library Name** box, type a name for the new library you have created. For example, *Land-Sea Animals*. Click **OK** to save the library.

### 4) Edit the Symbol Library

\*This can be done in a number of ways:

#### From Existing Libraries

- a) From the **Teacher menu**, select **Edit Symbol Libraries...**
- b) The library on the left is the “Source” column. Use the drop-down menu at the top to select a library that you wish to take some symbols from. For example, *Animals – Animals 1*.
- c) Then select the “Destination” library on the right column. For example, the *Land-Sea Animals* created above.
- d) To add symbols to the *Land-Sea Animals* library, click and drag from the Source library on the left. You may use any of the libraries in combination. (Animals 7 & 8 have sea animals.)





Importing a Graphic

- a) Click the **Import Graphic button** on the right.
- b) Navigate to where the graphic is saved. Select it then click **Open**.
- c) You can select the size as Standard Symbol Size to match the others or import it as its actual size. Click **OK**.
- d) The graphic is place in the **Custom-User 1** library on the left (Source library). Click and drag it to the *Land-Sea Animals* library.

Paste Graphic

- a) Copy the graphic from its original location. (**Edit** menu – **Copy** or right-click an image on the Internet then choose **Copy**)
- b) Click the **Paste Graphic** button. The graphic is place in the **Custom-User 1** library on the left (Source library).

**5) Selecting the Custom Library**

- a) **On the** Symbol Palette, **click the** Pick Library button  and then click **Custom**.
- b) **Click the** Next Library button  until you find the Custom library you created for this activity.

**6) Adding Audio Instructions**

- a) Click the Symbol or SuperGrouper container to add audio instructions to it.
- b) From the **Sound** menu, choose **Record**. Record your directions.

**7) Labeling Symbols**

- a) To automatically insert the names of symbols when the student switches to the Writing View, from the Teacher menu, choose Picture-to-Topic.

**8) Saving the Activity**

- a) Return to the **Teacher menu** and choose **Save as Activity**.
- b) Chose the default settings that you want for the activity.  
Note: Since the library was already chosen for this activity, you do not need to choose it again when given the choice of the Default Library.
- c) Chose the category that you want your activity to appear under, for example **Reading and Writing**.
- d) In the **Activity Name box**, type a name for your activity.
- e) In the **Description of Activity box**, type a description for the activity.
- f) Now click **Finish**. The activity will now appear under the activities in the Kidspiration Starter window.

**9) Distributing an Activity to Multiple Computers**

\*Copy the file from the Kidspiration Activity folder on the computer which you created the activity onto the Kidspiration Activity folder of any other computer. Copy the library you created from the Kidspiration Libraries – Custom also.