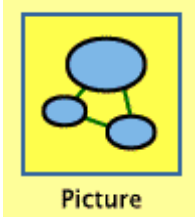


Using Kidspiration

Start a new diagram

1. To start a new diagram, click the **Picture** button.



2. The First Idea provides a starting point for your work. In the *First Idea* symbol, type **All About Me**.

Your diagram should look like this:



To add text to a symbol, select the symbol, and then type.

Save your work

You should save your work often so you don't lose any changes if the computer quits unexpectedly. The first time you save, type a name for your project.

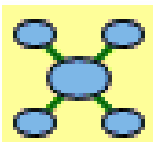
1. On the **File** menu, click **Save**.
2. In the folder list, select the folder where you want to save the project.
3. Type a name for the project, and then click **Save**. Kidspiration suggests a name based on your First Idea, but you can use a different name.

Add symbols to your diagram

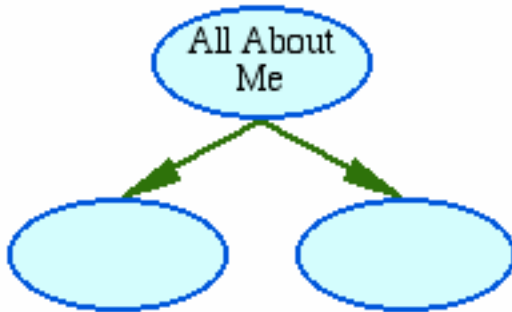
1. Click the *All About Me* symbol to select it.



2. To add two symbols that are connected to the *All About Me* symbol, click the **Add Symbol** button twice.



Now, your diagram should look like this:



3. Click one of the new symbols to select it, and then type the word **career**.

4. Click the other symbol to select it, and then type the words **favorite movies**.

Your diagram should look like this:



Use the Symbol palette

Now, let's use the Symbol palette to add more symbols to your diagram and change one of the existing symbols in your diagram. The Symbol palette has hundreds of symbols that you can use to show your ideas.

1. On the Symbol palette, click the **Pick Library** button, click **School**, and then click **Classroom**.

2. Drag the **chalkboard** symbol onto your diagram.

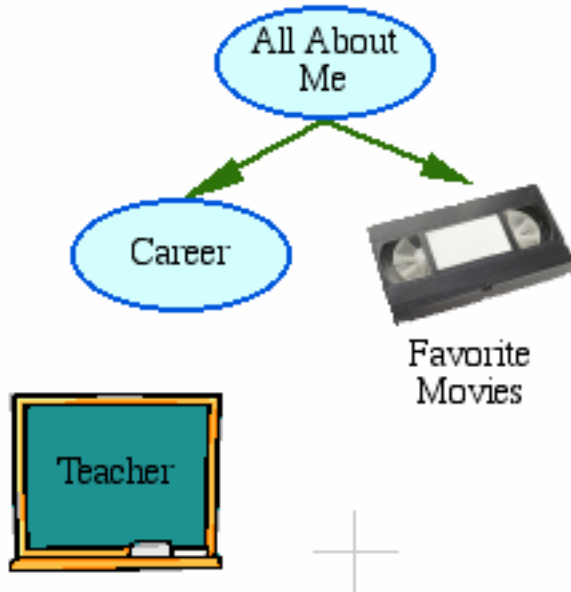
3. Type the word **teacher** into the *Chalkboard Symbol*.

Now, your diagram looks something like this:



4. To change the *Favorite Movies Symbol* click on the *Favorite Movies Symbol*.
5. In the Symbol palette, click the **Pick Library** button, click **Everyday**, and then click **Electronics**.
6. Click on the **video** symbol.

Now your diagram should look like this:



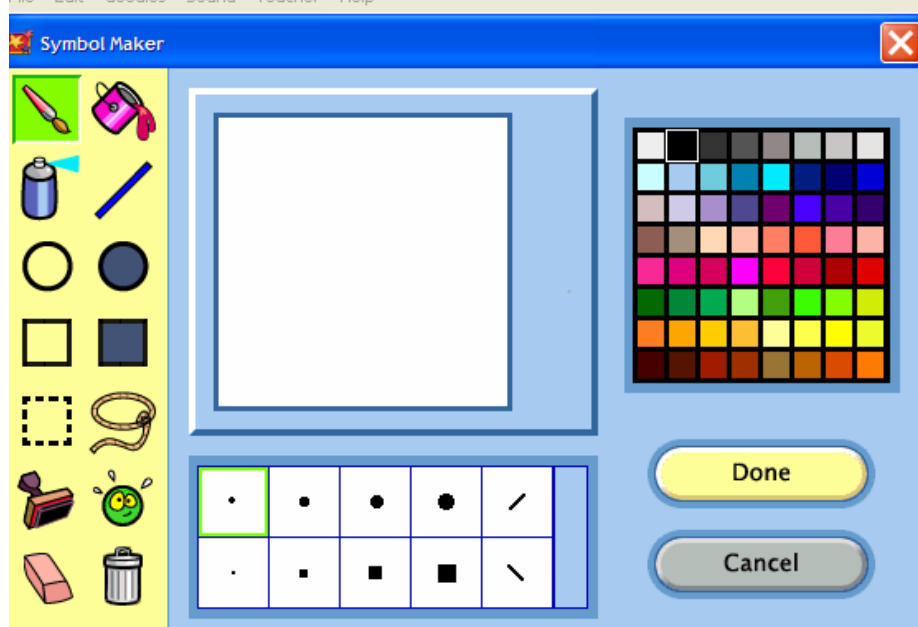
Using the symbol maker

A new feature of Kidspiration 2, the symbol maker allows the user to create their own symbol, using various drawing tools.

1. To make use of the symbol maker click on the **Symbol Maker** button.



2. Use the tools in the symbol maker window to create a symbol of your own.



3. Once the symbol is finished, click on the **Done** button. This symbol will now, automatically be placed into your web.

Connect symbols using links

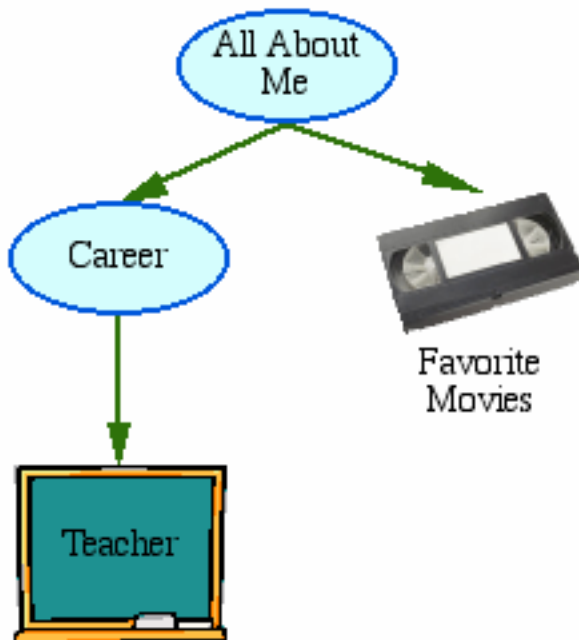
Now, we are going to use a link to connect the *teacher* symbol to the *career* symbol.

1. Click the *career* symbol to select it.
2. Click the **Link Symbols** button to turn it on.



3. Click the *teacher* symbol to create a link to it.

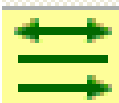
Now your diagram looks like this:



Change the direction your link arrows

You can easily change the direction of your arrows that are linking items in your web.

1. Click on the link that you would like to change, to select it.
2. Click on the **Arrow** button, in the formatting toolbar.



3. Each time this button is clicked your link arrow will change direction from a two directional arrow, to a line, and then to a single sided arrow in the opposite direction.

Listen to the ideas in your diagram

You can use the computer to read the ideas in your diagram.

1. To turn on the Listen tool, click the **Listen** button.

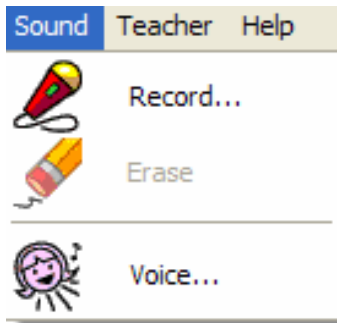


2. To hear the computer read an idea in your diagram, click the *favorite movies* symbol.
3. Now, click the *teacher* symbol to read the word.
4. To turn off the Listen tool, click the **Listen** button again.

Record your own words or sounds


To support emerging readers, you can record words or sounds and attach them to a symbol. Let's record a sentence and attach it to the *teacher* symbol.

1. Click the *teacher* symbol to select it.
2. On the **Sound** menu, click **Record**.



3. To begin recording, click the **Record** button.



4. Say **I teach 5th grade**. When you are finished recording the sound, click **Save**.
5. To play the recording, click the speaker in the upper right corner of the *teacher* symbol. 

Clear part of your diagram

Here's a quick way to clear a part of your diagram.

1. Drag the *pizza* symbol onto your diagram. It will be selected.
2. To erase the symbol, click the **Clear** button.



Fix a mistake

Here's a quick way to fix something you didn't mean to do.

1. To undo what you just did, click the **Undo** button.



Show and hide captions

For symbols that have captions below them, rather than internally as part of the symbol, the captions can be hidden.

1. To hide your captions below the symbols, click on the **Hide Captions** button.



Zoom tool

The zoom tool may be used to increase the size of the screen or fit the entire web onto the screen.

1. To make use of the zoom tool, click on the **Zoom** button.



2. Clicking the Zoom button multiple times will scroll through the options of increasing the screen size, fitting the current web onto the screen, and decreasing the screen size.

Item Lock

In the teacher menu you can choose to lock particular items in a web. This is a great tool if a teacher is developing a template and they do not want students to be able to move certain symbols and text boxes when the template is opened.

1. To make use of this feature, click on the symbol that you would like to lock in place. We will click on the *All About Me* symbol.
2. Click on the **Teacher Menu** and then click on **Enable Teacher Menu**, if the menu is not already enabled.
3. Next, click on the **Locked Item** option. This will lock the symbol in place. You will know that the symbol is locked because it will have red lines through the corner handles of the symbol, when the symbol is selected.



Align and space evenly

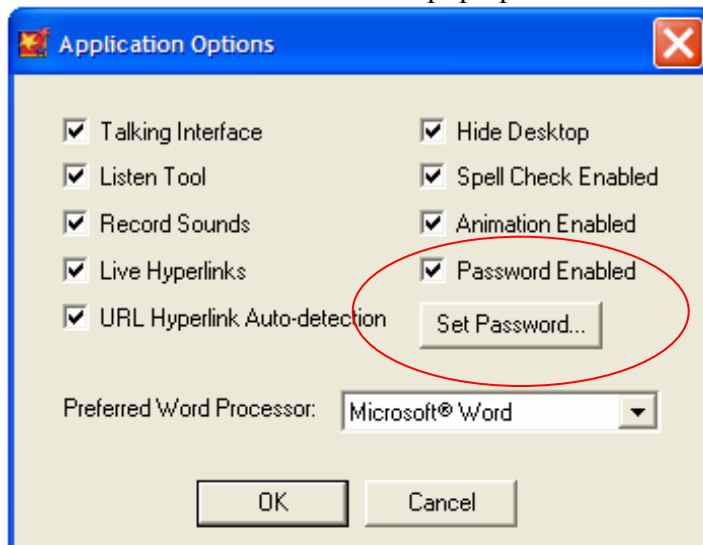
To make a cleaner and better organized web it is possible to align various symbols and space symbols evenly.

1. We are going to align our *career* and *favorite movie symbols* so that the tops of both symbols are in alignment.
2. We must first select both of the symbols by holding down the shift key on the keyboard and clicking on both the *career symbol* and then the *favorite movies symbol*.
3. Go to the **Teacher Menu**, select **Align**, and then choose **Tops**.
4. You can follow the same process to evenly space three or more symbols. To evenly space you will need to select all of the symbols that you want spaced, click on the **Teacher Menu**, select **Evenly Space**, and then choose **Vertical** or **Horizontal**.

Teacher menu password protection

A password may be set for the teacher menu, if you do not want students to have access to this portion of the program.

1. To set a password that must be used to enable the teacher menu click on the **Teacher Menu** and go to **Application Options**.
2. Click the radio button located next to **Password Enabled**. Then click on **Set Password** and a third menu will pop up.



3. In the next menu enter a password, confirm the password by entering it a second time, and then click on **OK**.



Switch to writing view

While you've been working in Picture view, Kidspiration has been building a written project using the ideas in your diagram.

1. To view your diagram in the Writing view, click the **Go to Writing** button.



In the Writing view, the ideas in your diagram are organized from top to bottom with your first idea—All About Me—at the top.

All About Me

Favorite Movies

Career



Teacher

The *career* and *favorite movies* words have been added automatically by the Picture-to-Topic option, which helps emerging readers and writers make connections between symbols and words. Sounds recorded in Picture view are also available in Writing view.

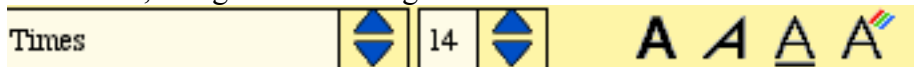
Add an idea

Now we are going to add an idea to your writing project.

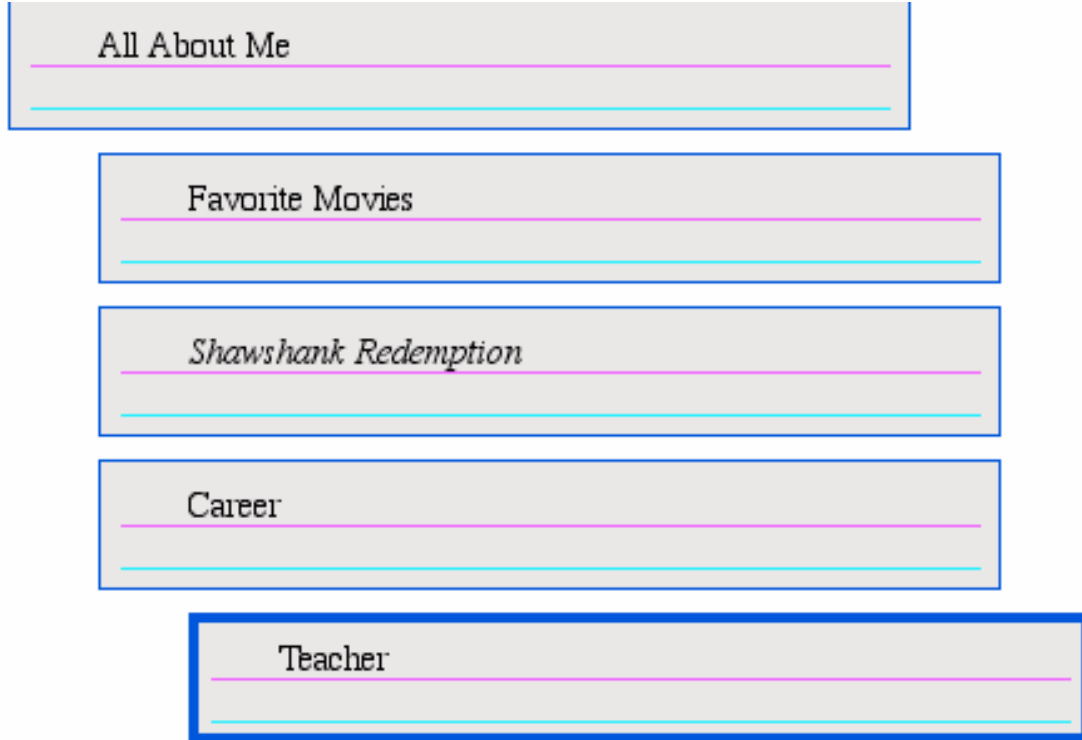
1. Click the *favorite movies* idea to select it.
2. To add the new idea, click the **Add Idea** button.



3. Type the name of one of your favorite movies in the new idea and then change it to italics font, using the formatting tools on the bottom of the screen.



This is what your project looks like now:



Move an idea

Now we want to move the *movie title* idea to the right so that it is a sub idea of *favorite movies*.

1. Click on the *movie title* idea so that it becomes selected.
2. Click on the **Move Right** button.

This is what your writing project looks like now:

All About Me

Favorite Movies

Shawshank Redemption

Career

Teacher

Add 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.

1. Click below the top line in the *teacher* idea to add details.
2. Type **I teach at Knoles School.**

Teacher

I teach at Knoles School.

Change the look of ideas using the Formatting tools

You can change the look of ideas using color, font, and text size.

We are going to change the color, font, and text size of the *All About Me* idea.

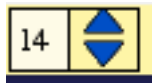
1. Click the *All About Me* idea to select it.
2. To change the color of the text, click the **Text Color** button , and then click a color that you like.



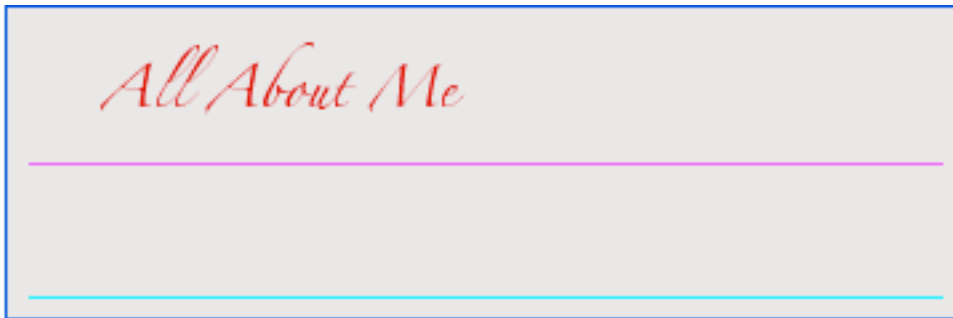
3. Click the arrows on the **Font** box until you see a font that you like.



4. To increase the text size, click the up arrow on the **Text Size** box to increase the text size to 18.



This is what your title now looks like:

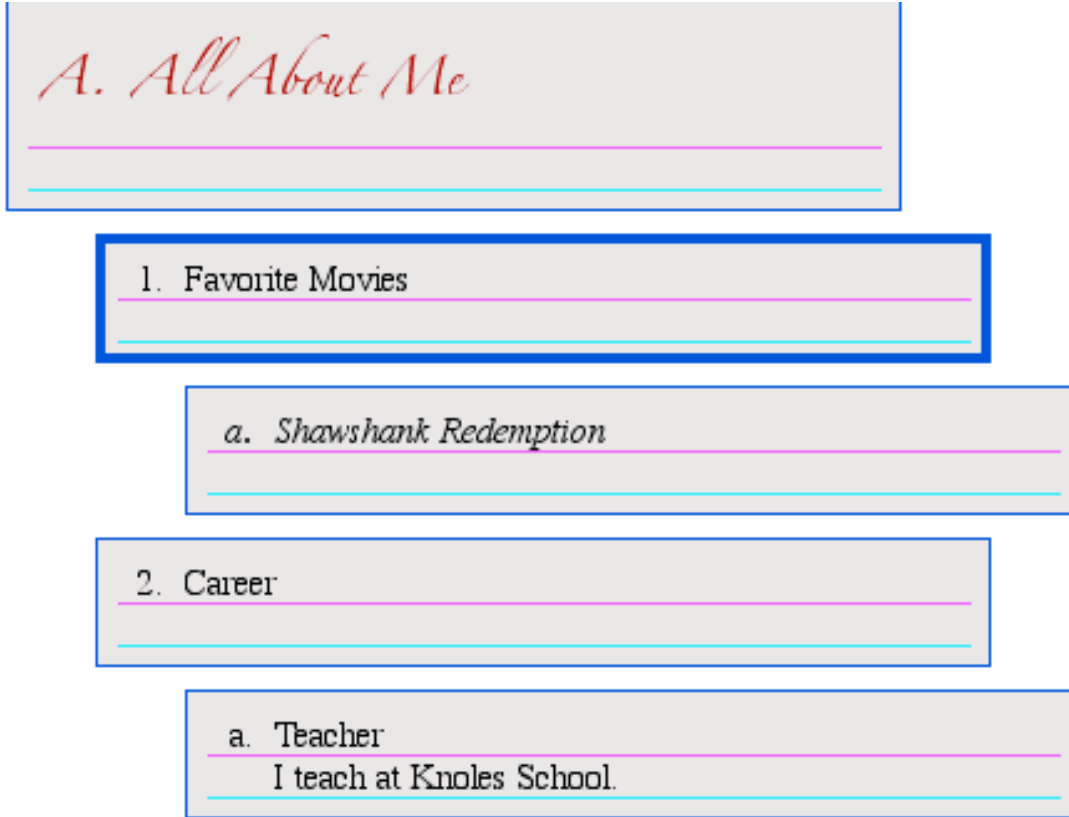


Change the prefix style

For advanced students, Writing view can be used as an outliner. The prefix style is the type of letters, numbers, or bullets that mark each idea in a writing project. Let's change the prefix style to Letters and Numbers.

1. On the Formatting toolbar, click the **Prefix** button  until the *All About Me* idea is preceded by the letter "A", and the second-level ideas are preceded by a number.

This is what your writing project looks like now.



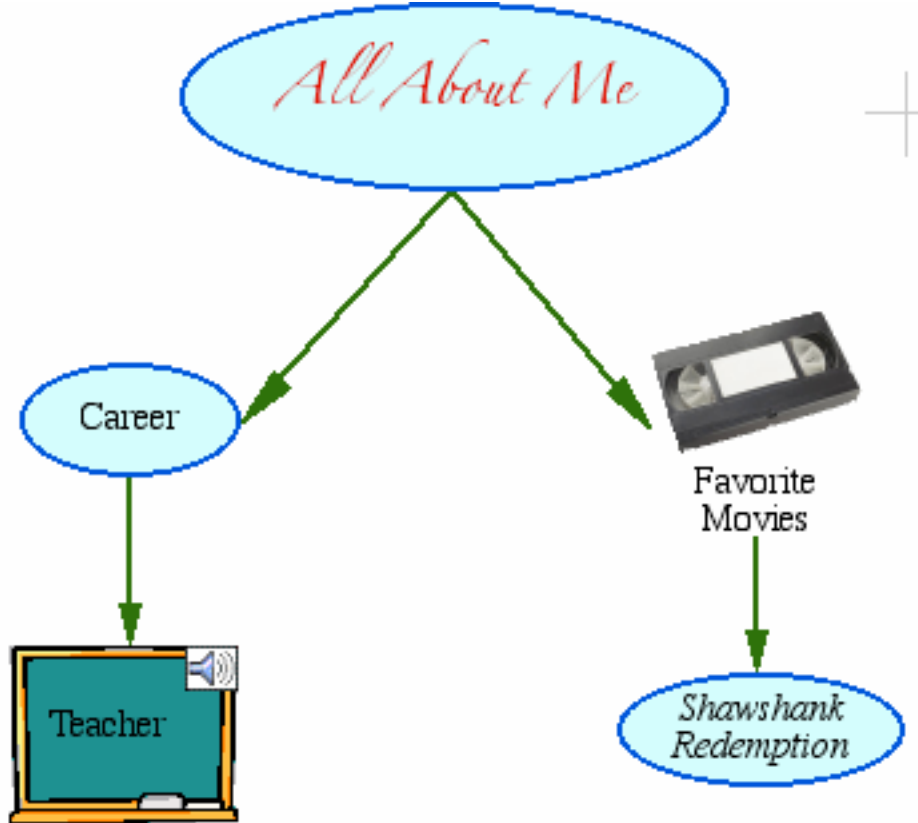
Switch to Picture view

While you've been working in Writing view, Kidspiration has been adding symbols to your diagram to represent the ideas you added in Writing view.

1. To view your writing project in Picture view, click the **Go to Pictures** button.



This is what your diagram looks like now:



Close your project and return to the Kidspiration Starter

1. To close your project and return to the Kidspiration Starter, click the Kidspiration Guide.



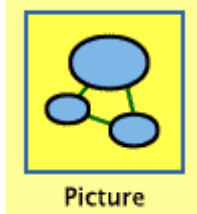
When you return to the Kidspiration Starter, you are prompted to save the open project.

Categorize ideas using the SuperGrouper tool

In Kidspiration there are two basic ways to organize ideas in Picture view—links and SuperGrouper categories. We've already seen how links work. Let's take a look at the SuperGrouper tool. Categorizing and sorting are important skills for K-3 students, and the SuperGrouper tool makes these activities easy and fun. In many cases, teachers will find it most effective to create the SuperGrouper categories as part of an activity and let students simply arrange ideas into their respective categories.

Start a new diagram

1. To start a new diagram, click the **Picture** button.



A new diagram opens with the *First Idea* symbol selected.

Add a SuperGrouper category

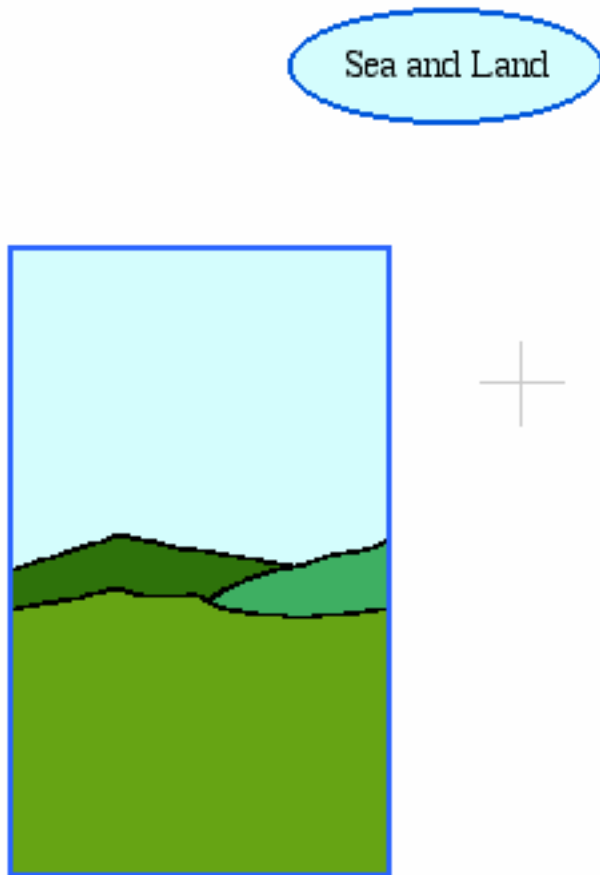
1. On the Picture toolbar, click the **SuperGrouper** button, and then click the **outside** SuperGrouper shape to add it to your diagram.



The new SuperGrouper category automatically contains any selected symbols—in this example, the *First Idea* symbol—on the diagram.

2. To create a title for the diagram, drag the *First Idea* symbol to the top of the page and type the words **Sea and Land** inside the symbol.

Now your diagram looks like this:



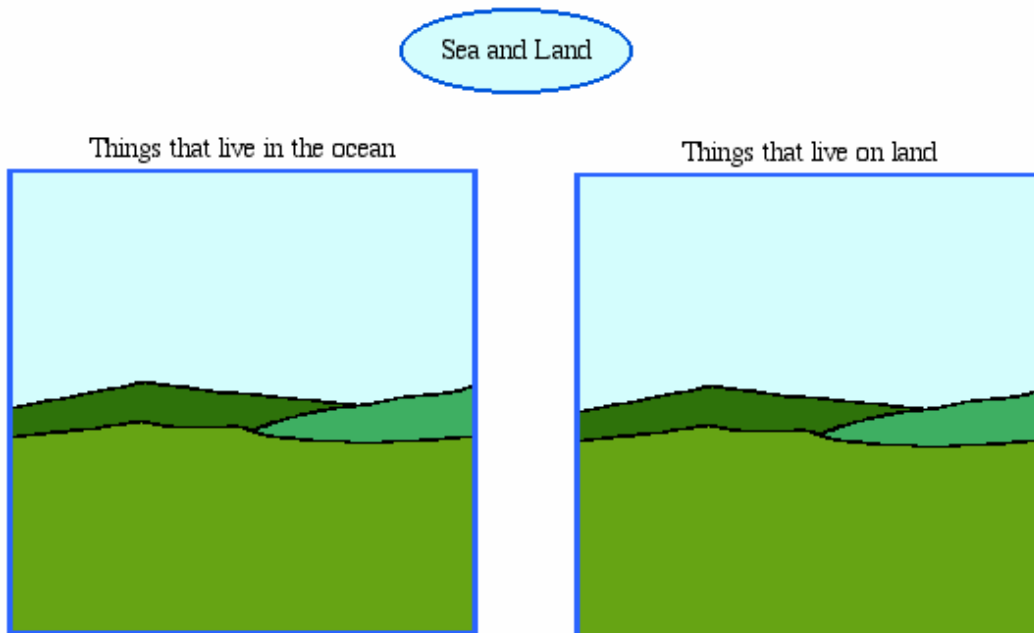
2. Click the background of the diagram so the first SuperGrouper category is not selected.
3. Add a second SuperGrouper category to your diagram just like the first one so you have two outside SuperGrouper shapes side by side.
4. Adjust the position of each SuperGrouper category by dragging it.

Add a title to a SuperGrouper category

Now, let's add a title to each SuperGrouper category.

1. To add a title to the first SuperGrouper category, select it, and then type **Things that live in the ocean.**
2. Now add a title to the second SuperGrouper category. Select the second SuperGrouper category, and then type **Things that live on land.**

Now your diagram looks like this:



Change the colors of a SuperGrouper category

Now let's change the green colors of the *Things that live in the ocean* SuperGrouper category to shades of blue to go with the title.

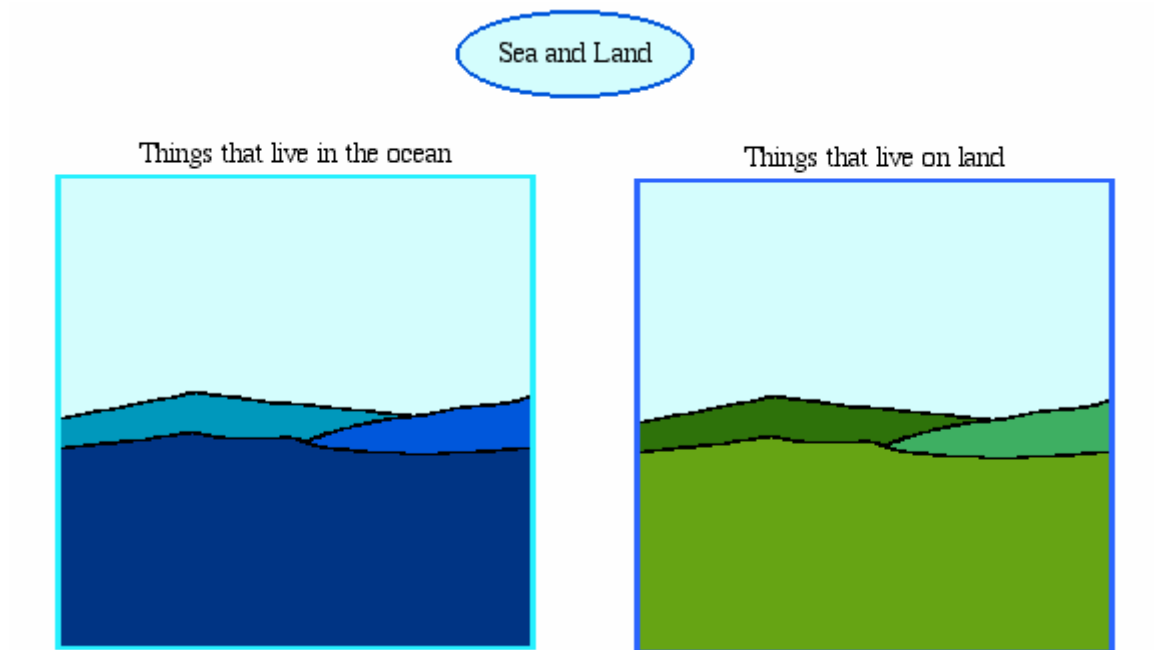
1. Select the *Things that live in the ocean* SuperGrouper category.

The Symbol Colors tool appears on the Formatting toolbar. On the **Symbol Colors** tool, click the color that you want to change, and then click a new color on the color menu.



2. Change the green colors in the SuperGrouper category to shades of blue that are darker than the light blue sky.

Your diagram now looks similar to this.

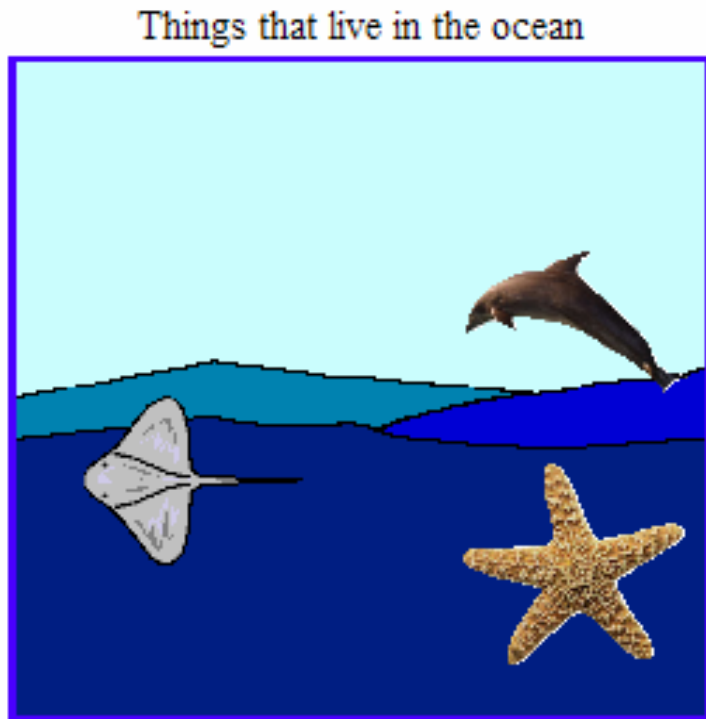


Add symbols to a SuperGrouper category

Now, we are ready to add symbols to each SuperGrouper category. The easiest way to do this is to drag symbols from the Symbol palette.

1. Click the **Pick Library** button, and then click **Animals and Plants**.
2. Click the **More Animals and Plants** button until you see a library that contains sea creature symbols.
3. Drag the **dolphin** symbol to the *Things that live in the ocean* SuperGrouper category.
4. Drag the **stingray** symbol to the SuperGrouper category.
5. Drag the **starfish** symbol to the SuperGrouper category.

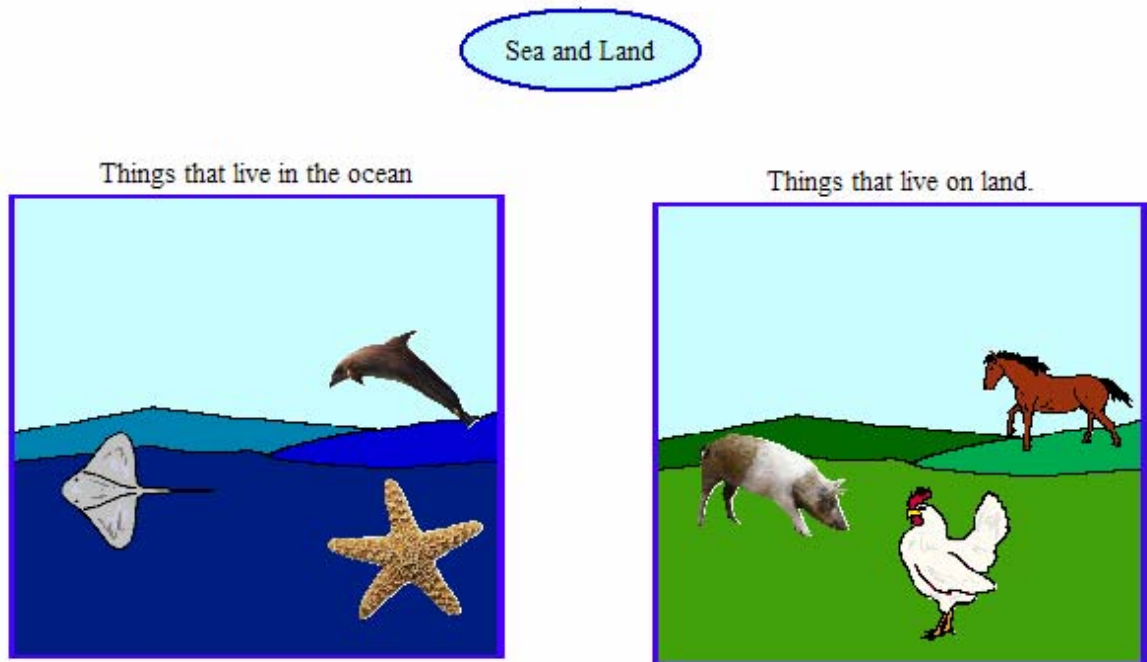
Now, the *Things that live in the ocean* SuperGrouper category looks something like this:



Now let's add symbols to *The things that live on land* SuperGrouper category.

1. Click the **More Animals and Plants** button until you see the library that contains farm animals.
2. Drag the **horse** symbol to the SuperGrouper category.
3. Drag the **chicken** symbol to the SuperGrouper category.
4. Drag the **pig** symbol to the SuperGrouper category.

Now, your diagram looks something like this:



Remove a symbol from a SuperGrouper category

To remove a symbol from a SuperGrouper category, drag the symbol to another location.

–or–

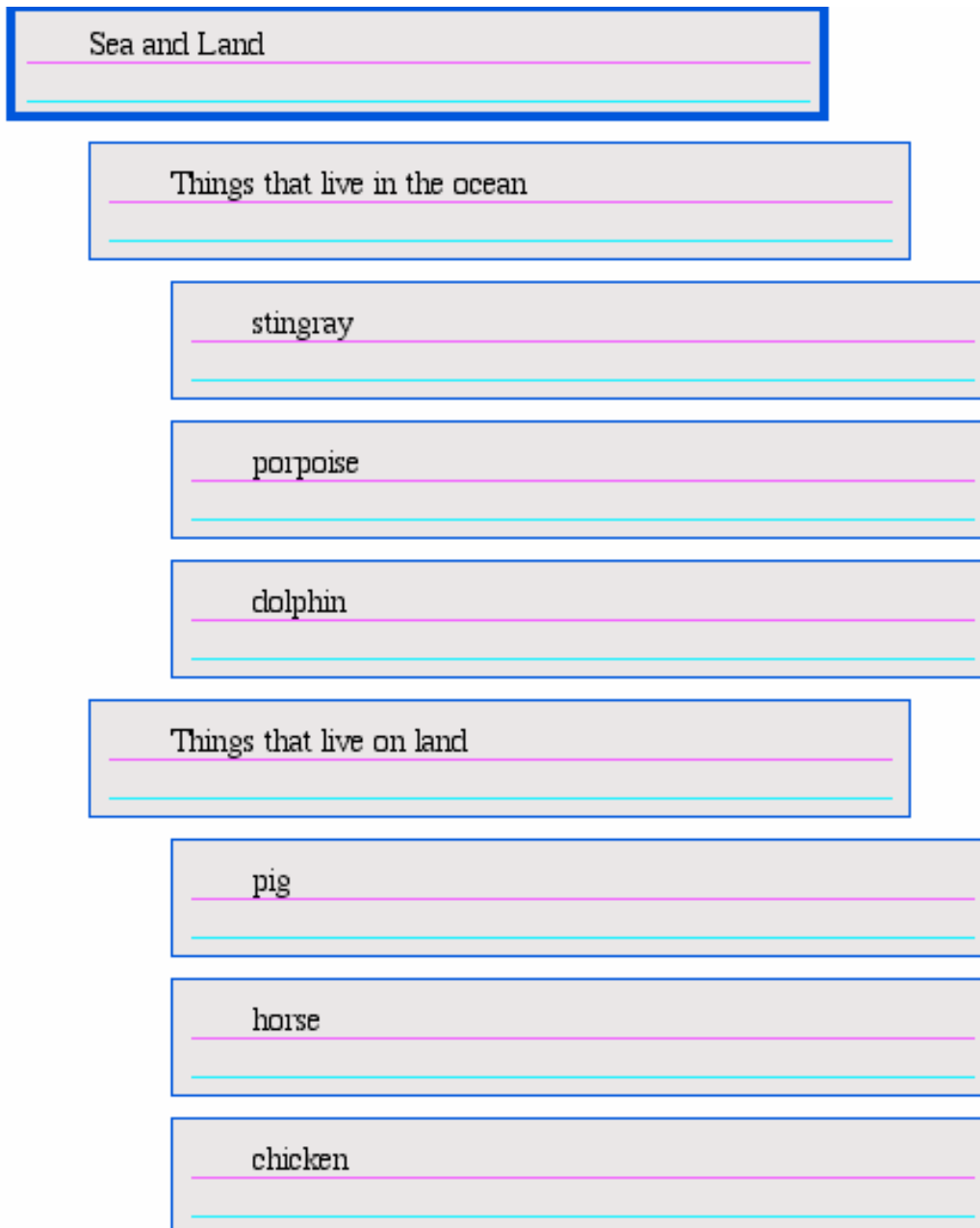
To delete the symbol, select it, and then click the **Clear** button.

View a SuperGrouper diagram in Writing view

To view the SuperGrouper categories in Writing view, click the **Go to Writing** button.



This is what the SuperGrouper categories look like in Writing view:



The titles of the SuperGrouper categories assume a top-level position, and the symbols that each SuperGrouper category contains are supporting ideas. Any changes you make here will be reflected in Picture view.

Switch to Picture view

To view the SuperGrouper categories in Picture view, click the **Go to Pictures** button.

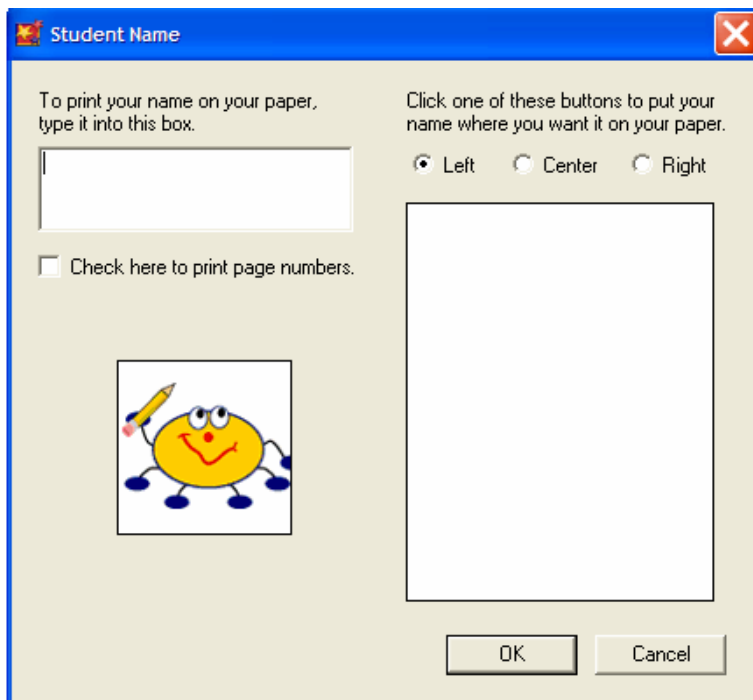
Add your name to the top of the page for printing

You can add your name and other information such as your teacher and classroom number to your project. When you print your work, your name appears at the top of the page.

1. To add your name to your project, click the **Student Name** button.



2. Type your name and other information in the box where you want the information to appear.

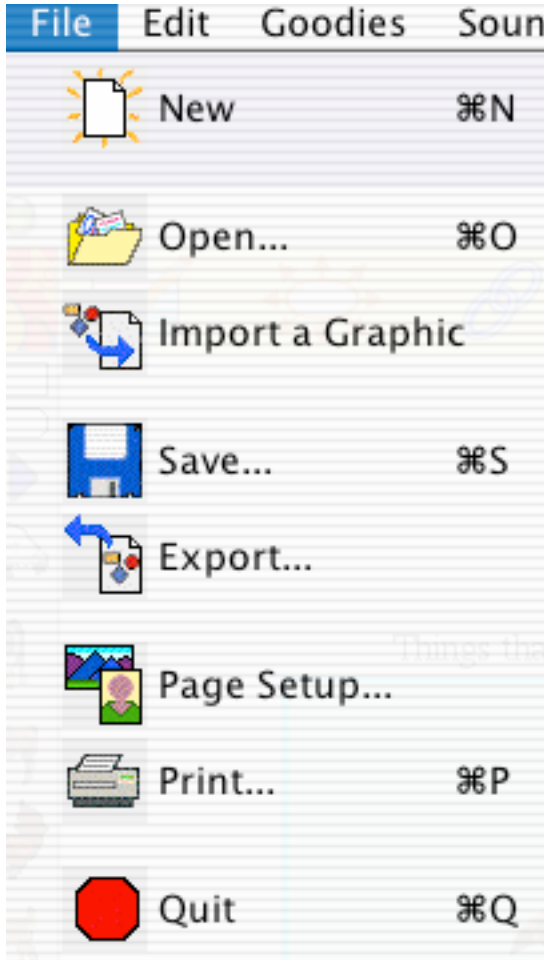


For example, if you type your name in the box and select the **Left** button, your name will appear in the upper left corner of the page.

Print your work

Now you are ready to print your work.

1. To print your work, click **Print** on the **File** menu.



2. In the Print dialog box, click **Print**.

Converting to Inspiration

Any project created in Kidspiration may be opened and worked on in Inspiration. You may find that some formatting is altered when opening a project and may have to make minor adjustments to the project once it is opened in Inspiration.

Close your project and return to the Kidspiration Starter

To close your project and return to the Kidspiration Starter, click the Kidspiration Guide. When you return to the Kidspiration Starter, you are prompted to save any open documents.

Open a Kidspiration activity

1. Start Kidspiration.

–or–

On the **File** menu, click **New**.

2. Under **Activities**, click a category, for example “More.”



3. Select an activity from the list, and then double-click it to open it, for example “Get Ready.”



Get Ready

This would be an excellent activity to allow students to get comfortable with using the Kidspiration program for the first time because it allows them to maneuver through the symbol palette and move objects on the page around.

4. If time, explore the features within some of the other activities to see which would be appropriate for your students.