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# Inspiration® Outliner SmartApplet™ User's Guide

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# Introduction

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Welcome to the User Guide for the Inspiration Outliner SmartApplet. The Inspiration Outliner lets you create structured outlines that can be used as the framework for essays, reports, and all types of creative documents and projects. Inspiration Outliner SmartApplet makes it easy to organize written documents, create systematic, nested concepts for a summary or report, or just to brainstorm and assemble ideas in a logical way. Viewing, editing and printing your outlines is a snap.

The Inspiration Outliner is designed to work with the AlphaSmart 3000. Your outline can be directly expanded and refined using AlphaWord, or the outline can be easily transferred from the AlphaSmart 3000 to Inspiration® or Kidspiration™ applications on a Windows® PC or Macintosh®.

You can also transfer your outline text for further development or formatting to other popular software applications on your computer.

Complete instructions for installing the Inspiration Outliner on your AlphaSmart can be found in the Installation chapter of this guide. To help you get started quickly, a list of keyboard commands is available in Appendix 1, or under the Reference option in the Outliner SmartApplet. Curriculum ideas for using Inspiration Outliner in the classroom are available in Appendix 2. Comprehensive instructions for all aspects of the Inspiration Outliner SmartApplet's use are in this guide's middle chapters.



## Technical and System Requirements

To run **Inspiration Outliner SmartApplet** you will need the following:

- Macintosh without USB requires System 7.5 or later.
- Macintosh with USB requires System 8.6 or later.
- PC running Windows 95, Windows 98, Windows 2000 or Windows ME.
- AlphaSmart 3000 or higher.
- Transfer of outlines to Inspiration or Kidspiration requires Inspiration 5.0 or higher, Kidspiration 1.0a or higher, and a cable connection.

## Installing the Inspiration Outliner Software on Your Macintosh Computer:

1. Insert the Inspiration Outliner CD into your computer.
2. Double-click on the Inspiration Outliner CD icon.
3. Double-click the Inspiration Outliner Installer icon.
4. Click **Continue** when the AlphaSmart Software Installer screen appears.

Easy Install: The installer screen offers an easy install option. Using this choice, the Inspiration Outliner SmartApplet updater is installed in an

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Inspiration Outliner SmartApplet folder on your hard drive. If this location is satisfactory, simply click the Install button.

To install to another hard drive, click the Install Location drop-down menu of mounted hard drives and select the hard drive you want to install to. (Note: you cannot install to a network server hard drive or to the Inspiration Outliner SmartApplet CD. Error messages will occur if you attempt either of these installations.)

To install to a different folder on the selected hard drive, click the Install Location drop down menu and choose Select Folder.

*Note: It isn't necessary to install the Inspiration Outliner software on your PC because the Outliner Smart Applet can be installed directly from the CD.*

## Installing Inspiration Outliner SmartApplet on the AlphaSmart:

*Warning: Installing a SmartApplet on the AlphaSmart erases all SmartApplets, files and settings. Before installing, you must transfer all files you want to save from the AlphaSmart to your desktop computer. Installing Inspiration SmartApplet also reduces the size of AlphaWord files.*

**Note:** If you are running AlphaSmart Get Utility software on your computer, you must close it before you install the Inspiration Outliner SmartApplet.

1. Turn on the AlphaSmart.
2. Connect the AlphaSmart to your computer.
  - If you're using the AlphaSmart serial port, connect the serial cable to the AlphaSmart serial port (marked "Printer"). Connect the other end to the COM (PC) or modem/printer (Macintosh) port on your computer.

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- If you're using the AlphaSmart USB port, connect the USB cable to the AlphaSmart USB port (marked "Computer"). Connect the other end to your computer's USB port.
    - a. If you are using AlphaHub, connect the AlphaHub-to-AlphaSmart USB cable to each AlphaSmart you wish to update. (Installing Inspiration Outliner via AlphaHub requires that the AlphaSmarts are running AlphaWord SmartApplet v1.4 or later.) AlphaWord SmartApplet v1.4 is available in the downloads section at [www.alphasmart.com](http://www.alphasmart.com).
  - 3. If you're using the AlphaSmart serial port, press **ctrl-⌘-u** on the AlphaSmart keypad. The AlphaSmart display will show:

```
Attempting to enter the Updater Mode.  
Attach an Updater cable.  
Start the Updater Application.  
Press esc key to exit...
```

- 4. Launch the Inspiration Outliner SmartApplet Updater on your Macintosh or PC.
  - PC: In Windows Explorer, go to the CD-ROM drive and double-click on the Inspiration Outliner SmartApplet 1.0 icon.
  - Macintosh: Locate and double-click on the Inspiration Outliner 1.0 icon.
- 5. The **Updater** window will appear. Select **serial**, **USB**, or **AlphaHub**.
- 6. Click **Update Now** for serial or USB, or **Connect** for AlphaHub.
  - Using serial or USB, installation will begin.
  - Using AlphaHub, the Updater will scan AlphaHub for connected AlphaSmarts and display a graphic view of which AlphaHub ports have AlphaSmarts connected. If the display shows the correct number of connected AlphaSmarts, click **OK** to begin installation.
- 7. Inspiration Outliner SmartApplet will take a few minutes to install.

- 
8. When installation is complete, exit the Updater.
  9. Disconnect the serial, USB, or AlphaHub-to-AlphaSmart USB cable from the AlphaSmart.

## Installing the Kidspiration 1.0a Updater on Your Computer:

If you have Kidspiration 1.0, you must update the software in order to send outlines from AlphaSmart to Kidspiration on a desktop computer.

### Macintosh:

1. Insert the Inspiration Outliner CD into your computer.
2. Double-click on the Inspiration Outliner CD icon.
3. Double-click the Kidspiration 1.0a Updater folder.
4. Double-click the Kidspiration 1.0a Updater icon.
5. Click **Continue** when the Kidspiration Updater screen appears.
6. Click the **Update** button to update your Kidspiration software.

### PC:

1. Insert the Inspiration Outliner CD into your computer.
2. In Windows Explorer, go to the CD-ROM drive and double-click the Kidspiration 1.0a Updater folder.
3. Double-click the Kidspiration 1.0a Updater icon.
4. Click **Next** when the Kidspiration Updater screen appears.
5. Click **Next** in the welcome screen.
6. If the Destination Directory shown is correct, click **Next** to install Kidspiration 1.0a Updater there; otherwise, choose the correct directory and click **Next**.

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## Installation Troubleshooting

**I click the “Update Now” button in the application, but the dialog says that the “AlphaSmart is not responding.”**

If using a PC COM connection make sure that you have the correct COM port selected in the popup menu of the application window. You can verify this by checking to see if the AlphaSmart screen changes from “Attempting to enter the Updater Mode.” to “New SmartApplet is being loaded...”. If the screen does not change, then the correct COM port is not selected or the COM port is being used by another application.

If using a Macintosh Modem or Printer port connection make sure that you have the correct port selected in the popup menu of the application window. You can verify this by checking to see if the AlphaSmart screen changes from “Attempting to enter the Updater Mode.” to “New SmartApplet is being loaded...”. If the screen does not change, then the correct port is not selected.

**I turn on my AlphaSmart and the following screen is displayed:**

```
Updater Mode:  
A SmartApplet was not found!  
Use the Updater Application to load  
a SmartApplet into the AlphaSmart.
```

This means the update process was started, but for some reason it did not complete successfully. When the AlphaSmart is in this mode, it can be updated with a new SmartApplet by just connecting the Updater cable (serial or USB). When using the PC COM port or the Macintosh serial ports (Modem/Printer) you do not need to press **ctrl-⌘-U**. The AlphaSmart is already in Updater Mode. Just bypass that step in your installation section.

**I am attempting to load the SmartApplet through my iMac or PowerBook infrared port, but the AlphaSmart does not respond.**

The SmartApplet Updater does not currently support infrared connections. Try using a USB or serial port.



# Working With Outlines

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This chapter tells you all you need to know to create outlines and manage their topics and subtopics. For information on transferring outlines to and from a PC or Macintosh, see Chapter 3, “Managing Outlines.”

With Inspiration Outliner SmartApplet, teachers and students can organize their ideas for essays, reports, quizzes, lesson plans, and other documents. You can create outlines, add, delete, and reorganize topics, and print directly from an AlphaSmart 3000. You can also easily send your outline to a PC for further editing or printing.

Once the outline is complete, you can transfer your outline into AlphaWord (or a word-processing or desktop-publishing program on a computer) to begin writing. If you prefer, you can transfer your outline into the Inspiration or Kidspiration application on a PC or Macintosh to further develop and organize your ideas.

## Basic Elements of an Outline

Inspiration Outliner SmartApplet helps you organize your thoughts in a hierarchical manner, allowing for the clear, logical development of ideas. The top level of the outline is the Main Idea, and all the ideas that flow from the Main Idea are its topics and subtopics, as in the simple outline below.

Topics are the concept areas you want to include or the significant points you want to make in your eventual report or essay. Major topics can have subtopics, which amplify or further explore the major topics. Here, the Main Idea is Vehicles, showing some major topics for different types of transportation.

---

```
Vehicles
- Cars
- Trucks
- Bicycles
```

A topic

- contains one idea or piece of information
- may or may not have subtopics below it
- can span more than one line
- is shown with a plus sign in front of it if it has subtopics
- is shown with a minus sign in front of it if it has no subtopics

A subtopic is simply a topic that is subordinate to a major topic, or that adds information to that topic. You can have as many as 11 levels of subtopics in your outline allowing for detailed depth and development of your concepts.

## Getting Started with a New Outline

In this section, you'll learn how to start Inspiration Outliner SmartApplet, create a simple outline, and manipulate (move, insert, and delete) topics and subtopics. Please note that there can be a total of 8 outlines per AlphaSmart that can be distributed among up to 8 users—each user's outlines will be securely stored on the AlphaSmart, accessible by password.

### Starting Inspiration Outliner SmartApplet

1. Press the **on/off** button on your AlphaSmart.
2. Press the **applets** key.

- 
3. Press the **down arrow** key to select Inspiration Outliner in the Applets list, then press **enter**.
  4. You will see the screen below:

```
Select your name or choose to add name:  
- Teacher options  
- Add a student
```

Students that have already entered their name and password in the Outliner SmartApplet will be listed under the “Add a student” line. They only need to select their name from the list and enter their password to go to an existing outline or begin a new outline. New users should follow this procedure:

- Press the **down arrow** key to select “Add a student”
- Press the **enter** key
- You will see the screen below:

```
Enter your first and last name:  
First Name: Jessica  
Last Name: Constant  
Press enter after typing the names
```

### **Entering your name and password**

1. Enter your First name (from 1–15 letters) at the prompt, then press **enter**.
2. Enter your Last name (from 1–20 letters) at the prompt, then press **enter**.
3. You will be prompted to enter a password. Choose any password you like, from 1 to 6 characters in length. Press **enter** and re-enter the password after the prompt.

- 
4. To work on a new outline, choose Start new outline.

**Tip:** If you make a mistake while entering your name or password, just press **backspace** to erase, and then correct the error. If the error is on a different line, press the **up** or **down** arrow key to move to the line with the error, then correct the error.

If you need to go back to the previous screen on the AlphaSmart, just press **esc**. (Pressing **esc** at any time within the Inspiration Outliner will take you back to the previous screen.)

### Creating a New Outline

After you choose Start New Outline, the AlphaSmart screen flashes the words Main Idea. You can now begin your new outline. Your outline will be automatically saved to the AlphaSmart.

1. Type the main idea—the top-level topic—for your outline. Press **enter**. Your text replaces the words Main Idea. (Your outline file will be saved under this Main Idea text; when you go to open an existing outline, this Main Idea text will be the outline name.)  
Inspiration Outliner SmartApplet automatically indents the line immediately after your main idea, since all other ideas in the outline will be subtopics (including major topics and their subtopics) under this Main Idea.
2. Now type the first topic.
3. Press **enter** to add a new topic, and continue typing topics as necessary. The screen displays each topic on its own line, preceded by a minus sign. The minus sign indicates that there are no subtopics below the topic. (Though our examples only display simple topics, you can elaborate on your topic concepts.)

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Here is an example of the structure of a typical multi-level outline. (This example displays more lines than that of the AlphaSmart screen.)

```
Main Idea
+ Major Topic 1
  - Subtopic 1A
  - Subtopic 1B
+ Major Topic 2
  - Subtopic 2A
  - Subtopic 2B
```

### Adding topics

It's easy to add topics to your outline at any level, as summarized in the table below:

Create a topic at the same level	Press enter anywhere within an existing topic, then add text
Create a subtopic one level below the existing topic	Press enter, then option- right arrow
Create a new topic one level above the last topic entered	Press enter, then option- left arrow

### Making Subtopics

In most cases, you'll want to add subtopics to at least some topics in your outline. For instance, in our Vehicles example outline, you could add types of trucks under the Trucks topic. To make subtopics, follow these steps:

1. Put the cursor in the topic that you would like to change into a subtopic. Press and hold the **option** key and press the **right** arrow key. The topic will move to the right; it's now a subtopic of the topic above.
2. Here in our Vehicles outline, we first entered Pickup under Trucks and pressed **option-right arrow**, making Pickup a subtopic. We then

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added SUV and Flatbed, pressing **enter** after each entry. The subtopics are shown indented below the topic (Pickup, SUV, and Flatbed, in our example). The Trucks topic now has a plus sign in front of it, indicating that Trucks has subtopics.

Continue entering subtopics, pressing enter after each subtopic.

3. When you're finished entering subtopics for this topic, press and hold **option**, then press the left arrow to move the selected topic up a level in the hierarchy. (Inspiration Outliner Smart-Applet assumes you want to continue to add items at the same level in your outline, so each time you press **enter**, the flashing cursor returns to the same level in the outline.)

If you decide that a subtopic should be at another level, you can use **option-right arrow** or **option-left arrow** while the cursor is still in the relevant topic to easily change its level.

You can “nest” subtopics up to 11 levels deep.

```
+ Trucks
  - Pickup
  - SUV
  - Flatbed
```

## Editing an Outline

This section explains how to edit your outline-- including text editing tips and quick ways to navigate around it.

### Moving around an outline

Use the keyboard commands in the following table to navigate quickly around your outline.

To go to the top of the outline (the Main Idea)	home
To go to the bottom of the outline	end
To scroll down one line at a time	down arrow

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To scroll up one line at a time	up arrow
To scroll up a page (4 lines) at a time	⌘-up arrow
To scroll down a page (4 lines) at a time	⌘-down arrow
To scroll to the end of the line	⌘-right arrow
To scroll left to the beginning of the line	⌘-left arrow

### **Automatic word-wrapping**

Inspiration Outliner SmartApplet automatically wraps text at the end of the line. As you type, the text moves to the next line, directly below the line above. As you have already seen, pressing **enter** at the end of a line creates a new topic; you can't use **enter** to start a new line. (If you do accidentally create a blank topic, hold down the **option** key and press the **backspace** key to delete the blank topic.)

## **Text-editing Tips**

### **Correcting errors**

The simplest way to correct errors is to use the **backspace** key to delete text. If the error is on the same line as the cursor, use the **left** and **right** arrow keys to move to the error. If the problem is on a different line, use **up** and **down** (and ⌘ **up/down**) to scroll to the problem area, then just press **backspace** to delete the error. Type any new text.

See “Deleting a Topic” toward the end of this chapter for information on deleting a whole topic (and any subtopics below it).

---

## Cut, copy, and paste

The Inspiration Outliner uses the same basic keystrokes to cut, copy, and paste text as those of most word-processors on the PC or the Macintosh (including AlphaWord on the AlphaSmart):

ctrl-X or ⌘-X	Cut
ctrl-C or ⌘-C	Copy
ctrl-V or ⌘-V	Paste

The AlphaSmart also maintains an internal Clipboard for temporarily storing text that has been copied or cut.

You can cut, copy and paste the text for an entire topic, or just a portion of it. You cannot simultaneously manipulate the text for a topic's subtopics, or for other standalone topics—you must select them individually.

### To select text:

1. To select all the text in a standalone topic, press **⌘-A**.
2. To select a portion of the text in a topic, press and hold **shift**, then press any arrow key to select the text, character by character. Continue pressing the arrow key until all the text you want is selected.

### To cut (delete or move) text:

1. Move the cursor to the text you want to cut.
2. Select the text you want to cut using the procedure above.
3. Press **ctrl-X** or **⌘-X**.

**Note:** Even if you use **ctrl-X** or **⌘-X** to cut all the text from a topic, the topic “box” itself will not be deleted; you’ll still see its prefix (the plus or minus sign)—and its subtopics, if it had any. If you want to delete an

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entire topic (and any subtopics below it), put the cursor on the topic you want to delete and press **option-backspace**.

**To copy text (that you want to paste elsewhere):**

1. Move the cursor to the text you want to copy.
2. Select the text you want to copy.
3. Press **ctrl-C** or **⌘-C**.

**To paste text:**

1. Move the cursor where you want to paste the text.
2. Press **ctrl-V** or **⌘-V**.

**Searching for text**

Familiar AlphaWord keystrokes let you search for text in your outline:

Search for text	⌘-F or find key
Search again for the same text	⌘-G

**Checking spelling**

Like in AlphaWord, Inspiration Outliner SmartApplet lets you check your spelling. Press the spell check key to check the entire outline, or press **⌘-spell check** to check the spelling of the word the cursor is positioned on. You'll see a message informing you the word is spelled correctly, or you'll be taken to a screen with alternatives for the misspelled word and some editing commands.

## Organizing Your Outline

Your outline topics and levels can be freely shifted around to reorder or expand the information they contain. For instance, you might determine

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that a topic belongs at a higher or lower level in the outline. You can move a topic up or down in the outline, or change its level.

**Note:** The Main Idea (the top-level topic of the outline) cannot be moved or deleted.

### Moving topics

When you want to reorganize topics in your outline, put the cursor in the selected topic and press and hold **option** while pressing an **arrow** key. Continue pressing the **arrow** keys until the moved topic is where you want it. The moving topic commands are summarized in the following table:

To move a topic up in the outline	option-up arrow
To move a topic down in the outline	option-down arrow
To move a topic left a level (for example, to change a subtopic to a higher-level topic)	option-left arrow
To move a topic right a level	option-right arrow

**Note:** If you move a topic that has subtopics below it (indicated by a plus sign), all subtopics are moved along with the topic. Any hidden subtopics will remain hidden when you move a topic. To see them again, press **option-plus**.

When you move a topic up or down in the outline, the topic assumes the same level as the topic just above or below it. For instance, in the example below, Pickup is a second-level topic, along with SUV and Flatbed:

```
+ Trucks
  - Pickup
  - SUV
  - Flatbed
```

---

If you move Pickup up, it becomes a major topic at the same level as Trucks, as seen in the example below.

```
- Pickup
+ Trucks
  - SUV
  - Flatbed
```

**Note:** If you move a topic that has subtopics below it (indicated by a plus sign), the level of the subtopics is changed—that is, moved right or left—along with the topic.

You can only move a topic as far right or left as the structure of the outline allows. For instance, you can't move a topic three levels to the right if there is no second-level topic above it.

### Deleting a topic

If you decide you don't want a topic, it's easy to delete it. Just remember that if you delete a topic, all subtopics of that topic will also be deleted.

#### To delete a topic:

1. Use the arrow keys to move to the topic that you want to delete.
2. Press and hold **option**, then press **backspace**. If there are any subtopics below the topic, Inspiration Outliner SmartApplet will remind you that those subtopics will also be deleted.
3. Press **Y** if it's OK to delete the subtopics, or **N** if you've changed your mind.

**Note:** You cannot delete the Main Idea.

## Hiding or Showing Subtopics

As you continue to create your outline, you may find that you want to hide or show different areas. For example, using our Trucks outline example, suppose you've added many different vehicle types under the Vehicles topic,


---

but would like to hide those names for now—perhaps to get a better sense of the general structure of the outline. Conversely, you might want to show a particular part of your outline that you have previously hidden.

### Hiding Subtopics

To hide subtopics:


1. Position the cursor anywhere on a topic that has subtopics.



```
+ Trucks
  - Pickup
  - SUV
  - Flatbed
```

2. Press and hold **option**, then press the **minus** key.

All of the topic's subtopics will be hidden; the plus sign next to the topic (as with the Trucks topic in the example below) indicates that there are hidden subtopics.



```
+ Trucks
- Bicycles
- Skateboards
- Rollerblades
```

You can hide any subtopic, **except** those of the Main Idea (that is, you can't collapse your outline to show only the Main Idea).

---

## Showing Subtopics

To show subtopics:

1. Position the cursor anywhere on a topic that has hidden subtopics.

```
+ Trucks
- Bicycles
- Skateboards
- Rollerblades
```

2. Press and hold **option**, then press the **plus** key.

```
+ Trucks
  - Pickup
  - SUV
  - Flatbed
```

## Hiding or Showing All Topics

You can show and hide all of the topics and subtopics of your outline with single commands. Press **⌘-plus** anywhere in your outline and every topic and subtopic of the outline will be revealed. Press **⌘-minus** anywhere in your outline and all topics to the top-level topic will be collapsed, as in our Vehicles example below.

```
Vehicles
- Cars
+ Trucks
- Bicycles
```

---

### **Adding a new subtopic to a group of hidden subtopics**

If you have previously hidden a topic's subtopics it's still possible to add a subtopic to it. When you use **option-right arrow** to make a subtopic, the hidden subtopics will be automatically shown.

## **Creating and Managing Multiple Outlines**

Creating and managing multiple outlines is as simple as the creation and management of your first outline. Your initial outline is automatically saved to your AlphaSmart. To return to it, simply log on under your user name in the Inspiration Outliner Smart Applet (as detailed in the beginning of this chapter).

You'll see a Select Option menu directing you to start new outline or open existing outline. You already learned how to start a new outline in this chapter. If you have a single saved outline or multiple outlines, you access them using the Open Existing Outline command.

Pressing **enter** on Open Existing Outline will bring up a list of the names of all your saved outlines. Scroll to the outline you want to open and press enter to open it on your AlphaSmart. You can save a total of 8 outlines on your AlphaSmart that can be distributed among up to 8 users.

## **The Help System (Reference)**

The Inspiration Outliner SmartApplet comes with a built-in help system that displays all of the program's keyboard commands. To access these commands, turn on your AlphaSmart, press the applets key and select the Inspiration Outliner from the list.

---

Enter your user name and password.

```
Select Option:  
↑ Open existing outline  
- Transfer outline to AlphaWord  
- Reference
```

Use the **down** arrow to move the cursor past Start new outline and the other options until you get to the Reference command. Press **enter** and you'll see a scrollable list of the most significant keyboard commands for the Inspiration Outliner. Press the **esc** key to return to the Select Option commands of the Inspiration Outliner.

If you are already working in the Inspiration Outliner SmartApplet, you can access the Reference menu by pressing the **esc** key until you get to the Select Option commands. You can then scroll down to access the Reference system.

See Appendix 1, "Keyboard Commands," for a comprehensive list of all the keyboard commands for the Inspiration Outliner SmartApplet.



# Managing Outlines

---

In the previous chapter, you learned how to create and edit Inspiration Outliner SmartApplet outlines. Once you've created an outline, you may want to transfer it to a computer for further refinement with Inspiration, or with a word-processing program. You can also use AlphaWord on your AlphaSmart to expand and refine your outline.

This chapter tells you how to transfer an outline to AlphaWord or a PC or Macintosh. It also explains how to delete and print outlines.

## Transferring an Outline to a PC or Macintosh

If you have Inspiration or Kidspiration on your computer, you can transfer your AlphaSmart outlines to the program.

**Note:** Kidspiration 1.0a or higher is required. For more information on updating Kidspiration see Chapter 1, "Installation."

### To transfer an outline to Inspiration or Kidspiration on a PC or Macintosh:

1. Launch Inspiration or Kidspiration on the computer and open a new file.
2. In Inspiration, switch to Outline View. In Kidspiration, switch to Writing View.
3. Place the cursor where you would like the transfer to begin. This allows you to append work already started, or collate multiple outlines sent from the Inspiration Outliner SmartApplet.
4. On the AlphaSmart, open the Inspiration Outliner SmartApplet outline that you want to transfer.

**Note:** Sending an outline to Inspiration or Kidspiration requires a USB or Y cable connection.

- 
5. Connect your AlphaSmart to your computer using the USB, PC Y or Macintosh Y cable. If you need more information about making connections between a computer and the AlphaSmart, see the AlphaSmart 3000 User's Guide chapter on "Hardware Installation and Maintenance."
  6. Once connected, you'll see the following message: "Ready to send. Launch Inspiration or Kidspiration on your computer and select Outline or Writing mode. Press the Send key to transfer."
  7. Press the **send** key on the AlphaSmart. You'll see the following message: "Sending outline to the computer... Press esc key to exit...." (A progress percentage of the file's transfer will be dynamically displayed.)
  8. Your outline will appear in Inspiration or Kidspiration. You can then use all of the Inspiration or Kidspiration commands and functions, just as if the outline was originally created in either of those applications.

## Transferring an Outline to AlphaWord

You or your students may want to use AlphaWord to work on an outline. Perhaps you want to add some notes, or actually begin to write the report or other document. Here's how to transfer from Inspiration Outliner SmartApplet to AlphaWord:

**To transfer an outline to AlphaWord for editing:**

1. Press the **applets** key.
2. Choose Inspiration Outliner.
3. Enter your name and password.
4. Choose Transfer outline to AlphaWord.
5. Choose an outline from the list and press **enter**.
6. Enter the AlphaWord file to which you want to transfer the outline. You'll see a message telling you that if there is any existing text in the AlphaWord file you choose, it will be deleted when the outline is transferred.

- 
7. You'll return to the Inspiration Outliner Select Option menu, where you can start a new outline or open another existing outline.

**Note:** Outlines transferred to AlphaWord won't display the +/- topic-level symbols, but all the different topic levels in the transferred outline will be automatically indented.

## Transferring an Outline to Other PC or Macintosh Programs

You can also transfer your outlines to a PC or Macintosh word-processing program by first transferring them to AlphaWord as described above. Once the outlines are in AlphaWord, they can be sent in the normal way to any program that accepts text on a PC or Macintosh.

### To transfer an outline to a word processor for editing:

1. Open the word-processor document and place the cursor where you want the outline transferred.
2. Open the AlphaWord file your outline is in.
3. Connect your AlphaSmart to your computer using the USB, PC Y or Macintosh Y cable. If you need more information about making connections between a computer and the AlphaSmart, see the AlphaSmart 3000 User's Guide chapter on "Hardware Installation and Maintenance."
4. Once connected, you'll see the following message (in this example, for the Macintosh): "Attached to Macintosh, emulating keyboard. Press Send key to transfer file X." ["X" being the number of the file to be transferred]. Press ⌘-File key to switch to a different file."
5. If you are transferring the outline using infrared (IRDA), start AlphaBeam on your computer. Then point the infrared lens of the AlphaSmart towards the infrared transceiver or pod on the computer.
6. Press the **send** key to transfer the file.

- 
7. Your outline will appear in the document, ready for further refinement.

## Deleting an Outline

1. Open the outline you want to delete or select it from the outline list.
2. Press the **clear file** key.
3. Inspiration Outliner SmartApplet brings up a screen that warns you that the outline will be deleted and can't be recovered. Press **Y** for yes and **N** for no.
4. If you choose **Y**, the outline will be deleted and its Main Idea name will be removed from the outline list.

**Note:** You can also delete an outline by selecting the outline name from the list and pressing **ctrl-D** or **⌘-D**.

## Printing an Outline

To print an outline from Inspiration Outliner SmartApplet:

1. Open the outline that you want to print.
2. Connect a serial cable to the Printer outlet on the AlphaSmart.
3. Plug the other end of the cable into your printer's serial port. If you are printing using infrared, point the infrared lens of the AlphaSmart towards the infrared transceiver on the printer.
4. Press the **print** key.

**Note:** When you print your outline, the +/- symbols won't display on the printout, but your printed outline will be automatically indented to show different topic levels.

The Inspiration Outliner SmartApplet provides several administrative features for teachers who oversee their students' work. With these features, a teacher can

- Delete outlines
- Delete users
- View users
- View passwords

**Note:** Working with Teacher options must be done on each student's individual AlphaSmart. So, for example, if Joe Rogers leaves your class, you would use the Teacher options on Joe's AlphaSmart.

## Entering Teacher Options

To access Teacher options:

- After turning on the AlphaSmart, press the applets key and choose Inspiration Outliner from the list. You'll see the screen below:

```
Select your name or choose to add name:  
- Teacher options  
- Add a student
```

Select Teacher options and press **enter**. You'll be prompted to enter the master password, which is the same master password for AlphaWord. To obtain the master password, call 1-888-274-2720.

---

## Viewing Users

When you log on in Teacher options, you'll automatically see the list of users who've used that particular AlphaSmart.

## Deleting Users

As a teacher, there will be times when you want to delete a student from the list of users—typically, when a student leaves your class. Here's how to remove that student's user name and outline files from the AlphaSmart:

1. Enter Teacher options using the process detailed above.
2. Put the cursor on the user name that you want to delete.
3. Press **⌘-D** or **ctrl-D**.
4. You'll receive a message saying "WARNING! The outlines for this student will be deleted. Are you sure you want to delete them? (y/n)"
5. Press the **Y** key to delete the user and the user's outlines.
6. You'll return to the user name list. The user name will be gone.

## Deleting Outlines

You can delete one or more of a student's outlines. You can do this in a couple of ways. The first is the same way a student would:

1. Log in using Teacher options.
2. Select the student's user name from the list of users and press enter.
3. Select the outline name in the list. (You may have to scroll down to see all the outlines.)
4. Press **clear file**. Inspiration Outliner displays a warning message asking if you really want to do this. Press **Y**.
5. Repeat steps 3 and 4 for all the outlines you want to delete.

---

You can also delete outlines by simply pressing **ctrl-D** or **⌘-D** while the cursor is on the outline name you want to delete in the outline list.

## Viewing Passwords

Teachers can recover a student's password if they have lost or forgotten it. Here's the method:

- Enter Teacher options using the process detailed above.
- Put the cursor on the user name for which you want to recover the password.
- Press **⌘-W** or **ctrl-W**.
- The screen will display the user's name and the password.



# Keyboard Commands

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<b>Topic Manipulation</b>	
Add a topic	enter
Delete topic	option-backspace
Move topic left	option-left arrow
Move topic right	option-right arrow
Move topic up	option-up arrow
Move topic down	option-down arrow
Show subtopics	option-plus
Show all subtopics	⌘-plus
Hide subtopics	option-minus
Hide all subtopics	⌘-minus

<b>Text Editing</b>	
Move cursor left	left arrow
Move cursor right	right arrow
Move cursor up	up arrow
Move cursor down	down arrow
Select text	shift-any arrow
Select All (Selects all text within a given topic)	⌘-A
Cut text	⌘-X ctrl-X

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---

<b>Text Editing</b>	
Copy text	⌘-C ctrl-C
Paste text	⌘-V ctrl-V

<b>Document</b>	
Go to Top	home
Go to End	end
Find	find ⌘-F ⌘-G (Find next)
Spell Check	spell check ⌘-spell check (to check a specific word)
Clear File	clear file
Delete File	ctrl-D
Move up four lines	⌘-up arrow
Move down four lines	⌘-down arrow
Start of line	⌘-left arrow
End of line	⌘-right arrow

# Curriculum Ideas for Teachers

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There are many different ways to incorporate Inspiration Outliner SmartApplet into your lesson plans. Apart from its obvious role as an outliner for each student's reports and ideas, Inspiration Outliner SmartApplet can be used for cooperative learning projects—such as group brainstorming and group outlining. For example, your students can enter their ideas in Inspiration Outliner SmartApplet on their individual AlphaSmarts, and you can then integrate these ideas using Inspiration or Kidspiration on a PC or Macintosh.

We hope the ideas in this appendix will inspire you to develop your own curricula!

## Class Research Project on Endangered Species

### Overview:

In this lesson, students study the characteristics of endangered species from the state where they live. Students explore the differences and similarities among creatures by examining physical characteristics, behavior, habitat and diet. They will also research the possible reasons why the species is endangered. The students will use an outline to organize their research on an animal, and then write a report. The class will combine all the reports to create a class book on endangered species.

### Learning Objectives:

- Locate information about animals using print or electronic reference books or online resources
- Describe the characteristics of an animal

- 
- Organize the information as it relates to each animal's endangered status

**Tools and Materials Needed:**

- Animal reference materials (print, electronic, or online)
- A list of endangered species for your state—you can find information on endangered species at <http://endangered.fws.gov/> or from your state's wildlife agency
- Word processing software

**Teaching the Lesson:**

**Activity 1 – Conduct animal research**

- a. Have each student or group of students choose an animal from the endangered list to research.
- b. Familiarize students with the reference materials that are available to collect information about the animal assigned to their group.
- c. Instruct students to open Inspiration Outliner SmartApplet and create a new outline. The main idea of the outline should be the name of the animal they have chosen.
- d. Have students add the topics for their research to their outline. Suggested topics are physical characteristics, behavior, habitat, diet, and reasons it is endangered.
- e. Have students conduct research on assigned animals and enter the information they have gathered as subtopics under the topics in Inspiration Outliner.

**Activity 2 – Transfer outline to AlphaWord and write report**

- a. Have students transfer their outline from the Outliner SmartApplet to AlphaWord.
- b. Have students write a report on their animal using their research notes.

---

### Activity 3 – Transfer files from AlphaSmart to computer

- a. Have students transfer their report from AlphaWord into a word processing document on the computer.
- b. Instruct them to format and print their work.
- c. Review reports and provide feedback.
- d. Allow students to revise and print their work again as necessary.

### Activity 4 – Assemble book and discuss reports

- a. Distribute book materials to students and demonstrate the process for assembling their endangered species report book.
- b. Have students assemble their book.
- c. Have students read each report and discuss different factors that are causing species to become endangered.

## Write a Letter to a Pen Pal Introducing Yourself

### Overview:

In this lesson, the teacher or student must locate a pen pal that can receive a letter. The pen pal and the student have never met, so the student will write a letter to the pen pal that introduces the student. The student can describe their family, hobbies, favorite things, etc. The letter's content will be structured and expanded in an outline and completed in AlphaWord. Once the letter is complete, the student can print it and send it to the pen pal.

---

**Learning Objectives:**

- Manage and input information into letter form
- Assemble and communicate information in an interesting way

**Tools and Materials Needed:**

1. Pen pal who can receive letters
2. Pen pal's address

**Teaching the Lesson:**

**Activity 1 – Write descriptive information in AlphaWord**

- a. Have students write a paragraph introducing themselves in AlphaWord.
- b. The paragraph should include information about the student's family (including any pets), hobbies, and favorite things

**Activity 2 – Copy the AlphaWord paragraph into Inspiration Outliner SmartApplet and create outline**

- a. Have students copy their paragraph from AlphaWord and paste it into the Outliner SmartApplet.
- b. Have the students use the paragraph sentences to create Inspiration topics.
- c. Organize the information in ways that use topics and subtopics. For example, the topic family could have sister and cat as subtopics.
- d. Additional subtopics could include physical descriptions, favorite foods, etc.

**Activity 3 – Transfer the outline into AlphaWord to complete the letter**

- a. Have the students transfer their outline into AlphaWord.

- 
- b. Have the students write a detailed letter in AlphaWord using the topics and structure they created in their outline.
  - c. Encourage the students to be personal and friendly in their letters.

#### **Activity 4 – Print and send the letter to the pen pal**

- a. Have the students email their letters or print them out and mail them.
- b. Look forward to receiving and discussing any replies.

## **Planning a Web Site for Your School**

### **Overview:**

Students will work together to plan a web site for their school. They will research similar web sites to see how information is chosen and organized. After teacher-student discussion, site topics will be chosen by the students and entered and organized in an Inspiration Outliner SmartApplet outline. The outline will be sent to Inspiration or Kidspiration on a PC or Macintosh and refined as a flow chart depicting the entire web site, which can be printed out for class use.

### **Learning Objectives:**

- Research content areas for school web sites
- Research how school web sites are structured
- Discuss the merits of topics and structure to see which ones are relevant
- Input and organize web site topics
- Produce web site flow chart from web site outlines

### **Tools and Materials Needed:**

- Internet access
- Web site addresses of school sites similar to target school

- 
- Inspiration or Kidspiration software on PC or Macintosh

### **Teaching the Lesson:**

#### **Activity 1 – Research school web sites**

- a. Have students discover and investigate school web sites.
- b. Have students examine the sites both for content and structure.
- c. Discuss with the students the strengths and weaknesses of each site.

#### **Activity 2 – Determine and assign content for school web site**

- a. Have students select appropriate topics for their site.
- b. Assign chosen topics to student groups for further development.

#### **Activity 3 – Use Inspiration Outliner SmartApplet to outline web site content**

- a. Have students create the web site topic structure in Inspiration outliner.
- b. Have students develop the site content of those topics in the outlines.

#### **Activity 4 – Send outline files to one Inspiration or Kidspiration file and collate them**

- a. Send all of the group outline files to a single Inspiration or Kidspiration file on a Macintosh or PC.
- b. Create a web or flow chart of the entire site using the collective Inspiration outline files. (Switch to Diagram or Picture View, and add additional cross-links and organize visually...)

#### **Activity 5 – Print out the web site chart**

- 
- a. Print out the completed web site flow chart and post it for the class.
  - b. Use the completed chart for future site development critiques and ideas.

## Story Web

### Overview:

The class will collectively read a story or novel and then break into small groups. Each group will be given an AlphaSmart and be assigned a story component—such as conflict—to write about. Each group will assess how that component worked in the story, and will detail the examples of how their assigned story component worked in the story in an Inspiration outline. All of the group's outlines will be collected for a collaborative study guide.

### Learning Objectives:

- Get an understanding of how stories are composed of various elements and structures
- Determine how the various story structures work in a specific story
- Collect and organize examples of story structures for deeper understandings of story composition and meaning

### Tools and Materials Needed:

- Novel or story that illustrates common story structures
- The identification of basic story elements (characterization, setting, conflict, resolution)
- Word processing software

### Teaching the Lesson:

#### Activity 1 – Explain story structures and read the story

- a. Present students with an overview of what elements an author uses to make a story work.

- 
- b. Have the entire class read the assigned story.

**Activity 2 – Assign student groups one story element for examination**

- a. Give each student group an AlphaSmart.
- b. Assign each group one of the discussed story elements: characterization, setting, conflict, and resolution.
- c. Have each group evaluate the story for examples of their story element and how it worked in the story.
- d. Have each group enter their story element information into an Inspiration Outliner SmartApplet outline.

**Activity 3 – Group presentation and concept refinement**

- a. Have each group present their story research to the class.
- b. Add additional ideas and discoveries from the discussion to the outlines.

**Activity 4 – Create a collaborative study guide**

- a. Transfer the outlines into AlphaWord.
- b. Upload all of the outlines into a single word processing file from AlphaWord.
- c. Create a collaborative study guide from all the outlines that the class can use for future readings and story discussions.

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