Kidspiration® Quick Start Tutorial

This is a tutorial that introduces basic Kidspiration diagram and writing tools. The tutorial takes about 30 minutes from start to finish.

You use Kidspiration the same way as most Mac OS and Windows programs. For example, as you work, you use the mouse to drag objects and to select text. You also click and double-click, and enter information using the keyboard. If you are not familiar with doing these things, take a moment now and refer to the user's guide that came with your computer.

Conventions we used

When you are asked to enter specific text, the text you type appears in bold. For example, **All About Me**. When referring to a symbol or name you already entered, it appears in italics, like *All About Me*.

How we organized the tutorial

In the Kidspiration tutorial, you follow a series of step-by-step instructions to create a diagram, which is a simple visual representation of an idea. You also work with your ideas in writing.

The tutorial is organized into mini-lessons. They are designed to be completed in order, but you do not have to do them all at one time. Each mini-lesson introduces you to several of the unique features in Kidspiration. When you finish the tutorial, you will be ready to create diagrams, writing projects and activities on your own.

Mini-Lesson One: Creating a diagram in Picture View

In this lesson you will create a diagram called "All About Me" using symbols, words and links. You will learn to do the following:

- Start Kidspiration
- Start a new diagram
- Add your name to a project
- Save your work
- Add symbols to a diagram
- Use the Symbol palette
- Show and hide symbol captions
- Draw a symbol using the Symbol Maker tool
- Move symbols
- Change the colors of symbols
- Connect symbols using links
- Remove part of the diagram
- Fix a mistake
- Change the look of text using font, text size and color
- Close a project and return to the Kidspiration Starter

Starting Kidspiration

Note: Before you can start the program, Kidspiration needs to be installed. If you have not installed Kidspiration on your computer yet, see "Installing Kidspiration" on page 6 of the *User's Guide*.

To start Kidspiration on a Macintosh:

- Open the Kidspiration 2 folder, and then double-click the **Kidspiration** icon.

The Kidspiration Starter opens.

To start Kidspiration in Windows:

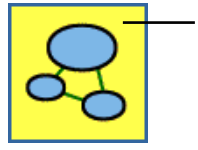
- Click the **Start** button, point to **Programs**, and then click **Kidspiration 2**.

  The Kidspiration Starter opens.

The Kidspiration Starter is the place where you start new projects, open existing projects, and use the many different Kidspiration activities. You will begin by starting a new diagram.

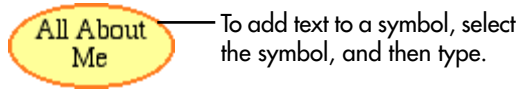
Starting a new diagram

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



A new document opens with a *Main Idea* symbol. The *Main Idea* symbol provides a starting point for your work.

2. In the *Main Idea* symbol, type **All About Me**.



Adding your name to a project

1. On the **Picture** toolbar, click the **Student Name** button.

2. Type your name in the box where indicated.

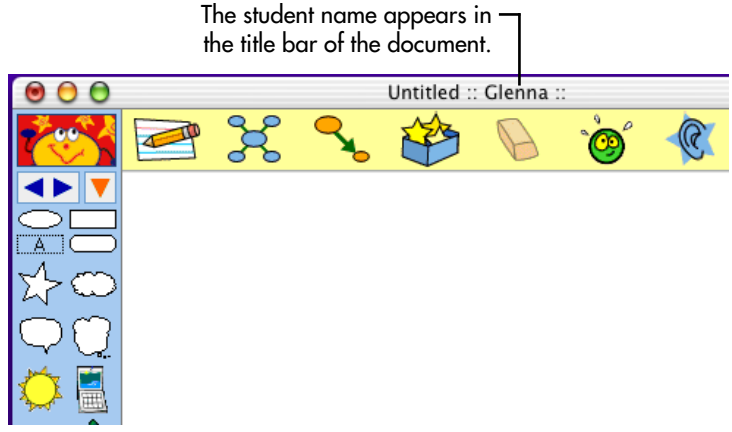
   For the examples in this tutorial we will use the name "Glenna."

3. To choose where you want the name to appear on the page, select **Left**, **Center** or **Right**.

   A preview of how the name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

   The student name appears in the title bar of the document.



Saving your work

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

1. On the **File** menu, click **Save**.
2. In the folder list, click the folder where you want to save the project.

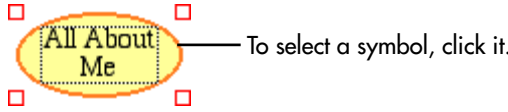
3. Type a name for the project, and then click **Save**.

   Kidspiration suggests the name "Glenna" based on the student name, but you can use a different name.

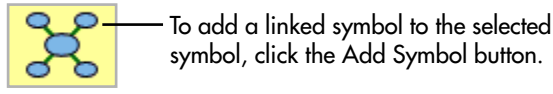
Adding symbols to your diagram

There are many different ways to add symbols in Picture View. An easy way to add a linked symbol is the Add Symbol tool.

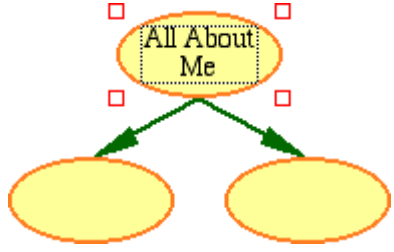
1. Click the *All About Me* symbol to select it.



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

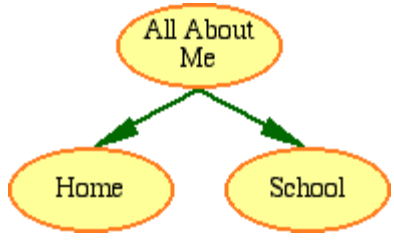


   Now your diagram looks like this.



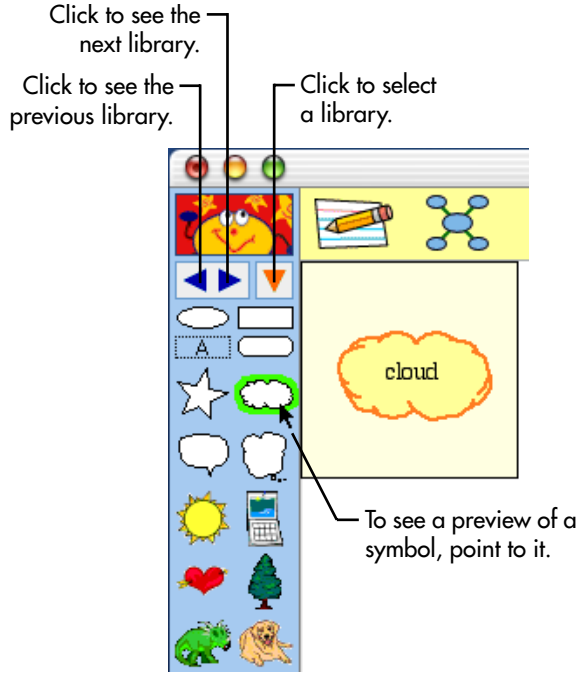
3. Select the left symbol, and then type the word **Home**.
4. Select the right symbol, and then type the word **School**.

   Now the diagram looks like this.

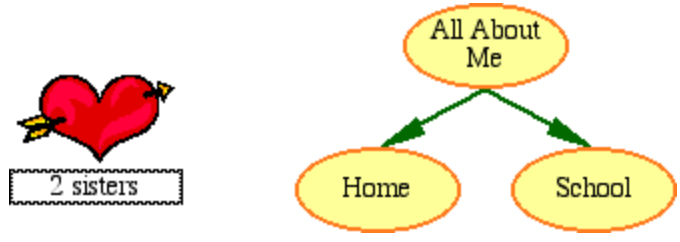


Using the Symbol palette

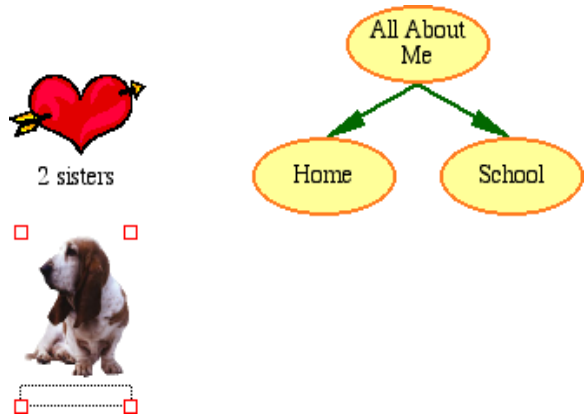
Now you will use the Symbol palette to add more symbols to the diagram. The Symbol palette has hundreds of symbols that you can use to show your ideas. Here is the Symbol palette.



1. On the **Symbol palette**, drag the *heart* symbol onto the diagram, and then type **2 sisters**.

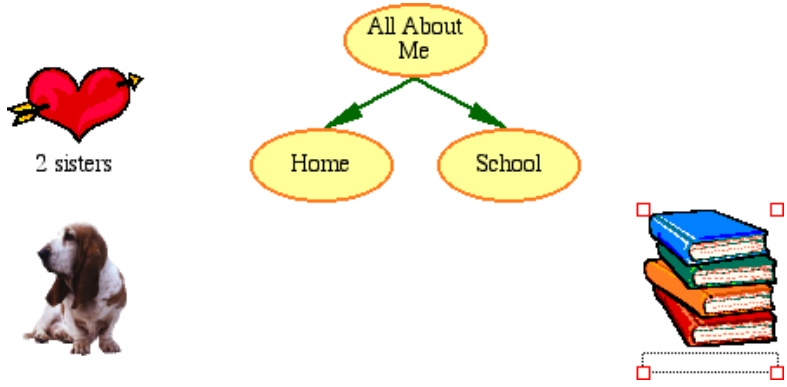


2. Click the **Next Library** button one time. Drag your favorite pet symbol onto the diagram.



3. On the **Symbol palette**, click the **Pick Library** button .
4. Scroll down the list to **School**, and then click **Classroom**.
5. Drag the *books* symbol onto the diagram.

   Adjust the position of the symbol so the diagram looks like this.



Showing symbol captions

To add flexibility to lessons, you can show or hide the symbol captions.

- To hide the symbol captions, click the **Hide Captions** button on the **Formatting** toolbar.

- To show the symbol captions, click the **Show Captions** button on the **Formatting** toolbar.

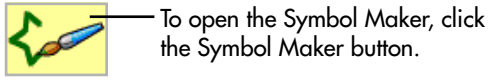
  The captions appear below all the symbols in the diagram.

Drawing a symbol using the Symbol Maker tool

The Kidspiration Symbol Maker enables you to create your own symbols using draw and paint tools. You can draw lines and shapes, then fill the shapes with different colors. The Stamp tool is an easy way to add images, numbers and letters to your drawing.

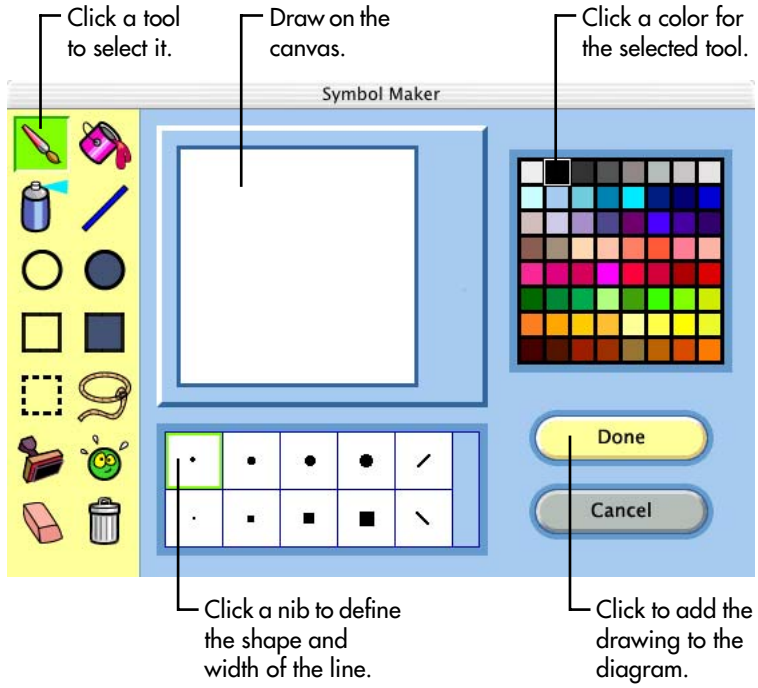
Opening the Symbol Maker

1. Select the *All About Me* symbol.
2. On the **Picture** toolbar, click the **Symbol Maker** button.



The Kidspiration Symbol Maker opens.

- Use the tools on the **Tool palette** to draw lines and shapes and edit the drawing.
- Use the **Nib palette** to define the shape and width of the line for the selected tool.
- Use the **Color palette** to choose a color for the selected tool.
- Draw on the **canvas** in the center of the dialog box.



Tips before you begin drawing

There are some special tools on the Tool palette you may find useful as you begin drawing.

- If you make a mistake and you want to undo what you just did, click the **Undo** tool.

- If you want to clear the canvas and start over, click the **Clear All** tool.

- If you want to erase part of the drawing, click the **Erase** tool, and then drag the pointer over the area you want to erase. You

can click a nib on the **Nib palette** to define the shape and width of the eraser.

Drawing the face, including eyes, nose and mouth

1. On the **Tool palette**, click the **Paintbrush** button.

2. On the canvas, drag the **Paintbrush** to draw a face that looks something like this.

Filling the face and shirt with color

1. On the **Tool palette**, click the **Paint Bucket** button.

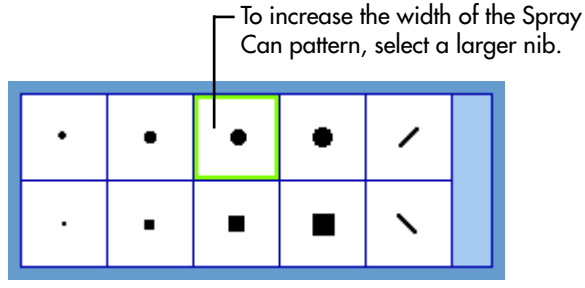
2. On the **Color palette**, click a color for the face.
3. On the canvas, click inside the face.
4. On the **Color palette**, click a color for the shirt.
5. On the canvas, click inside the shirt.

   Now the drawing looks something like this.

Adding hair to the top of the head

1. On the **Tool palette**, click the **Spray Can** button.

2. To increase the width of the Spray Can pattern, click a larger nib on the **Nib palette**.

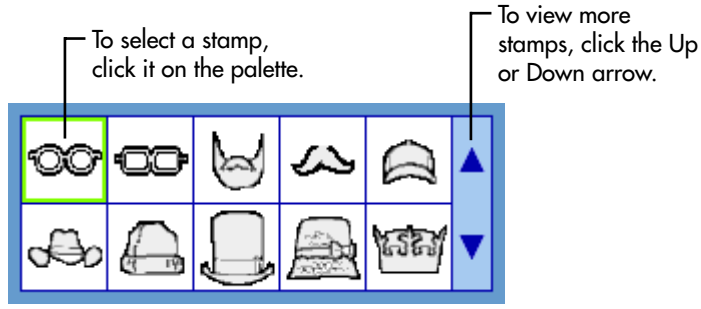


3. On the **Color palette**, click a color for the hair.
4. On the canvas, drag the **Spray Can** to draw hair that looks something like this.

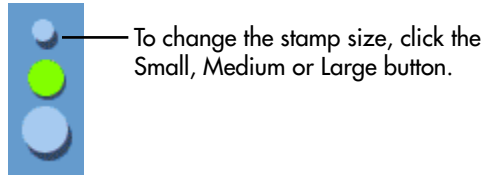
Adding glasses to the face using the Stamp tool

1. On the **Tool palette**, click the **Stamp** tool.

2. On the **Stamp palette**, use the **Up** or **Down** arrow to locate the glasses. Click the glasses stamp.



3. On the **Color palette**, click a color for the glasses.
4. To change the size of the glasses, click one of the **Size** buttons.



5. Roll the pointer over the face to see a preview of the glasses.
6. Position the glasses where you want them on the face, and then click to add the glasses to the drawing.

   Now the drawing looks something like this.

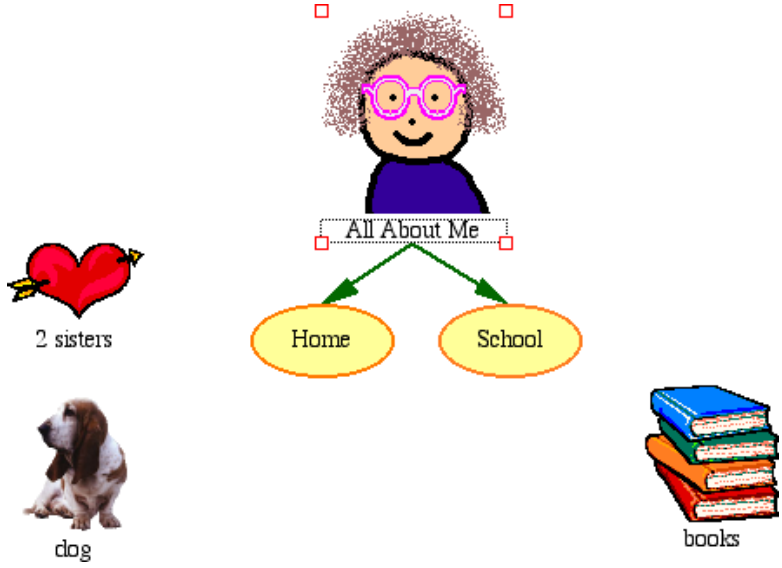
Adding the drawing to your diagram

- To add the drawing to the diagram, click the **Done** button.

  The *All About Me* symbol is replaced with the symbol you created.

Moving symbols

- In Kidspiration you can always move symbols by dragging them. When you do, any links automatically adjust. Drag the *All About Me* symbol up so your diagram looks like the one below.

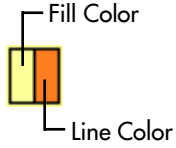


Changing the look of symbols using color

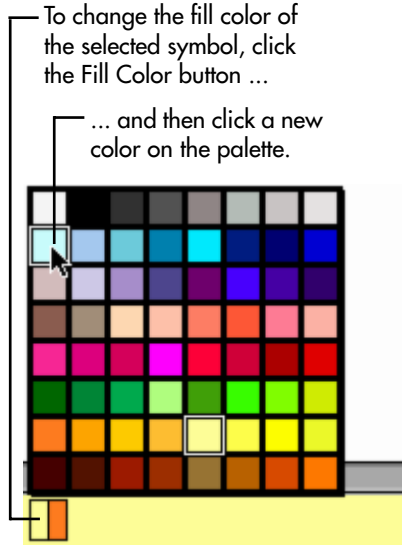
Color is great for customizing the look of symbols. You can change the colors of two-color symbols and multicolor symbols.

1. Select the *Home* symbol.

   The Symbol Colors tool appears on the Formatting toolbar.



2. On the **Symbol Colors** tool, click the **Fill Color** button, and then click a new color on the palette.



3. Now change the line color of the symbol. On the **Symbol Colors** tool, click the **Line Color** button, and then click a new color on the palette.
4. Next change the colors of the *All About Me* symbol. Select the *All About Me* symbol.

   The Symbol Colors tool appears on the Formatting toolbar.

5. On the Symbol Colors tool, click the shirt color, and then click a new color on the palette.
6. On the Symbol Colors tool, click the glasses color, and then click a new color on the palette.

Connecting symbols using links

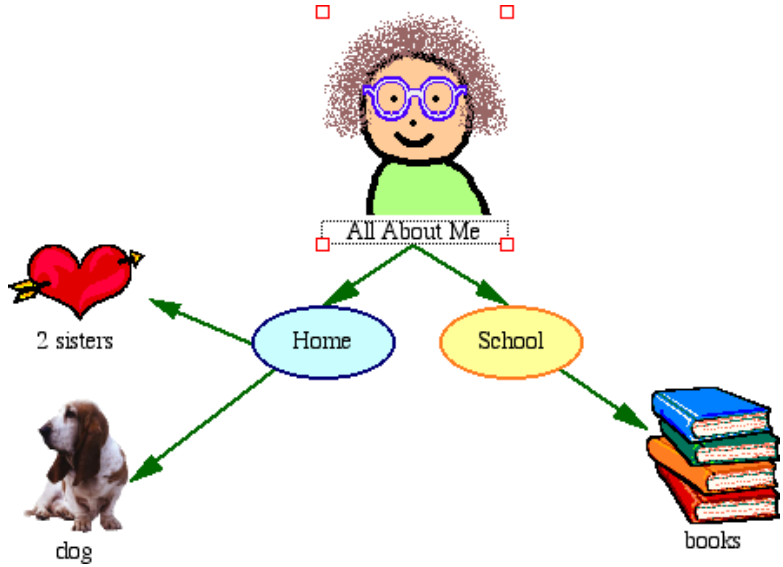
Now it is time to add links. The Link tool is used to demonstrate comprehension and show relationships.

1. Select the *Home* symbol. This is the symbol where the link will start.
2. On the **Picture** toolbar, click the **Link** button.

The cursor now looks like this .

3. Click the **2 sisters** symbol to complete the link.
4. Follow these steps to link the remaining symbols.

Your diagram should look like this.



Removing part of the diagram

Here is a quick way to remove part of your diagram.

1. Select the *books* symbol.
2. On the **Picture** toolbar, click the **Clear** button.

Fixing a mistake

The Undo tool is a quick way to fix something you did not mean to do.

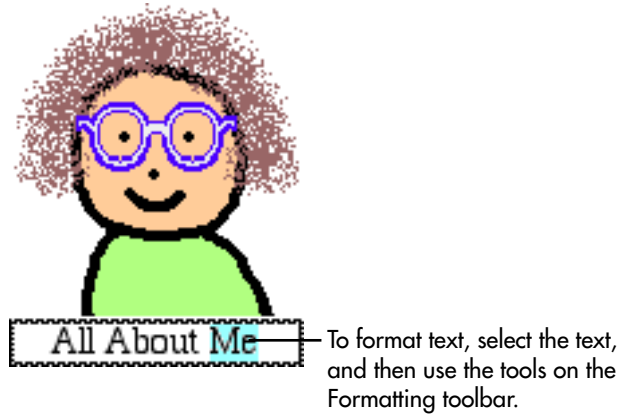
- To undo what you just did, click the **Undo** button.

The *books* symbol reappears on the diagram.

Changing the look of text

You can customize text using font, text size and color.

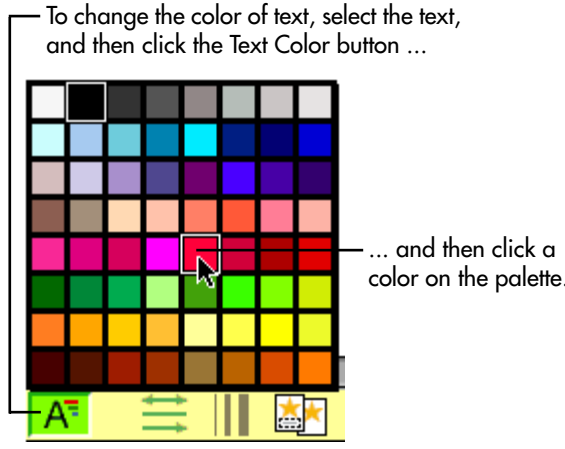
1. Select the *All About Me* symbol.
2. Click inside the symbol's text area, and then select the word **Me**.



3. On the **Formatting** toolbar, click in the **Font** box

, and then click a new font in the list.

4. On the **Formatting** toolbar, click the **Text Color** button , and then click a new color on the palette.



5. Press the Escape key to end text editing and select the symbol.

   Now the text looks like this.

Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed Mini-Lesson One. Close this lesson and continue to Mini-Lesson Two.

- To close your project and return to the Kidspiration Starter, click **Linky**, the Kidspiration character.

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

  Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Mini-Lesson Two: Working with ideas in Writing View

In this lesson you will open the diagram you created in the previous lesson and work with it in Writing View. You will learn to do the following:

- Open a project
- Switch to Writing View
- Add ideas
- Change the level of ideas
- Change the order of ideas
- Add details to ideas
- Change the look of text
- Hide the lined paper
- Change the prefix style
- Add your name to your project
- Save your project
- Publish your project in a word processor

Opening a project

1. On the **File** menu, choose **Open**.

   –or–

   From the **Kidspiration Starter**, click the **Open File** button.

To open a project from the Kidspiration Starter, click the Open File button.

2. Open the folder where you saved the file from the previous lesson.
3. In the list box, click the file you saved from the previous lesson, and then click **Open**.

Switching to Writing View

While you have been working in Picture View, Kidspiration has been building a written project using the ideas in your diagram.

- To view your ideas in Writing View, click the **Go to Writing** button.

In Writing View, the ideas in your diagram are organized from top to bottom, with your main idea—*All About Me*—at the top. Each idea appears on its own piece of lined paper. Symbols at the beginning of each idea help emerging readers develop word-meaning skills.

Adding an idea

You can add a new idea in Writing View as easily as you added a new symbol in Picture View.

1. On the **Writing** toolbar, click the **Add Idea** button.

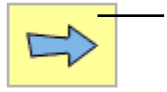
2. Type the word **Dad** in the new idea.

   This is what your project looks like now.

Changing the level of an idea

There are many ways to organize ideas in Writing View. The Move Left and Move Right buttons on the Writing toolbar change the level of an idea in the hierarchy.

- On the **Picture** toolbar, click the **Move Right** button two times.



Now the outline looks like this.

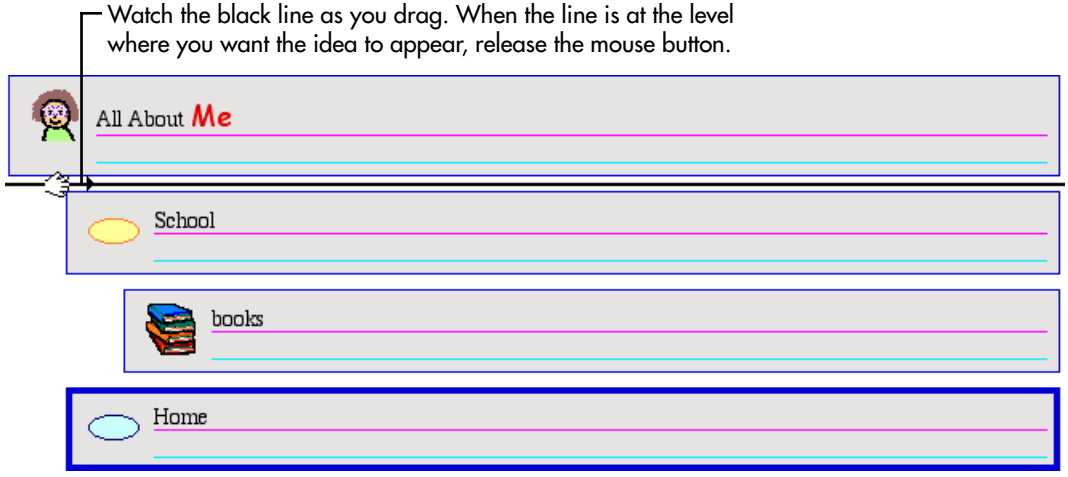
Changing the order of ideas

You can also change the order of ideas by dragging and dropping.

1. Select the *Home* idea.

2. Point to the left or top edge of the idea. When the appears, drag the idea above the *School* idea.

   While you drag, the idea remains in the original position until you release the mouse button. You can see where the idea's new location will be by watching the black line as you drag. When the line is at the level you want the idea to appear, release the mouse button.

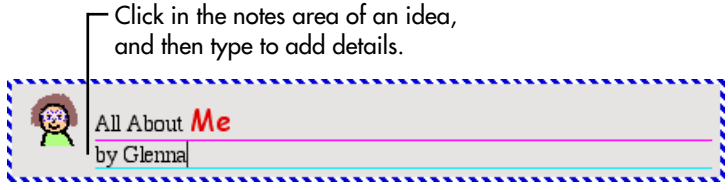


Now the project looks like this.

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.

1. The notes area is below the top line of the idea. Click in the notes area of the *All About Me* idea, and then type **by Glenna**.

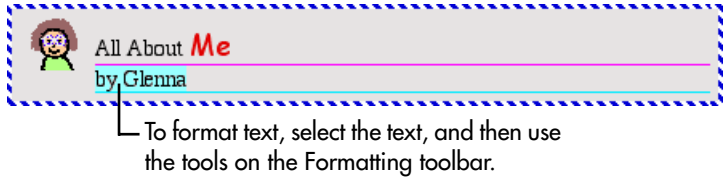


2. Type details in the notes area of each idea.

Changing the look of text

The tools on the Formatting toolbar are used to customize the look of text in ideas or notes.

1. Click in the notes area of the *All About Me* idea, and then select the words **by Glenna**.



2. To apply bold formatting to the selected words, click on the **Formatting** toolbar.
3. Select the *All About Me* idea.

   Now the text *by Glenna* is bold.

Hiding the lined paper

Turning off the lined paper gives a writing project the look of a more traditional outline.

- To turn off the lined paper, click the **Hide Lined Paper** button on the **Formatting** toolbar.

  Now the project looks like this.

All About **Me**

by Glenna

Home

My house is blue.
We have a big garden.

dog

Bingo is my dog.
She likes to chase sticks.

2 sisters

I have two little sisters.

Dad

My dad is a painter.

School

I like school.

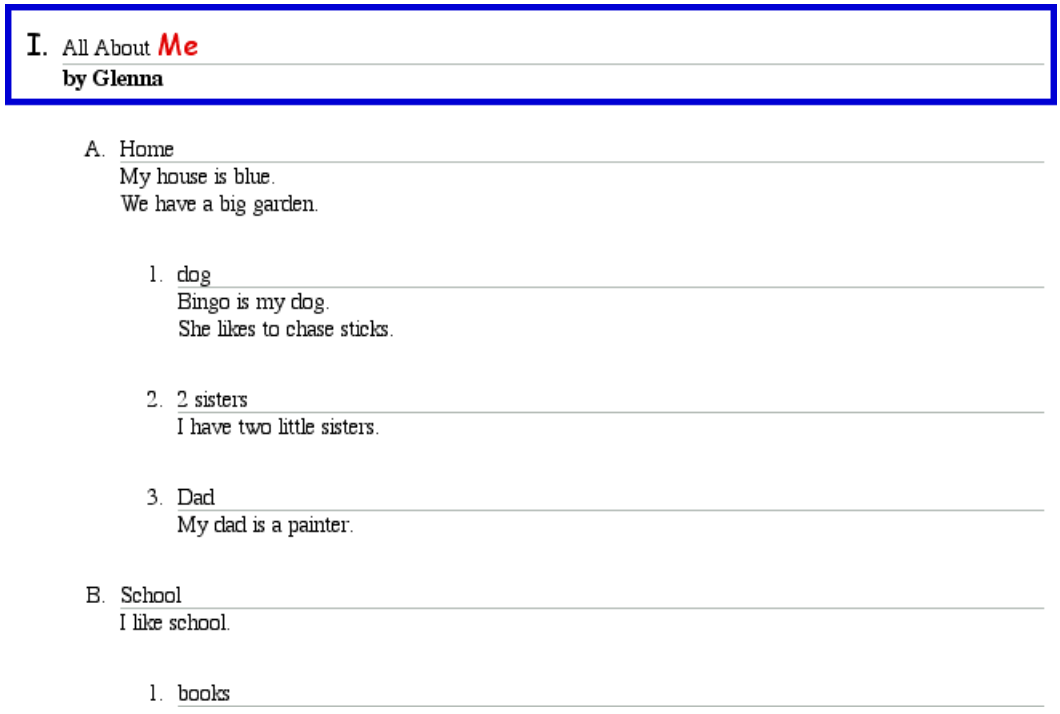
books

Changing the prefix style

As students become more advanced, Kidspiration can be used as a full-fledged outliner with a range of prefix options.

- To change the prefix, click the **Prefix** button on the **Formatting** toolbar until you see the prefix that you want.

  Now the project looks something like this.



Saving your work

Remember to save your work!

1. On the **File** menu, click **Save**.
2. Click **Save**.

   Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Publishing your work in a word processor

The Publish tool transfers a writing project to Microsoft Word or Appleworks, where you can put the finishing touches on your composition.

1. On the **Writing** toolbar, click the **Publish** button.

2. If necessary, select **Microsoft Word** or **Appleworks**, and then click **OK**.

   If your computer has only one of these word processing programs, Kidspiration automatically opens the available program.

   The selected word processor opens with a new document containing the information in your Kidspiration project.

   A graphic of the diagram in Picture View appears, followed by the text, including topics and notes.

   You can control how a document is published—for example, you can transfer only the notes in a project—using the Publish Options on the Teacher menu.

3. On the **File** menu, click **Close** to close the word processing document.

4. When you are prompted to save the document, click **Don't Save** (AppleWorks) or **No** (Microsoft Word).

Closing your project and returning to the Kidspiration Starter

Now, close this project and continue to Mini-Lesson Three.

- To close your project and return to the Kidspiration Starter, click **Linky**, the Kidspiration character.

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

  Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Mini-Lesson Three: Sorting ideas using the SuperGrouper tool

In Kidspiration there are two basic ways to organize ideas in Picture View: links and SuperGrouper categories. You have already seen how links work. Now you will take a look at the SuperGrouper tool.

Categorizing and sorting are important skills for K-5 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 sort ideas into their respective categories.

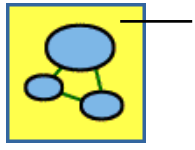
In this lesson, you will learn to do the following:

- Start a new diagram
- Save your work
- Add a SuperGrouper category
- Create a new SuperGrouper shape
- Add a title to a SuperGrouper category
- Change the colors of a SuperGrouper category
- Remove symbols from a SuperGrouper category
- Add symbols to a SuperGrouper category
- View SuperGrouper categories in Writing View
- Close a project and return to the Kidspiration Starter

Starting a new diagram

If you have not started Kidspiration, do so now.

- In the **Kidspiration Starter**, click the **Picture** button.



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

Saving your work

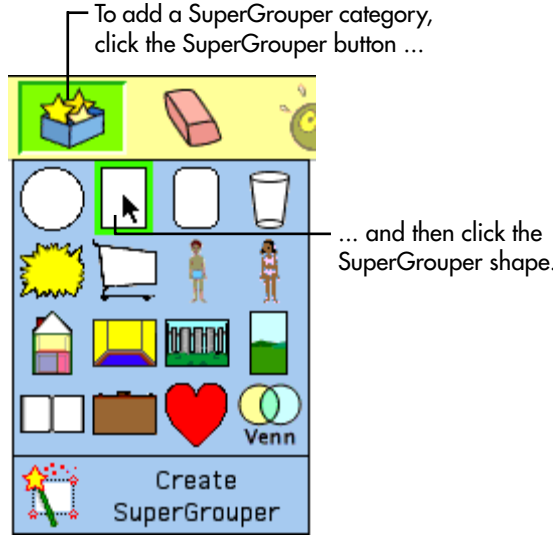
The first time you save, you type a name for your project.

1. On the **File** menu, click **Save**.
2. In the folder list, click the folder where you want to save the project.
3. Type **SuperGrouper Lesson** for the name of the project, and then click **Save**.

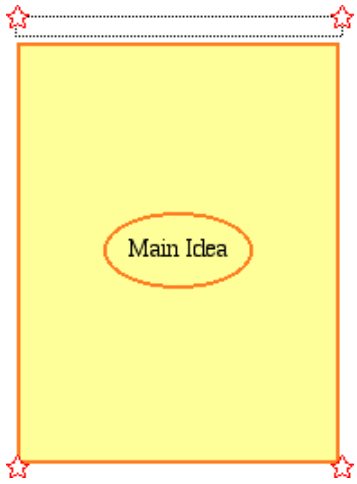
Adding a SuperGrouper category

There are several ways to add SuperGrouper categories to your project.

1. On the **Picture** toolbar, click the **SuperGrouper** button.
2. On the **SuperGrouper** menu, click the rectangle SuperGrouper shape to add it to your diagram.



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

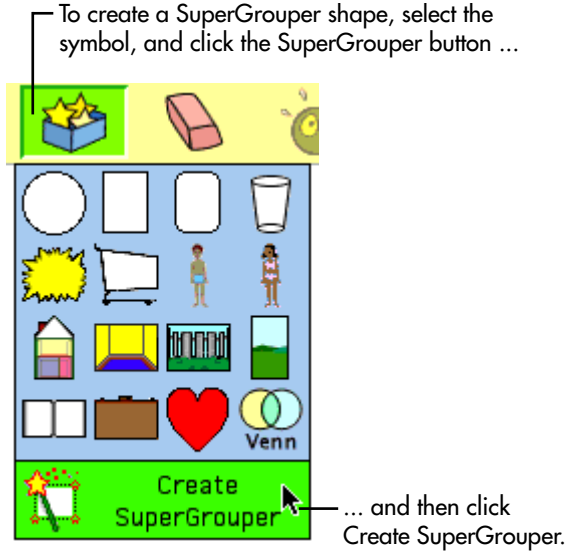


Creating a new SuperGrouper shape

Any symbol can be transformed into a SuperGrouper shape.

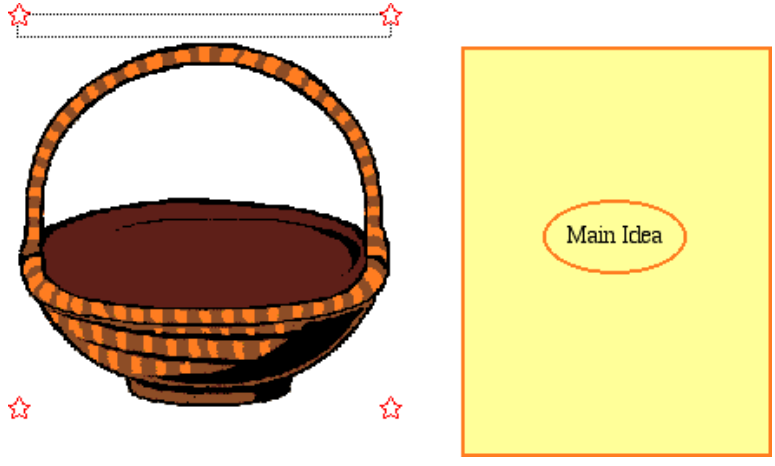
1. Click the **Previous Library** button two times to go to the **Groupers 1** library.
2. Drag the *basket* symbol onto the diagram and place it to the left of the rectangle.

3. On the **Picture** toolbar, click the **SuperGrouper** button, and then click **Create SuperGrouper**.



The *basket* symbol becomes a SuperGrouper category with a title area at the top. The symbol handles become stars and the new SuperGrouper is larger.

If necessary, drag the SuperGrouper shapes to adjust their location. Now the diagram looks like this.

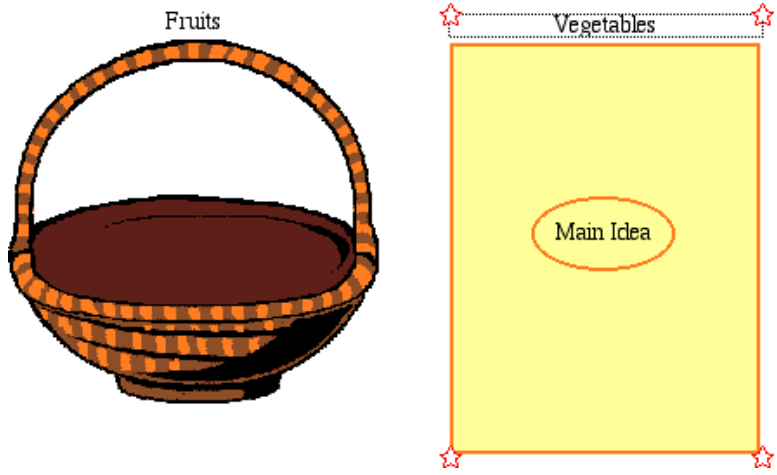


Adding a title to a SuperGrouper category

SuperGrouper labels appear at the top of each shape.

1. Select the *basket* SuperGrouper category, and then type **Fruits**.
2. Select the *rectangle* SuperGrouper category, and then type **Vegetables**.

   Here is what the diagram looks like now.

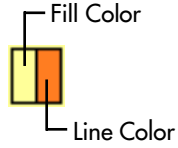


Changing the colors of a SuperGrouper shape

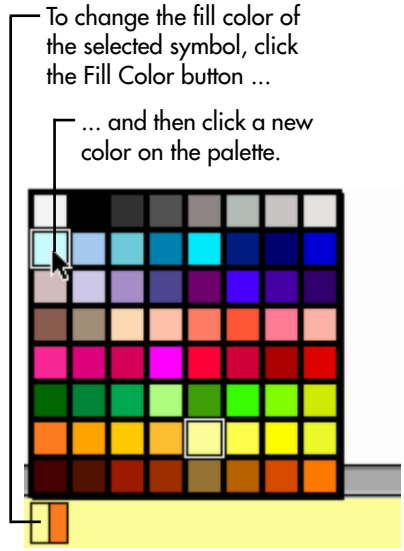
SuperGrouper shapes are formatted in the same way as symbols.

1. Select the *Vegetables* SuperGrouper category.

   The Symbol Colors tool appears on the Formatting toolbar.



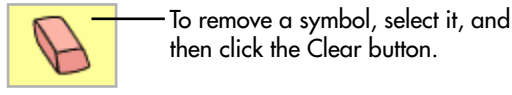
2. On the **Symbol Colors** tool, click the **Fill Color** button, and then click a new color on the palette.



3. Select the *Fruits* SuperGrouper category.
4. Using the **Symbol Colors** tool on the **Formatting** toolbar, try changing the colors of the *Fruits* SuperGrouper category.

Removing a symbol from a SuperGrouper category

- To remove the *Main Idea* symbol from the *Vegetables* SuperGrouper category, select the *Main Idea* symbol, and then click the **Clear** button on the **Picture** toolbar.



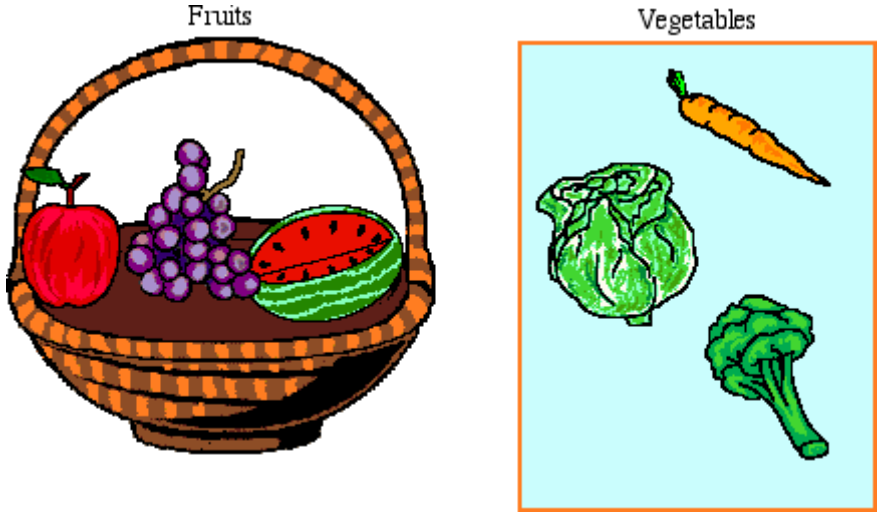
–or–

Drag the symbol to the **Symbol palette** to delete it.

Adding symbols to a SuperGrouper category

To add symbols to each SuperGrouper category you simply drag and drop them from the Symbol palette.

1. On the **Symbol palette**, click the **Pick Library** button ,
2. Scroll down the list to **Food and Health**, and then click **Fruits and Veggies**.
3. Drag several symbols to the *Fruits* SuperGrouper category.
4. Drag several symbols to the *Vegetables* SuperGrouper category.



Viewing SuperGrouper categories in Writing View

Switching to Writing View provides a visual and written list of the items in each SuperGrouper category.

- To switch to Writing View, click the **Go to Writing** button on the **Picture** toolbar.

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 in each SuperGrouper category are supporting ideas. Any changes you make here will be reflected in Picture View.

Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed Mini-Lesson Three of the Kidspiration tutorial. Close this project and continue to Mini-Lesson Four.

- To close your project and return to the Kidspiration Starter, click **Linky**, the Kidspiration character.

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

  Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Mini-Lesson Four: Creating activities using the Teacher menu

The Teacher menu provides controls for setting up and customizing activities. In this lesson, you will open a Kidspiration activity called "Five Facts," add information to the diagram and then save it as a new activity. You will learn to do the following:

- Open an activity
- Enable the Teacher menu
- Add a password to the Teacher menu
- Add an Internet hyperlink
- Create a Teacher symbol
- Lock a symbol
- Listen to the ideas in a diagram
- Record words or narration
- Print your work
- Save a project as an activity using the Activity Wizard

Opening an activity

1. Start Kidspiration.
2. Under **Activities**, click the **More** button.

3. Select the **Five Facts** activity, and then click **OK**.

   The Five Facts activity opens as a new, untitled document.

Enabling the Teacher menu

When you enable the Teacher menu, you make the commands on the Teacher menu available.

- To enable the Teacher menu, click **Enable Teacher Menu** on the **Teacher** menu.

  When the Teacher menu is enabled, a check mark appears next to the command.

Adding a password to the Teacher menu

You can create a password for the Teacher menu to prevent students from changing your preferences.

1. On the **Teacher** menu, choose **Application Options**.
2. Select the **Password Enabled** check box.
3. Click the **Set Password** button.

   The Set Password dialog box appears.
4. In the **Enter Password** box, type the password you want to use.
5. In the **Confirm Password** box, type the password again, and then click **OK**.

   When you enable the Teacher menu, you will be prompted to enter your password.

   Tip: If you forget your password, you can always use the password "Kidspiration 2" to enable the Teacher menu.

Adding an Internet hyperlink

You can easily add Internet hyperlinks to ideas, notes, symbols and links. Hyperlinks can be added by simply typing the URL, for example, "www.inspiration.com." You can also assign a hyperlink to selected text.

1. Click in the upper left corner of the diagram.

   The crosshair shows you where the new symbol will appear.

2. On the **Symbol palette**, click the *thinking bubble* symbol to add it to the diagram, and then type **Learn more about elephants on the Internet**.

3. Select the text *Learn more about elephants on the Internet*.
4. On the **Teacher** menu, click **URL Hyperlink**.

   The text *Learn more about elephants on the Internet* appears in the **Hyperlink Text** box.
5. In the **Hyperlink Address** box, type **www.worldwildlife.org/species,** and then click **OK**.

   The text *Learn more about elephants on the Internet* is now formatted as a hyperlink.

You can click the link to start your browser and go to the web site.

Creating a Teacher symbol

You can format a symbol so it appears only in Picture View. This feature is useful for instructions or symbols that are not relevant in Writing View.

1. Select the *Learn more about elephants on the Internet* symbol.
2. On the **Teacher** menu, click **Teacher Symbol**.

   The handles on a Teacher Symbol are red triangles.

3. On the **Picture** toolbar, click the **Go to Writing** button.

   The *Learn more about elephants on the Internet* symbol does not appear in Writing View.

   Note: The *Use pictures and words to tell five facts about a topic* symbol was already a Teacher symbol so it does not appear in Writing View either.

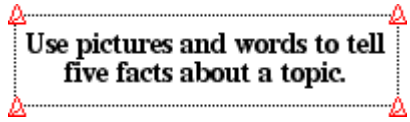
4. On the **Writing** toolbar, click the **Go to Pictures** button to return to Picture View.

Locking the position of a symbol

To add additional control to an activity, you can lock the position of a symbol or SuperGrouper shape to ensure that students do not accidentally move or delete it. When a symbol is locked, you can still format the symbol and edit the text.

1. Select the *Use pictures and words to tell five facts about a topic* symbol at the top of the page.
2. On the **Teacher** menu, click **Locked Item**.

When a Teacher symbol is locked, its handles look like this . You cannot move, replace or delete a locked symbol.

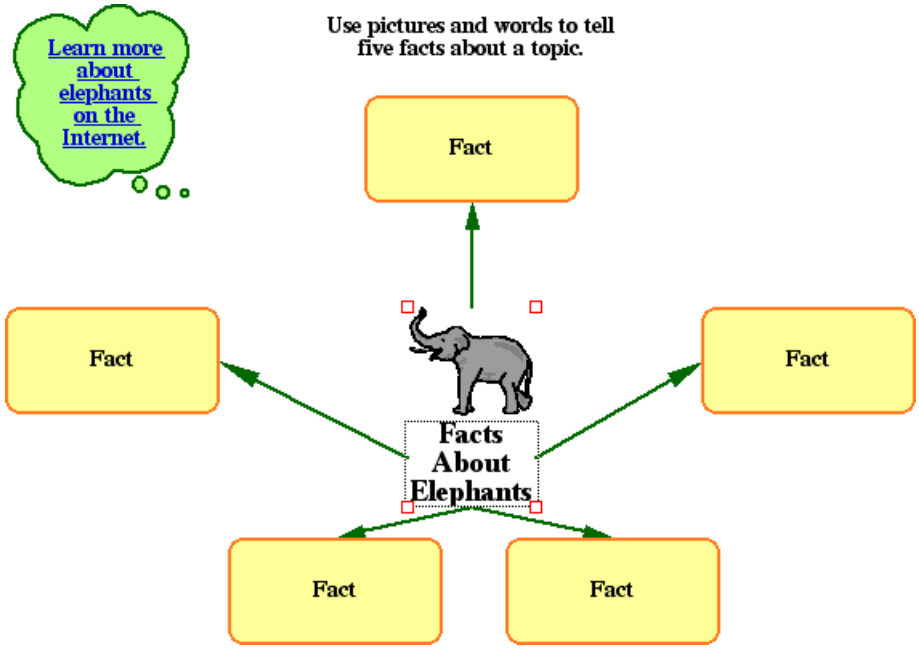


Listening to the text in the diagram

Speech supports auditory learners and helps students develop important text-picture-meaning connections. Using the Listen tool, all text can be read aloud.

1. Select the *Topic* symbol at the center of the diagram.
2. On the **Symbol palette**, click the **Pick Library** button, and then under **Animals and Plants**, click **Wild Animals**.
3. Click the *elephant* symbol to replace the *Topic* symbol.
4. In the *elephant* symbol, select the word *Topic*, and then type **Facts About Elephants**.
5. Press the Escape key to end text editing and select the symbol.

   Now your diagram looks like this.



6. On the **Picture** toolbar, click the **Listen** button.

7. Select the *Facts About Elephants* symbol.

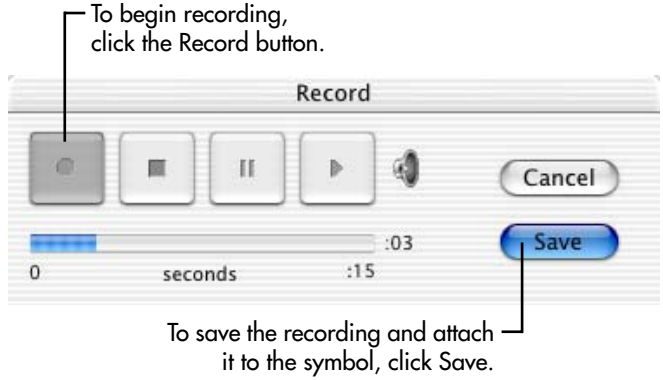
   The computer reads the text in the symbol.

8. To turn the Listen tool off, click the **Listen** button again.

Recording words or narration

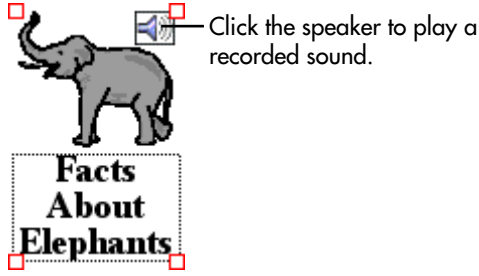
To support emerging readers, you can record words or narration and attach it to a symbol.

1. Select the *Facts About Elephants* symbol.
2. On the **Sound** menu, click **Record**.
3. To begin recording, click the **Record** button.



4. Say, "Can you find facts about the native habitats of elephants?" When you are finished, click the **Save** button.

5. To play the recording, click the speaker in the upper right corner of the *Facts About Elephants* symbol.



Printing your work

When you print from Picture View, Kidspiration always sizes your diagram to fit on one page.

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, click **Print**.

Saving a project as an activity

Now that you have modified the *Five Facts* diagram, save it as an activity. The Kidspiration Activity Wizard takes you step-by-step through the process of creating an activity. You can save the activity to any location.

1. On the **Teacher** menu, click **Save With Activity Wizard**.

   The Kidspiration Activity Wizard opens. Click **Next**.
2. Select **All Libraries**, and then click **Next**.
3. Review the **Picture View Defaults**, and then click **Next**.
4. Review the **Text Defaults**, and then click **Next**.
5. Review the **Writing View** defaults, and then click **Next**.
6. Select **Kidspiration Activities Folder**.
7. To save the activity in the "More" category in the Kidspiration Starter, click the **More** button.
8. To save the activity, click the **Save Activity** button.

   Facts About Elephants is now available as an activity in the Kidspiration Starter under the "More" category.
9. In the Success dialog box, click **OK**.

   The diagram closes and you return to the Kidspiration Starter.

Congratulations! You have finished the Kidspiration tutorial.