

Lesson 5: BRAINSTORMING

Organizing with Foods



Brainstorm lots of foods using Inspiration's Diagram View and RapidFire feature, then **organize** with Outline View.

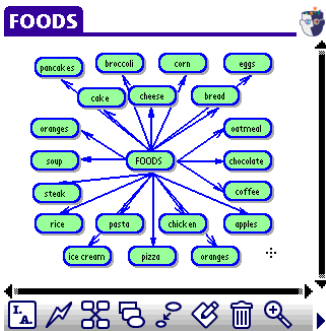
1

• Open Inspiration.



Inspiration

- Save this document as something you can remember.
- Using your fantastic brainstorming skills :) type As Many Foods As Possible, As Fast As Possible. GO!

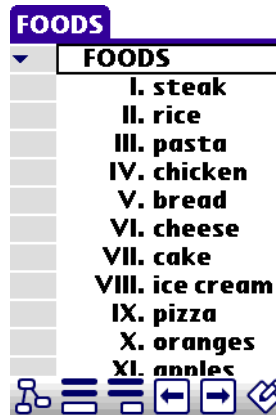


- At least this many!!!
- P.S. Spelling DOESN'T matter in this exercise!

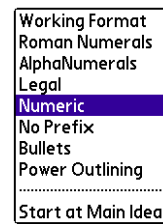
2

• Organizing this many ideas is easier to do in Outline View.

- Click on "Outline" in the toolbar, with this result:



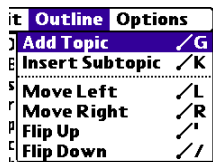
- If you prefer regular numbers, change the "Prefix" by selecting the prefix icon...



3

• Think of categories for your foods. Add topics under the main idea (Foods), by selecting "Add Topic" in the toolbar.

Or by selecting "Outline" and "Add topic"



- Type a category name. "Add Topic" again, type another category, etc.



- You may want to type the category names using all CAPS to help them stand out.

4

• Electronic outliners let you pick up and move ideas around freely.

- Click to the left of one of the foods (get a box around it). With the mouse still down, drag it up under the category it goes in, a bit to the right...



• ...and let go.




- Try moving several more foods where they belong.



Lesson 4: BRAINSTORMING

Organizing with Foods continued...

5 • Continue to move all the foods into their appropriate categories...




FOODS

- 1. BREAKFAST FOODS
- 2. coffee
- 3. oatmeal
- 4. eggs
- 5. DINNER
- 6. pasta
- 7. steak
- 8. chicken
- 9. DESSERTS
- 10. cake
- 11. ice cream

• Add more foods, more categories and sub-categories...

6 When you've made and saved something that looks like this...



FOODS

- 1. BREAKFAST FOODS
- 2. coffee
- 3. oatmeal
- 4. eggs
- 5. DINNER
- 6. pasta
- 7. steak
- 8. chicken
- 9. DESSERTS
- 10. cake
- 11. ice cream

You have completed

Lesson 4: BRAINSTORMING

😊 Yum!