

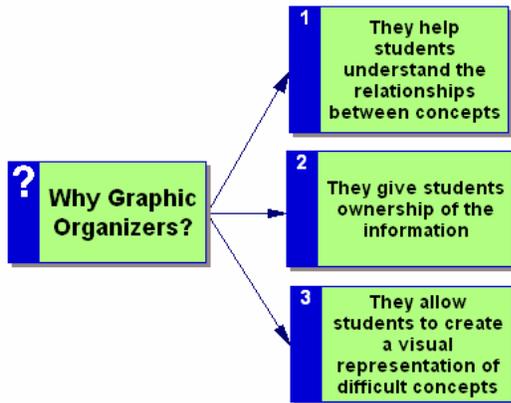
Learn to Use A Graphic Organizer to Teach Critical Thinking Skills

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Why Graphic Organizers?

Uses Throughout the Curriculum



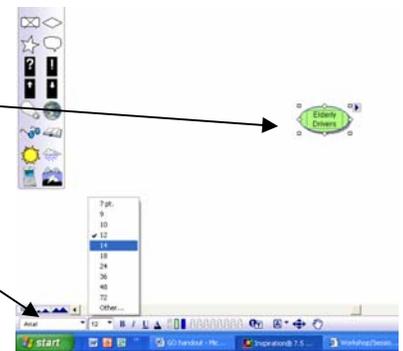
- Can be used in every discipline
- Recommend grade levels 3 – 12
- Useful for professional and personal planning

The software featured in this workshop is Inspiration© version 7.5. The following instructions are for that software.

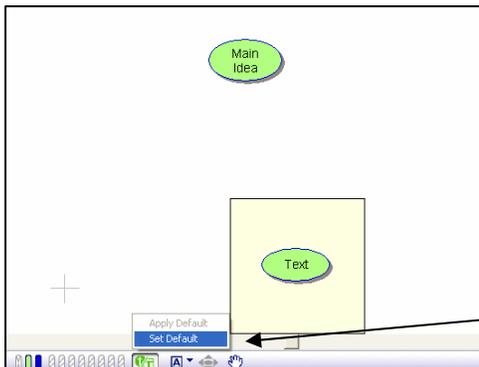
I. Getting Started

When you open the software, you will see a green oval-shaped symbol for your main idea. Just type your main idea to overwrite the words.

To change your font, click on the **Font** and **Size** menus on the formatting toolbar.



Alternate method: Highlight the text, right-click and click on **Font**.

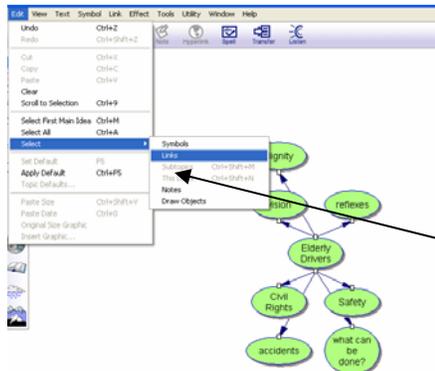
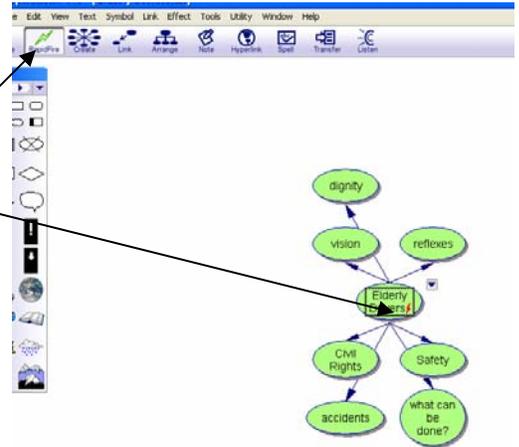


To avoid having to set the font on each new symbol you create, you can set this style as your default. Click the main idea symbol, then click the style button on your formatting toolbar. (A Preview of the new look will appear.) Click on **Set default**. Now all new symbols you create will have the font you set. You may do this at any time.

II. Rapid Fire

There are several ways to create new symbols. The **Rapid Fire** method is useful for brainstorming. Click on the **Rapid Fire** button. When you see the **red lightning bolt**, start typing ideas. Each time you hit the **Enter** key, a new symbol will be created linked to the main idea, or whichever symbol is currently selected.

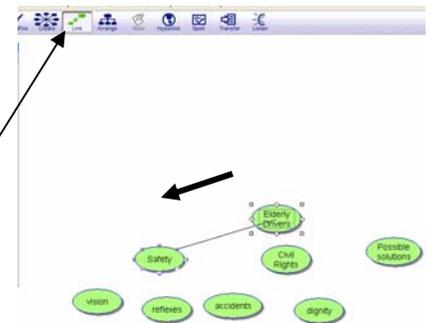
To turn off rapid fire, just click away, or click the Rapid Fire button again.



When you have finished brainstorming, you'll want to organize your ideas. An easy way to do that is to pull down the **Edit** menu, and next to **Select**, click **Links**. With all the links selected, hit the **Delete** key. Drag the symbols to arrange into logical groups.

III. Creating Links

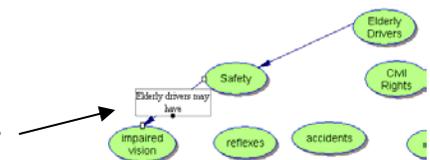
To link symbols together, just click on the **Link** button. Click on the symbol from which you want the link to originate, then on the symbol you want to link to.



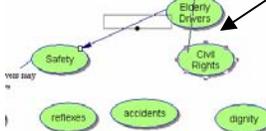
Alternate method: With a symbol selected, click and drag from one of the diamond-shaped handles to a connection point on another symbol

IV. Editing Links

You can clarify the relationship between concepts by adding text. Just click on a link and start typing.

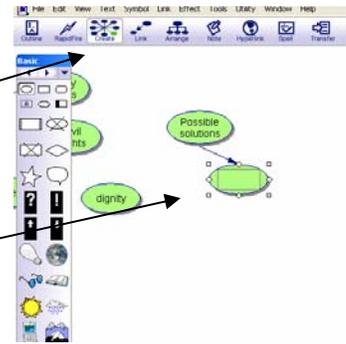


To move a link, simply click on the link. Then, click on the rectangular "handle" at the end you want to move, and drag it to the new symbol.



V. Create buttons

A second way to create symbols is with the **Create** button. Click on a symbol to which you would like to add a linked symbol. When you move your pointer over the arrows of the **Create** button, you will see them turn green. Click the arrow in which direction you want your symbol to go. Voilà! A linked symbol.

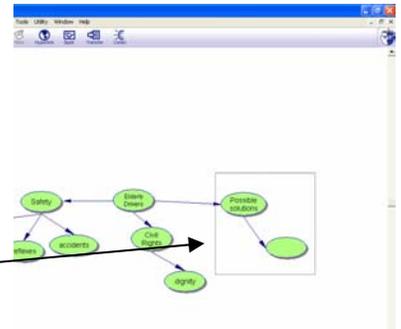


A third method of creating new symbols is the **Point and Click** method. Just click anywhere on the page and start typing. A new unlinked symbol will appear.

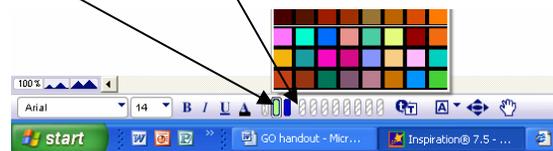
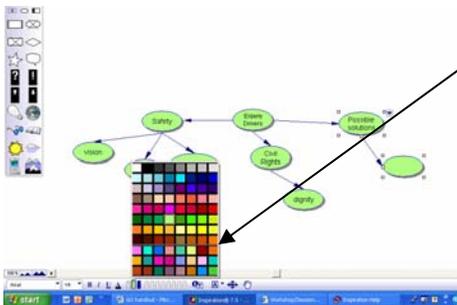
Note: You may move any symbols by clicking and dragging. To resize or reshape a symbol, click and drag on one of the corner (square) "handles" around a selected symbol.

VI. Editing Symbols

Symbols can be customized in a number of ways, including using pictures as symbols. To change the appearance of a symbol, click to select it. To select multiple symbols, you may hold down the **Shift** key as you click, or you may simply drag an imaginary box to include the symbols you want to change.



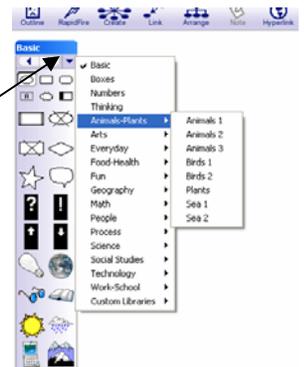
Use the tools on the formatting toolbar to change the **text color**, **fill color** and **outline color** of the selected symbols.



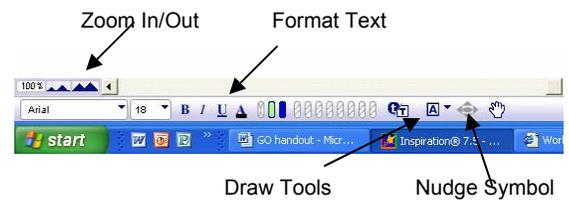
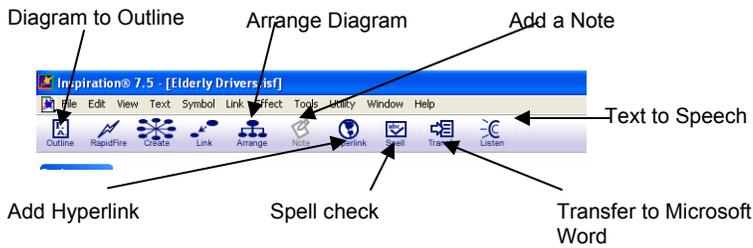
Note: You may also change colors of links and picture symbols with these tools.

VII. Using the Symbol Palette

If your Symbol Palette is not showing, pull down the **View** menu and click on **Symbol Palette** (or hit the **F8** key.) To view the symbol libraries available, click on the down arrow at the top right of the palette. To change an existing symbol to a picture symbol, just select the symbol, then click on the picture.



VIII. A Quick Look at the Toolbars

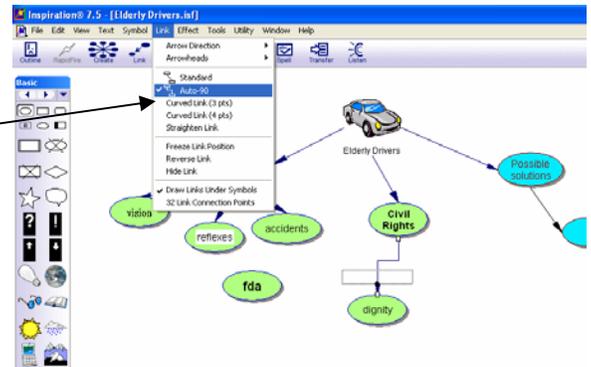


IX. Changing the Appearance of Links

You may change the appearance of links in many ways such as color, style, line thickness, and even fill pattern. Select the link(s) you wish to change. To change the style, pull down the **Link** menu and select **Auto 90°** or **Curved Link**.

For more options, pull down the **Effect** menu and experiment with the different options.

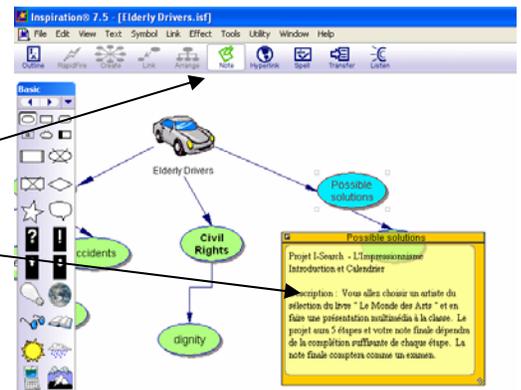
Note: For more control over where links are attached to symbols, pull down the **Link** menu and click on **32 Link Connection Points**.



XI. Adding Notes

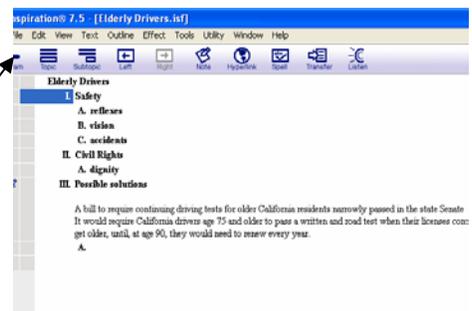
Notes may be added to any symbol. These are useful for illustrating points and fleshing out an outline (**see XII Outline View**.) Just select the symbol and click the **Note** button. You may either type text in the note window or copy and paste text from another document. The note window will expand to hold several pages of text.

Note: You may also insert a graphic into a note window. Just right-click in the window and click **Insert Graphic**.



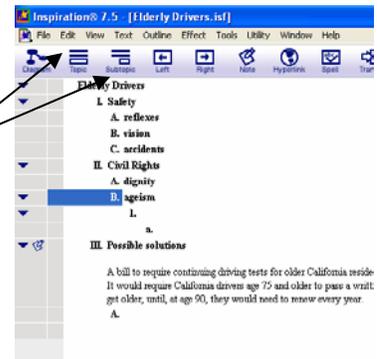
XII. Outline View

The Outline View is an extremely useful feature. As you create your diagram, an outline is being created simultaneously. Topics or symbols may be added in either view. To switch from Diagram View to Outline View, click the **Outline** button. To return to Diagram View, click the **Diagram** button.

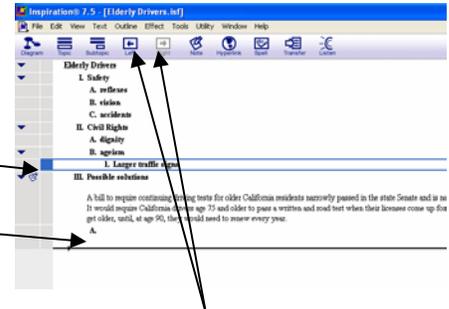


XIII. About Topics and Subtopics

Adding Topics and Sub-Topics - In Outline View, to add a topic, click on any topic and click the **Topic** button. To add a sub-topic, click the **Sub-topic** button. Type the text for your topic or sub-topic. When you switch to Diagram View, you will see that a symbol for your topic has been added, linked to the topic above it.



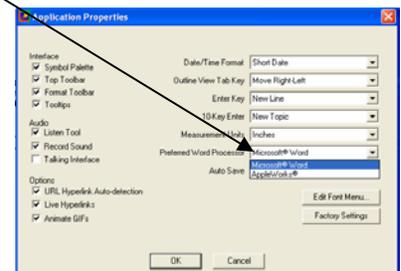
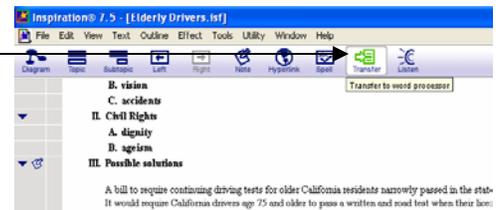
To move a topic or sub-topic to another position in the outline, click and drag the **blue bar** attached to it to the new position.



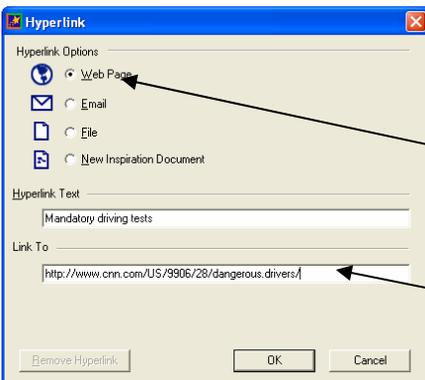
Demoting and Promoting Topics and Sub-topics - A Topic may be “demoted” to a sub-topic and vice-versa with the **Left** and **Right** buttons.

XIV. Transferring to a Word Processor

In either diagram or outline view, click the **Transfer** button to transfer your work to a word processor. You may choose your word processor (Microsoft Word or AppleWorks) by pulling down the **Utility** menu and clicking on **Application Properties**.



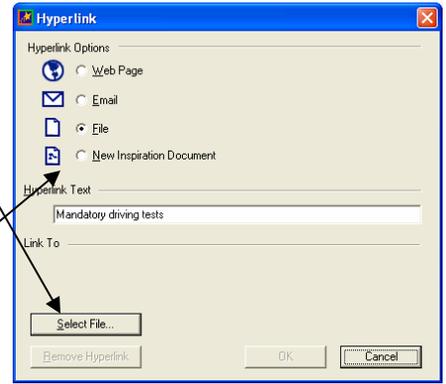
XV. Adding Hyperlinks



Hyperlinks may be added in Outline or Diagram View. Click on the symbol or text you wish to hyperlink and click the **Hyperlink** button. In the dialog box that appears, you may choose to hyperlink to a **Web Page**, **E-mail address**, **another document** or a **new Inspiration document**. To link to a Web Page or E-mail address, enter the URL or e-mail address in the **Link To** window and click **OK**.

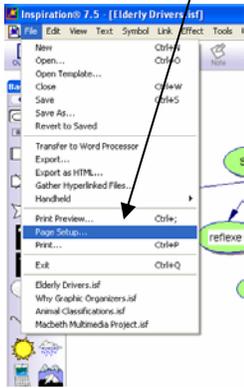
If you click on **File**, you will be given the option to select your file. Do so and click **OK**. When you click on the hyperlink, your file will open.

Checking **New Inspiration Document** will create a new Inspiration document with the selected symbol as the **Main Idea**.

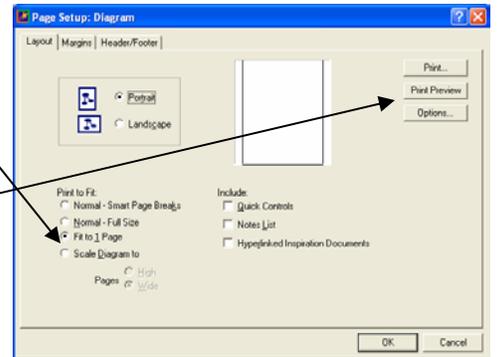


XVI. Printing

When you are ready to print your diagram (or outline), pull down the **File** menu and click on **Page Setup**.



You will have a number of options for printing your diagram. The default setting is to **fit the diagram to one page**. You may see how your diagram will look by clicking on the **Print Preview** button.



If you find that the print is too small, you may choose from the following options:

Normal – Full Size – Prints the diagram across as many pages as needed.

Normal – Smart Page Breaks – Same as above, but will not split a symbol between pages

Scale Diagram To: When this option is checked, you may choose how many pages wide and how many pages tall you wish to make your printout.

Note that you may also choose **Portrait** or **Landscape** orientation. To print, just click the **Print** button.

Assessment

Rubrics and software are available for assessing concept maps. See Resources below.

Best Uses of Graphic Organizers

- In the hands of the students
- Stress relationships between concepts
- Ask good questions

Resources

My Graphic Organizer Site

<http://faculty.trinityvalleyschool.org/corderg/go>

- Graphic Organizer Software
 - **Software for purchase**
 - **Free software**
 - **Software alternatives**
- Lesson Plans
 - **Printable graphic organizers**
 - **Sample Concept maps**
- Assessment
- Other Graphic Organizer Resources