

Sequencing Events With Inspiration

1. Begin in a new document. Type in your main idea (example: How to Make a Peanut Butter and Jelly Sandwich)
2. Use the Create tool to create as many symbols as you need to cover each point. Each symbol will be linked to the one before it to show sequence of events.
3. Enter the text into each symbol.
4. Customize by changing symbols, colors or fonts.
5. If desired, add checkboxes under each symbol to mark when tasks have been completed. To do this, choose **SHOW CHECKLIST** on the **TOOLS** menu.

