

# Step-by-Step Creating a Timeline Using TimeLiner

You can create four different types of timelines with TimeLiner: standard, floating, geologic, and custom. Standard timelines are the typical chronological timelines. In this Step-by-Step Card, you'll create a standard timeline about your life.

## Adding events to a standard timeline

- 1 Open the TimeLiner 4.0 application.
- 2 Click New in the opening screen.
- 3 Make sure Standard is selected, then click OK.

A new timeline opens in the Data View.

**TIP:** To switch to List, Compact, or Banner View, click the icons above the Toolbox.



- 4 Click New on the Toolbox to create an event for your timeline.



- 5 Type "I was born." in the What? box, then press Tab.
- 6 Type your birthday in the When Start box, then click OK.
- 7 Click New on the Toolbox to create another event.
- 8 Type "I started school." In the What? Box, then press Tab.
- 9 Type the date of that event in the When Start Box. Click to select End, and type when you graduated from school. Click OK.
- 10 Repeat these steps to add two more events in your life.

**TIP:** You can change the size of an event flag by selecting it and dragging the black box on the right of the flag to the right or the left.

## Adding a title

- 1 Click the Banner View button on the Toolbox.

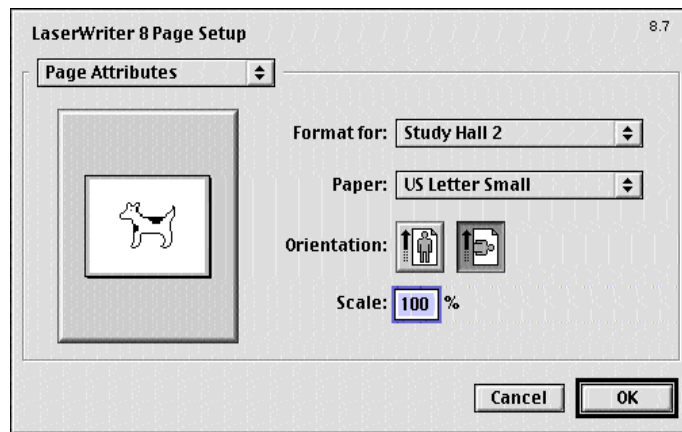


**TIP:** You can add a title in all views except Data View.

- 2 Choose New Title from the Edit menu.
- 3 Type "My Life," then click OK.
- 4 Choose Set Title Font from the Format menu.
- 5 In the dialog box that appears, choose a font, size, and color for the title, then click OK.
- 6 Drag the title into the center of your timeline.
- 7 Choose Save from the File menu and save the timeline on your hard disk.

## Printing your timeline

- 1 Choose Banner Page Setup from the File menu.
- 2 Select the landscape page orientation so that it will print the page wide. Click OK.



- 3 Choose Print from the File menu, then click Print.
- 4 Quit the TimeLiner application.