

## *Step-by-Step*

# Customizing a Timeline With TimeLiner

TimeLiner has many features that you can use to customize the timelines. You'll explore some of these features with this Step-by-Step Card using a timeline that you created or one from the Data Disk folder collection on the CD.

### **Customizing the date format**

You can use the Date Format command to specify how much detail is displayed for the dates in the timeline.

- 1** Open an existing timeline.
- 2** Choose Date Format from the Format menu.
- 3** In the Date Format dialog box, click to select "Day of the Week" under Show and click to deselect BC; then click OK.

### **Adjusting the length of a timeline**

Before you print your timeline, you may need to adjust its length so that it will print correctly. You can do this with the Expand and Compress buttons.

- 1** Click the Expand button on the Toolbox (or choose Expand from the Toolbox menu).



This increases the length of the timeline. The vertical dotted lines are page breaks.

- 2** Click the Compress button on the Toolbox (or choose Compress from the Toolbox menu).  
This decreases the length of the timeline.

## Customizing events

- 1 Click the Banner view button above the Toolbox.



- 2 Click one of the flags in the timeline.

The flag now has a black square on its right side and a striped bar on its left side. It is selected and can be modified.

- 3 Choose Set Event Font from the Format menu.
- 4 In the dialog box that appears, choose a font, a point size, and a color for the text from the pop-up menus. Select Bold for the Style; then click OK.

## Changing the size of a flag

You may need to adjust the size of a flag so the text will fit properly.

- 1 Select any event.
- 2 Drag the black box on the right of the flag to the right or to the left to change the size of the flag.

## Merging timelines

With TimeLiner, you can merge multiple timelines of the same type, such as two or more geologic timelines or multiple standard timelines, allowing you to easily compare and contrast the information in each. Merging timelines can function to put historical events into a meaningful context for students. For example, they could see how historical events in the world happened at the same time as events in their family.

- 1 Close the timeline you've been working with, and save the changes if you want.
- 2 Choose Open from the File menu.
- 3 In the dialog box that appears, locate and select one timeline that you would like to merge, then click Open.
- 4 Choose Merge from the File menu. Locate and select the second timeline to merge, then click Open.

The data from these two timelines is merged into a new timeline.

### **Changing the flag style**

- 1** Click the Banner view button on the Toolbox if you are not in Banner view.
- 2** Click to select any event.
- 3** Position the pointer on the striped bar on the left side and hold down the mouse button. Choose one of the flag styles from the pop-up menu that appears.
- 4** Repeat steps 2 and 3 to change the other flags styles in the timeline.

### **Changing the bullet style in List View**

- 1** Click the List View button above the Toolbox.



- 2** Position the pointer on the bullet for an event and hold down the mouse button.
- 3** Choose the bullet you want from the choices that appear, then release the mouse button.
- 4** If you want, save the changes to the merged timeline.
- 5** Quit the TimeLiner application.