

# *Step-by-Step* Modifying the Layout of a Banner Timeline

Banners are an easy, attractive way to publish timelines. You can post banner timelines around the classroom, or insert them as figures in a report. This Step-by-Step Card explains how to modify the layout of a TimeLiner banner timeline.

**Note:** Although the layout techniques described in this Step-by-Step Card are completed in Banner View, many of the techniques work in other Views as well.

## **Changing the position or size of a flag**

To change the position of a flag:

- 1** Open an existing timeline.
- 2** Choose Banner from the View menu if it's not already chosen.
- 3** Position the pointer on top of a flag. The pointer turns into a hand. Drag the flag up or down until it's in the location you want.

**Tip:** You can reposition the flag vertically, but not horizontally.

To resize a flag:

- 1** Click to select the flag you want to resize.
- 2** Place the pointer over the small box on the right side of the flag. The pointer turns into a double arrow. Drag the small box to the right or left to shorten or lengthen the flag.

## **Changing flag styles, fonts, and font sizes**

You can change flag and font styles to distinguish different types of events. You can change the font size to optimize the space occupied by a flag.

- 1** Select a flag by clicking it. To select all of the flags, choose Select All Events from the Edit menu.
- 2** Click the Edit Flag Style button at the top of the TimeLiner window.



- 3** To change the font, click Choose Font and make your selections for the font, font size, text color, and style.

- 4 Click OK to close the Choose Font dialog box.

You can change the flag style, text color, outline color, and fill color of the flag by making selections in the Flag Style dialog box.

- 5 When you're done, click OK to close the Flag Style dialog box.

## **Adding labels**

Use labels to create titles and to add notes or explanatory material.

To add a label:

- 1 Click the Label button on the clock toolbar.
- 2 Type the text you want to appear in the label, then click OK.
- 3 Click the label to select it (if it's not already selected), then drag the label to any location on the timeline.

**Tip:** Labels may initially be hidden by an event flag. Move event flags to the center of the timeline to locate hidden labels.

- 4 With the label still selected, choose Choose Label Font from the Edit menu to change the font, font size, font color, or style. Click OK.

## **Adding, moving, and resizing graphics**

To add a graphic to a timeline:

- 1 Click Graphic on the clock toolbar.
- 2 Select an item from the list on the left. This list includes all the categories of graphics in TimeLiner's built-in graphics library.
- 3 Select a graphic by clicking it, then click OK.
- 4 Drag the graphic to the desired location.

To change the size of a graphic:

- 1 Click to select the graphic.
- 2 Move the pointer over the small box in one of the corners of the graphic. The pointer becomes a double arrow.
- 3 Drag the corner to expand or shrink the graphic.

To use a graphic from another location on your computer:

- 1 Click Graphic on the clock toolbar.
- 2 Click Browse in the New Graphic dialog box, locate and select the graphic file, then click Open.

## Adding categories and dates to events

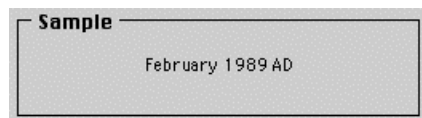
Categories link events with similar themes.

To add a category to an event:

- 1 Select an event and then click Edit on the clock toolbar.
- 2 Click the Category tab on the bottom-left corner of the dialog box.
- 3 Choose New Category from the Category pop-up menu.
- 4 Type a category (such as “Sports”).
- 5 Click Choose Font and choose a font, color, and style. Click OK.
- 6 Click OK to assign the category to the event, then click OK again to close the Edit Event dialog box.
- 7 Choose “Add Category to Text” from the Format menu. The category appears in the flag, enclosed by parentheses.

To add a date to an event:

- 1 Choose “Add Date to Text” from the Format menu.
- 2 Choose Date Format from the Format menu.
- 3 Select the options you want. For example, select Year, Month, and Show AD in the Show column. Make sure all other boxes are unchecked. Click OK. The event flag will display the date like this:



## Adjusting the length of a timeline

To change the length of a timeline:

- Click Expand or Compress on the clock toolbar. The number of pages taken up by the timeline changes accordingly (page breaks are shown by vertical dashed lines).

You can also adjust the length of a timeline by specifying the number of pages you want it to occupy:

- 1 Click the number of pages at the bottom of the window.



- 2 Enter the page length you want in the box, then click OK.

## Editing the time scale style

The time scale is the horizontal axis of your timeline. Modify the time scale to enhance the appearance of your timeline. For instance, you can change the time scale font to Courier (typewriter style) if your timeline is a history of computers.

To edit the time scale:

- 1** Click the time scale once.
- 2** Click the Edit Time Scale Style button at the top of the window.



- 3** Choose a line thickness and a line color from the pop-up menus.
- 4** Click Choose Font to change the font, font size, text color, or style. Click OK, then OK again. The timeline now displays the new style.