

Step-by-Step TimeLiner Basics

You can create many types of timelines for a variety of purposes using TimeLiner. In this Step-by-Step Card, you'll learn the fundamentals of creating your own timeline.

Choosing the type of timeline

You can choose from six different types of timelines:

- *Standard*: Standard timelines are typical chronological timelines that list events by date.
- *Yearly/Monthly*: Yearly/monthly timelines keep track of events that occur in the span of a single year or month, such as students' birthdays.
- *Weekly*: Weekly timelines mark weekly events, such as band practice.
- *Daily*: Daily timelines track events that occur at the same time every day, such as when school starts.
- *Geologic*: Geologic timelines illustrate events that occur over millions of years.
- *Custom*: Custom timelines display non-time-based data (such as temperature, distances, or percentages) in timeline form.

Viewing timeline data

TimeLiner offers five different ways to view your timeline data:

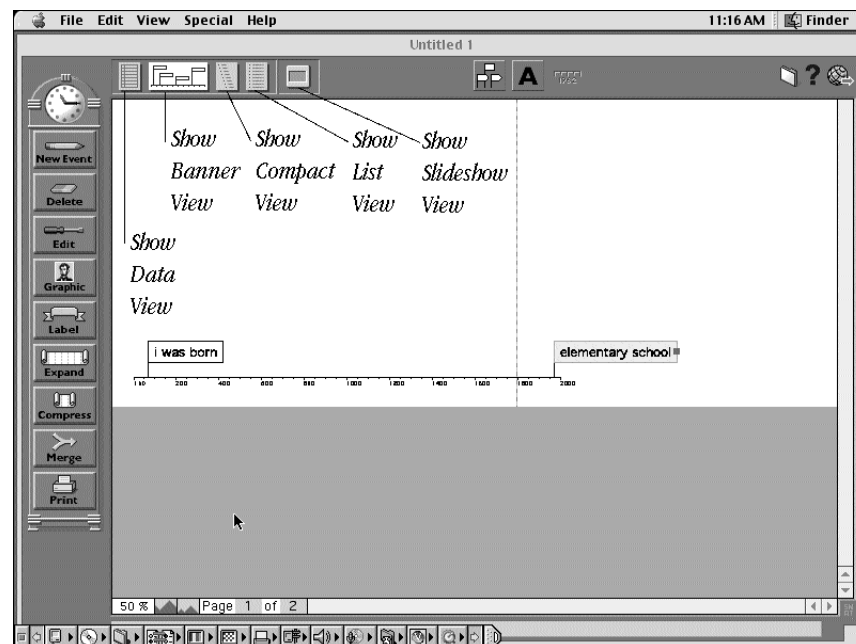
- *Data*: Data view contains your unformatted timeline information. It allows you to edit dates and events directly.
- *Banner*: Banner view displays events on a horizontal timeline. This visually conveys the passage of time.
- *Compact*: Compact view condenses event data in your timeline into a graph format that can usually fit on a single page. This is helpful for handouts.
- *List*: List view events are listed vertically. Use this view for easy editing.
- *Slideshow*: Slideshow view displays each event as a slide in a multimedia presentation. Each slide includes the sound, video, and pictures you've attached to its event.

Adding events to a standard timeline

- 1 Open the TimeLiner application.
- 2 Click the New button on the opening screen.
- 3 Make sure Standard is selected, then click OK. A new timeline opens in Data View.
- 4 Click New Event on the clock toolbar to create an event for your timeline.



- 5 Type your birth date, including the year, in the When box.
- 6 Type "I was born" in the What box, then click OK. Your entry appears in Data View.
- 7 Click New Event on the clock toolbar to create another event.
- 8 Type the year when you began elementary school in the When box.
- 9 Click the To box and type the year you graduated from elementary school.
- 10 Type "Attended elementary school" in the What box. Click OK. You've just created an event with a starting and ending date.
- 11 Repeat these steps to add two more events from your life.
- 12 Click the Show Banner View icon to see the events displayed as a horizontal timeline. Click the Show Compact and Show List View icons to see how your timeline data appears in these views.



Adding a title to a timeline

- 1 In Banner, Compact, or List View, click Label on the clock toolbar.



Tip: You can add a title in all views except Data and Slideshow. However, the title you add will be visible only in the view in which you add it.

- 2 Type "My Life," then click OK.
- 3 Select Choose Label Font from the Edit menu.
- 4 Choose a font, size, color, and style for the title, then click OK.
- 5 Drag the title where you want it.

Editing events

- 1 In any view, click an event.
- 2 Click Edit on the clock toolbar.



- 3 Modify the event description (What) or date (When) and click OK.

Tip: You can also add pictures, movies, sounds, and Web links in the Edit Event dialog box using the tabs at the bottom of the dialog box. For more information, see the "Working With TimeLiner Timelines" Step-by-Step Card.

Deleting events

- 1 Select the event and click Delete on the clock toolbar.
- 2 Choose OK in the dialog box that appears.

Adding a graphic to a timeline

- 1 In Banner, Compact, or List View, click Graphic on the clock toolbar.

Tip: You can add a graphic in all views except Data and Slideshow. However, the graphic will be visible only in the view in which you add it.

- 2 Choose a category from the scrolling list and then select a graphic. Click OK. (To use your own graphic, click Browse in the New Graphic dialog box and locate and select the graphic on your hard disk. Click Open.)

- 3 Drag the graphic where you want it to appear on the timeline.

Printing a timeline

- 1 In Banner, Compact, or List View, click the Print button on the clock toolbar. The Print Preview dialog box appears, giving a thumbnail sketch of how the timeline will look when printed. (In Data and Slideshow views, there is no Print Preview box.)

Tip: You can change the page orientation by clicking Page Setup in the Print Preview dialog box and then selecting either landscape or portrait. You can also change the scale. This will reduce or enlarge the timeline to fit better on the page.

- 2 Click Print.