# Getting Started with Timeliner 5.0

Timeliner is a program that enables users to create and print time lines of events, biographical information, and non-time-based data such as measurement comparisons. Time lines can be scaled to fit one page or span large number of pages. In addition, you can add graphics, movies, sounds, or web links. You may also display your time line as a multimedia presentation or export to HTML.

1. Start by opening a pre-made time line or click "New" to start from scratch.
2. Select from the type of time lines. Standard (Chronological) is the most commonly used style. You will see a preview of the style.
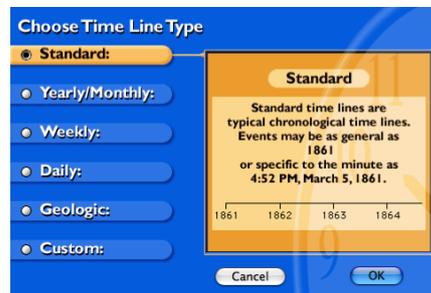
## Adding Events

Timeliner will start off by default in the *Data View*.

1. Type in the date of the event in the *when* column. You can be very general i.e. year, enter the date/month/year, or even the exact time.
2. In the *what* column, enter the event that occurred.
3. Hit *Enter/Return* on your keyboard to go to the next line and add another event.

*Tip:* Timeliner automatically puts events in chronological order, so don't worry if you need to insert an earlier date while working.

*Tip:* If you get an error, check your spelling - particularly months!

Data View

You can also click on the *New Event* **button** to add an event.

• To create a **time range** (i.e. 1998-2000), check the "to" box.

*Tip:* Typing in "present" or "now" for the range date will automatically update to today's date.
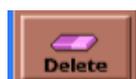
The **Delete** button allows you to remove any event from our time line

The **Edit** button allows you to change content of an event.

## Time Line Views

a.      b.      c.      d.      e.      f.

You can view your data in multiple layouts. Each offers unique ways to display and print time lines. *Note:* Changes in appearance (font, layout, graphics) are only affected in the selected view.

a. **Data View**. Good place to begin entering events or for getting a quick view of our data.
b. **Banner View**. Create banner time lines, up to 85 pages long.
c. **Vertical View**. Seems to work better for time lines you want to keep to a page or two.
d. **Compact View**
e. **List View** (like an outline)
f. **Slide Show View** - a multimedia slide show presentation.

At the bottom of your screen (in all views except data) you will see the *Zoom In/Out* **button**. Click on the large "mountain" to zoom in, the small "mountain" to zoom out, or select a different percentage.

## Adding Categories, Web Links, and Multimedia

### Adding a Category to an Event
This allows you to organize your events into categories so you can distinguish events by theme.
1. Select the event and click the ***Edit*** **button**.
2. Click the ***Category*** **tab**  (bottom left).
3. Click the pull-down menu and select New Category. Type in the category name.
4. Click the ***Choose Category Font*** **button** and select desired font and color.
5. To use the same category for another event, simply choose the category name from the pull-down menu.

### Adding Notes to an Event
The Notes Tab allows you to add notes or more detailed information about an event. These will be viewed as links to events in all views except the Sideshow View, where they will be part of your slide. They will not print with your time line.
1. Click the ***Notes*** **tab** and begin typing.

### Adding a Picture or Movie to an Event
You can attach either media item to any event. These items will be viewed as links to events in all views except the *Sideshow View*, where they will be part of the slide. Pictures/movies you add in the *Edit Event* dialog box will not print. (To have a picture print, click the ***Graphic*** **button**.)

1. Select the desired event and click the ***Edit*** **button**.
2. Click the ***Picture or Movie*** **tab.**
3. Click the ***Import*** **button**. The Add Graphic box will open.
4. Select from one of Timeliner's 400 images/movies or click ***Browse*** to locate one elsewhere.
- Alternately, you can click ***Paste*** if you have just copied an image from the Internet or other program.

*Tip: To make your own images readily available within Timeliner, add them to the program's **Custom Art Folder**.*

### Adding Sound to an Event
You can add sound in the same way as you added a picture (see above) or you can record your own sound. Timeliner has a few built-in sound clips (click ***Import***) or browse to select your own.

*Tip: To record in Windows, use the Sound Recorder application and save the sound as a \*.wav file. To record on a Macintosh, click on the Record button that shows up within Timeliner.*

### Adding a Web Link to an Event
This allows you to click on events in your time line and go to a web site, particularly handy if the site has lots of great additional information.
1. Select the event and click the ***Edit*** **button.**
2. Click the ***Web Link*** **tab.**
3. Type in or paste the web address. Click *Try It* if desired.

The ***Media Link*** icon indicates that a note, picture, web link, etc.  has been added to an event. Click on the + sign for a pop-up menu of added items.

# Working in the Banner View

Once you have added your data, you will likely want to switch to the banner view. Here you can customize the layout, change text appearance, and add graphics and labels that will print.

### Expanding or Compressing Your Time Line

This increases or decreases the width of your time line, enabling you to show less or more detail. You will also notice that the space between flags and the detail on the time scale increases as you expand your time line and decreases when compressing.
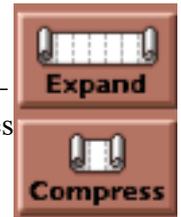
### Adjusting the Number of Pages

As you expand or compress your time line, you will notice the total number of pages increase or decrease as indicated at the bottom of your screen. You can type in a number and change your time line to that exact number of pages.

Type in a number here to jump to that page          Typing a number here changes the total number of pages

### Customizing an Event's Font, Color, and Style

This enables you to make certain events stand out or organize similar items. A fast way to customize several events at once is to assign them to a Category and assign the Category a unique font and style (*see p. 2*).
1. Select the event. *Tip:* If you want to change all events at once, go to **File - Select All**. If the items are not next to each other, hold the Control/Command key and select the desired events.
2. Click the *Choose Font* button. **A**
3. Select the desired size, color, and font.

### Changing the Flag Style

This is another way to customize events and highlight relationships between different types of events. You can choose different shapes, flag colors, text colors, or fill colors. You can apply changes to all (**File - Select All)** or selected flags by holding down the Command/ Control key.

**Resizing a flag**

Studies Theology in Amsterdam
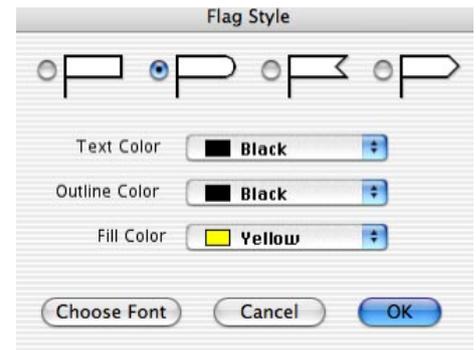
This can help alleviate overlapping if you have events very close to each other.
1. Select the flag. You will see a tiny red box.
2. Drag left to compress the width and right to expand.

### Adding Labels to Your Time Line

These text boxes or labels enable you to **add titles** and add captions. You can place labels anywhere on your time line. The font attributes can be changed by clicking on the **A** button.

### Adding Graphics to Your Time Line

If you want images that will show when your time line is printed, click on the *Graphic* button. Navigate to the desired image and resize as desired.

### Cleaning things up

If you have many events that occur close to each other, their flags might appear overlapped on your time line. Here are some tips that might help tidy things up.
• Try switching to the Vertical or Compressed view.
• Expand or Compress the time line.
• Resize the flag as indicated above.
• Change the font size.
• Move the flags around manually.
  Under the *Format* menu, go to *Clean Up Flags.*

# Printing Your Banner

Click on the *Print* Button ![print button] or choose *Print* from the **File menu.** The Print Preview box appears.

- Look at the number of pages. Clicking on the *Page Setup* **button** and changing the page orientation might result in a better layout or less pages.
- You can print crop marks to help cut and tape longer banners.
- A border can be added around the entire banner.
- You can sometimes fit more on a page by dragging the time scale down (you have to exit out of the print preview box to do this). To print a banner 2 pages in height, drag the time scale off the bottom of the page.
- To print only certain pages, enter those numbers after you've clicked the **Print** button.
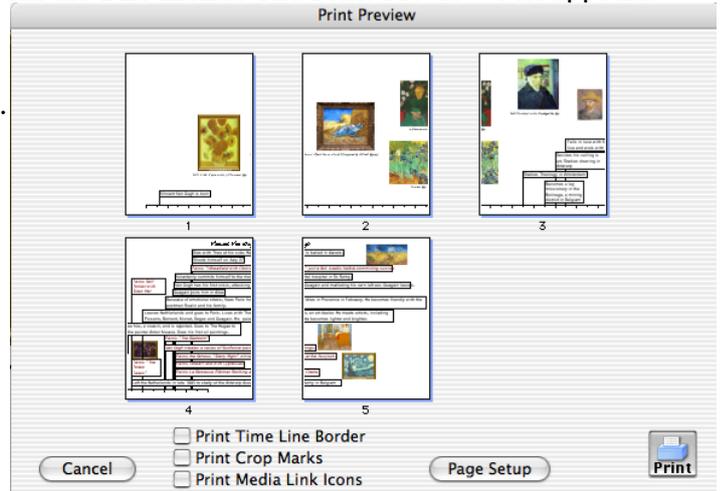
### Color printing

To force your time line to be printed in color on your inkjet printer:

1. Hold down the Control key and select Preferences from the Edit menu. (Macs: Preferences are under the Timeliner menu.)
2. Within Print Extras, select "Always print in color" and click OK.

## Slide Show View

In this view, every event becomes a slide. The Slideshow view is most useful if you have attached media elements to your events.
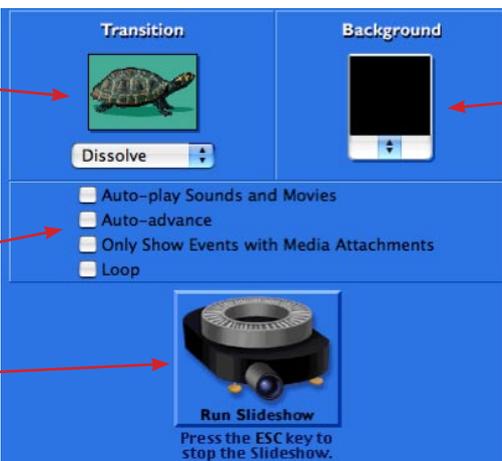
Change slide transitions (Macs only)

Customize what is shown, when, and how

Press to start slide-show

Change slide background

Slide show event with attached image and web link

You can print out your slide show. Each slide will print on one page. This is the only way to print notes attached to events.

## Export Options

### Save as HTML

This feature (only available in Vertical View) allows you to save your time line in HTML format for the Internet. When saved, a folder is created that includes the HTML file and any attached multimedia.

### Export as Graphic

This option is only available in Banner, Vertical, Compact, and List Views. It allows you to save the view you see on the screen as a graphic. You can Copy Entire View (places in clipboard so you can paste to another document), or save as a PICT/BMP/JPEG file.

## Web Site Resources

On TimeLiner's web site http://www.tomsnyder.com/products/productextras/TIMV50/ you can find free timelines, worksheets, clip art, and more. Click on the ![globe button] button to go to the web site.