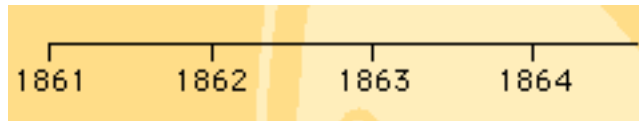# Introduction to Timeliner

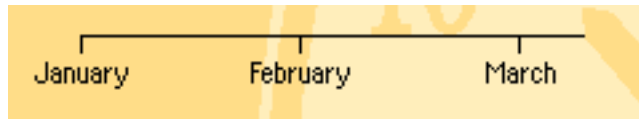## Types of Time Lines:

Standard Time Lines
Standard time lines are typical, chronological time lines. Events may be as general as 1861 or as specific as 4:52 PM, March 5, 1861.
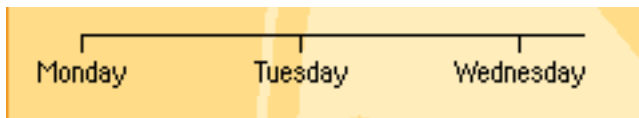
Yearly/Monthly Time Lines
Yearly/monthly time lines, such as a school year, are not set in any particular calendar year. Yearly/monthly time lines can be one year or one month long.
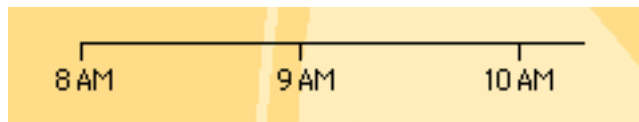
Weekly Time Lines
Weekly time lines, such as a weekly schedule, are not set in any particular calendar week. These time lines can show what occurs regularly on certain days of the week.

Daily Time Lines
Daily time lines, such as a class schedule, are not set on any particular calendar day. These time lines can show what occurs regularly at certain times of the day.
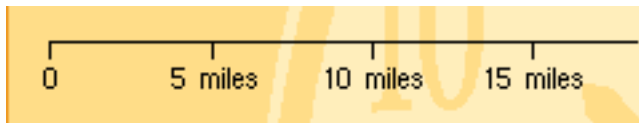
Geologic Time Lines
Events in a geologic time line may range from 100 billion years ago to zero (present).

Custom Time Lines
Custom time lines can display non-time based data such as temperature, distance, or percent.

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Types of Dates:

Approximate Dates
Typing "circa," "c," or using the "~" key (usually located next to the number 1 at the top of a keyboard) will add the "approximate" symbol before a date. A date written ~1897 means approximately, or around, 1897.

Dates with Ranges
If you are entering an event that covers a range of time rather than just a point in time (for example, Harry Truman's term as president from April 12, 1945 - January 19, 1953), click the check box next to the word "to" in the New Event dialog. This allows you to add an end date for your event.

Up-to-Date Dates
You can enter "present" or "now" as a date, too. The date will always be seen as "Present", and will always refer to the current date and time.

Ways to Enter Dates
TimeLiner is smart and flexible about many types and formats of dates. As you type a date into the When box in the New Event dialog, you can see how TimeLiner interprets the information by watching underneath the When box. TimeLiner understands different date formats and abbreviations. For example, if you type Dec 26, 1972 7:50 AM, the program will understand it as: 7:50 AM Tuesday December 26, 1972 AD. You can also enter dates in multiple formats, for example, 12/26/72.

You can enter as much or as little detail as you choose. For example, you might enter December 1972 or you might enter Tuesday, December 26, 1972.

TimeLiner has been modified to make entering both 20th and 21st century dates easier. If you enter the year as 00, TimeLiner will interpret the year as 2000. All years from 00 through 19, are interpreted as 21st century to make it easier to enter current events and events in the near future. 20 through 99 are interpreted as 20th century to make it easier to enter most 20th century historical dates.

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Adding a New Event

Shortcut: **OR**
    N

To add a new event or flag to a time line, click the **New Event** button on the clock.

You will see the following dialog:

The cursor should be blinking in the **When** box. Type the date of the event. To move the cursor to the **What** box, press the **Tab** key. Type the event. If all your information is correct, click **OK** to add this event to the time line.
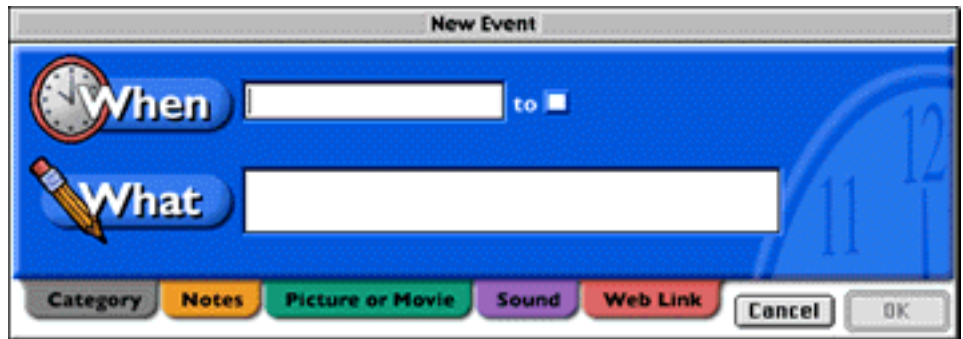
When adding new events you will often see a default date already entered in the **When** box. This default date will either be the same as the last date entered, or if you have a different event highlighted, the same as the date for that highlighted event.

If you are adding many events in chronological order, the default date entry allows you to skip entering the same date or year over and over.

If the date for a new event is different from the default date, simply start typing the new date over the highlighted default date. The tabs at the bottom of the dialog allow you to assign a category, notes, picture or movie, sound, or Web link to your event.
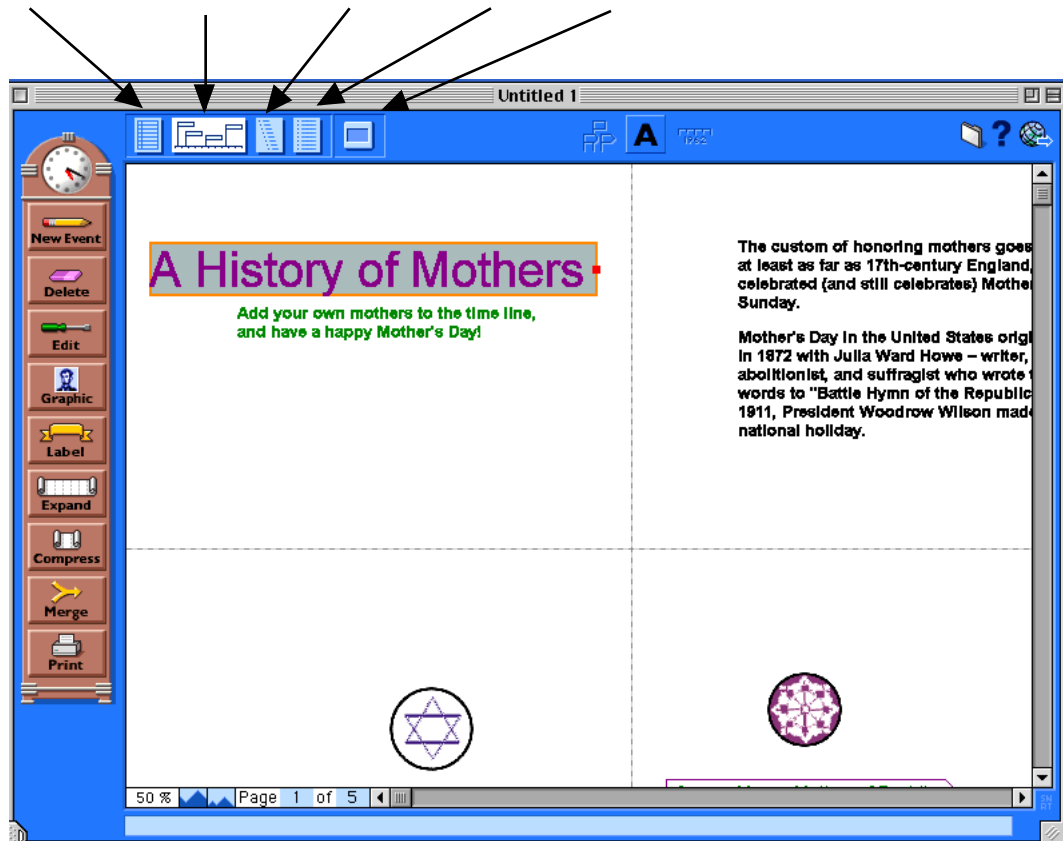
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The Five Views

TimeLiner has five views — Data, Banner, Compact, List, and Slideshow.
To switch between views, simply click the little icons near the top left of the screen. When you enter data it is entered automatically into all five views. Try each view now.
The Slideshow View is designed for displaying multimedia elements. Each view, except the Slideshow View, can be customized with different fonts, styles, sizes, colors, etc. After exploring the different views, switch to the Banner View.

Data View   Banner View   Compact View   List View   Slideshow View

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Adding Media Attachments

TimeLiner allows you to add multimedia – notes, pictures, movies, and sounds -- to any event in your time line. To add media attachments, first select an event and then click Edit on the clock. The Edit Event dialog appears with tabs to add different types of multimedia.

These media attachments can be displayed in the Banner, Compact, and List Views by clicking the Media Link icon next to the event. These attachments will also appear in the Slideshow View. These items will not print with your time line.

Adding Notes
You can add notes to an event if you want to provide additional information about an event. To add a note to an event, click the event, then click Edit on the clock. Click the Notes tab and enter text into the text box. Click OK.

In the Banner, Compact, and List Views a Media Link icon will appear next to the event to indicate that some media has been attached. Click the Media Link icon and select Notes from the pop-up list to view your notes. In the Slideshow View your notes will appear near the bottom of the event's slide. Notes will not print with your time line.

Adding Pictures or Movies
To add a picture or movie to an event, select the event; then click Edit on the clock. Click the Picture or Movie tab. Click Import. The Add Graphic dialog appears. You can choose from over 400 pictures and several sample movies included with the program, or you can browse to another location to add your own files.

In the Banner, Compact, and List Views a Media Link icon will appear next to the event to indicate that some media has been attached. Click the Media Link icon and select Picture or Movie from the pop-up list to view your picture or movie. In the Slideshow View your picture or movie will appear in the middle of the event's slide. Pictures added in this way will not print with your time line.

Adding Sound
To add a sound to an event, select the event; then click Edit on the clock. Click the Sound tab. To record your own sound using a computer microphone, click the Record button. You can record up to 3 minutes of sound at a time. To add a previously saved sound file, click Import and browse to the file. Some sample sounds are included with TimeLiner.

In the Banner, Compact, and List Views, a Media Link icon will appear next to the event to indicate that media has been attached. To listen to your sound, click the Media Link icon and select Sound from the pop-up list.

In the Slideshow View your sound can be set to play automatically, or you can play it manually.

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Slideshow View

To switch to the Slideshow View, click the icon at the top of the screen, or choose Slideshow from the View Menu. This view allows you to show each event as a slide in a slideshow presentation.

Slideshow Setup

The following options allow you to customize the look and feel of your slideshow:

Transition
You can choose how each slide transitions from one to the other by clicking the drop-down box in the Transition section of the screen. You will see a preview of your transition.

Background
You can choose from many different background colors and patterns for your slides by clicking the drop-down box in the Background section of the screen.

Auto-play Sounds and Movies
If an event in your time line has a sound or movie attachment, checking this box automatically plays sounds and movies when the slide for the event appears. Leaving this box unchecked allows you to manually play the movie or sound.

Auto Advance
Checking this box allows your slides to automatically advance from one to the next. After checking the box, you can set the time interval between slides. Keeping this box unchecked allows you to advance your slides manually.

Only Show Events with Media Attachments
Checking this box allows you to show only the events that contain media attachments, including sounds, movies, notes, and graphics. Keeping this box unchecked shows every event in your slideshow.

Loop
Checking this box makes your slideshow run in a continuous loop. When you reach the last event in your slideshow, click Next to start from the beginning. If you keep the box unchecked, click Done when you reach the last slide to return to the Slideshow Setup.

Running Your Slideshow

Click the Run Slideshow button in the Slideshow Setup. Your first event will appear as your first slide, which will fill your screen. The event text and date appear at the top of the slide, and a time line appears at the bottom.

Any attachments you have assigned to this particular event, such as a picture, movie, sound, or Web link, appear in the middle of the slide. Notes appear above the time line. The time line at the bottom of the slide shows the range of dates and indicates the time of the current event by displaying a red flag.

On the right-hand side of the time line, assuming there is more than one event, is a Next button. Clicking Next advances to your next slide. To go back to your previous slide, click Back on the left-hand side of the time line.

If an event's slide has a sound or a movie attached to it, the media will play automatically if you choose that option during the Slideshow Setup. However, you can pause and play them at will, using their controls. If you have a Web link, click the Web Link button at any time to launch that Web site.