



## Reference Guide

For more information about Timeliner XE,  
call us at  
800-342-0236  
or visit us on the web at  
[www.TimelinerXE.com](http://www.TimelinerXE.com)

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## What is Timeliner<sup>®</sup> XE?

The volume of information today is overwhelming. Timeliner XE helps students make meaning of information by offering an all-in-one, interactive tool with powerful features and over 400 curriculum-based templates, ready-made projects, and activities. Timeliner XE supports students in:

- **gathering** and citing information from anywhere, including the Web
- visually **organizing** information on a timeline, sequence, or cycle
- **communicating** their understanding in rich, multimedia presentations

### Timeliner XE Features:

#### **Built-in Web Browser**

Gather information from the Internet without ever leaving Timeliner XE. Switch to the Research tool and use the Timeliner XE browser to find events, take notes, and add images that you can see in your timeline instantly.

#### **Timeline Mode**

Organize and view information in a timeline in BannerView, Vertical View, Compact View, or Slideshow View to help cater to a diversity of learning styles.

#### **Sequence Mode**

Create visual diagrams for any content that occurs in a sequence, such as the plot of a book, life cycles in science, or project planning.

#### **Event Editor**

The Event Editor makes it easy to add events, and sort, cite, and categorize information in one place. Use the Editor in any mode or view or while conducting research with the built-in Web Browser.

#### **Multimedia Library**

Use the searchable Media Library to quickly find images, sounds, and video to help illustrate projects. Timeliner XE contains more than 1000 images.

#### **Citation Tracker**

While you use the Research tools to capture images and research and gather information, a built-in Citation Tracker keeps track of the specific information from every different source.

#### **Categories**

Help students see patterns and relationships by organizing events into categories with different colors, or placing events above and below the timescale.

#### **Links**

The Link feature allows you to create dynamic links from project events and notes to websites, other Timeliner files, and program files such as Microsoft Word documents, PDFs, etc.

## **Notes**

The Notes feature allows you to add more detailed information to any event on a timeline or sequence project. You can also add notes that are not attached to specific events, such as introductions, overviews, or instructions.

## Cross Curricular [Activities](#)

The Main Menu organizes over 400 project templates, ready-made projects, research projects, challenges, and Finish Me Activities into categories of social studies, language arts, and science and math.

### **Project Templates**

Start projects quickly with templates that offer a structure for gathering and organizing information. Choose from timeline and sequence templates that cover language arts, science, and social studies.

### **Ready-Made Projects**

Enhance any lesson with a ready-made timeline or sequence project. Choose from an extensive variety of projects for all subject areas.

### **Research Projects**

Help students construct their understanding of sequential information by pointing them to age-appropriate Internet resources, including articles from the Grolier Multimedia Encyclopedia. Create project assignments with specific, measurable requirements.

### **Challenges**

Assess students' understanding of sequential information by asking them to put events in the correct order with engaging, interactive challenges.

### **Finish Me Activities**

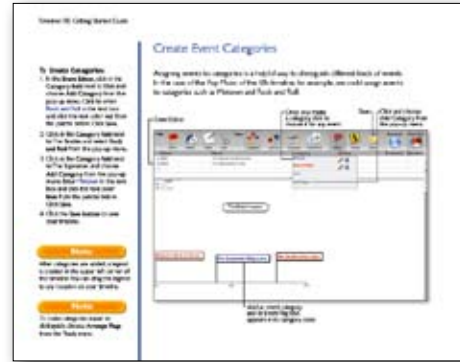
Invite students to analyze information more deeply by attaching notes to files that ask them to organize events into categories, attach notes to events, and draw conclusions about cause and effect.

## Learning to Use Timeliner XE

There are a variety of ways to learn how to use Timeliner XE. Choose the one that best fits your own style of learning or use them all in combination.

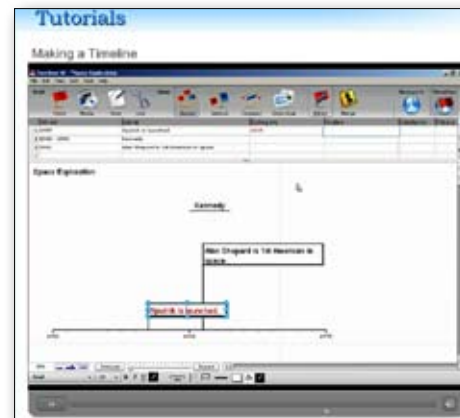
### The Getting Started Guide

This guide contains a series of six lessons designed to introduce the basic features of Timeliner XE. Each lesson uses sample content to walk you through the steps to learn how to use the program and is fully illustrated with sample screen shots so you'll know what your computer screen should look like while you go through the lesson. Each lesson is designed to be done in 15 minutes or less. This guide also includes a chapter with tips for using Timeliner in the classroom and a detailed curriculum matrix which aligns all the Timeliner XE activity files to learning objectives.



### Online Tutorials

Timeliner XE includes a series of online videos that demonstrate how to do specific tasks such as creating a new timeline or sequence project, using the Research tools, searching the Media Library, and more. These tutorials can be accessed from the Timeliner XE Main Menu by clicking the **Tutorials** button.



### Reference Guide

The Timeliner Reference Guide contains system requirements, installation instructions, and detailed information about how to use each feature in Timeliner XE. It can be accessed through the Timeliner Help menu and is available as a PDF, which you can view and print using Adobe Acrobat Reader.



### Quick Reference Card

Each copy of Timeliner XE comes with a handy reference card that highlights the basic features, buttons, and tools for the program.

### Professional Development Workshops

Tom Snyder Productions offers on-site workshops to help teachers learn how to use Timeliner XE and integrate it into their classrooms. Our experienced trainers — all former classroom teachers — will come to your school to deliver six hour on-site workshops. We are available to consult with you on how we can help meet your needs. We invite you to call us at 800-342-0236.

## About Timeliner Documentation

All Timeliner instructions are written for both Mac OS® and Windows-based computers and assume that you have a working knowledge of how to use your computer and basic commands such as drag, select, click, etc. If you need to review these procedures, refer to the documentation that came with your computer.

Enjoy your experience with Timeliner XE! If you have any questions or comments, please contact us at 800-342-0236 or [TimelinerXE@tomsnyder.com](mailto:TimelinerXE@tomsnyder.com).

## Installing Timeliner XE

Timeliner XE System Requirements							
Platform	Operating Systems	Processor	Memory	Free Hard Disk Space	CD-ROM	Internet Access	Monitor
<b>Windows</b>	Microsoft® Windows® 2000 with Service Pack 4 Windows XP with Service Pack 2 Windows Vista® Home Premium, Business, Ultimate, or Enterprise	Intel® Pentium® 1GHz or faster	512MB of RAM  (1 GB recommended)	1 GB	For installation only	Required to use Timeliner's built-in browser in Research mode	16-bit colors, 1024x768 minimum resolution
<b>Macintosh</b>	Mac OS X v10.4.9, 10.4.11, 10.5.1 or 10.5.3	Intel Core™ Duo 1.83GHz or faster (recommended) or PowerPC® G4 1GHz or faster	512MB of RAM  (1 GB recommended)	1 GB			

### Important reminder!

If you use hardware that just meets the system requirements, the application will run correctly; however, it may run somewhat slower than desired. All features will be present and function properly. Using hardware below the system requirements is not recommended or supported, and may cause the program to run too slowly or prevent certain features from functioning properly.

## To Install Timeliner XE

1. Insert the Timeliner XE CD.
2. Double-click the **CD icon**.
3. Click **Setup** (Windows) or **Install Timeliner XE** (Macintosh).
4. Follow the on-screen instructions to install the program.

### Installation Notes:

- By default the program will be saved to:  
C:\Program Files\Tom Snyder Applications\Timeliner XE\ (for Windows),  
Applications\Tom Snyder Applications\Timeliner XE\ (for Macintosh)
- During installation, you will be given a default Save location for project files and activities. If you want students to be able to access these files from any school computer, we recommend you choose another location on a shared network server.
- To change the default Save location for project files and activities after the program is installed, click the **Saving tab** in Timeliner **Preferences** and browse to a new location such as a shared folder on a network server.
- The complete Timeliner XE product contains installations of Adobe AIR (the technology Timeliner XE is built on) and Adobe Reader.

## To Register Timeliner XE

You can register your copy of Timeliner XE at the end of the product installation process. You can also register online at <http://www.timelinerxe.com>.

### **As a registered customer, you receive:**

- Information about product updates
- Discounts on Timeliner XE upgrades
- Free telephone, fax, and email technical support

## To Remove Timeliner XE

### **Windows**

1. Click the **Start button**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Select **Timeliner XE** in the list box, and then click **Add/Remove**.

### **Macintosh**

Drag the Timeliner XE folder to the Trash, and then empty the Trash.

## Upgrading Timeliner

When you install Timeliner XE, it does not overwrite any earlier version of Timeliner installed on your computer. This enables you to keep files created in the earlier version of Timeliner.

## Opening Timeliner 5.0 Files

Files created using Timeliner 5.0 can be opened by Timeliner XE. However, while all events should carry over from the original file, you may experience issues such as distorted graphics, missing categories, and missing labels.

## Customer Service

If you have any questions, comments, or need help with Timeliner XE, you can contact us by email, telephone, or fax.

For the latest technical information, go to [www.timelinerxe.com](http://www.timelinerxe.com).

**Toll-free:** 800-342-0236 (U.S. & Canada only)

**Local or International:** 617-926-6000

**Hours:** Monday through Thursday, 8 a.m. to 6 p.m. EST; Friday, 8 a.m. to 5 p.m. EST

**Email:** [tech@tomsnyder.com](mailto:tech@tomsnyder.com)

**Web:** [www.tomsnyder.com](http://www.tomsnyder.com)

### **When you call, please have the following information available:**

- Software title and version number (found on the CD-ROM and in the About box)
- Your computer's operating system (e.g., Mac OS X 10.5 or Windows 2000)
- Your computer's memory (e.g., 512 megabytes of RAM)
- Your computer's speed (e.g., 1.2 GHz)

If possible, please have the software running on a computer close to the telephone when you call.

## Opening Timeliner

### Macintosh

Open the Timeliner XE folder, and then double-click the **Timeliner XE** icon. The Main Menu screen appears.

### Windows

Click the **Start** button, choose **Programs**, and then choose **TimeLiner XE**. The Main Menu screen appears.

## The Main Menu

The Timeliner XE Main Menu presents three tabs with all the options for creating and opening projects, templates, and activities. It also has a **Tutorials** button that when clicked will open the online tutorial videos.

- **Create a New Project:** Use this tab to create a new timeline or sequence project or open a ready-made template.
- **Choose an Activity:** Click this tab to open or create a Research, Challenge, or Finish Me Activity.
- **Open a Project:** Use this tab to access your own saved projects or hundreds of ready-made timeline and sequence projects.



**Main Menu**

## Create a New Timeline or Sequence Project

Timeliner opens to the Create a New Project tab by default. From here you can open a new timeline or sequence project, or you can open a ready-made template.



**Main Menu**

### To Open a New Timeline

1. From the Main Menu, click the **Create a New Project Tab**.
2. Select the **Blank** option in the Timeline column, and Click **OK**.
3. The [Timeline Setup window](#) appears.

### To Open a New Sequence

1. From the Main Menu, click the **Create a New Project tab**.
2. Select the **Blank** option in the Sequence column, and click **OK**.
3. The [Sequence Setup window](#) appears.

### To Open a Ready-Made Template

Ready-made templates are timeline or sequence project templates that include events with no dates, categories, and images. They are designed to provide a jump start for common student projects such as family history, biographies, etc.

1. From the Main Menu, click the **Create a New Project Tab**.
2. Select a **ready-made template** from either the timeline or sequence column, and click **OK** to open the template.

## Create or Open an Activity

The Choose an Activity Tab presents the options to open or create a Research, Challenge, or Finish Me Activity.



**Choose an Activity Screen**

### To Open an Activity

1. From the Main Menu, click the **Choose an Activity Tab**.
2. Select an Activity type: **Research**, **Challenge**, or **Finish Me**.
3. Select a **subject** from the Subject column, select an **Activity** from the list, and click **Open**.
4. Follow the on-screen instructions to complete the Activity.

See the section on [Timeliner Activities](#) for more information.

### To Create an Activity

1. From the Main Menu, click the **Choose an Activity Tab**.
2. Click the **Create Activity button**.
3. Select the type of activity to want to create and click **OK**.
4. Follow the on-screen instructions to create the activity.

See the section on [Timeliner Activities](#) for more information.

## Open a Ready-Made or Saved Project

The Open a Project Tab gives you access to hundreds of ready-made timelines and sequences. You can also access your own saved projects from this tab.




**Choose a Project Screen**

### To Open a Ready-Made Timeline or Sequence

1. From the Main Menu, click the **Open a Project Tab**.
2. Select a **subject** from the Subject column, a **topic** from the Topic column, and a **ready-made project** from the File column.
3. Click **Open**.

### To Open a Saved Timeline or Sequence

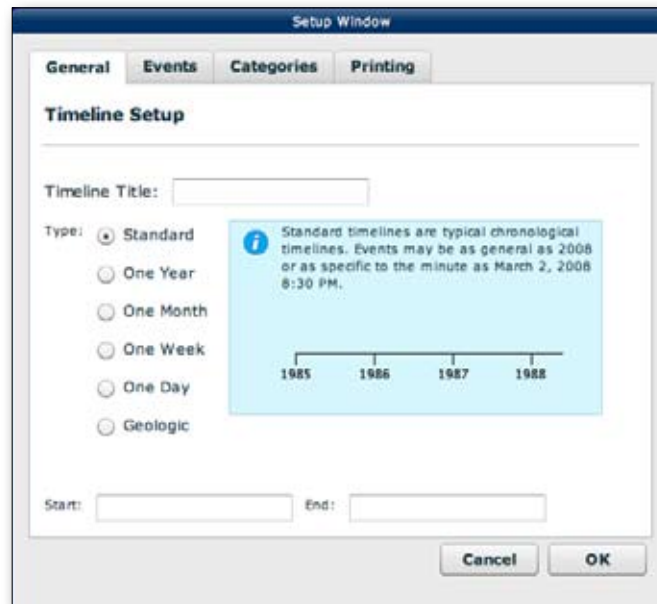
1. From the Main Menu, click the **Open a Project Tab**.
2. Select **My Files** from the Subject column (you may need to scroll down). Timeliner takes you to the My Projects folder, where you can select your saved project.

**Note:** You can have multiple files open at once. When multiple files are open, each file has a tab with the saved file name (not the title) at the top of the screen. The active file (Untitled in the example below) has a white tab. To close a file, click the  on the right side of the tab.



## The Timeline Setup Window

The timeline Setup window allows you to preset many common timeline options before beginning a new project. The window contains four tabs – [General](#), [Events](#), [Categories](#), and [Printing](#).



**Setup Window**

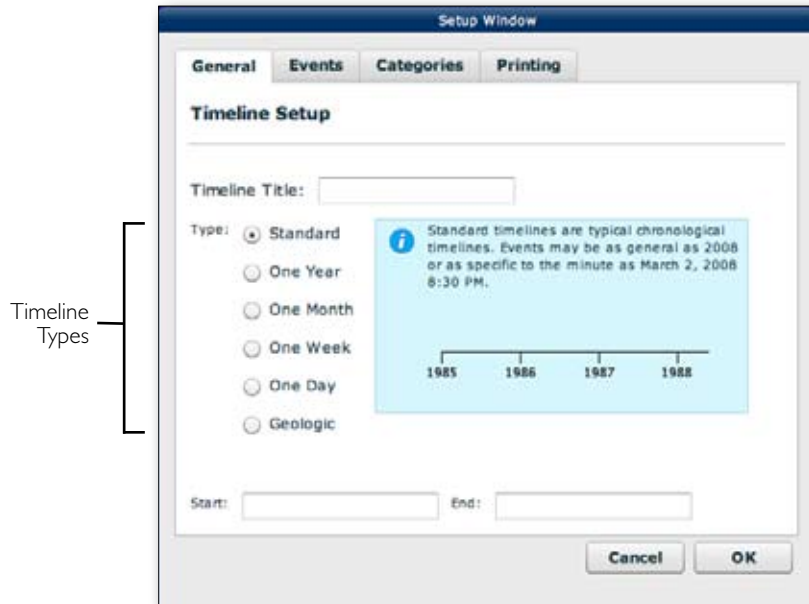
There are two ways to access the Setup window:

- The window will automatically open when you start a new timeline.
- When you have a timeline project open, choose **Setup** from the **File menu** and the Setup window will appear. Once you open a new timeline project, you cannot change the Type of timeline you chose in the initial setup. You can change or enter the Timeline Title, the Start date, and the End date.

**Note:** If you enter a new Start or End date and click **OK**, the timeline is redrawn to include the new parameters. However, if the new Start or End date conflicts with events you have already entered on your timeline, the conflicting date entry will be ignored and the timeline will remain unchanged.

## General Setup for Timelines

The General Setup tab provides several options for customizing the type of timeline you want to create.



**Setup Window**

### **Timeline Title:**

This optional text field allows you to enter a title for your timeline up to 100 characters long. The timeline title will appear on the timeline. The timeline file can be saved with a different name.

### **Timeline Type:**

There are six different timeline options: Standard (selected by default), One Year, One Month, One Week, One Day, and Geologic.

**Standard timelines** are typical chronological timelines. For this type of timeline, events can be entered as general as 2008 or as specific to the minute as March 2, 2008 8:30 PM.

When you choose this type, two optional text fields appear, labeled Start and End. You can enter start and end dates as general as 2008 or as specific to the minute as March 2, 2008 8:30 PM.

**One Year timelines** can be used to chart the events of a year.

When you choose this type, a drop-down menu labeled Start appears, which contains a list of months: January~December. Choose a starting month and Timeliner automatically creates a timescale that begins on the first day of that month and ends 12 months from it.

**One Month timelines** can be used to display the events of a typical month.

When you choose this type, a drop-down menu labeled Select the number of days in your month appears. Choose the number of days for your month and Timeliner automatically creates a timescale using the number of days specified.

**One Week timelines** can be used to show what occurs regularly on certain days of the week.

When you choose this type, a drop-down menu labeled **Start** appears. Choose the day of the week on which you want your timeline to start and Timeliner automatically creates a seven-day timescale that starts on that day and ends seven days later.

**One Day timelines** show what happens at different hours of the day.

When you choose this type, a drop-down menu labeled **Start** appears. Choose the time of day at which you want your timeline to start (midnight and noon are used in place of 12 AM and 12 PM), and Timeliner automatically builds a timescale that begins on that time and ends 24 hours later.

**Geologic timeline** events may range from 100 billion years ago to the Present.

When you choose this type, a text field labeled **Start** appears. This optional field accepts alphanumeric start times, such as 900, 900 M, 900 MYA. Enter a start date and the program will assume millions of years ago. If you enter a date followed by B or BYA, the program will assume billions of years ago.

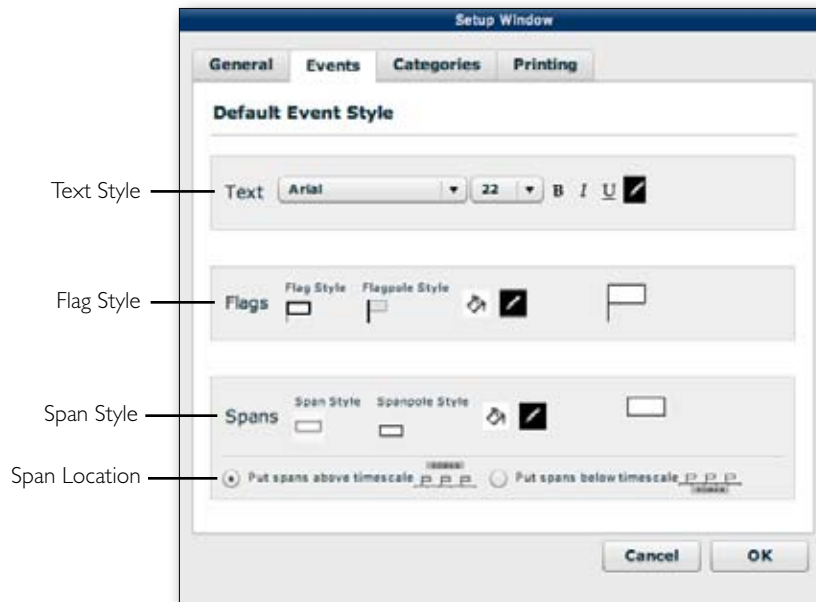
**Note:** If you have previously specified European date or time formats in Preferences, the Start and End text Fields will accept these formats, and the Start drop-down menu for One Day will display 24-hour time.

### **Start/End:**

Different Start and End options are displayed based on the timeline type you select. Specifying start and end times is optional.

## Events Setup for Timelines

The Events Setup tab provides several options for formatting the default text and event styles for your timeline. Once the timeline is open, you can also change any of these styles.



**Setup Window (Events)**

### **Text:**

Choose from the standard options for formatting the event text styles: Font and Font Size; Bold, Italic, and Underline; and a Font Color palette.

### **Flags:**

Click each icon to see a drop-down list of choices for the Event Flag and Flagpole style, flag fill color; and line color. The last flag on the right displays the choices you make.

### **Spans:**

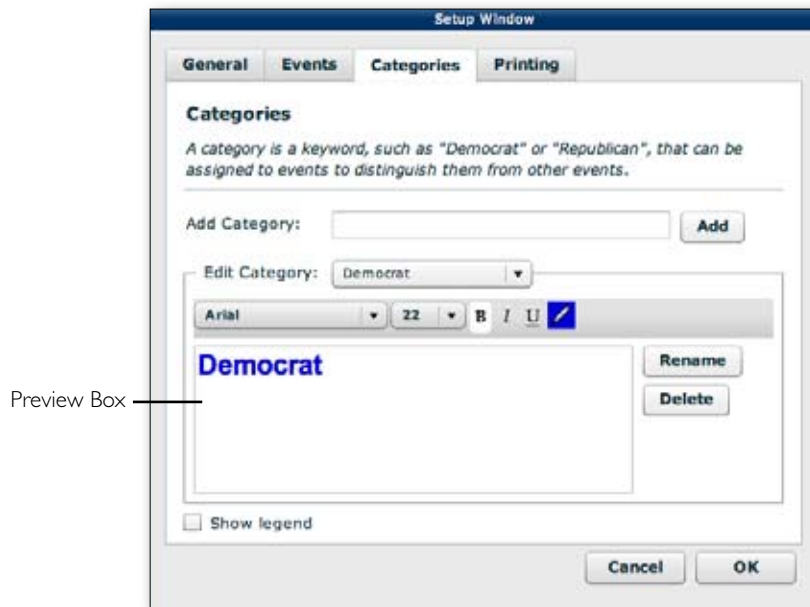
Click each icon to see a drop-down list of choices for the Span Event and Span Pole style, fill color; and line color. The last icon on the right displays the choices you make.

**Put spans above timescale:** Select this option to place span events above the timescale.

**Put spans below timescale:** Select this option to place span events below the timescale.

## Categories Setup for Timelines

Categories are terms that can be [attached to events](#). You can assign specific text colors and formatting styles to categories in order to help visually organize them into groups. For example, in a timeline of presidents, you may want to create categories for Democrat and Republican. Use the options in the Categories Setup tab to define event categories for your timeline.



**Setup Window (Categories)**

### Add Category:

Enter the category name (up to 40 alphanumeric characters) in this text field and click **Add**. Timeliner automatically defines a new font color for every category you add.

### Edit Category:

This drop-down list contains all the categories that have been added to the timeline project. Choose a category from the list, and it appears in the Preview box below, where you can choose to format a new font style and color; rename it, or delete it.

### Text options:

Contains the standard options for formatting the category: Font and Font Size; Bold, Italic, and Underline; and a Font Color palette.

**Preview box:** Displays a preview of your category, including its color and font size and style.

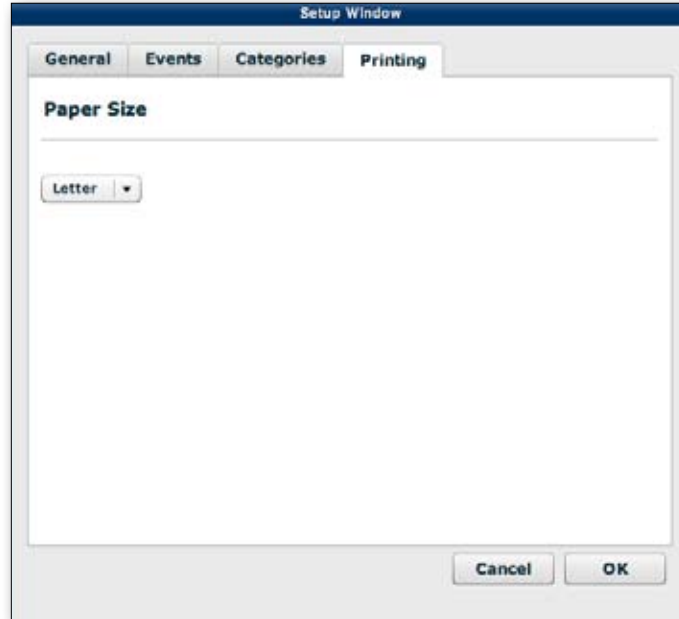
**Rename:** Click to open a window where you can edit the category name in the Preview box.

**Delete:** Deletes the category that is in the Preview box.

**Show legend:** (Selected by default) Displays a legend on the timeline defining each category and its associated color. Uncheck the box if you do not wish to show a legend on your timeline. This check box is unavailable until you add a category.

## Printing Setup for Timelines

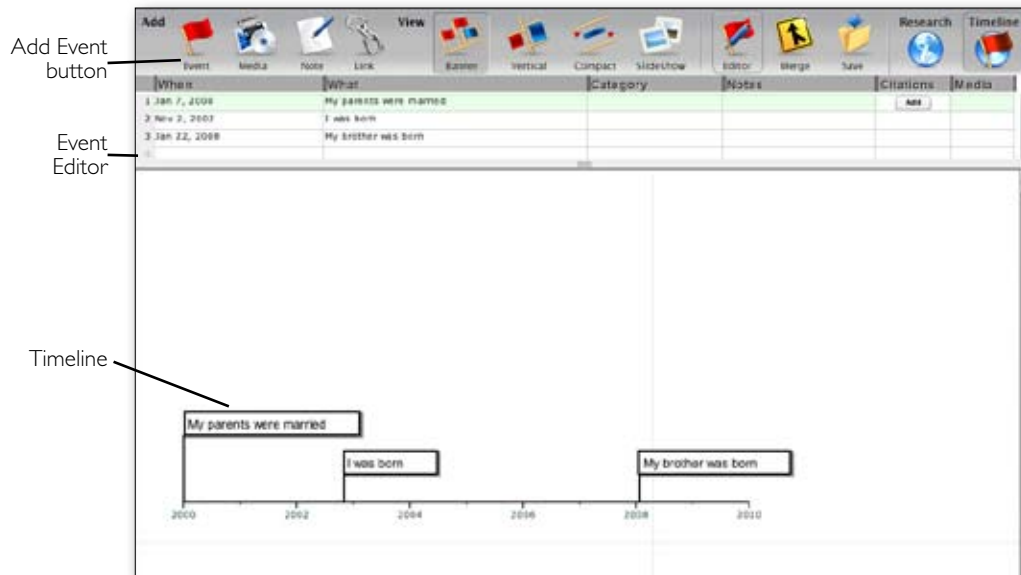
The Printing Setup Tab lets you choose between letter or legal paper size for [printing](#).



**Setup Window (Printing)**

## Adding Events to a Timeline


Once you have selected your setup options, a timeline window will open with the Event Editor on top and the timeline area below. The sample below shows a few events in the Event Editor and in the timeline. There are two ways to add events to a timeline. You can use the [Add Event button](#) or use the [Event Editor](#).

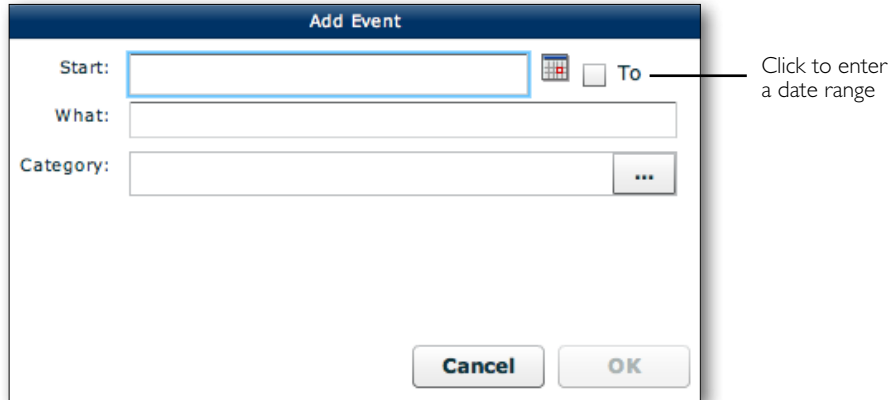


**Sample Timeline**

**Note:** Events do not have to be added in chronological order. Timeliner will put events in order.

## Using the Timeline Add Event Button

1. Open a timeline project and click the **Add Event button**  on the main toolbar at the top of the screen. An Add Event window opens.

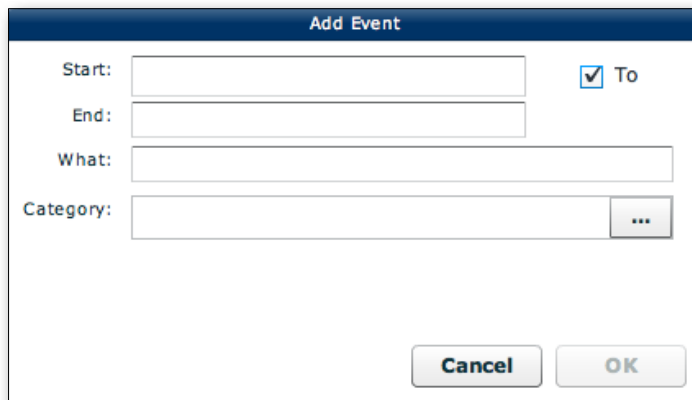


The screenshot shows the 'Add Event' dialog box with the following fields and controls:

- Start:** A text input field with a calendar icon to its right.
- To:** A checkbox next to the text 'To'.
- What:** A text input field.
- Category:** A text input field with a dropdown arrow (three dots) to its right.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom.

A callout line points to the 'To' checkbox with the text: "Click to enter a date range".

1. Enter the event date or time in the **Start field**.
2. If you are entering an event that takes place over a span of time, select the **To checkbox** and enter the end time or date in the **End field**.



The screenshot shows the 'Add Event' dialog box with the following fields and controls:

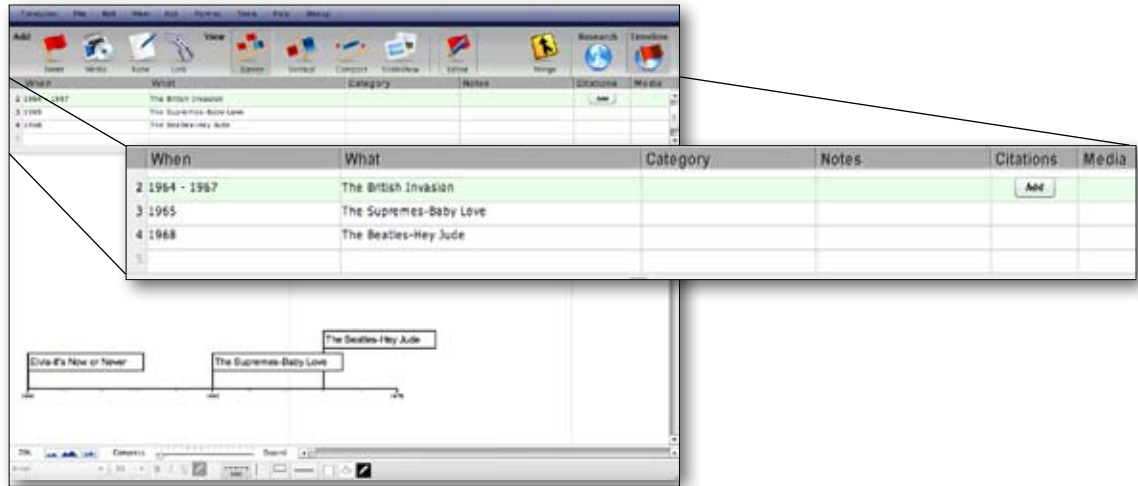
- Start:** A text input field.
- End:** A text input field.
- To:** A checked checkbox next to the text 'To'.
- What:** A text input field.
- Category:** A text input field with a dropdown arrow (three dots) to its right.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom.

**Note:** Event dates or times can be entered in several formats. For a complete list, refer to the Date and Time Formats Accepted by Timeliner XE section.

3. Enter a description of the event in the **What field**.
4. Use the **Category field** to choose or add a category for the event (optional).
5. Click **OK**.

## Using the Timeline Event Editor

The Event Editor appears by default at the top of a timeline project screen. It contains rows of six column fields. Each field represents one event and can be used to add or edit event information.



- Enter information into the **When** and **What** fields to generate an Event Flag on the timeline below. A new event row is then generated automatically.
- Use the other optional column fields to add additional information to an event at any time.
- Use the **Tab** key to move from one column to the next.
- Click in the numbered column of the Event Editor to select the entire event row.
- To change the width of a column, place your cursor on the line just before its title on the top bar and drag left or right.

Each column field in the Event Editor is explained in detail below.

### Event Editor: When Field

Use this column field to enter a date or time for a timeline event.

- Enter a single date or time (e.g., March 2, 1973) to generate an **Event Flag** on the timeline.
- Enter two dates or times separated by a dash (e.g., April 2004 – April 2010) to generate a **Span Event** on the timeline.
- Event dates or times can be entered in several formats. For a complete list, refer to the [Date and Time Formats Accepted by Timeliner XE](#) section.

### Event Editor: What Field

Use this column field to enter or edit an event description. It is best to keep event descriptions brief, but you can enter up to 100 characters in this field. If more text is entered than will fit in the field, the text will truncate where the field ends. To view the entire length of text, place your cursor over the field.

### Event Editor: Category Field

This field allows you to assign, add, edit, or delete event [categories](#). Click in a **category field** and a drop-down list appears with all available categories and options to add, edit, or delete categories.

Once a category is assigned to an event, its text style and color is applied to the event in the timeline, and the name appears in the Category column of the Event Editor in its assigned color.



**Add Category Window**

**Note:** The maximum number of categories a file can have is 20.

### Event Editor: Notes Field

Notes allow you to add additional information to a timeline or to specific events on the timeline. To use the Event Editor to add notes to specific events, type text into the **Notes field**. This will automatically create a note as soon as you tab or click off the field. You can add a note of up to 500 characters; however, the **Notes field** will not grow with the amount of text entered. If more text is entered than will fit in the field, the text will truncate where the field ends. To view the entire length of text, place your cursor over the field.

See also [Adding Notes to a Project](#).

### Event Editor: Citations Field

1. Place your cursor over the **Citations field** and click the **Add button**. The Citation Tracker window opens.

**Note:** The Citation Tracker window contains a variety of options for citing event information and media. For more information, see the section on [citing research data](#).

2. Once a citation has been added to an event, an icon appears in its Citations column. Click the icon to open the Citation Tracker, and select the appropriate tab to view your citation.

### Event Editor: Media Field

The **Media field** displays icons that represent the media types you have added to an event. The icons are display only.

## Edit Event Text

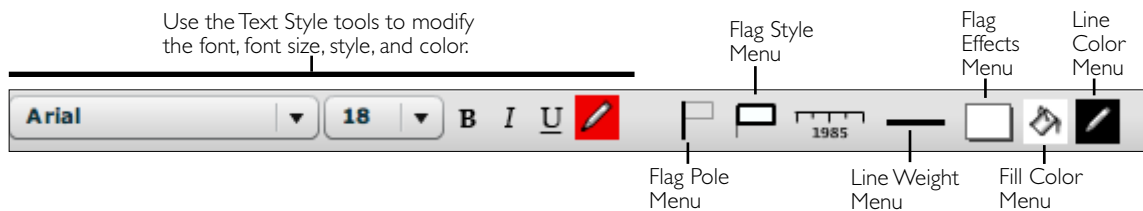
Once you have entered events, you can edit the text directly in the Event Editor or from within an Event Flag.

- Select the event text directly in the **Event Editor**, make your edits, and press **Return [Enter]**.
- Double-click the **Event Flag** and edit the text within the flag. When you have completed the edit, click in the timeline window to deselect the text.

## Formatting the Timeline

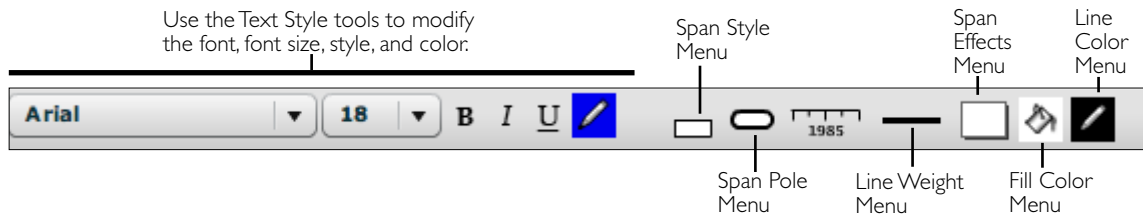
### To Format Event Flags

To modify the style of an Event Flag, click it once to select it and then use the available tools on the Formatting Toolbar to modify it. To change the size of a flag, drag its handles in or out.



### To Format Span Events

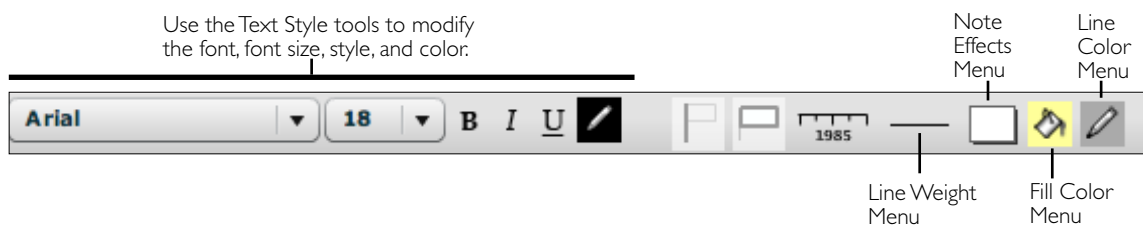
To modify the style of a Span Event, click it once to select it and then use the available tools on the Formatting Toolbar to modify it.



**Tip:** Choose the default span style,  click the **fill color button**,  and select a light color such as yellow to make a span time period more noticeable on your timeline.

### To Format Notes

To modify the style of a note, click it once to select it and then use the available tools on the Formatting Toolbar to modify it.



## To Format the Timescale

To modify the style of the timescale, click it once to select it and then use the available tools on the Formatting Toolbar to modify it.

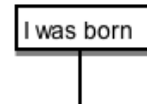


## To Add Color to the Background

To change the color of the timeline background, click the project background and then click the color button  to choose a color.

## To Move an Event Flag Position

To manually adjust the vertical position of Event Flags or Span Events on the timeline, click to select an event and drag it up or down. You can even drag events into position below the timescale axis. To adjust the horizontal position of an Event Flag on top of its pole, click to select the flag and drag it left or right.



## To Expand and Compress Your Timeline

There are two ways to expand or compress the relative length of the timescale on your timeline. Try them both:

- ▶ Click the **Expand button** to increase the timescale and the **Compress button** to decrease the length of the timescale.
- ▶ Move the Slider Control between the words Expand and Compress back and forth to adjust the timescale.



## To Use the Zoom Controls

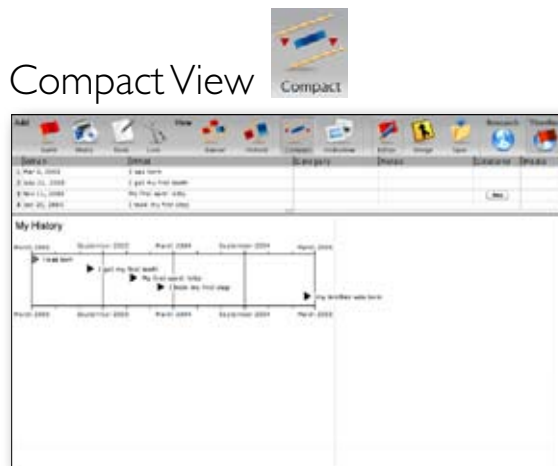
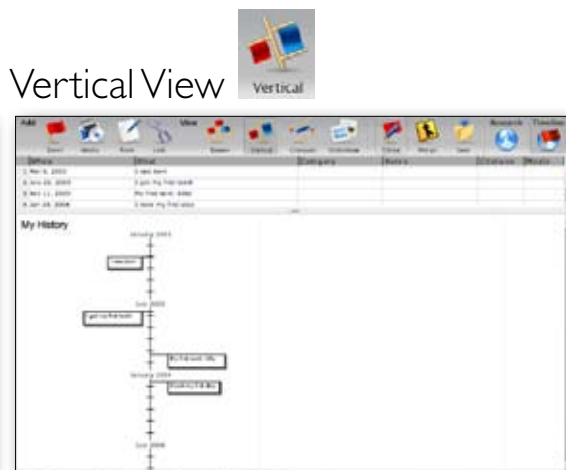
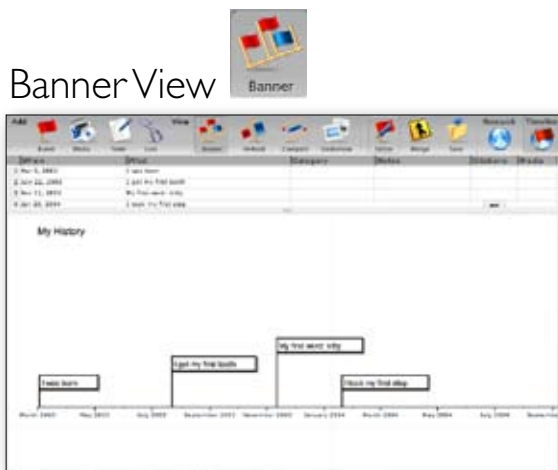
Zoom in to or out of a timeline window with the Zoom Controls.



## Timeline Views

The data you enter into the Event Editor can be viewed four different ways — **Banner View**, **Vertical View**, **Compact View**, and **Slideshow View**. Use the **View buttons** on the main toolbar to switch views. The process for adding and editing events, media, notes, links, etc. is the same in all but the Slideshow View.

**Note:** Only the category formatting is maintained between views. Follow the formatting steps in the [Formatting the Timeline](#) section to format events, fonts, styles, sizes, colors, etc. in the Vertical and Compact Views. For more information on setting up a multimedia slideshow, see [Using the Slideshow View](#).




This is a sample setup window for making a slideshow. For more information on how to set up a multimedia slideshow, see [Using the Slideshow View](#).

## Merging Timelines

The Merge feature allows you to combine the data from two timelines into a single timeline. When you choose a timeline file to merge, if that file does not contain any categories, you have the option to assign all its events to a category to make it easier to distinguish between events in the merged timeline.

### To Merge Two Timelines

1. Open the first timeline to merge. Make sure the timeline is saved before you continue.
2. Click the **Merge button**  on the main toolbar and a window opens asking you to select the timeline you want to merge with.
3. Next, **Browse** to select your second timeline. (If you save your timelines into the default My Projects folder, you can find that folder in the MyTimeliner XE documents folder in the main Documents folder.) Click **Select**.
  - If the second timeline to merge with does not contain any categories, you will get a window with the following message: "Would you like to assign a category to all events in this timeline? This makes it easier to distinguish between events in the merged timeline." If you click **Yes**, the Categories window opens and you can create the new category. The one new category will then be automatically assigned to all events in the second timeline. Then, the merge will proceed automatically. Clicking **No** proceeds with the merge without assigning any categories.
1. The data from the two timelines will merge into the first timeline file. After merging, only one timeline file is open – a merged file containing data from both timelines. Save the new file with a new name.

### Rules for Merging Timelines

- Only similar timeline types can be merged (such as a One Week timeline with another One Week timeline).
- Timelines cannot be merged with sequences.
- Timeliner XE files cannot be merged with Timeliner 5 files.
- The Merge operation cannot be undone.

**Note:** If you merge with a file that contains links to other files, you must save the merged file to the same folder as the original file that includes the links, otherwise the links will be broken.

## Date and Time Formats Accepted by Timeliner XE

Timeliner XE is smart and flexible about interpreting different date formats. When you enter a new event date, the program understands different date formats and abbreviations. For example, you could type Dec 26, 1972 7:50 AM, or 12/26/72 7:50 AM and the program will understand it as: December 26, 1972, 7:50 AM.

For a Standard timeline, you can enter a variety of date formats from a year, down to the minute, and everything in between. 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. For example:

2008  
 January 2008  
 January 5, 2008 (with or without punctuation)  
 1/2008  
 1/5/2008  
 January 5, 2008 02:30 PM  
 1/5/2008 02:30 PM

**Note:** By default, an hour time entered is interpreted as AM unless specified as PM.

### Numeric format

When entering dates as numbers and slashes (e.g., 12/26/72), be sure to input the date in order of month/day/year. Do not put a space before or after a slash. If you want to use a European style of day/month/year, you can change to that format in the Timeliner Preferences Formats tab.

### Entering 20th- and 21st-century dates

Timeliner makes entering both 20th-century and 21st-century dates easier. Years ending in 00–30 are interpreted as 21st-century dates (i.e., 2000 through 2030) to make it easier to enter current events and events in the near future. Years ending in 31–99 are interpreted as 20th-century dates (i.e., 1931 through 1999) to make it easier to enter most 20th-century historical dates. If you want to enter other dates, you'll need to enter all the digits for the year.

### Shortcuts

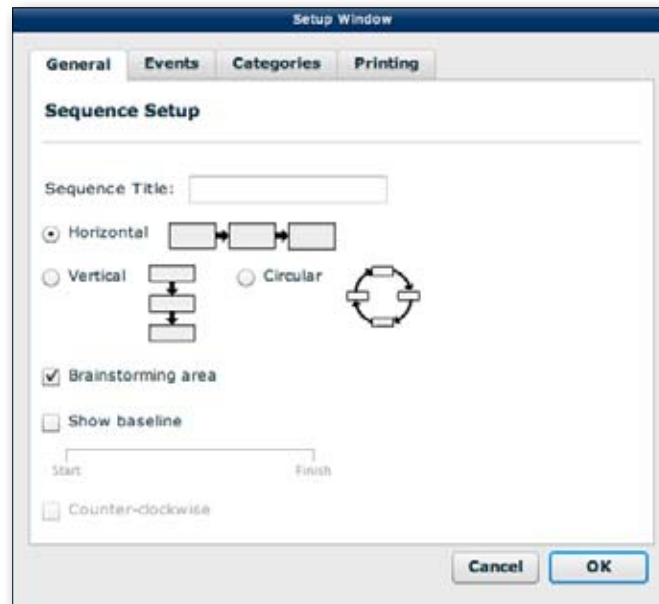
To enter dates in the late 20th century (1931–1999) quickly, input the date with numbers and slashes. For example, 12/26/72 will be interpreted as December 26, 1972. You can use other shortcuts, including the first three letters of a month followed by either a space or a slash. Here are some examples:

You Enter	The Result
12/26/72	December 26, 1972
dec/26/72	December 26, 1972
12/72	December 1972
72 AD	72 AD
210 BC	210 BC
4/14/1865	April 14, 1865
1/1/00	January 1, 2000

**Note:** For years between 1 and 99 AD, you must enter AD after the year.

## The Sequence Setup Window

The sequence Setup window allows you to preset many options before beginning a new project. The window contains four tabs – [General](#), [Events](#), [Categories](#), and [Printing](#).



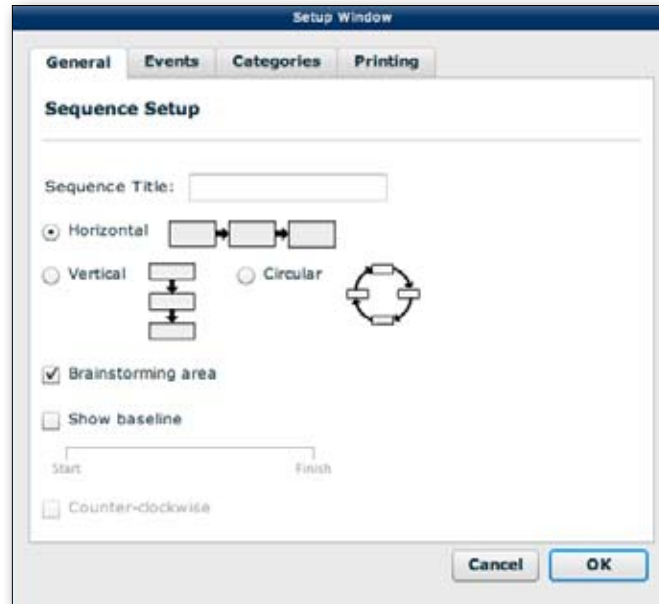
**Sequence Setup Window**

There are two ways to access the Setup window:

- The window will automatically open when you start a new sequence.
- When you have a sequence project open, choose **Setup** from the **File menu** and the Setup window will appear.

## General Setup for Sequences

The General Setup tab provides several options for customizing the type of sequence you want to create.



**Sequence Setup Window**

### Sequence Title

This optional text field allows you to enter a title for your sequence up to 100 characters long. This title will appear on the sequence. The sequence file can be saved with a different name.

### Sequence Type

There are three different sequence options: Horizontal (selected by default), Vertical, and Circular:

**Horizontal** sequences display events from left to right. With this type of sequence, you have the option to select **Show baseline**. A baseline is a horizontal line drawn under the sequence with Start and End labels at either end of the line.

Note: The words Start and End can be edited when the sequence is open.

**Vertical** sequences display events from top to bottom.

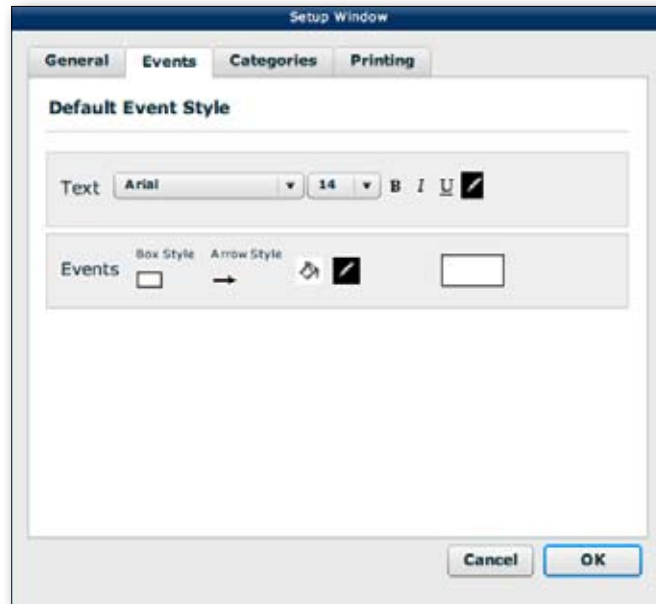
**Circular** sequences display events in a cycle. By default, the event at the top center of the circle will be considered the first event and the next clockwise event will be considered the second event and so on. Select the **Counter-clockwise** option if you prefer your sequence to follow a counter-clockwise direction instead.

### Brainstorming Area

The option to show a Brainstorming Area is selected by default. It provides a staging area above the sequence where you can quickly add new events before dragging them into the sequence.

## Events Setup for Sequences

The Events Setup tab provides several options for formatting the default text, Event Box, and arrow styles for your sequence. Once the sequence is open, you can also change any of these styles.



**Sequence Setup Window (Events)**

### **Text:**

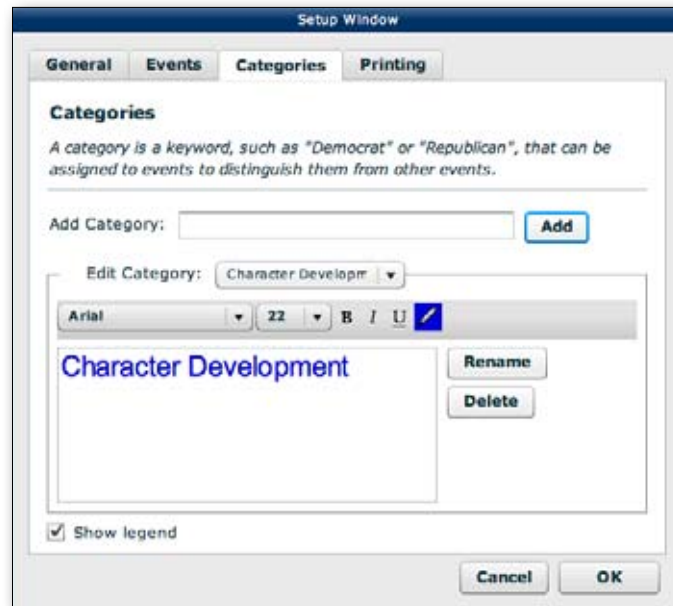
Contains the standard options for setting up formatting for the event text styles: Font and Font Size; Bold, Italic, and Underline; and a Font Color palette.

### **Events:**

Click each icon to see a drop-down list of choices for the Event Box and arrow style, fill color, and line color. The last box on the right displays the choices you make.

## Categories Setup for Sequences

[Categories](#) are terms that can be attached to events. You can assign them to specific text colors and formatting styles in order to help visually organize categories into groups. For example, in a sequence of a story, a user may want to create categories for plot development and character development. Use the options in this Categories Setup tab to define event categories for your sequence.



**Sequence Setup Window (Categories)**

**Add Category:** Enter the category name (up to 40 alphanumeric characters) in this text field and click **Add**. Timeliner automatically defines a new font color for every category you add.

**Edit Category:** This drop-down list contains all the categories that have been added to the sequence project. Choose a category from the list and it appears in the Preview box below, where you can choose to format a new font style and color, rename it, or delete it.

**Text options:** Contains the standard options for formatting Font and Font Size; Bold, Italic, and Underline; and a Font Color palette.

**Preview box:** Displays a preview of your category, including its color and font size and style.

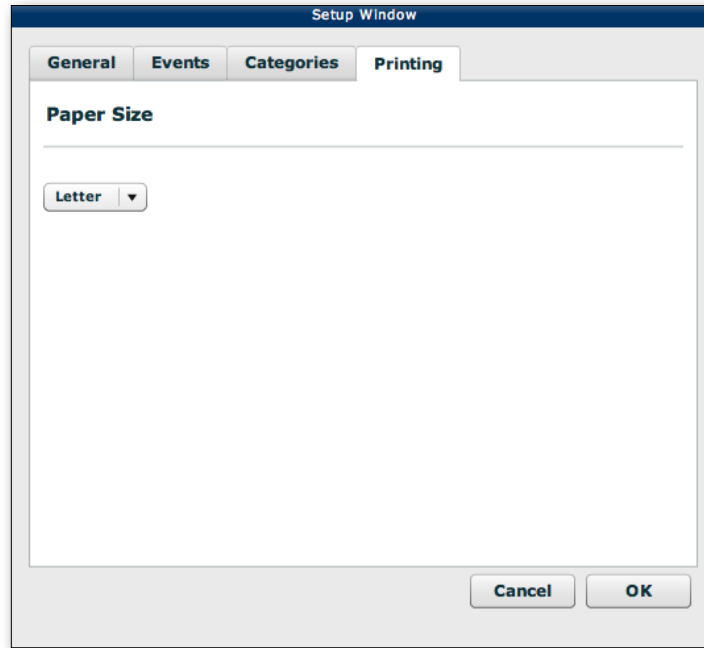
**Rename:** Click this to open a small window where you can edit the category name in the Preview box.

**Delete:** Deletes the category that is in the Preview box.

**Show legend:** (Selected by default) Displays a legend on the sequence defining each category and its associated color. Uncheck the box if you do not wish to show a legend on your sequence. This check box is unavailable until you add a category.

## Printing Setup for Sequences

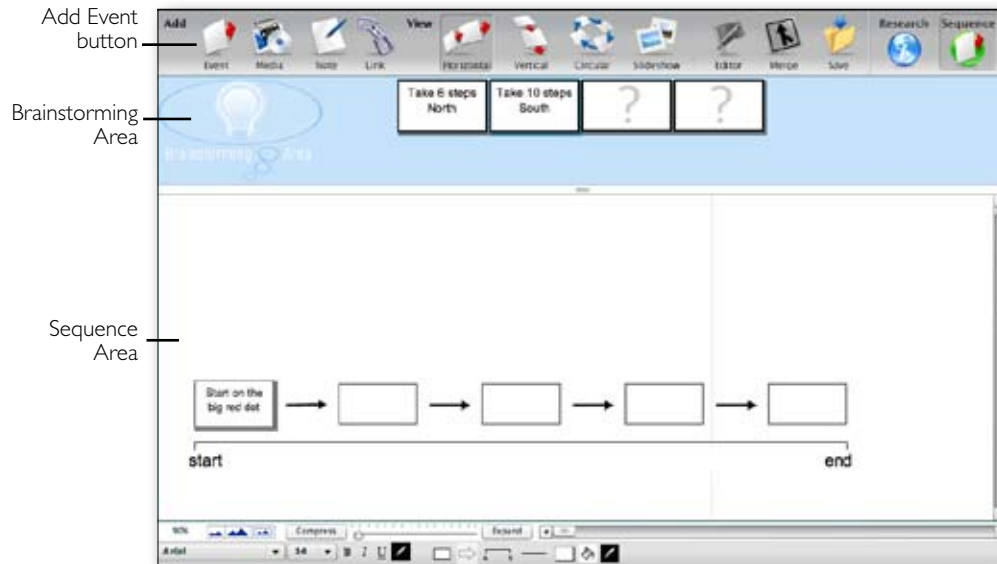
The Printing Setup tab lets you choose between letter or legal paper size for [printing](#).



**Sequence Setup Window (Printing)**


## Adding Events to a Sequence

After you enter your setup information, a new sequence project screen appears. The Brainstorming Area is at the top of the screen with the sequence below. Use the **Add Event button** and the Brainstorming Area to create events. Then drag the events from the Brainstorming Area into the sequence below. You can also use the Event Editor to add events to a sequence.



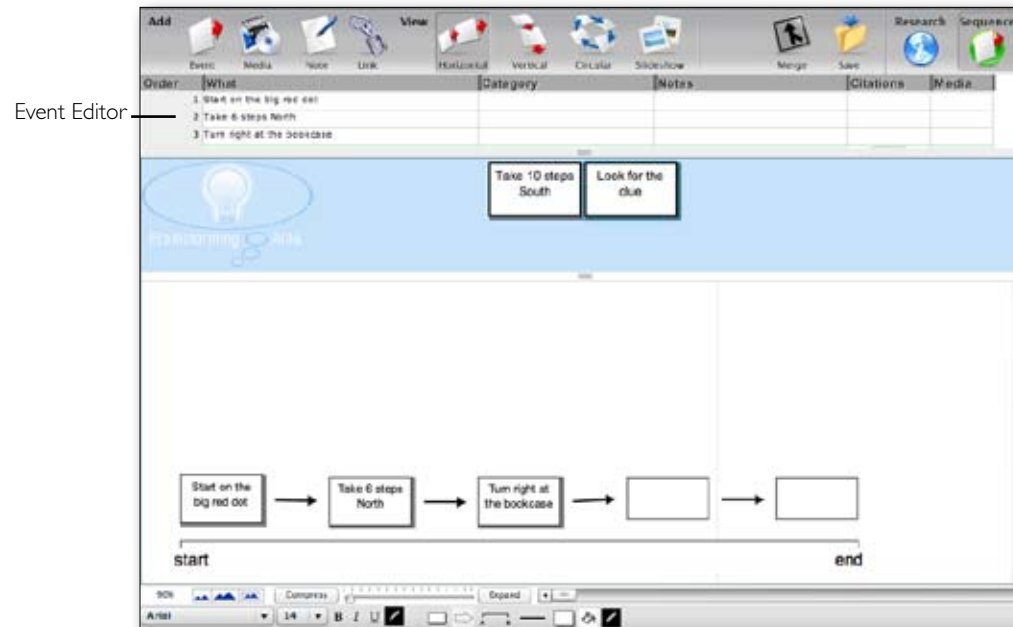
**Sample Sequence Project**

### To Use the Sequence Add Event Button

1. Click the **Add Event button** on the main toolbar of the sequence .
2. A new Event Box containing a question mark appears in the Brainstorming Area, and a corresponding blank Event Box appears in the sequence below.
3. Double-click the Event Box in the Brainstorming Area, and a text box appears.
4. Enter your event text and then click off the text box.
5. Repeat steps 1– 4 to add additional events.
6. Drag each Event Box from the Brainstorming Area into the appropriate blank box in the sequence.
7. To move an Event Box back to the Brainstorming Area, right-click (Ctrl-click) an Event Box and choose **Move to Brainstorming Area** from the menu.

## Using the Sequence Event Editor

Click the **Event Editor button** on the main toolbar to view the Event Editor at the top of a sequence project screen. It contains rows of six column fields. Each field can be used to add or edit event information. Each row represents one event.



- Enter information into the **What field** to generate a new Event Box in the Brainstorming Area and in the sequence below. A new event row is then generated automatically.
- Use the other optional column fields to add additional information to an event at any time.
- Use the **Tab key** to move from one column to the next.
- To change the width of a column, place your cursor on the line just before its title on the top bar and drag left or right.
- The Order column is for display only. It will remain blank until you begin dragging Event Boxes into the sequence. You cannot edit the number in this column. It will update dynamically as you position events in a sequence.

Each column field in the sequence Event Editor is explained in detail below.

### Event Editor: What Field

Use this column field to enter or edit an event description. It is best to keep event descriptions brief, but you can enter up to 100 characters in this field. If more text is entered than will fit in the field, the text will truncate where the field ends. To view the entire length of text, place your cursor over the field.

### Event Editor: Category Field

This field allows you to assign, add, edit, or delete event [categories](#). Click in a category field and a

drop-down list appears with all available categories and options to add, edit, or delete categories. Once a category is assigned to an event, its text style and color is applied to the event in the sequence, and the name appears in the Category column of the Event Editor in its assigned color.

**Note:** The maximum number of categories a file can have is 20.

### Event Editor: Notes Field

Notes allow you to add additional information to a sequence or to specific events on the sequence. To use the Event Editor to add a note to a specific event, type text into its **Notes field**. This will automatically create a note as soon as you tab or click off the field. You can add a note of up to 500 characters; however, the **Notes field** will not grow with the amount of text entered. If more text is entered than will fit in the field, the text will truncate where the field ends. To view the entire length of text, place your cursor over the field.

See also [Adding Notes to a Project](#).

### Event Editor: Citations Field

1. Place your cursor over the **Citations field** and click the **Add button**. The Citation Tracker window opens.

**Note:** The Citation Tracker window contains a variety of options for citing event information and media. For more information, see the section in this guide on using the [Citation Tracker](#).

2. Once a citation has been added to an event, an icon appears in its Citations column. Click the icon to open the Citation Tracker, and select the appropriate tab to view your citation.

**Citation Tracker**

### Event Editor: Media Field

The **Media field** displays icons that represent the media types you have added to an event. The icons are display only.

## Editing Sequence Text

### To Edit Event Text

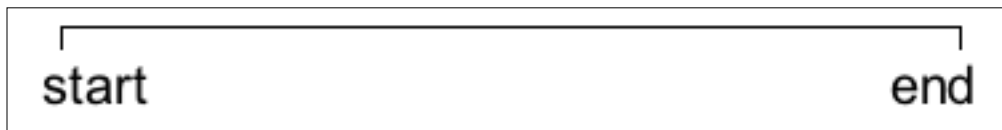
Once you have entered events, you can edit the text directly in an Event Box or open the Event Editor and edit the text from there.

- Double-click the text in an Event Box. When you have completed your edits, click in the sequence window to deselect the text box.
- Click the **Editor button** to open the Event Editor. Select and edit the text and press **Return**.

### To Edit Baseline Labels

You can change the default Start and End labels on the baseline so that they better suit the content of your sequence.

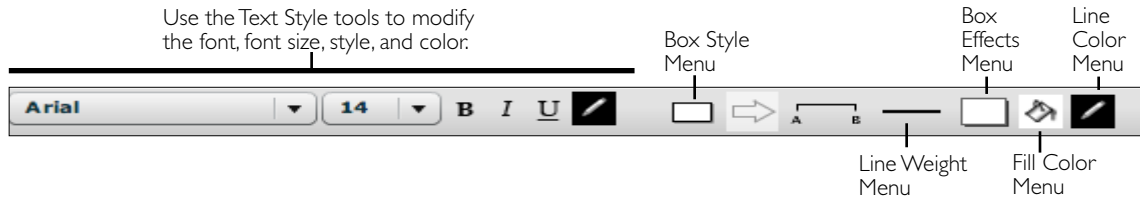
- Double-click either the Start or End label on the baseline to select it, make your edits, and click in the sequence window to deselect the text box.



## Formatting the Sequence

### To Format Event Boxes

To modify the style of an Event Box, click it once to select it and then use the available tools on the Formatting Toolbar to modify it. To change the size of a box, drag its handles in or out.



### To Format the Baseline

To modify the baseline style or text, click it once to select it and then use the available tools on the Formatting Toolbar to modify it.



### To Format Arrows

To modify the style and color of an arrow, click it once to select it and then use the available tools on the Formatting Toolbar to modify it.



## To Add Color to the Background

To change the color of the sequence background, click the project background and then click the Fill Color menu to choose a color.

## To Move an Event Box

You can adjust the vertical/horizontal position of an Event Box, and you can change the order of an Event Box in a sequence.

- To manually adjust the position of an Event Box on the sequence, click to select it and drag it up or down, in the Horizontal View, or side to side, in the Vertical View. Events in the CircularView cannot be moved out of position.
- To align all Event Boxes in a sequence, **right-click (Ctrl-click)** an Event Box and choose **Align all with this event** from the drop-down menu.
- To change the order of an Event Box in a sequence, click to select it and then drag and drop it into a different location in the sequence order.

## To Delete an Event Box

Click on a box in the Brainstorming Area or in the sequence and choose **Delete** from the Edit menu, or **right-click (Ctrl-click)** a box and choose **Delete** from the menu.

## To Expand and Compress a Sequence

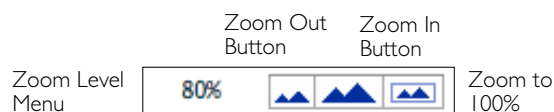
There are two ways to expand or compress the length of a sequence.

- Click the **Expand button** to increase the length and the **Compress button** to decrease it.
- Move the Slider Control between the words Expand and Compress back and forth to adjust the sequence length.



## To Use the Zoom Controls

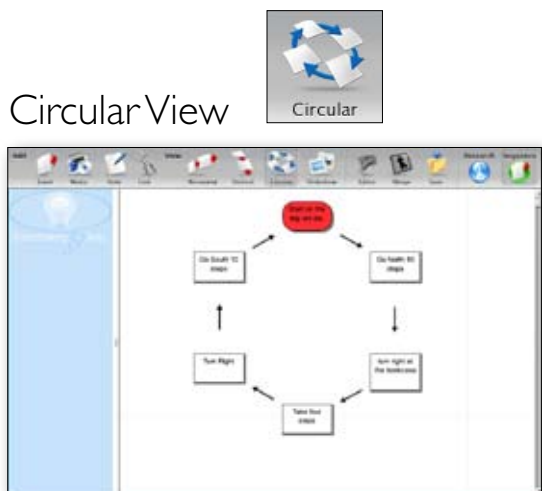
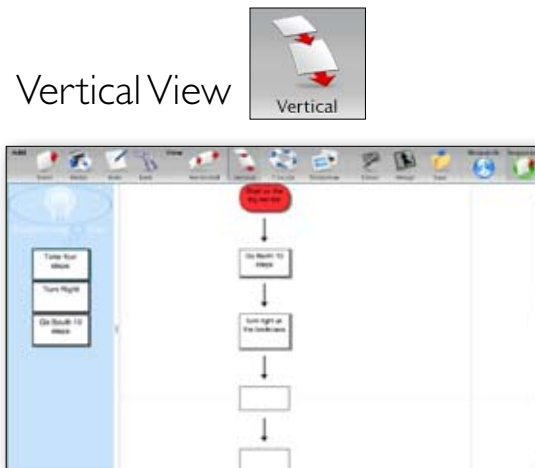
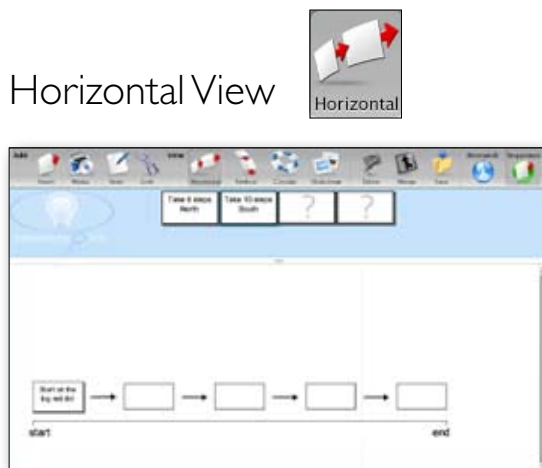
Zoom in to or out of a sequence window with the Zoom Controls.



## Sequence Views

You can view sequence data four different ways — **Horizontal View**, **Vertical View**, **Circular View**, and **Slideshow View**. Use the **View buttons** on the main toolbar to switch views. The process for adding and editing events, media, notes, links, etc. is the same in all but the Slideshow View.

**Note:** Only the category formatting is maintained between views. Follow the formatting steps in the [Formatting the Sequence](#) section to format events, fonts, styles, sizes, colors, etc. in the Vertical and Circular Views. For more information on setting up a multimedia slideshow, see [Using the Slideshow View](#).



**Note:** To move a circular sequence, click in the center of the sequence and a gray circle appears. Click the gray circle and drag the sequence to your desired location.

This is a sample setup window for making a slideshow. For more information on how to set up a multimedia slideshow, see [Using the Slideshow View](#).

## Adding Categories to Events

Categories are terms that can be attached to events in order to help organize them into groups. For example, in a timeline of presidents, you may want to create categories for Democrat and Republican. You can create new categories from the **Event Editor** or the **Setup window**.

### To Create a New Category with the Event Editor

1. Click in the **Category** column of the Event Editor and a small drop-down window appears.
2. Click **Add Category** and the drop-down window expands to present more options.
3. Type the category name in the field.
4. Use the formatting buttons to select a text style and color.
5. Click **Save** and the new category is added to the list, the drop-down window closes, and the category is automatically assigned to the event.



**Add Category Window**

### To Create a New Category from the Setup Window

1. Choose **Setup** from the File menu. In the Setup window, click the **Categories tab**.
2. Enter a category name in the Add Category field and click **Add**. The category appears in the Preview box. Timeliner automatically assigns a color and text style. If desired, use the text formatting options to assign a different color or font.
3. Click **OK**.

### To Assign a Category to an Event

After at least one category has been created, use the Event Editor to assign categories.

1. Click in the **Category** column of the event to which you want to assign a category.
2. Select a category from the drop-down window that appears. Once a category is selected, the drop-down window closes.

**Tip:** Another way to assign a category is to **right-click (Ctrl-click)** on a selected event and choose **Add Category** from the drop-down menu. This opens the same drop-down window containing all the categories that have been created. Select a category to assign it to the event and the drop-down window closes.

## To Remove a Category from an Event

1. Click in the **Category** column of the event from which you want to remove a category.
2. Select **None** from the drop-down window that appears. The category is removed from the event and the drop-down window closes.

## To Show or Hide a Category Legend

When categories are assigned to events, Timeliner automatically creates a legend defining each category and its associated color:

- To remove a legend, choose **Setup** from the File menu. Click the **Categories tab** on the Setup window. Click to deselect the **Show legend** check box, and click **OK**.
- To show the legend again, choose **Setup** from the File menu. Click the **Categories tab** on the Setup window. Click to select the **Show legend** check box, and click **OK**.

## To Arrange Events by Category

If your timeline events are assigned to categories, you can arrange them two different ways:

- Choose **Arrange Flags** from the Tools menu and then choose **Into groups by category**. This option will stack events with the same category along the same plane on the timeline.
- Choose **Arrange Flags** from the Tools menu and then choose **On alternate sides of the timeline by category**. This option will organize events with the same category either all above or all below the timescale.

## To Edit or Delete Categories from the List


You can edit or delete categories in the Event Editor or in the Setup window.

### To Edit a Category in the Event Editor

Use the Event Editor to edit any category that you have created. Any color or font changes you make to a category will apply to all events assigned to that category.

1. Click in the **Category** column and click the **Edit icon** next to the category you want to edit. The drop-down window displays the category name, formatting options, and a **Save button**.
  - Edit the name of the category in the Name field.
  - Use the formatting buttons to change the font and color.
1. Click **Save** and the updated category is reflected in the list, the edit window closes, and the category changes are automatically applied to all events assigned to that category.
2. Click off the category window to close it.

### To Delete a Category in the Event Editor

1. Click in the **Category** column and a drop-down window appears.
2. Click the **Delete icon**  next to the category you want to delete. This will delete the category from the list and also remove it from any events it was assigned to.
3. Click off the category window to close it.

### To Edit or Delete a Category in the Setup Window

Use the Setup window to edit any category that you have created. Any color or font changes you make to a category will apply to all events assigned to that category.

1. Choose **Setup** from the File menu. In the Setup window that appears, click the **Categories tab**.
2. Click the **Edit Category** drop-down list and select the category name you want.
3. The category name appears in the Preview box. From here you can use the formatting tools to change its color and text style, click the **Rename button** to edit the name, or click the **Delete button** to delete it. This will delete the category from the list and also remove it from any events it was assigned to.

## Using the Media Palette

The Media Palette allows you to search and view organized libraries of image, video, and sound files. It presents each media type in a different tab, and each tab is divided into libraries and sub-libraries. Media items are displayed in the Media pane to the right of the libraries. Image files display as thumbnails with a descriptive label underneath. Movies and sound files display with a generic Movie or Sound icon and also contain a descriptive label underneath. The Search Tab allows you to perform keyword searches for media, and the **Browse button** allows you to import your own media into a project.

- With an open timeline or sequence project, click the **Add Media button**  and the Media Palette appears.



The Media Palette Image tab with the Arts Library selected and its subcategory, Instruments, open.

### To Use the Media Tabs:

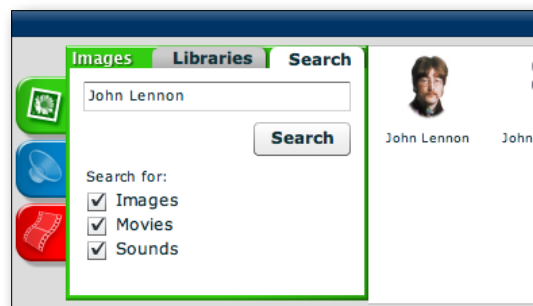
Click the colored tabs along the left side of the Palette to view the Libraries for each media type: **Images**, **Sounds**, and **Movies**. Select a library, and subcategory if available, from the scrolling list to view its available items in the Media pane on the right. Drag an item from the Media pane into your project and the **Attach Media window** appears.

### To Use the Browse Button:

If you want to import your own media files into a project, the **Browse button** allows you to locate and import those files. On the Libraries Tab, click the **Browse button**. Navigate to the media you want to use, click **OK**, and the **Attach Media window** appears.

### To Use the Search Tab:

Click the **Search Tab** to perform a keyword search for images, sounds, and movies. Select the media type(s) you want to search for, enter a **keyword** into the search field, and click the **Search button**. All available media items will appear in the Media pane on the right. Drag an item from the Media pane into your project and the **Attach Media window** appears.



**Media Palette Search Field**

### To Close the Media Palette:

Click the  in the upper right-hand corner of the Media Palette to close it.

See also: [Adding Media to a Project](#)

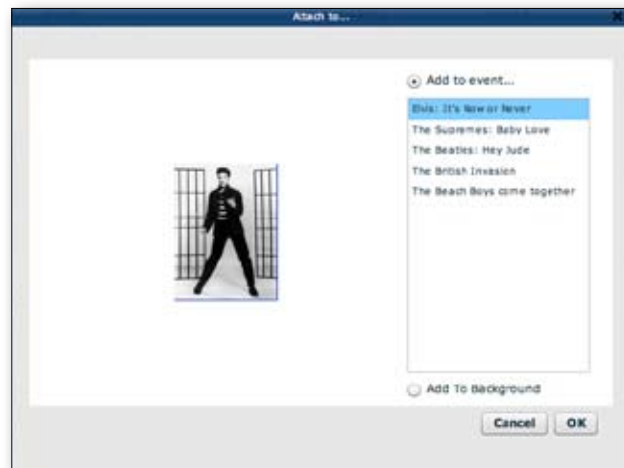
## Adding Media to a Project

There are four ways to add media to a project:

- Double-click the media item in the Media Palette.
- Select the media item from the Media Palette with a single click and press **Enter**.
- Drag and drop a media item from the Media Palette onto a timeline or sequence.
- Drag and drop media from your computer onto a timeline or sequence.

After any of these actions is performed, the **Attach Media window** appears with the selected media item. This window gives you the option to attach an image to an event or to the background.

**Note:** Image files can be attached to events or to the project background. Movies and sounds can only be attached to events.



**The Attach Media Window**





## To Attach an Image to an Event

1. Double-click or drag and drop an image from the Media Palette into your project and the **Attach Media window** appears with the selected item. This window gives you the option to attach the image to an event or to the background.



2. Select the option to **Add to event**. Choose an event from the list, and click **OK**. The image appears attached to the event on your project. In addition, an **image icon** appears to the left of the event. If necessary, drag the event up or down so that the image fits in the project, or resize the image by dragging its corner handles.



3. Click the image to select it and its **media tray** appears. Place your cursor over any icon in the tray to see its function.
  -  **Minimize:** Reduces the image to a small icon. To view it again, click the image icon to the left of the event.
  -  **Resize:** Click to resize the image to its original size. Alternatively, you can drag the corner handles in or out to resize the image.
  -  **Citation:** Opens the Citation Tracker
  -  **Delete:** Deletes the image

## To Add an Image to a Project Background

1. Double-click or drag and drop an image file from the Media Palette into your project and the **Attach Media window** appears with the selected image. This window gives you the option to attach an image to an event or to the background.



**Attach Media Window**

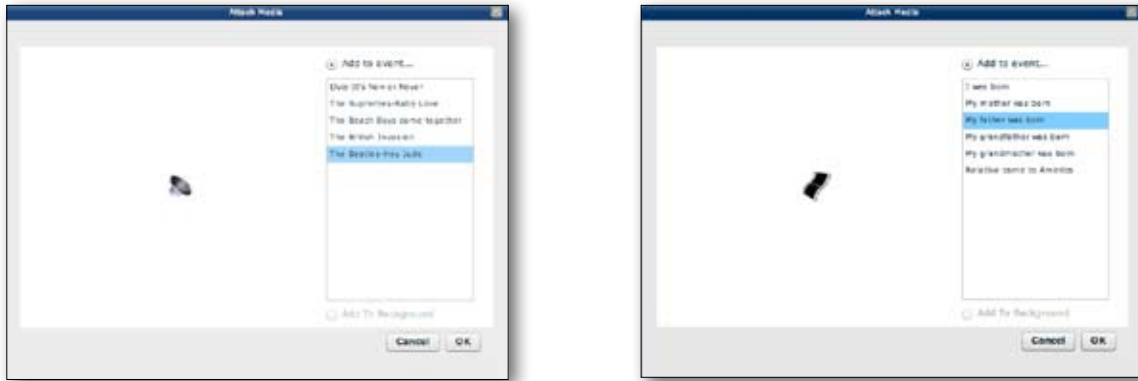
2. Select the option to **Add to Background** and click **OK**. The image appears on your project and you can drag it anywhere you want.



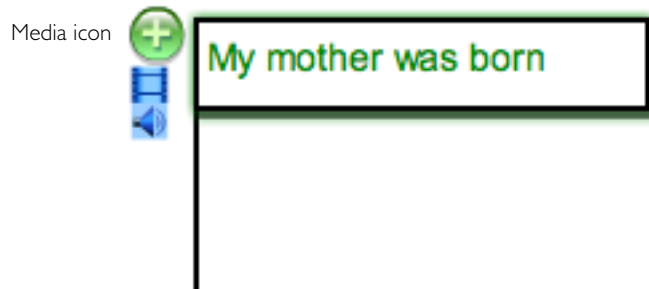
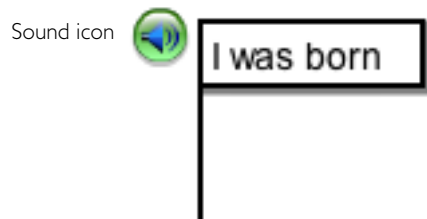
3. Click the image to select it and its **media tray** appears. Place your cursor over any icon in the tray to see its function.
  - **Minimize:** Reduces the image to a small icon. To view it again, click the image icon to the left of the event.
  - **Resize:** Click to resize the image to its original size. Alternatively, you can drag the corner handles in or out to resize the image.
  - **Citation:** Opens the Citation Tracker
  - **Delete:** Deletes the image

## To Attach Sound or Movie to an Event

1. Double-click or drag and drop a sound or movie item from the Media Palette into your project and the **Attach Media window** appears with a generic icon of the selected item – either a sound or a movie icon. Because you cannot attach sound or movies to a project background, this window only gives you the option to attach the item to an event.



2. Select an **event** from the list and click **OK**. On the project, the media item is represented by an icon to the left of the selected event.
3. Click the **icon** to play the movie or sound file. If an event has more than one attachment, an icon of a plus sign will appear instead. Click the **icon** and select from the list of attachment icons that appear.




**Note:** Timeliner XE will play .flv movie files and .mp3 sound files within the Timeliner program. Other media file types such as QuickTime or .WAV will play in in your default browser.

## Deleting Media from a Project

### To Delete Image Files

There are three ways to delete image files from an event or from the project background:

- Click the **image** on the project and then click the **Delete icon**  from its **media tray**.
- Click the **image** and choose **Delete** from the **Edit menu**.
- Click the **image** and press the **Delete key**.

### To Delete Sound and Movie Files

- To remove a sound or movie file from a project, **right-click (Ctrl-click)** the event and choose **Remove Audio (Video)** from the menu.


## Adding Notes to a Project

The Timeliner Notes feature allows you to add more detailed information to any event on a timeline or sequence project. You can also add notes that are not attached to specific events, such as introductions, overviews, or instructions. There is no limit to the amount of text you put into a note. You can set up your note text to appear on the project or to display only when clicked.

You can only have one note per event. However, there is no limit to the number of notes you can attach to the background.

### To Add a Note:

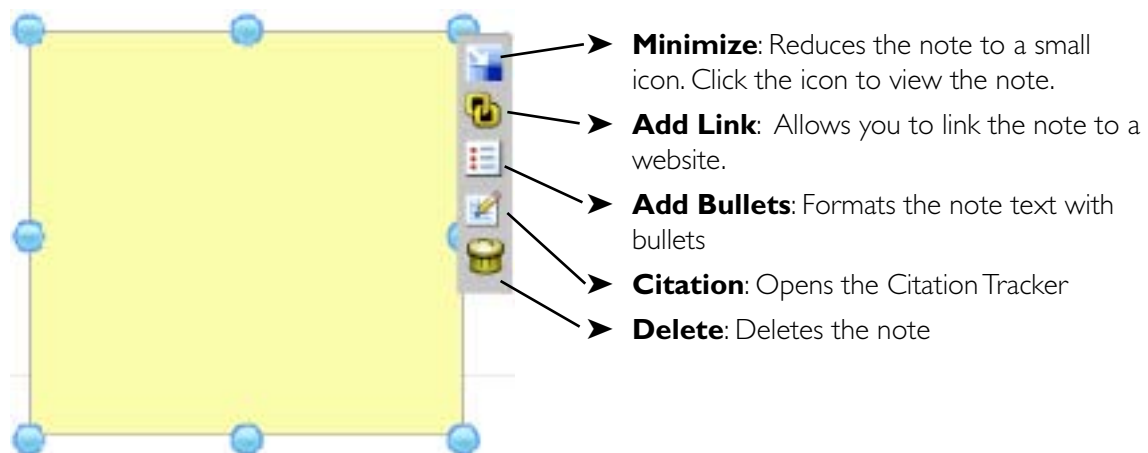
1. Select the **event** to which you want to add a note. If you do not select an event, the note will be added to the background. Use one of the following methods to add a note.

- Click the **Add Note button**  on the main toolbar. Double-click in the note that appears and enter your text. Click off the note.
- Choose **Note** from the **Add menu**. Double-click in the note that appears and enter your text. Click off the note.
- Type text into the Notes field in the Event Editor. This will automatically create a note as soon as you tab or click off the field.

1. Select the note and **right-click (Ctrl-click)** in the box and choose **Resize to fit text**. Alternatively, you can resize the note manually by clicking and dragging the blue corner handles.

Notes that are attached to the background can be dragged to any location on the project, but notes that are attached to events cannot be moved.

2. When a note is selected, a **media tray** appears with the following options:



## To Format Notes

Click a note to select it and use the Formatting Toolbar to customize the following:

- Font, text size, and text style
- Text Color
- Line Thickness and color
- Fill Color

## To Edit Notes

To edit a note, you can either:

- Double-click the note and edit its text.
- Click in the Notes field of the Event Editor and edit the note text.

**Tip:** Follow these steps to use a note to create a label for an image on your timeline.

1. Add a note to the background.
2. Type a label such as John Adams.
3. Resize the note by clicking and dragging the blue corner handles.
4. With the note selected, use the formatting toolbar to change the Fill Color and Line Color to white.

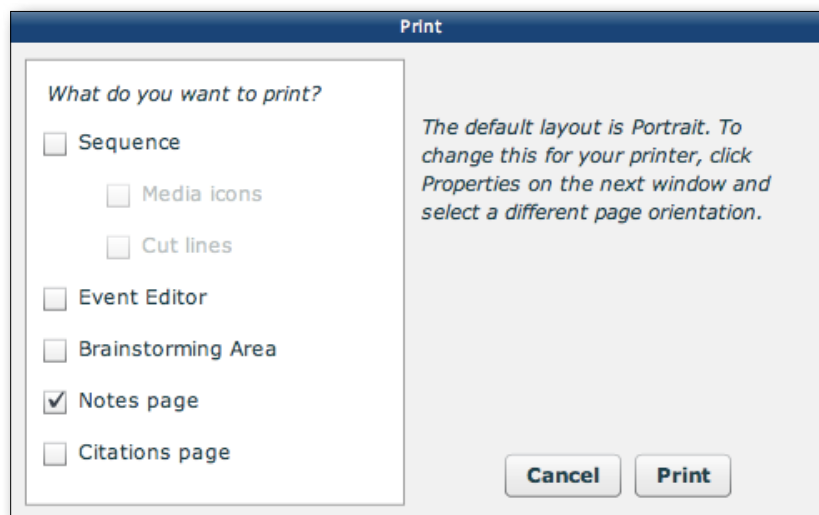
## To Delete Notes

To delete a note, select it and do one of the following:

- Press the **Delete key**.
- Click the **Delete icon** on its **media tray**.
- Choose **Delete** from the **Edit menu**.

## To Print Notes

1. Choose **Print** from the **File menu**.
2. In the Print dialog box, select **Notes page**.
3. All notes that are attached to events will print on a separate page from the timeline or sequence.



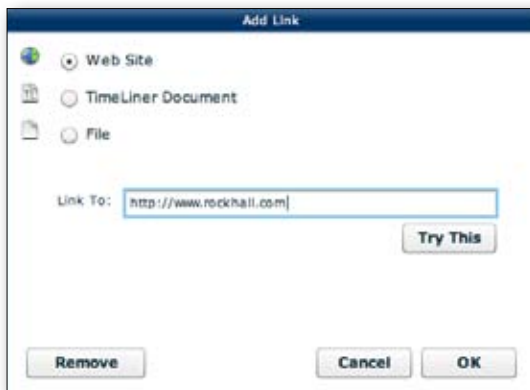
**Print Dialog**

## Adding Links to a Project

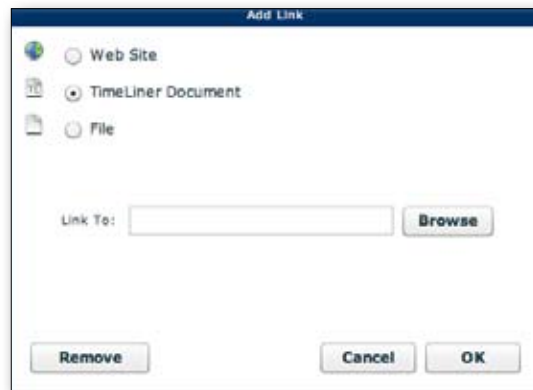
The Timeliner Links feature allows you to create dynamic links from project events and notes to websites, other Timeliner projects, and program files such as Word documents, PDFs, etc.

### To Add a Link to an Event

1. With a project open, choose **Save** from the **File menu**. (To create links, the project must be saved first.)
2. Select an event and click the **Add Link button**  on the **main toolbar**. The **Add Link window** appears. This window allows you to create three types of links. Select the radio button that corresponds with what you want to link:



**Add a Link to a Web Site**



**Add a Link to a Timeliner File or Other Document**

- Select **Web Site** and enter a URL in the **Link To** box. Click **Try This** to test the link.
- Select **Timeliner Document** and then click the **Browse button**. Locate the file you want to link to and click **Select**.
- Select **File** and then click the **Browse button**. Find the file you want to link to and click **Select**.

**Note:** Each event can only have one type of link.

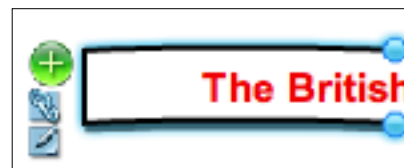
1. Click **OK** to make the link.
2. Once the link has been created, a **link icon** appears next to the event. On an event with other attachments, click the **plus-sign icon** to view the **link icon**. Place your cursor over the **link icon** to see the link description. Click the **link icon** to open the link.

Place your cursor over the link icon to see the link description.

Click the link icon to open the link.



On an event with other attachments, click the green plus-sign icon to view the link icon.




## To Edit or Delete an Event Link

1. Click the **linked Event** and then click the **Link button** on the main toolbar.
2. In the **Add Link window**, you can either edit the link or click the **Remove button** to delete it. Click **OK**.

## To Add a Link to a Note

You can make links from notes to websites.

1. To add a link to a note, select a note and click the **Add Link button**  on the main toolbar:




**Add Link to Note Window**

2. The **Add Link window** appears. Type the website URL in the **Link to** field.
3. Type the name of the website (optional) in the **Link Name** field. This name will appear at the bottom of the note. If you do not enter a name, the URL will appear at the bottom of the note.
4. Click **OK**. The link name or URL appears in underlined blue text at the bottom of the note.
5. To open the link, click the **note** to select it and then click the **link** on the bottom of the note. The link opens the appropriate URL in the Timeliner Browser window.


## To Edit a Note Link

To edit a link you have added to a note:

1. Place your cursor over the link name or URL at the bottom of the note, and two icons, **Edit** and **Delete**, appear to the right of the link.
2. Click the **Edit icon**,  and the **Add Link to Note window** appears containing the information that was previously entered for the link. Make any changes and click **OK**.

## To Delete a Note Link


To delete a link you have added to a note:

1. Place your cursor over the link name or URL at the bottom of the note, and two icons, **Edit** and **Delete**, appear to the right of the link.
2. Click the **Delete icon**  and the link is deleted.

## Using the Slideshow View

The Slideshow feature allows you to turn any timeline or sequence into an interactive, multimedia presentation. Each event becomes a slide that presents its attached media, notes, and links. You can set up the pace, transitions, and the look and feel using the available background templates or ones that you customize.

### To Set Up a New Slideshow

Click the **Slideshow View button**  on the main toolbar. The Slideshow setup screen appears. Place your cursor over any option on this screen to get its description in the info box.



**Slideshow Setup Window**

**Slideshow Title:** If you have given your project a title, it will appear in this field. Otherwise, enter a title for your slideshow. It will appear on a Title slide at the beginning of your slideshow.

**Created by:** Enter an author name to your slideshow. The author name will appear on a Title slide at the beginning of your slideshow.

**Background Theme/Custom Setup:** Select the Theme option and then select one of the available themes from the list. Click **Custom Setup** to customize the background for your slideshow.

**Auto advance:** Select this to advance the slides by the number of seconds you set.

**Only Show Events with Media Attachments:** This option appears if one or more of your project events has media attached. Select it to display only those event slides that have media in the slideshow.

**Loop:** Starts your slideshow over again when you reach the last slide.

**Transition:** Choose a transition style from this drop-down menu.

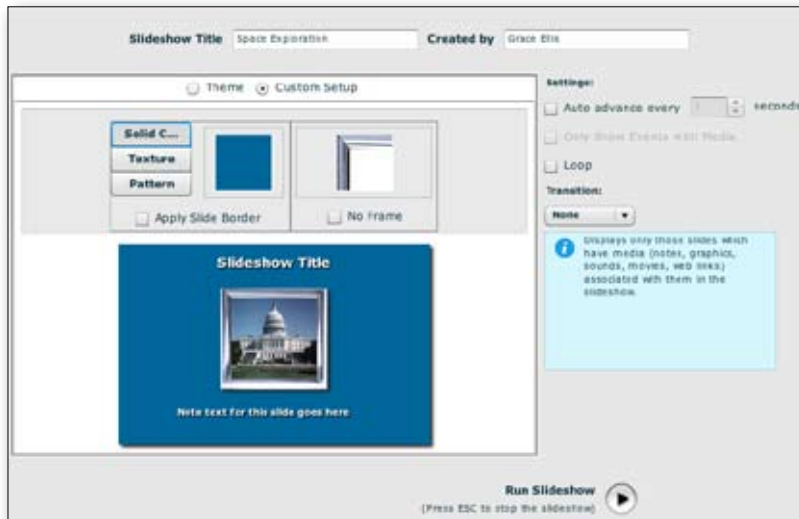
**Run Slideshow:** Plays the slideshow according to your settings.

**Exit the Slideshow:** Press the **Esc** key to exit the slideshow at any time.

## Custom Options for a Slideshow

### To Customize the Slideshow Background

If you select the Custom Setup, new options appear for setting a background and frame.



**Slideshow Setup Window**

- Click one of the three options, **Solid Color**, **Texture**, or **Pattern**, and then click the box to the right to choose from its menu of available options.
- Select **Apply Slide Border** to put a border on each slide.
- Click the **Frame box** to choose from its menu of available options. Frames are put around images on each slide.
- Select **No Frame** if you prefer your slides to have no frame.

### To Set the Slideshow Font

The font used in the slideshow is the font set in the Setup window. To change the font, choose **Setup** from the **File menu**. Click the **Events tab** and select a font from the Text drop-down menu. Adjust the font style and color with the available options.

## Using the Spell Checker

There are two ways to spell check with Timeliner: You can use the automatic spell checker to check spelling dynamically or you can use the spell check tool.

### To Use the Automatic Spell Checker

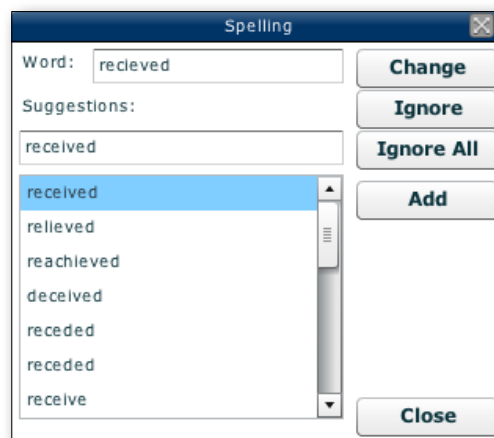
The automatic spell checker preference is on by default. With automatic spell checking, a wavy red line appears below any words the dictionary does not recognize. You can right-click (Ctrl-click) the wavy red underlined word to see a list of suggested spellings, and then make a selection from the list. The right-click menu also contains the option to add the selected word to the dictionary.

### To Turn off the Automatic Spell Checker

Choose **Preferences** from the **Timeliner XE menu** and deselect the option to **Check spelling as you type** located on the **General tab**.

### To Use the Spell Check Tool

You can activate a spell check anytime by choosing **Spell Check** from the **Tools menu**. When the first misspelled or unrecognized word is located, the Spelling window appears.



**Spelling Window**

### Please note that the following items will not be spell checked:


- Date fields (such as the When field in the Event Editor and the Start and End fields in the Setup window and Add Event window)
- Category fields (in the Event Editor and the Add Category field on the Setup window)
- Citation Tracker fields
- The Created by field in the Slideshow View
- URLs (in the Link To field of the Add Link window or the URL field in the Research Assignment Wizard)
- The Search field in the browser

## Using the Research Tools

Use the Timeliner Research tools to research and gather information for events, capture images, and make direct links from events to specific webpages. Timeliner keeps track of the information and media you gather with its built-in Citation Tracker.

### To Open the Research Tools

Open the Timeliner Research tools from within any timeline or sequence project to access information and media from the Internet.

- Click the **Research button**  at the top right of the project window and the Timeliner will open its Research Browser window. The Event Editor remains on top of the screen, allowing you to add events, notes, and media directly into Timeliner as you do your research. The Browser Toolbar allows you to search for and access websites, capture images, and create weblinks to events. The default Research Home Page has direct access to prescreened websites appropriate for many academic research topics.

**Note:** If you are in Sequence mode and the Event Editor is not open, click the **Editor button** on the top of the window.




### The Browser Toolbar

Place your cursor over any tool in the Browser Toolbar to see its function.



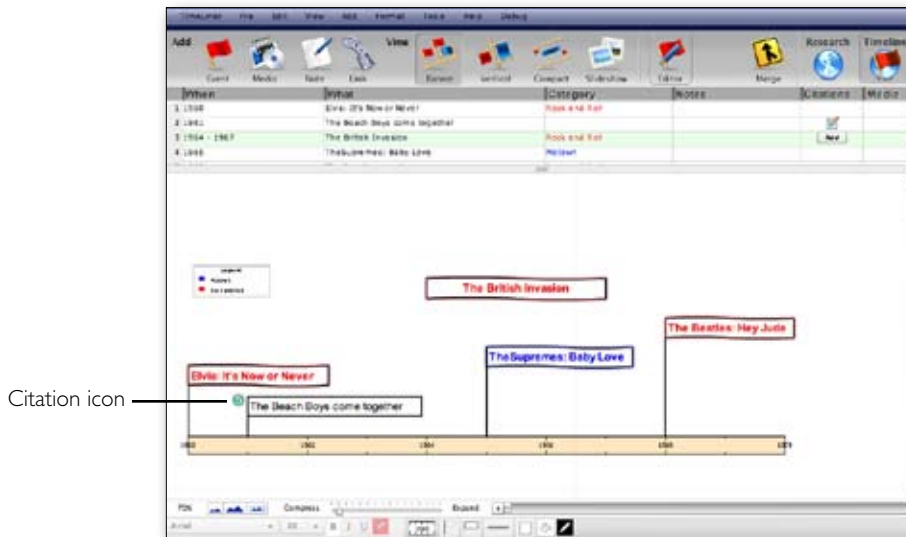
## To Research, Gather, and Cite Event Data

Use the Research Home Page links or the Search tool to research a topic and enter information directly into your timeline or sequence project. Timeliner keeps track of the information you gather with its built-in Citation Tracker.

1. With the Research Browser window open, click a Weblink on the Research Home Page or use the Search field to find and open a website. (Note: The Timeliner search field defaults to the Google search engine. You can change that default in Timeliner Preferences.)
2. With the website open, enter event information into the What and When fields of the Event Editor (or just into the What field for a sequence).
3. Place your cursor over the event's Citations field in the Event Editor. Click the **Add button**  that appears, and the Citation Tracker opens.
4. Click **Cite current webpage** to automatically collect the URL, page title, and current date. Click **OK**.
5. Click the **Timeliner or Sequence button** at the top of the page to return to your project. Click the **Citation icon** next to the event to view its citation. Click **Close** when you are done.




**Citation Tracker window**

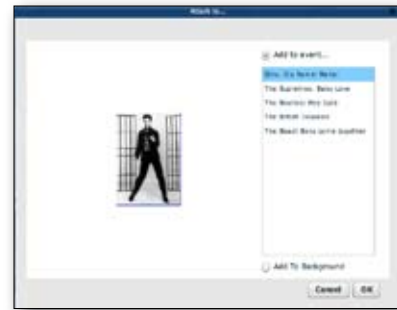


**Note:** Entering data into the When field for a timeline project is optional. While conducting research, you can simply enter information into the What field of the Event Editor. Events without When information, however, will appear in the Event Editor but not in an Event Flag on the timeline.

## To Capture and Cite an Image

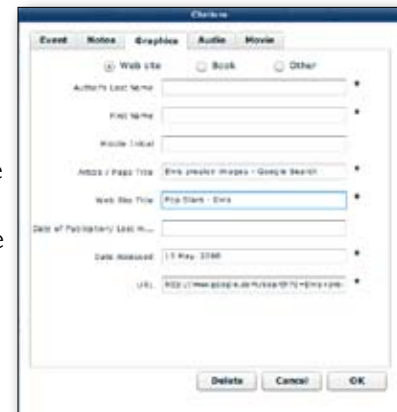
Use the Image Capture tool in the Timeliner Browser Toolbar to capture any image from a webpage. Use it to capture an entire image or select a specific section of an image or webpage. Each time you capture an image, the Citation Tracker automatically captures its URL, webpage title, and date of capture.

1. From your timeline or sequence project, click the **Research button** to open the Research Browser window.
2. Use the Search field or the available links to locate an image that you want to capture.
3. Click the **Image Capture tool**  on the Browser Toolbar. Position the cursor at the top of the image and drag across the image. Release the cursor and the Add Media window appears with a preview of the captured image.
4. You can choose to attach the image to an event or the background. Make your selection and click **OK**.



### If you attach the image to an event:

- Click in the event's **Citations column** on the Event Editor and the Citations window appears. Click the **Graphics tab** to see how the citation information was captured along with the image automatically. Click **OK**.
- Or you can return to the project window and select the image on the project. Click the **Citation icon** on its **media tray** and the Citations window appears. Click the **Graphics tab** to see how the citation information was captured along with the image automatically. Click **OK**.



**Citation Tracker window**

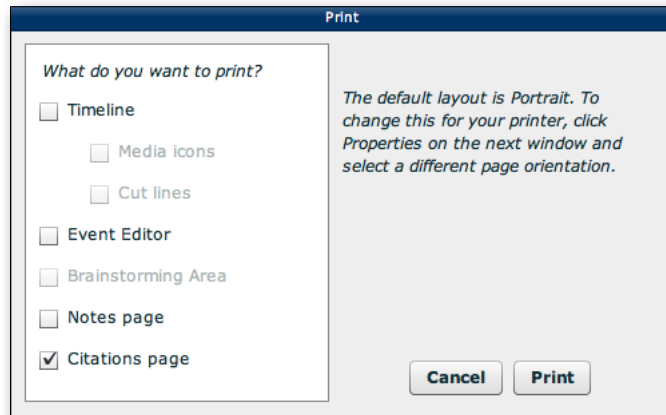
### If you attach the image to the background:

- Return to the project window and select the image on the project. Click the **Citation icon** on its **media tray** and the Citations window appears. Click the **Graphics tab** to see how the citation information was captured along with the image automatically. Click **OK**.

## To Print Research Citations


Timeliner provides you the option to print all the citations for a project separately from the timeline or sequence.

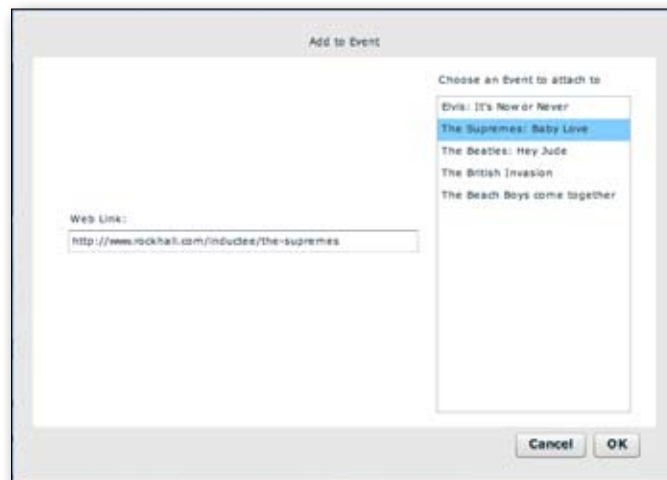
1. Choose **Print** from the **File menu**.
2. Select the **Citations page** option.
3. Select or deselect other options as desired and click **Print**.



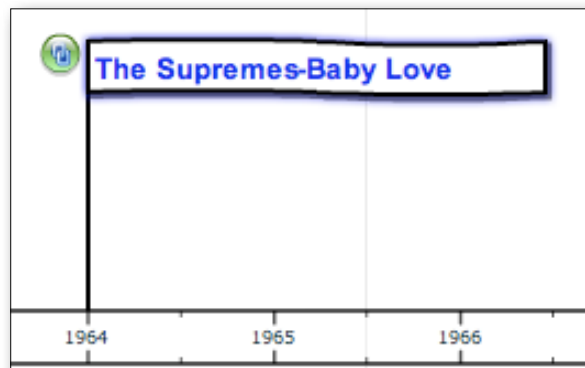
## To Add a Web Link to an Event

Use the Links tool on the Browser Toolbar to create a direct link from any event in your project to a designated webpage. Once an event is linked, you can open its webpage from within your project.

1. Click the **Research button**  to open the Research tools.
2. Use the Search field or the available links to locate a webpage that you want to link to an event in your project.
3. Click the **Link button**. The Add Web Link window appears with the URL of the website on the left and a list of your events on the right. Select the event to which you want to make the link and click **OK**.
4. Click the **Timeline** or **Sequence button** on the top of the screen to return to your project. Place your cursor over the icon that appears next to the linked event to see the title and URL of the Weblink. Click the icon to open the link.



**Add Link to Event**



## About Timeliner Activities

Timeliner offers three different types of Activities: **Research Activities**, **Challenges**, and **Finish Me** projects. There are a number of ready-made activities included in the program and you can also create your own.

### Research Activities



[Research Activities](#) provide students with structure and parameters for conducting research. Each one includes an introduction, assignment instructions, and links to prescreened websites. This directed research helps students collect and organize key information and present what they find in a timeline, slideshow, or sequence project.

### Challenge Activities



[Challenge Activities](#) present a dynamic, interactive environment in which students earn points and track their time spent putting timeline events in the correct order.

### Finish Me Activities



[Finish Me Activities](#) include notes that instruct students how to complete a timeline or sequence project by adding additional events, notes, or media.



**Choose an Activity Screen**

### To Open an Activity

On the **Main Menu**, select the **Choose an Activity Tab** and select one of the three Activity types from along the top of the screen.

- To open a ready-made activity, choose a **subject** from the Subject column (use the up and down arrows to see more), select an **activity** from the list, and click **Open**.
- To make your own activity, click the **Create Activity button** and click **Open**.

## Using and Making Research Activities


### To Use a Ready-Made Research Assignment

Ready-made Research Activities provide everything students need to research a topic and organize information gathered in an academically appropriate, prescreened Internet environment.

1. On the **Main Menu**, click the **Choose an Activity Tab**. Click the **Research button** and then select a **subject** from the Subject column.



2. Choose a **Research Activity** from the list and click **Open**.

**Note:** Activity files with a globe icon  are online files. These files may take longer to open.

3. The Research Assignment appears in the Timeliner Browser window with the Event Editor at the top. Below the Browser Toolbar are two tabs, one for the Assignment and the other for the Research Home Page.



**Research Assignment in Timeliner Browser**

4. Read the Introduction and the Assignment Directions.
5. Click the **Weblink** and it opens in a new tab.



6. Add events and notes into the Event Editor on the top of the screen.

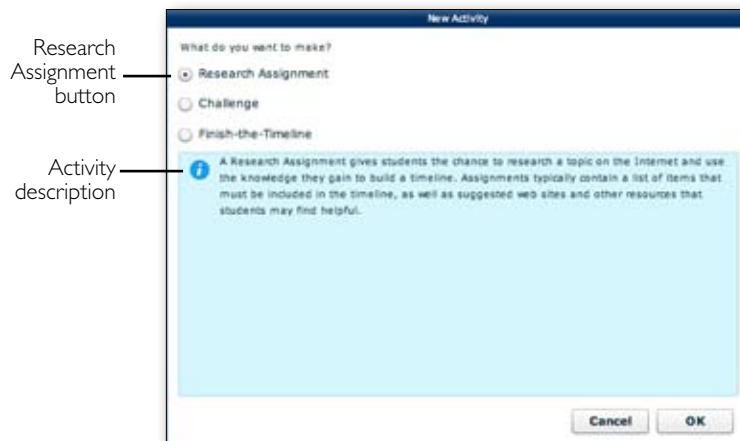
**Note:** You can add events and information in the **What** column with or without filling in the **When** column.

7. Use the Research tools to capture images and links and the Citations field to collect citations.
8. Click the **Assignment Tab** to refer back to the Assignment if necessary.
9. To view your timeline or sequence project as you work, click the **Timeline** or **Sequence button** on the top of the window. Click the **Research button** to return to your research.
10. When you are done, choose **Save** from the **File menu** and you can save to the default My Projects folder (recommended) or to another location on your computer.
11. To open your saved research later, select the **Open a Project Tab** on the **Main Menu**, and then select **My Files** from the Subject column. From there, you can open the file from the default My Projects folder or navigate to the location where you saved your project.

## To Make Research Activities

You can create and save Research Activities for students to follow, complete with instructions, websites, and resources that you choose ahead of time. The Research Activity Wizard will step you through the process.

1. On the **Main Menu**, click the **Choose an Activity Tab**. Click the **Create Activity button** and a **New Activity window** appears.



**New Activity Window**

2. Click the **Research radio button** and then click **OK**. A **Research Activity Wizard** appears. The Research Activity Wizard will take you through a series of five screens that enable you to customize a new Research Activity for any subject you choose.

Follow the instructions on each screen.



**Research Assignment Wizard**

3. Follow the instructions on each screen to create your Research Activity. Click **Next** when you are done with a screen.
4. At the final screen, click **Finish** and the Research Activity will automatically save to My Activities. Then, the completed Research Activity will open for you to review.
5. To access this activity, select the **Choose an Activity Tab** on the **Main Menu**. Select **My Activities** from the Subject menu, choose the file, and click **Open**. The activity opens as an untitled project template so that students can save it with a different name after they complete their work.

## Using and Making Challenge Activities

### To Use Challenge Activities

Each ready-made Challenge Activity presents a dynamic, interactive environment in which students earn points and track their time spent putting timeline events in the correct order.

1. On the **Main Menu**, click the **Choose an Activity Tab**. Click the **Challenge button** and then select a **subject** from the Subject column.



2. Choose a **Challenge Activity** from the list and click **Open**.
3. The **Challenge window** appears. Drag Event Boxes into the correct position in the timeline. If you make a mistake, drag the Event to its correct location or back up to the top of the window.



Drag Event Boxes into the correct position in the timeline.

4. Click **Done** to get your score and continue on to the Bonus Round. If any events were misplaced, they fly back up to the top of the window and you must try again.
5. In the Bonus Round, choose the correct category from the drop-down list that appears above each event. In the Bonus Round, you are only allowed one chance to get it right.

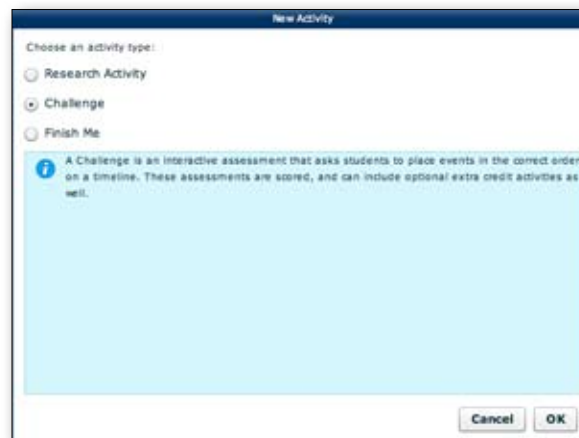
**Note:** A Bonus Round is available only for timelines that have designated categories for events.

6. Click **Done** and a Reward animation plays. Click **Done** to get your printable Challenge Results. Click **Done** on the Challenge Results screen to go back to the Timeliner main screen.

## To Make Challenge Activities

Assess your students' knowledge of facts by making your own Challenge Activities. A Challenge Activity can be made from any timeline with 15 or fewer events. The Challenge Activity Wizard steps you through a series of four screens that enable you to make a timeline into a Challenge Activity.

1. On the **Main Menu**, click the **Choose an Activity Tab**. Click the **Create Activity button** and a **New Activity window** appears.



**New Activity Window**

2. Click the **Challenge radio button** and then click **OK**. At the next window, locate and select a timeline file and click **Select**. A **Challenge Wizard** appears.
3. Follow the instructions on each screen to create your Challenge Activity. Click **Next** when you are done with a screen.



**Challenge Wizard**

4. When you are done, click **Finish**. Save the Challenge in the Save window and the completed Challenge Activity will open for you to review.
5. To access this activity, select the **Choose an Activity Tab** on the **Main Menu**. Select **My Activities** from the Subject menu, choose the file, and click **Open**. The activity opens as an untitled project template so that students can save it with a different name after they complete their work.

**Tip:** You can open and save any timeline file as a Challenge by choosing **Save as Challenge** from the **File menu**. Continue with step 3 above.

## Using and Making Finish Me Activities

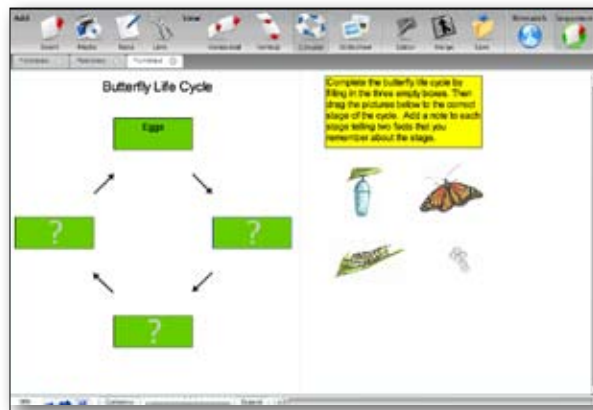
### To Use Finish Me Activities

Choose ready-made Finish Me Activities from a variety of subject areas.

1. On the **Main Menu**, click the **Choose an Activity Tab** and then click the **Finish Me button**.



2. Select a **subject** in the Subject column, select an **Activity** from the list, and click **Open**.
3. The Finish Me Activity opens with instructions for how it should be finished.



**Finish Me Activity**

4. Follow the instructions to complete the activity. Choose **Save** from the **File menu** when you are done if you want to save or print the results. You can save to the default My Projects folder (recommended) or to another location on your computer.
5. To open your saved Finish Me activity later, click the **Open a Project Tab** on the **Main Menu**, and then select **My Files** from the Subject column. From there, you can open the file from the default My Projects folder or navigate to the location where you saved your project.

## To Make Finish Me Activities

1. First, create or open a timeline or sequence project that you want to use as a Finish Me Activity. Make sure you include a note with instructions for how you want the project finished. Save the file to the My Projects folder.
2. On the **Main Menu**, click the **Choose an Activity Tab**. Click the **Create Activity button** and a **New Activity window** appears.



3. Select **Finish Me** and click **OK**.
4. At the next window, browse to select the project file you want to save as a Finish Me Activity (the window will open to My Projects by default). Click **Select** and the project opens with a Finish Me Wizard in front.
5. Enter a title for your Finish Me Activity and click **Finish**. A Save window opens directing you to save the file to the My Activities folder.



**Finish Me Wizard**

6. To access this activity, select the **Choose an Activity Tab** on the **Main Menu**. Select **My Projects** from the Subject menu, choose the file, and click **Open**. The activity opens as an untitled project template so that students can save it with a different name after they complete their work.

## Preferences

The Timeliner Preferences window allows you to set certain application options for your computer.

### To Open the Preferences Window

- **Windows:** Choose **Preferences** from the **Tools** menu.
- **Macintosh:** Choose **Preferences** from the **Timeliner XE** menu.

The Preferences window contains four tabs: **General**, **Formats**, **Saving**, and **Internet**. Each tab presents options that can be customized. Place your cursor over any option to get its description in a box below. All changes you make to preferences remain in effect, even after you quit Timeliner.

Along the bottom of each tab are the same three buttons:

- **Restore Defaults:** Click to reset all preferences to the original Timeliner defaults.
- **Cancel:** Click to cancel any changes that have been made to the preferences and close the window.
- **OK:** Click to save any new preferences you have set and close the window.

### General Preferences

#### Ask for language choice on startup

Select this option if you want to display a language selection window when you open Timeliner. The program defaults to English. If this box is checked you can choose Spanish. This check box is selected by default unless when you originally opened Timeliner, you selected **Don't ask me again** on the language selection window.

#### Check spelling as you type

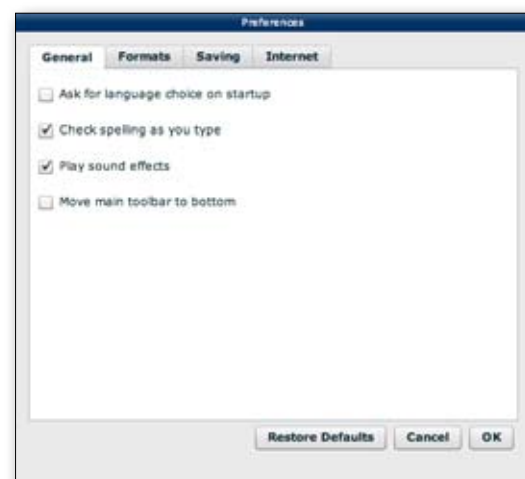
Select this option if you want the program to automatically check the spelling of words as you enter text. When automatic spell check is on, a wavy red line appears below any words the dictionary does not recognize. This check box is selected by default.

#### Play sound effects

Allows you to toggle the Timeliner sound effects (in Challenges, etc.) on or off. This check box is selected by default.

#### Move main toolbar to bottom

When selected, this option moves the main toolbar to the bottom of the Timeliner window below the Formatting Toolbar.



**Preferences Window**

## Formats Preferences

This tab contains two subsections to delineate the options: Date and Time.

### Date Options

#### MM/DD/YYYY

This radio button is selected by default. It displays and allows you to enter Timeliner dates in the Month/Day/Year format.

#### DD/MM/YYYY

Select this option to specify that you want to display and enter all Timeliner dates in the Day/Month/Year format.

#### Display one million years ago as:

These options allow you to select how years are labeled in Geologic timelines: **1 million** (selected by default), **1,000,000**, or **1 MYA**.

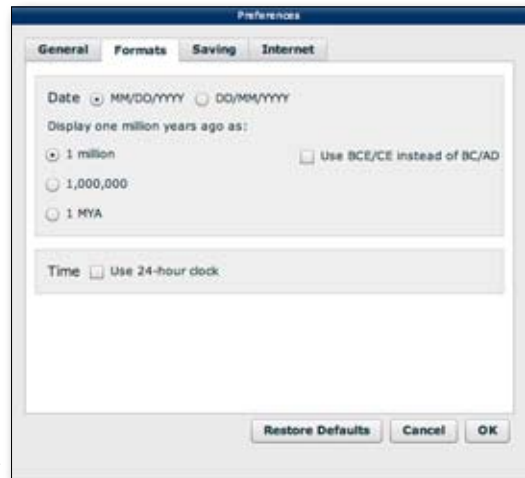
#### Use BCE/CE instead of BC/AD

Select this option to change how years are labeled. Before Christ/Anno Domini (BC/AD) is the default, but you can select this check box to switch to Before Current Era/Current Era (BCE/CE).

### Time Options

#### Use 24-hour clock

Select this if you want to use a 24-hour clock for displaying time. For example, a time of 2:30 PM would appear as 14:30.



Formats Preferences

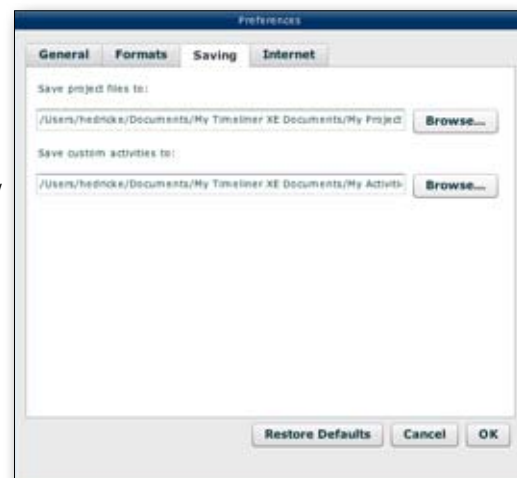
## Saving Preferences

### Save project files to:

This field contains the default save location for all your projects, *My Documents/TimelinerXE Documents/My Projects*. You can change the default save location by clicking the **Browse button** to the right of the field, navigating to a new location, and clicking **OK**.

### Save custom activities to:

This field contains the default save location for all activity files that you make, *My Documents/TimelinerXE Documents/My Activities*. You can change the default save location by clicking the **Browse button** to the right of the field, navigating to a new location, and clicking **OK**.



Saving Preferences

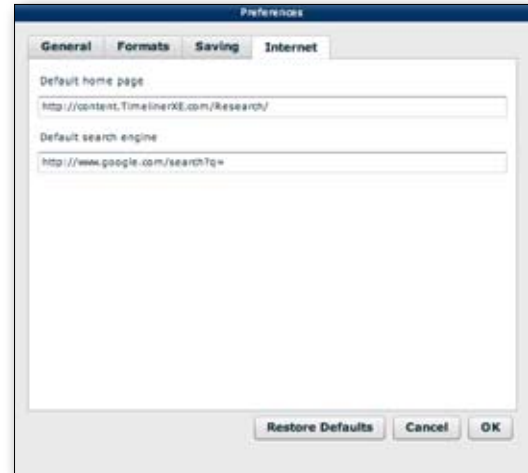
## Internet Preferences

### Default research home page

This field displays the default home page for the Timeliner Research Browser, *http://content.TimelinerXE.com/Research*. To change the home page, type a new web address in this field.

### Default search engine

This field displays the default search engine for the Timeliner browser, *http://www.google.com/search?q=*



**Internet Preferences**

To change the search engine, type a new web address in this field. You must type the new search engine address so it will perform a search when the search term is entered in the search field.

Here are some examples:

*http://www.google.com/search?q=*

*http://www.askkids.com/web?q=*

## Using Keyboard Navigation

TimeLiner XE supports standard keyboard navigation for its major features.

**Note for Mac users:** In order to enable full keyboard access on the Macintosh platform, Mac users should open the **Keyboards & Mouse window** in System Preferences and ensure that the **All controls** option is selected within the Full keyboard access section. Windows users do not need to change any settings.

### To Use Keyboard Navigation with Timeliner:

- Pressing the **Tab key** moves you forward (or down) one interface element at a time.
- Pressing **Shift + Tab** moves you back (or up) one element at a time.
- You can also use the arrow keys (up, down, left, and right) to navigate through items such as lists, radio button groups, etc.

For example, on the Citations window, you can press the **Tab key** to move down through all the fields on each tab and then through the buttons at the bottom of the window. Pressing the **right arrow key** moves you through the tabs at the top of the window and then through the radio buttons at the top of the tab.

### Initiating Controls

When you **tab** to a control, press **Enter** to initiate it.

For example, when you **tab** to the Category field in the Event Editor, press **Enter** to see the drop-down window of options. **Tab** through those options until you highlight the appropriate item, and then press **Enter** to make a selection and close the list.

### Selecting Controls

The default method for selecting a control is to **tab** to it and then press the **Spacebar** to select the control (and keep it selected). Then you will be able to tab to another control in order to perform some action on the selected item.

For example, you can **tab** to a flag and press **Spacebar** to select the flag. Then, using a keyboard shortcut (in this case, **Ctrl + down arrow**), you can jump directly to the Formatting Toolbar to format the flag.

If you **tab** to and select a note, image, video, or sound file, the media tray appears. Then you can **tab** through the options on the media tray and press **Enter** to select an option.

### Editing Event Flag or Event Box Text

To edit the text of a timeline flag or sequence box, you can **tab** to the item and then press **Enter**. This displays the edit text box. When you are finished entering or editing text, you can **tab** away from the box.

### Moving Flags/Spans/Boxes/Arrows

Once you **tab** to a flag, span, box, or arrow, you can use the **arrow keys** (up, down, left, and right) to change the position of the item.

## Keyboard Shortcuts

### Macintosh Shortcuts

#### Timeliner XE Menu

Hide Timeliner XE	zH
Hide Others	z-option-H
Quit Timeliner XE	zQ

#### File Menu

Open:	zO
Merge:	zM
Close:	zW
Save:	zS
Print:	zP

#### Edit Menu

Undo:	zZ
Redo:	zY
Cut:	zX
Copy:	zC
Paste:	zV

#### View Menu

Banner/Horizontal:	z1
Vertical:	z2
Compact/Circular:	z3
Slideshow:	z4
Research Mode:	z5

### Windows Shortcuts

#### File Menu

Open:	Ctrl-O
Merge:	Ctrl-M
Close:	Ctrl-W
Save:	Ctrl-S
Print:	Ctrl-P
Exit:	Alt-Shift-F4

#### Edit Menu

Undo:	Ctrl-Z
Redo:	Ctrl-Y
Cut:	Ctrl-X
Copy:	Ctrl-C
Paste:	Ctrl-V

#### View Menu

Banner/Horizontal:	Ctrl-1
Vertical:	Ctrl-2
Compact/Circular:	Ctrl-3
Slideshow:	Ctrl-4
Research Mode:	Ctrl-5

## Menu Options

The following reference list provides a description of all the options available within the Timeliner menus.

### **Timeliner XE Menu** (Mac only)

#### **Preferences**

Opens a Preferences window, where you can customize certain features and options of Timeliner for use on your computer (For Windows users, this is found in the Tools menu.)

#### **Hide Timeliner XE**

Hides Timeliner from the screen

#### **Hide Others**

Hides all other open programs and windows from the screen

#### **Show All**

Displays all open applications

#### **Quit Timeliner XE**

Closes the application (For Windows users, this is found in the File menu.)

### **File Menu**

#### **New**

Opens the Main Menu, where you can choose to open a new file

#### **Open**

Opens the Main Menu, where you can open a previously saved file

#### **Merge**

Lets you merge a second timeline into the one you have open. Your new, merged timeline will be untitled, and your two original timelines will remain unchanged.

#### **Close**

Closes the project file you are working on but Timeliner remains open

#### **Save**

Let you save changes to your project

#### **Save As**

Lets you give your project file another name or save it to a different location

### **Save As Template**

Lets you save the current file as a template file. The file will always open as an untitled copy of the project and the original will remain unchanged.

### **Save As Challenge**

This option opens the Challenge wizard so that you can save the current timeline file as a Challenge Activity.

### **Save As PDF**

Opens a window similar to the Print window, where you can select which elements you'd like to appear in the PDF file: Timeline/Sequence, Media icons, Cut lines, Event Editor, Brainstorming Area (sequences only), Notes page, Citations page. You can also select the paper size and orientation. After you select your options, a second window appears where you can name the PDF and specify a Save location.

### **Print**

Opens a Print window, where you can select which elements you'd like to print: Timeline/Sequence, Media icons, Cut lines, Event Editor, Brainstorming Area (sequences only), Notes page, Citations page. Click **Print** to open the Page Setup window, where you can choose a printer and the paper size and orientation. From there click **OK** to print.

### **Setup**

Opens the Setup window, where you can customize a set of options for your timeline or sequence

### **Exit** (Windows only)

Closes the application

## **Edit Menu**

### **Undo**

Undoes your last action

### **Redo**

Undoes your last undo

### **Cut**

Removes the selection from your project and adds it to the clipboard

### **Copy**

Puts a copy of the selection into your computer's clipboard

### **Paste**

Puts a copy of the current clipboard contents at the cursor insertion point

### **Delete**

Deletes the selected item. The **Delete** or **Backspace key** also does this.

## View Menu

### Event Editor

Toggles the Event Editor on or off. The Event Editor opens by default for timelines.

### Brainstorming Area (for sequences only)

Toggles the Brainstorming Area on or off

### Category Legend

Toggles the Category Legend on or off. The Legend is visible by default if a timeline or sequence contains categories.

### Banner/Horizontal

Opens the Banner View in a timeline or Horizontal View in a sequence

### Vertical

Opens the Vertical View

### Compact/Circular

Opens the Compact View in a timeline or Circular View in a sequence

### Slideshow

Opens the Slideshow View

### Research

Opens the Research Browser

### Zoom In

Zooms project view closer

### Zoom Out

Zooms project view farther away

### Toolbar

This menu contains two submenus.

**Top of screen:** Places Main toolbar at the top of the screen (default position)

**Bottom of screen:** Places Main toolbar at the bottom of the screen

## Add Menu

### Event

Opens the Add Event window

### Note

Adds a note to the project background or a selected event

## Media

Opens the Media Palette

## Link

With an event selected, this opens the Add Link dialog box.

## Citation

With an event, note, or image selected, this opens the Citations Tracker.

## Tools Menu

### Spell check

Opens the Spelling window and automatically begins a spell check of the entire file

### Preferences (Windows only)

Opens the Preferences window, where you can set your application preferences

### Clean up flags (for timelines only)

Moves all your Event Flags back to a predetermined location/height on the timeline

### Arrange flags (for timelines only)

This menu item is available only when there are categories assigned to events. It contains two submenus:

**Into groups by category:** places flags assigned to the same category in the same (invisible) horizontal band on the canvas. There are four designated bands; after four categories, the bands are reused.

**On alternate sides of the timeline by category:** arranges categorized flags on either side of the timescale

### Move to Brainstorming Area (for sequences only)

Moves the selected Event Box from the sequence back to the Brainstorming Area (only if the Brainstorming Area is turned on)

### Align with this event (for sequences only)

Aligns all sequence boxes on the same horizontal line as the currently selected box (not an option in circular sequences)

## Research Menu (research mode only)

### Back

Moves you back one page in the Timeliner Browser

### Forward

Moves you forward one page in the Timeliner Browser

## **Home**

Opens the Timeliner Browser default home page (The default home page can be changed in Preferences.)

## **Open in Default Browser**

Opens the selected item (media, link, etc.) in your computer's default browser

## **Help Menu**

### **Timeliner Help**

Opens the Timeliner Reference Guide

### **Online Technical Support**

Opens the Timeliner website, where you can find FAQs, updates, ready-made timelines, Teacher Tips, links to websites with information and images to add to your timelines, and receive the latest technical support information

### **Getting Started Guide**

Opens the Timeliner Getting Started Guide

### **Tutorials**

Displays a page containing helpful videos on how to use some of the basic features of Timeliner

### **About Timeliner XE**

Displays an About window, which includes the program credits and version number

## Printing

### Printing Timelines and Sequences

Timeliner allows you to print your current timeline or sequence project with additional options to print Media icons, Cut lines, the Event Editor, Brainstorming Area, notes, and Citation, lines.

#### Printing Timelines

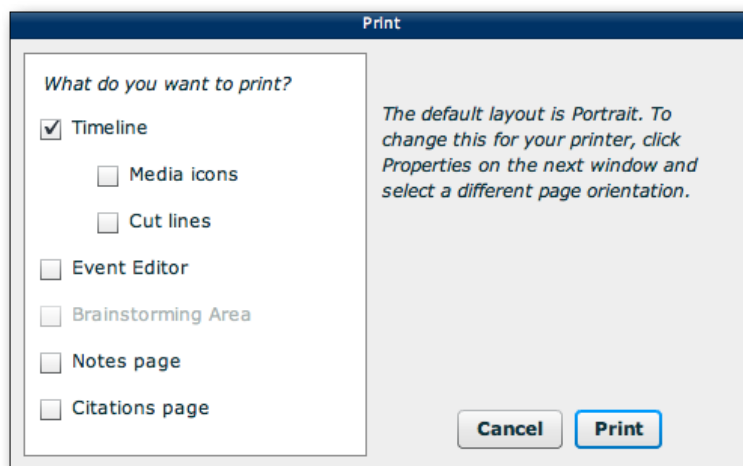
The project will print in whatever view is currently shown on the screen. Zooming does not affect what is printed (i.e., if you are viewing your project at 75%, it will still print at 100%). Expanding/compressing the timeline will affect how it prints (i.e., if you compress a timeline to the point where it's displaying years, then it will print a year timescale with events placed accordingly).

#### Printing Sequences

Sequences will print exactly as they appear on the screen - the text will appear in boxes, and the boxes will be connected by arrows. Zooming does not affect what is printed (i.e., if you are viewing your project at 75%, it will still print at 100%).

### To print a timeline or sequence project:

1. Choose **Print** from the **File** menu and a Print options window appears.



2. Select the options you want to print (see more about each one below), and click **Print**.

#### Windows:

The Print dialog box appears. If you want to print in landscape orientation, click **Properties** and select **Landscape**.

#### Macintosh:

The Page Setup dialog box appears. If you want to print in landscape orientation, select the Landscape icon.

3. The Print dialog box will appear. The options depend on the type of printer you're using. In general, you choose the pages to print and the number of copies. Choose your options and click **Print**.

## Timeline or Sequence Print Options:

### Timeline or Sequence:

This check box is selected by default. Deselect it if you do not want to print the project. Note: the Media icons and Cut lines options will become grayed out.

#### Media icons:

Select to include the media icons on the printout. (Media icons include the green plus sign indicating media is linked to the event, the minimized note icon when a note is minimized, and the minimized graphic icon when a graphic is minimized. Note: If none of the events have associated media, this check box is grayed out.

#### Cut lines:

Select to include cut lines on the printed document. Cut lines are lines that appear on the right and/or bottom edge of document, helpful for cutting and taping together printed timelines or sequences.

#### Event Editor:

Select to print the Event Editor on a separate page, after the timeline or sequence.

#### Brainstorming Area:

Select to print the Brainstorming Area on a separate page (available for sequences only). If there is nothing in the Brainstorming Area or if it has been turned off, this option is grayed out.

#### Notes page:

Select to print all the notes in a project, separate from the timeline or sequence. If the project does not contain notes, this option is grayed out.

#### Citations page:

Select to print all the project citations on a separate page, after the timeline or sequence. The citations will appear in standard MLA style. If the project does not contain citations, this option is grayed out.

*What do you want to print?*

Timeline

Media icons

Cut lines

Event Editor

Brainstorming Area

Notes page

Citations page

### Print Options

## Printing Slideshows

You can choose to print a copy of a Slideshow project. Slideshows will print one slide per page. Each slide will print exactly as it appears on the screen.

### To Print a Slideshow

1. On the Slideshow setup screen, choose **Print** from the **File menu**.
2. Select the options you want to print (see more about each one below), and click **Print**.

#### Windows:

The Print dialog box appears. If you want to print in landscape orientation, click **Properties** and select **Landscape**.

#### Macintosh:

The Page Setup dialog box appears. If you want to print in landscape orientation, select the Landscape icon.

3. The Print dialog box will appear. The options depend on the type of printer you're using. In general, you choose the pages to print and the number of copies. Choose your options and click **Print**.

## Printing Challenge Results

After a Challenge Activity is completed, the Challenge Results screen can be printed. The screen contains the elapsed time for the Challenge and Bonus Round (if applicable) combined, the number of Challenge points earned, the number of Bonus Round points earned, and the grand total of points. It also contains **Print** and **Done** buttons.



**Challenge Results Screen**

### To Print Challenge Results

- Click the **Print button**, and a dialog box appears. Type your name and click **OK**. Click **Print** on the next screen. The Challenge Results screen prints with your name directly below the Challenge Results text.

## Printing Research Assignments

Any open Research Assignment can be printed for reference. However, even though the Event Editor can appear at the top of a Research Assignment, it will not print. Only the Assignment portion of the page will print.



### To Print a Research Assignment

1. With a Research Assignment open, click the **Print button**. A preview of your printout appears. Choose **Print**.
2. Select the options you want to print (see more about each one below), and click **Print**.

#### Windows:

The Print dialog box appears. If you want to print in landscape orientation, click **Properties** and select **Landscape**.

#### Macintosh:

The Page Setup dialog box appears. If you want to print in landscape orientation, select the Landscape icon.

3. The Print dialog box will appear. The options depend on the type of printer you're using. In general, you choose the pages to print and the number of copies. Choose your options and click **Print**.

## Saving

In addition to the standard Save and Save As options, Timeliner offers the following options for saving projects:

### **Save As Template**

A project saved in template format will open as an untitled copy of that file. The original file will remain unchanged.

### **Save As Challenge (timelines only)**

Saving a timeline as a Challenge scrambles its events and saves it in the Activities folder. When the Challenge Activity is opened, you are challenged to put the events back into in the correct order. Any timeline with 15 or fewer events can be saved as a Challenge.

### **Save As PDF**

Saves any project as a PDF so that it can be shared, viewed, and printed independent of Timeliner.

## To Save a Project or Activity File

1. Choose **Save** from the **File menu**.
2. In the Save window that appears, select the folder in which to save the document (My Projects or My Activities are the default folders).
3. Enter a name for the file, then click **Save**.

## To Save a Project or Activity Under a New Name

1. Choose **Save As** from the **File menu**.
2. In the Save window that appears, select the folder in which to save the document (My Projects or My Activities are the default folders).
3. Enter a name for the file, then click **Save**.

## To Save a Project as a Template

1. Choose **Save As Template** from the **File menu**.
2. In the Save window that appears, select the folder in which to save the document (My Projects is the default folder).
3. Enter a name for the file, then click **Save**.

## To Save a Timeline as a Challenge

1. Choose **Save As Challenge** from the **File menu** and a Challenge Wizard appears.
2. Follow the on-screen instructions to create and save a Challenge Activity.