

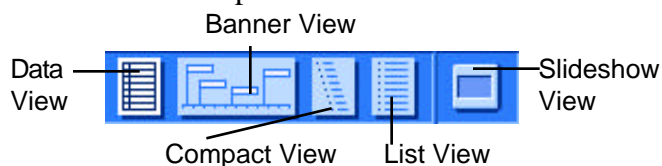
# QUICK GUIDE TO TIMELINER

## Title Screen Buttons

- New** Start a new time line from scratch
- Open** Load a time line that has already been created
- Quit** Exit the program

## Five Views

- Switch between views: Click one of the five icons located at the top left of the window.



<b>Banner View</b>	Create and print banner time lines up to many pages long
<b>Data View</b>	Show all data at all times
<b>List View</b>	Create a vertical list of events
<b>Compact View</b>	Create, view, and print time lines ranging from one to many pages
<b>Slideshow View</b>	Setup for a slideshow of your events

## Create and Edit A Time Line

The Clock Tools on the left of the screen contains the tools you use to create and edit time lines. Additional options are located in the menus.

- Add a new event: Click the New Event tool in the toolbox. Fill in the New Event window. If you want to add a date that is a range (e.g. 1860-1865), click the To button.
- To delete an event: Select (click on) the event and click the Delete tool.
- To edit an event: Select (click on) the event in the time line and click the Edit tool.
- To insert a graphic in the current view: In Banner, Compact, or List View, click the Graphic tool. Click on a category for build-in clip art or click Browse to import a graphic from disk.
- To add an editable, movable text box to the current view: Click the Label tool.



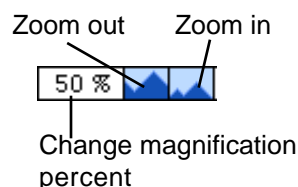
- To expand or compress the time line: Click the Expand or Compress tool. Holding the Option key down while clicking these tools will expand or compress twice as fast.
- To merge the current time line with one that has been saved on disk: Click the Merge tool.
- To print a time line: Click the Print tool.

## Show Dates in Banner View Event Flags

- Automatically show dates in event flags: Choose Add Date to Text from the Format menu.

## Zoom to See More/Less Detail

- To zoom in or out : Click the Zoom In or Zoom Out buttons at the bottom of the window.



## Format Time Line Elements

Depending on the View you are in you can change the font and edit the flag, time scale, bar, or symbol styles using the buttons that appear at the top of the window.



1. Select the element you want to edit.
  2. Choose the corresponding button.
- ☞ You can shift click multiple items to select them at once. To select all items, choose Select All Events from the Edit menu.

## Export a Time Line as Graphic

- To Export as a graphic: From Banner, List or Compact View, choose Export as Graphic from the File menu.