



TimeLiner is a program that allows users to create, illustrate and print time lines with historical information from the CD database or personal information. This program is used in several curriculum areas and the icon can be found in the Classroom Tools folder and the Social Studies Folder. No CD is required to run the software and no teacher setup is required.

Getting Started:

- Click New Time Line to start a new project.
- Click Open a Time Line to view an existing project.
- Using the buttons on the left side of the screen, you can add/delete graphics, labels and other items to/from your timeline.
- TimeLiner provides six different views for the time lines: Data View, Banner View, Vertical View, Compact View, List View and Slideshow View.
- TimeLiner provides six different kinds of time lines: Standard, Yearly/Monthly, Weekly, Daily, Geologic and Custom.

Adding a New Event:

1. Click the **New Event** button.
2. Enter the date and event into the When and What boxes.
3. Use the tabs at the bottom of the New Event window to add the following:
 - Category** – enter a category such as Politics, Native Americans, etc.
 - Notes** – add text to give more detailed information about the event
 - Picture or Movie** – add a graphic or short video to your time line
 - Sound** – add a sound to your time line
 - Web Link** – link to a Web site from your time line

Editing a Time Line:

- You can edit information on your time line by clicking the **Edit** button.
- By clicking Edit from the menu bar, you can choose different fonts and styles.
- By clicking Format from the menu bar, you can choose the date format, choose a range of dates and expand or compress your time line.

Saving a Time Line:

1. Click File > Save As
2. The default location to save is your H: drive for both teachers and students.
3. Give the time line an appropriate title so that finding it later will be easy.
4. Click the X in the upper right corner to exit the program.