



Tom Snyder Productions®

TimeLiner 5.0™ Demo WalkThrough

Goal

To create a time line of the school year calendar.

Get Started

1. To get the demo software, go to Free Downloadable Demos at http://www.tomsnyder.com/free_stuff/free_demos.asp.
2. Click either the Macintosh or Windows link for the *TimeLiner 5.0 Demo* and then follow the online directions for downloading the free demo software.
3. Once you have completed the download, double-click the *TimeLiner 5.0 Demo* folder on your computer and then double-click the *TimeLiner 5.0 Demo* icon.

Note: If you do not have QuickTime installed on your computer, you will need to install it to view videos on *TimeLiner 5.0*.

4. Click Start and then click New to begin.

Create a New Time Line

1. Click to select Yearly/Monthly and then click OK.
2. From the Format menu, choose Date Format. Under Start the Year, choose August and then click OK.
3. Type "August 28" in the box directly under When. Press the Tab key and type "First day of school" in the box directly under What.
4. Press the Return/Enter key. Type "June 22". Press the Tab key and type "Last day of school". Notice this event has been placed in chronological order, above August 28.
5. Press the Return/Enter key twice and type "November 22". Press the Tab key and type "Thanksgiving Break."
6. Press the Return/Enter key and type "February 19". Press the Tab key and type "Presidents' Day."

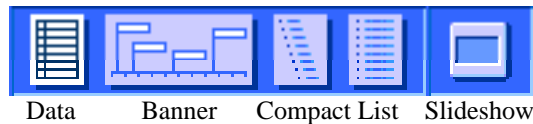
7. Continue to add other dates and events until you have six to eight entries.

Edit and Delete Events

1. Click on the November 22 event to select it.
2. Now click Edit on the clock menu (on the left side of your screen). The Edit Event box opens, enabling you to edit your event.
3. Click the box next to the word “to” and enter an end date of November 28.
4. Click OK; notice an End column has appeared.
5. Click another event and click Delete on the clock. Click Cancel, since you really don’t want to delete this event. If you mistakenly delete an event, you can choose Undo Delete from the Edit menu (only right after you delete it.) Deleting removes an event permanently from all five views of a time line.

The Five Views




You can view the information you’ve entered in five ways: Data, Banner, Compact, List, and Slideshow. To switch between views, simply click the little icons near the top left of the screen. When you enter data, it is entered automatically into all five views. Try each view now.



Expand and Compress Your Time Line

While in Banner view, click Expand on the clock a few times; watch your time line grow. Now click Compress and watch it shrink.

Enhance Your Time Line

1. While in Banner View, click the “First day of school” banner to select it.
2. Click the Choose Font button  at the top of the screen. The Choose Font box opens. Choose a font, font style, size and color for this event. Click OK. Notice the changes on that banner.
3. Banners can be moved vertically by clicking and dragging them to the desired location.
4. With  the First Day of School banner still selected, click the Edit Flag Style button  at the top of the screen. The Edit Flag Style dialog box opens, allowing you to customize the shape and color of the flag.

Add Labels

1. While in Banner view, click Label on the clock to add a title to the time line.
2. Type “School Schedule” and click OK. Move the title by clicking and dragging the text box.
3. Change the font by clicking the Choose Font button while the title is highlighted.



Add Graphics

1. Click Graphic on the clock. Click OK. The Add Graphic dialog box opens.
2. Double-click the graphic of Abraham Lincoln.
3. You can move the graphic by clicking and dragging it. You can also resize the graphic by dragging one of its corners inward or outward.

Add Multimedia, Notes, and Web Links to Your Time Line

1. Click to select the “Presidents' Day” banner and then click Edit on the clock.
2. In the Edit Event box, click the Picture or Movie tab and then click Import. Click OK.
3. Click George Washington and then click OK.
4. Click the Notes tab. In the Notes box, type “The First American President.”
5. Click the Web Link tab and type www.whitehouse.gov/history/presidents/gw1.html and then click OK.
6. Add notes, multimedia, and Web links to some of your other banners by following the above steps 1-5.

View Your Time Line as a Slide Show

1. Click the Slideshow View icon  at the top of the screen.
2. Banners with multimedia elements attached will be much more interesting to view as slides, so you may decide to click Only Show Events with Media Attachments.
3. Choose a Background color and then click Run Slideshow.
4. To advance to the next slide, click Next  in the lower right corner.
5. To view Web links, click the Web Link button and your browser will open to the Web page.

6. Press the ESC key on your keyboard to exit the slide show.

Extensions

1. View pre-made time lines. Choose Open from the File menu, navigate to the *TimeLiner 5.0 Demo* folder, and then click Sample Me Time Line or the folder entitled Sample Time Lines.
2. Want some great classroom ideas using *TimeLiner*? Check out *TimeLiner* Online at: www.tomsnyder.com/classroom/timelineronline/index.asp.
3. View some great time lines on the Web at <http://www.canisius.edu/~emeryg/time.html>.