

Using TimeMap

User Guide

TimeMap®, Version 5.1

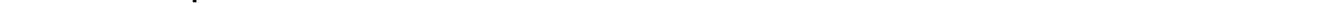
- Navigating TimeMap
- Getting Started
- Working with TimeLines
- Importing Data
- Customizing TimeLines
- Arranging Timeline Elements
- Editing TimeLines
- Creating Presentations
- Printing TimeLines
- Exporting Data
- Managing File Viewers
- Managing TimeMap Options
- Using Keyboard Shortcuts



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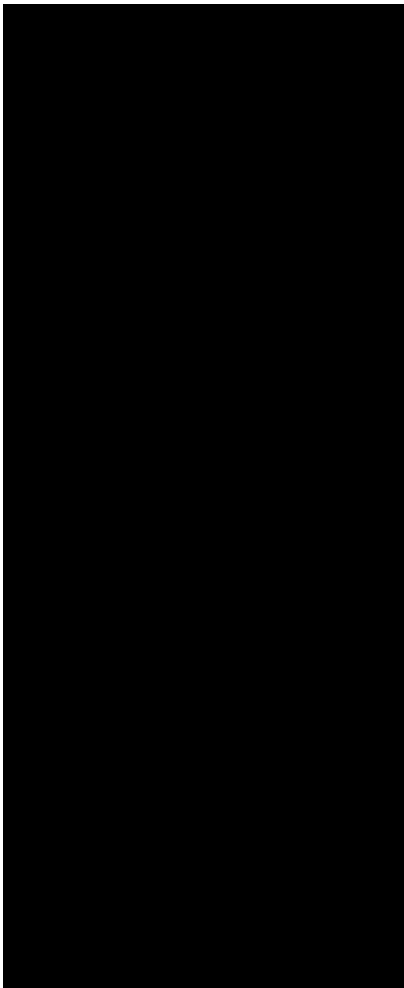
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[Navigating TimeMap](#)

[About the title and status bars](#)

About the title and status bars

TimeMap has two title bars: one for the TimeMap and one for the Fadsheet. The status bar is on the bottom left of the

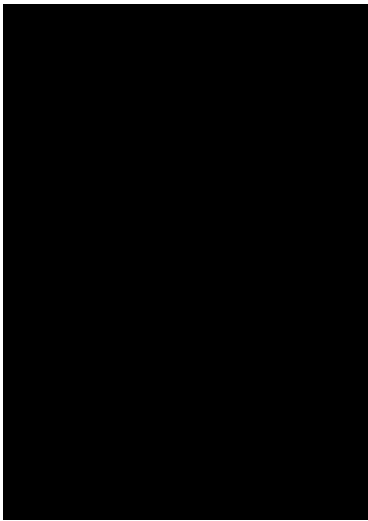
About TimeMap menus

The Menu bar is located at the top left corner of TimeMap and contains menus that are responsible for a set of TimeMap tasks. Some menus commands display an arrow that opens a submenu of additional commands. Most of the menu commands also display a corresponding keyboard shortcut. Some menu commands also provide the same function as some toolbar buttons. © Lexipol, Inc.



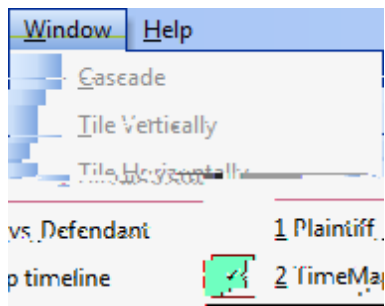
[Time Scale menu](#)

Time Scale menu commands allow you to modify time scale display for the timeline, including increasing or decreasing the page count, expanding or compressing the width of the time scale, insert or edit time scale breaks, modify begin/end dates and date styles, and access time scale properties.



[Format menu](#)

Format menu commands allow you to access timeline alignment options as well as the Auto-Stack or Auto-Arrange tools. Additionally you have access to various formatting tools for text fonts, date fonts and styles, and changing the chart background color. Fact flag orientation, position and size formatting is available here.                             



Help menu

The Help menu provides access to the TimeMap
rea

have the option to select whether you want the menu displaying in an animated manner.

 [To change menu setting](#)

New facts in display with the default style for the template you are using (the top style th Tpl



Opening timelines

When you start TimeMap, you can open an existing TimeMap timeline by selecting one that was recently used from the list of files that displays in the Getting Started pane. The Getting Started pane displays on the right side of TimeMap when you first launch the application. As you work in TimeMap, you can open existing timelines or create a new one by clicking the Open option on the File menu.

[To open an existing timeline](#)

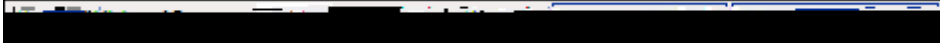
There are two ways you can open a timeline:

Working with Timelines

About timelines

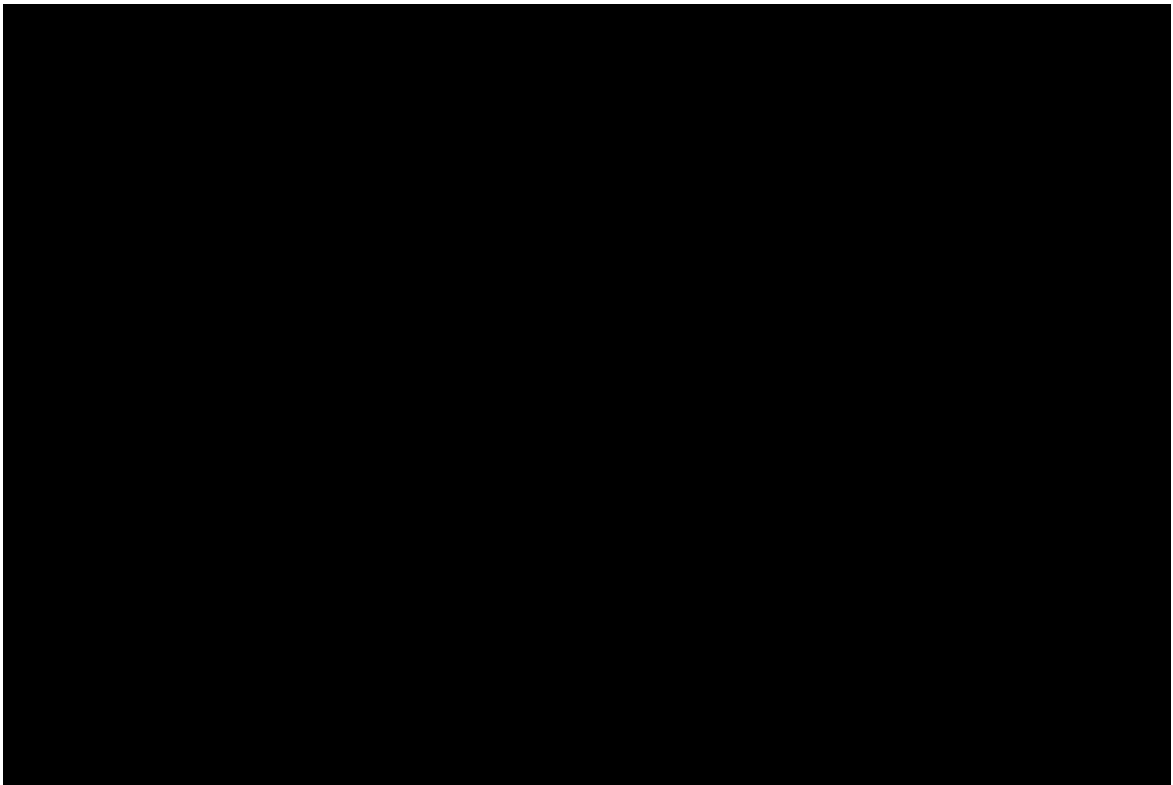
T

The status bar in the bottom left corner of TimeMap provides buttons to increase/decrease timeline pages, view or change the current page count, resize the timeline view options, access Full Screen mode, track the current Fact Count and Fact Density for the timeline.



[Spreadsheet view](#)

TimeMap's Spreadsheet view allows you to enter new fact data in a format that is similar to working in Microsoft® Excel. At a glance, you can see which facts have linked files, select multiple rows or specific rows for deletion or style editing, and ~~show facts by typing them~~ at the bottom of the spreadsheet.



To sort facts into chronological order, press F5 or click Refresh on the View menu. You can also sort the spreadsheet by clicking on the Date & Time (default sort) or Fact Text column headers. To open a linked file, click the paperclip icon next to the left of the fact. Text boxes do not display in Spreadsheet view.

You can still edit timeline element properties while working in Spreadsheet view. Right-click on a fact row and click Properties. You can also select a fact and click Properties on the Edit menu.

You can copy and paste facts from an Excel spreadsheet or .csv file where the first column is



[Creating timelines](#)

Adding titles and introduction page background (8) Timeline (5) Timeline (5) Timeline (4) Timeline (4)



3. Select the Enabled check box to turn on this feature.
4. In the Orientation list, click the orientation setting for the title page: Portrait, Landscape, or Same as Visual.
5. In the Text Alignment list, click the page location for title page text: Top, Top Third, Middle, Bottom Third, or Bottom.
6. In the Border Style list, click the width for the title page border.
7. In the Border Color list, click the color you want for the title page border.
8. Select the Print Date and Time check box, if you want the date to print on the title page.
9. Select the Print Page Number check box, if you want the page numbers to print on the title page.
10. Click the Edit Content button to customize or edit title page text.

Click the Insert Field button and select any fields you want to add to the title page. You can delete fields too by highlighting the field and the pressing Delete.

Use the format toolbar in the Contents dialog box to customize text or insert a symbol.

11. Click the Edit Graphics button to add a graphic to the header or footer of the title page.

Click the Header Graphic or Footer Graphic tab, depending on where you want the graphic located.

Click the Load button to navigate to and select the graphic file, then click Open.

In the Position, Size, and Original size areas, adjust the graphic location settings,

click OK.

See Step 9 for how to format text and insert fields.

12. Click the Preview tab to review the graphic's placement.

13. Click the Options button and select Save as Default to set the title page as a default template for each timeline.

Click the Load Defaults to clear any selected settings and return to the TimeMap's default settings for the title page.

14. Click OK to close the Page Setup dialog.

8. Select the Print Page Number check box, if you want page numbers to print on the Introduction page(s).

9. Click the Edit Content button to customize or edit title page text.

Click the Insert Field button and select any fields you want to add to the title page. You can delete fields too by clicking the Remove button.

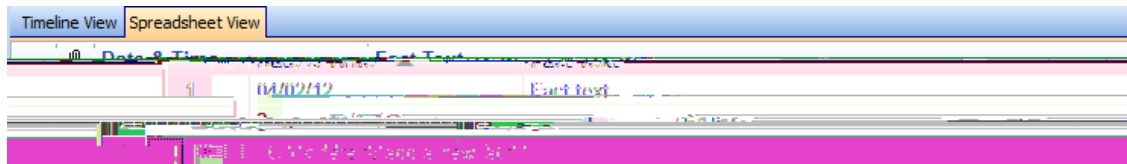
- Apply Fact Styles allows you to apply a selected styles to one or more fact boxes in the timeline.
- Box Line Defaults allows you to change the line and flag line styles for new fact boxes.

 [To add new facts from the gallery](#)

The Add New Facts pane displays fact box styles for the open template. The top fact box style is the default style. New fact boxes created in either the Timeline or Spreadsheet views use the default style. Custom styles that are not a default template style display under the Custom in this Visual heading. If you open a timeline created in an earlier version of TimeMap, those styles display under the heading. If you edit a fact box in this timeline, the new style displays here too.

1. In the Add New Facts pane, click on the fact box you want to use.

Time



2. In the Date & Time field, type in the date and time for the fact.
3. Press Tab.
4. In the Fact Text field, type in the fact text.
5. Press the Insert key to add a new fact and save the previous fact box text.
6. Continue adding facts until you are finished.
7. Press Tab

entering a date



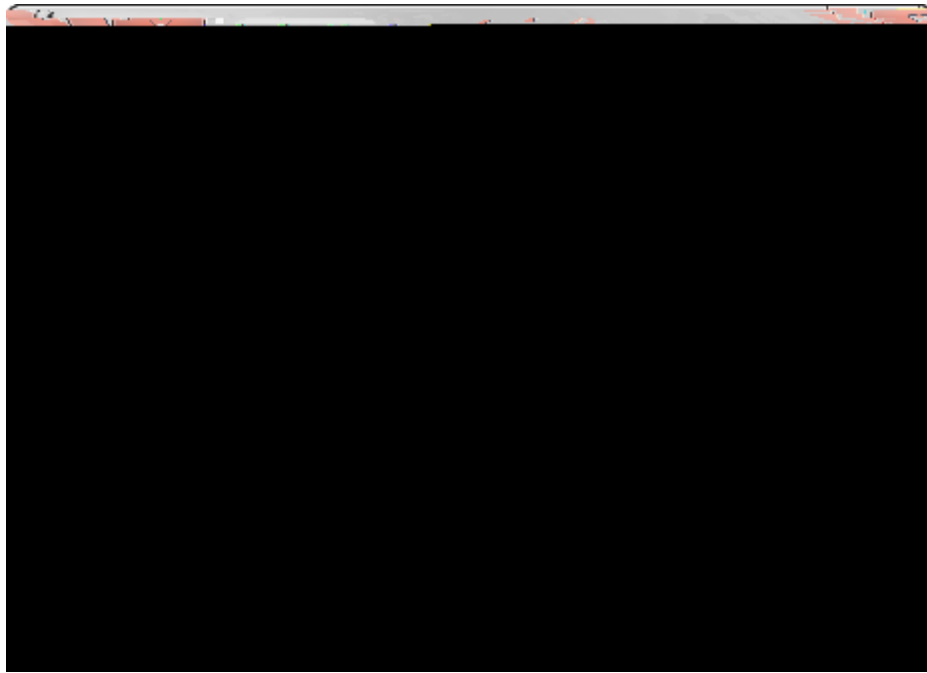
When entering dates, consider the following:

- Type in the known portions of the fact port

 Entering date/time ranges

When entering a date/time range, consider the following:

- Enter just a date range.
Example: 3/15/00 to 4/12/00
- Enter a range of both date and time
Example: 3/15/00 5:15 a.m. to 3/16/00 2:14 p.m.
You must enter the date twice even if the times are on the same day.
- Use either "to" or "-" to separate the beginning date from the ending date.
- By default TimeMap marks both the beginning and ending date.
If

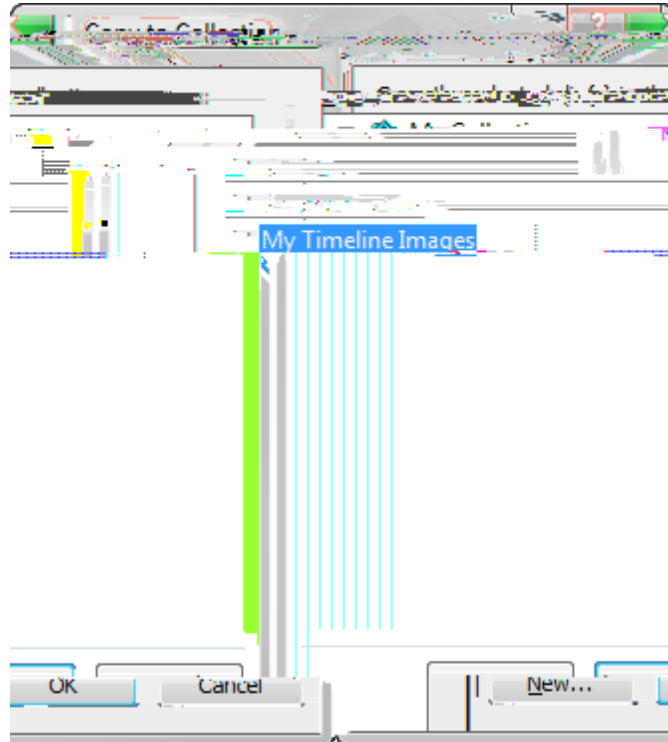


4. On the Text tab's toolbar, select the font style and size you want to use.
5. Click the

Adding pictures and clip art

Pictures 9 mte268 i079d tnfj c 702 d j 683 r s 8 7 B8 (i079 d) p 8 n e t p E T 352 i 2 3 f r j) 6 p 8 t q i 6 0 (tj) b j 0 (r) t q j 16 i 0 t r j d r j 6 t 0 0 1

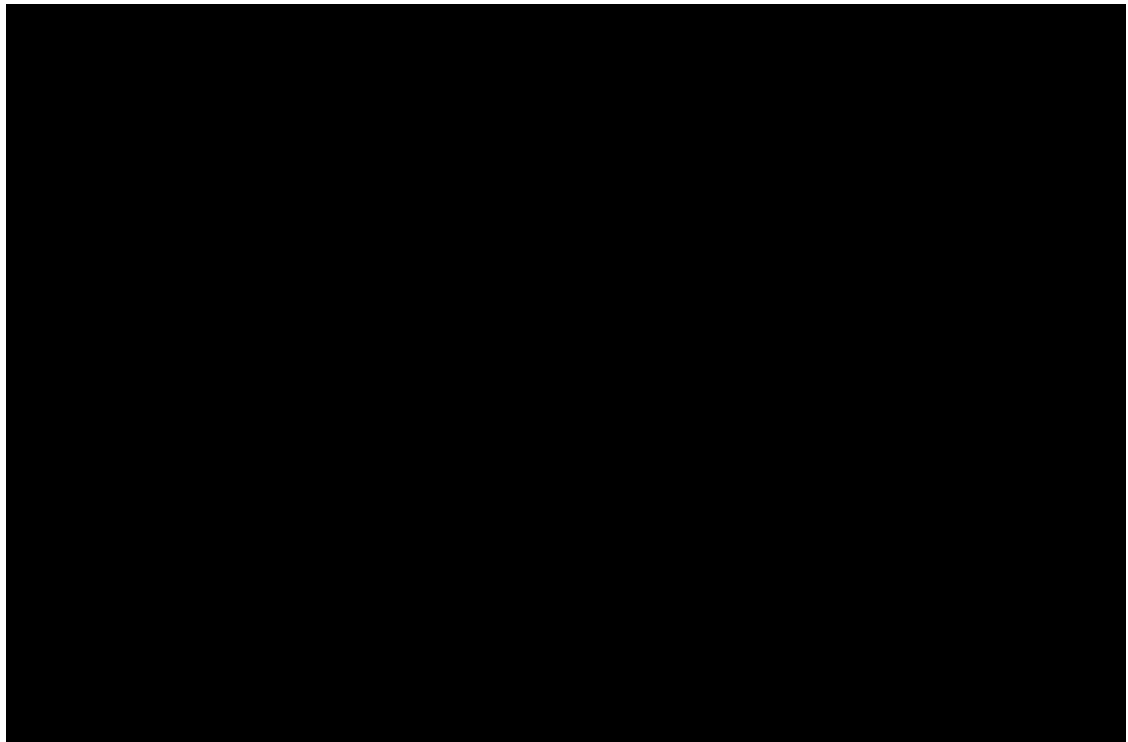
3. Click the Pick Image button.
4. In the Choose Picture dialog box, click on the tab for the type of image you want to add: Gallery, Icon, In Use Only,



4. In the New Collection dialog box, type in the name of the folder and click OK.
5. Click on the folder or subfolder you want where you want to add the new folder, then click OK.
6. Click OK.
6. In the Microsoft Clip Organizer dialog box, click on the folder where the image you want is saved or select a new image to use.
7. Right-click on the image and click Copy.
8. Click on your timeline and click Paste.
9. If you want to use the image anywhere in your timeline, you can move it to the region where you want it to display.
10. Double-click on the box you want to insert the image into and click the Image tab.
11. Click the Pick Image button.
12. In the Choose Picture dialog box, click

Creating templates

TimeMap's template feature allows you to quickly create a p



4. In the Select a Template list, click the template you want to use.

Each template you select displays in the Preview box.

Double-click Browse for Templates to locate a template saved in a desktop or network folder.

5. Select the Show on Black & White Template check box if you want to view o

Importing Data

Send facts from CaseMap

LexisNexis CaseMap is a



Select the Do not Import a "Date & Ti

4. In the Font Style list, select the style you want: Regular, Italic, Bold, Bold Italic.
5. In the Size box, click the font size.
6. In the Underline list, select an underline style.
7. In the Color list, select the font color.
8. In the Effects area, select check boxes for the following: Strikethrough, Superscript, or Subscript.
9. In the Alignment area, select the font alignment: Left, Center, or Right.
10. Click OK

U

s || Related Topic

with the fo



You can also click the Edit menu and then click Properties.

3. Click the Colors and Lines tab.
4. In the Fill area, click on the Box list to select the fill color.
5. In the Date list, click the background color you want for the date section of a fact box.
6. Click OK to save your changes.

Related Topic

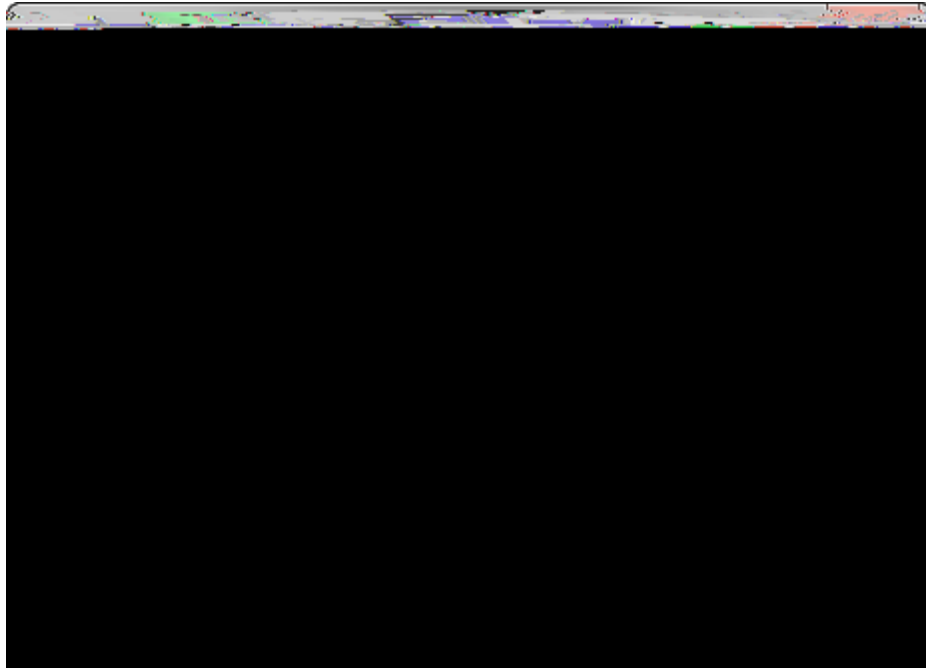
[About customizing timeline elements](#)

[Changing the border color and style](#)

Changing the border color

 To change the border color and style

1. Select the elements for which you want to edit the line color and style2. Double-click on



You can also click the Edit menu and then click Properties3. Click the Colors and Lines t

Changing layout settings

You can change the layout design of fact and text boxes in your timeline. You can choose whether to display the date portion of a fact box or whether to display text. You can also add images (pictures, drawings, icons) to the text area of both fact and text boxes. For fact boxes, you can also choose to display only an image and no text.

To change the layout settings

1. Select the timeline box you want to change.

1. Select the timeline box you want to change.

2. Click the text eligibility icon in the top right corner of the timeline box.



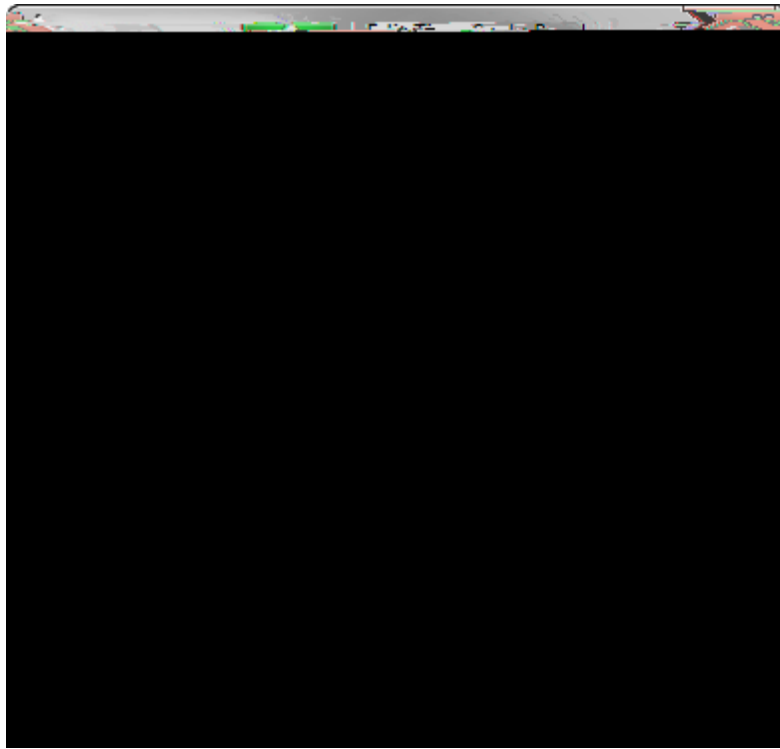
[About customizing timeline elements](#)

[Anchoring text boxes](#)

C

Changing the timeline background color

You can set a background color for your timeline. This is a ni



3. In the Width list, click on arrows to increase or decrease the w

Moving the time scale

You can move a timeline's time scale to any location on your chart and display it either vertically or horizontally. Once the time scale is in place,

Center, or Bottom Margin.

5. In the Minimum distance from the left margin list, select the distance you want for left margin padding.
6. Click OK to save your changes.

Changing time scale begin/end dates

In TimeMap, you can set beginning and ending dates independ

Related Topic

6. In the Style area, select the style check boxes for those you want to use: Bold, Italic, Underline, and Strikethrough.
7. Click OK to save your changes.

 Related Topic

3. In the Style list, click the date format you



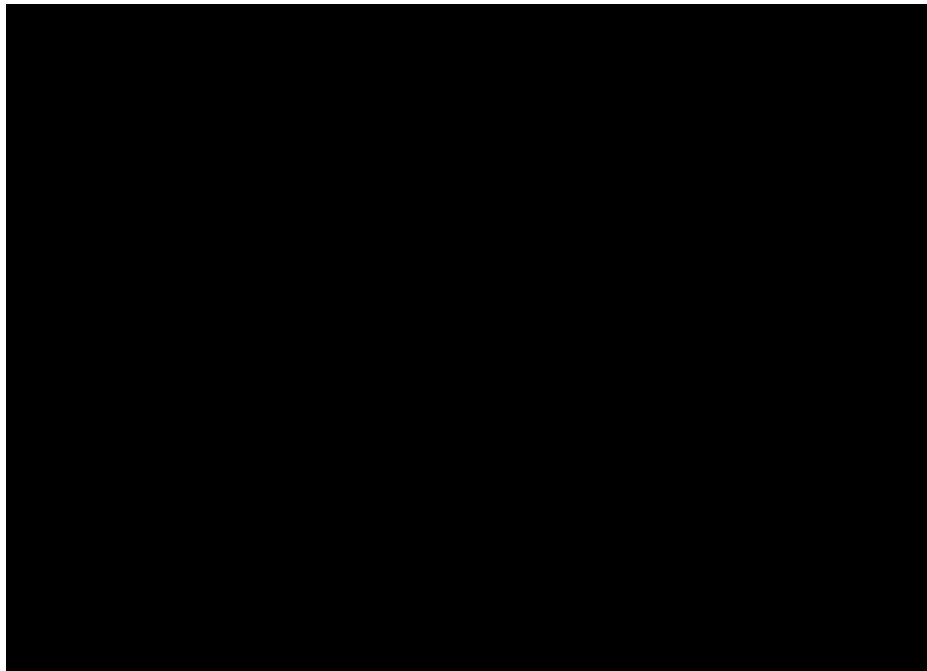
3. In the



3. In the

Positioning Options	
Options	Description
Center Vertically	Moves a selected group of elements so they are equal distance from the top and bottom of the chart.
Center Horizontally	

2. On the Format menu, click Position.
3. On the submenu, click on Center Vertically or Center



3. In the Text list, click on the location you want the text displayed in the box

Using the Auto-St

Auto-Arrange vs. Auto-Stack

Options	Description
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Sometimes Auto-Arrange solves al

Sometimes a timeline chart includes periods of inactivity due to time gaps ~~by (i) the user or (ii) the system~~

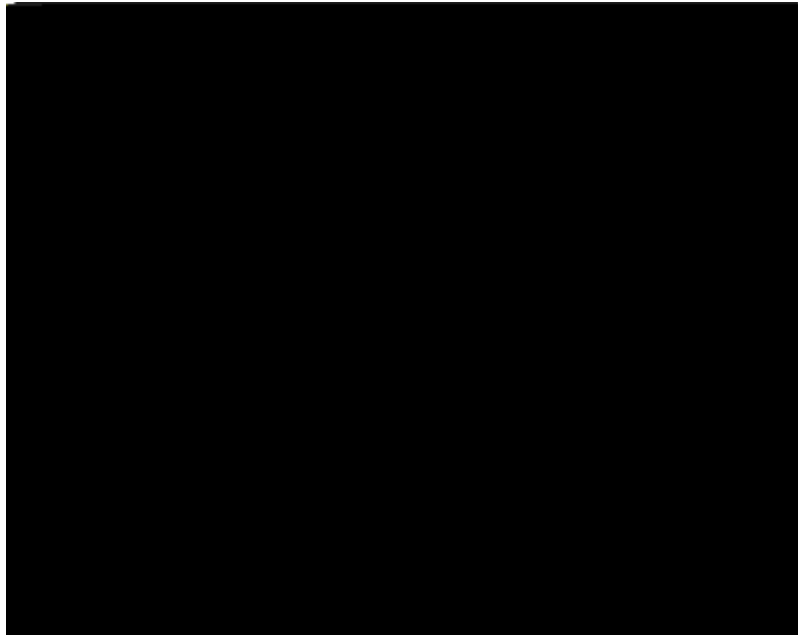
word.

5. Click OK to save the changes.

[To spell check a timeline](#)

1. On the Tools menu, click Spelling.

You can also add the Spelling button to the Standard toolbar.



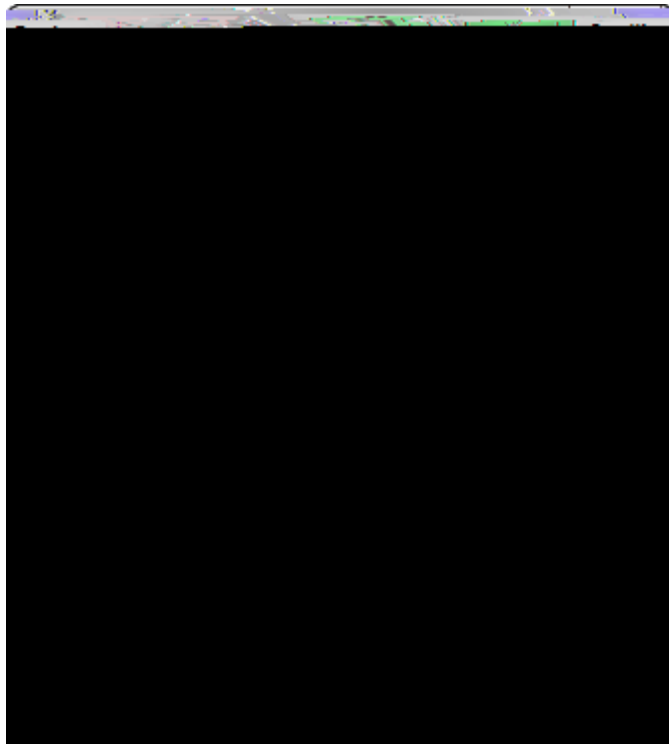
2. In the Spelling dialog box, select one of the following options:
 - In the Change To field, type the new spelling you want.
 - In the Suggestions field, select a new spelling from the list provided.
 - Click the appropriate button to the right to ignore, change, add, autocorrect, etc., the word.

As you select a correct option, the spell check tool navigates from one box to the next until all text in the timeline has been corrected.

3. Click Close when you are finished.

[To change spelling options](#)

TimeMap is automatically configured to use a dictionary as well as a legal dictionary. You can also add additional dictionaries, li



2. In the Options area

The timeline element j 1 0 0 Td(i)Tj 5 0 Td(i)Tj for is j 4 0 Td(t)Tj
 :lick 4 0 0 Td(i)Tj 5 0 Td(i)Tj 5 0 Td(i)Tonj 4 0 Td(t)Tj 5 0 Td(i)Toj 4 0 Td(t)Tloca

3. On the Full Screen mode toolbar, click the Windows button to select whic

8. On the Standard toolbar, click

canbdif he ody ext s eeded.

s || Related Topic

[Printing nd aving iTo 601 0 Td\(e\)Tj 8 0 Td\(l\)Tj 3 0 Td\(i\)Tj 3 0 Td\(n\)Tj 8 0 Td\(e\)Tj 8 0 Td\(s\)](#)

TimeMap also gives you options for sending a visual to Sanction as a multi-page exhibit:

- With one page for

Time



[About timelines](#)

[Creating timelines](#)

Send to PowerPoint

The Send to PowerPoint feature allows you to export your timeline to a Microsoft® PowerPoint slide presentation. TimeMap automatically creates a title slide for your presentation and includes any hyperlinks to Windows files (links to non-Windows files cannot be included). You must have PowerPoint installed on your computer to use this feature.

You have two options for sending a *Timeline to PowerPoint* (7 03 0 T8 0 8 0 Td()Tj 4

Creating Hyperlink Considerati

The default setting is 50%.

7. In the overlapping page breaks area, select the page break mode you want to use.
8. Click OK to save your settings.

 [To customize the timeline presentation](#)

the default viewer being used. Other users who want to view the same native source files need to ensure they have added necessary applications to the File Viewers dialog box too.

If you need to change file viewers for a set of linked documents, use the Bulk Change File Viewer utility. This utility changes all linked files in the case that are associated with a selected CaseMap file viewer to use a different file viewer instead.

 We recommend you make a backup copy of the timeline before making any global changes, like changing file viewers. Once the Process is completed, you cannot undo the changes without restoring a backup copy of the timeline.

 [To add a file viewer](#)

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