# **Using TimeMap**

### **User Guide**

TimeMap®, Version 6.0

- 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



### **TimeMap User Guide**

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Version: TimeMap® 6.0 Release Date: April 17, 2017

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# **Using TimeMap**

User Guide

## **Using TimeMap**

# Chapter



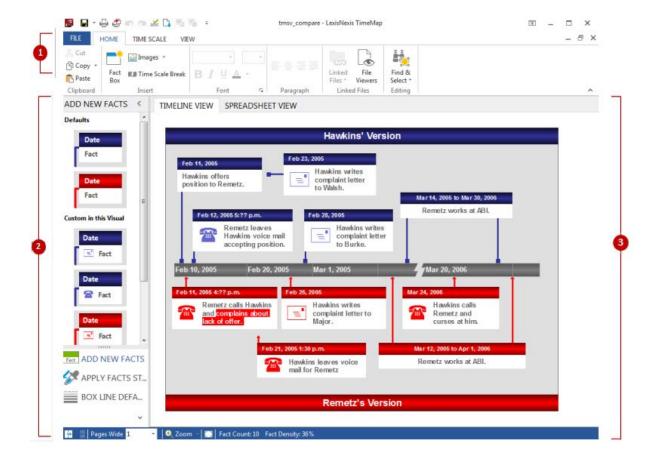
### **Using TimeMap**

### Navigating TimeMap

### **Navigating TimeMap**

TimeMap's user interface is designed so your timeline chart displays in the primary workspace pane for maximum viewing. This workspace pane is where you will add fact information in facts boxes, add text boxes and pictures or graphics to your timeline. The workspace pane has two views: Timeline View and Spreadsheet View. Timeline View displays your timeline in visual graph form as you would present it to an audience. Spreadsheet View displays your timeline elements in spreadsheet rows so you can view text content, dates, and any linked files easily.

To assist you in customizing your timeline elements, you will use the navigation pane on the left side of the application. The navigation pane has two interchangeable panes: Add New Facts and Box Line Defaults. Clicking on the Apply Facts Styles bar allows you to apply formatting styles to fact boxes.



#### **■**\_To view the number key

#### 1. Ribbons

The Ribbons (Home, Time Scale and View) contain menu items and other commands for

performing TimeMap tasks.

Two additional ribbons (Box Tools and Spreadsheet Tools) contain menus and buttons for fact management and formatting options.

See About TimeMap menus for additional information.

#### 2. Navigation Pane

The Standard Toolbar contains buttons that let you add and format delete fact and text boxes, adjust the time scale, format fonts and dates, access box properties, and more. Some buttons only activate with certain spreadsheets.

The Navigation pane runs vertically along the left side of TimeMap and provides access to two different panes: Add New Facts and Box Line Defaults. Click on the Navigation bars at the bottom of the pane to access each set of tools.

**Add New Facts** — The Add New Facts pane displays a variety of pre-formatted fact box styles you can use and also lists any custom styles you have created.

For more information, see Using the Fact Design Gallery.

**Apply Fact Styles** — Click the Apply Fact Styles bar to toggle this tool on or off. When the bar is highlighted, select the fact or text box for which you want to change a style, click on a style in the Fact Design Gallery, then click OK in the message.

**Box Line Defaults** — The Box Line Defaults pane allows you to modify the default styles applied to new fact and text boxes.

For more information, see <u>Using the Fact Design Gallery</u>.

#### 3. Workspace

Displays your timeline in either Timeline or Spreadsheet view. These views are where you will enter, modify, and track your timeline data.

Related Topics

Modifying navigation pane display
About the title and status bars

### **Modifying the Navigation pane**

You can re-size or hide the display of the navigation pane to suit your viewing preferences.

**■**\_To maximize navigation pane for better viewing

To change the width of the Navigation pane, drag the split bars to the left or right, or up and down.



As you pull the bottom split bar down, the Navigation pane buttons change into icons on the lower button.



You can also click the arrow on the lower button and select Show More Buttons or Show Fewer Buttons to maximize the pane view.



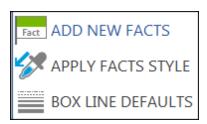
#### **■\_To hide the Navigation pane to maximize your workspace**

To maximize your workspace pane, click the Collapse button to pin the Navigation pane to the left side of TimeMap. The navigation bar can easily be expanded and locked on-screen when you need to use it more frequently.



#### **■\_To change the navigation pane display**

To change the Navigation pane display, click the respective panel button. The text in the active panel or tool is highlighted in blue.



Related Topics

Navigating TimeMap

About the title and status bars

#### About the title and status bars

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

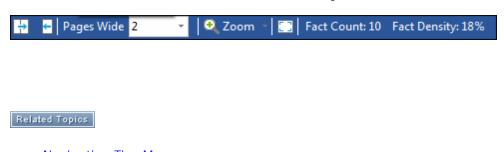
#### Application title bar

TimeMap's title bar displays the name of the case you are currently viewing.



#### Status bar

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



Navigating TimeMap
Modifying the Navigation pane

### **About TimeMap toolbar buttons**

TimeMap has a Quick Access toolbar to help you easily accomplish tasks. You can customize to display which buttons you use most frequently. By default, the toolbar displays the most commonly used buttons. Place your mouse pointer over each button to view its name.

Click on the More Buttons icon at the far right of the toolbar to view a listing of all available buttons. Select a button in the button list to add or remove a button to or from the toolbar. All checked buttons in the list display on the toolbar.



The toolbar submenu allows you to determine which toolbar/ribbons are displayed in TimeMap, and customize the Quick Access toolbar, to include customizing ribbons and keyboard shortcuts using the Customize dialog box.

To reset the toolbar to its original view, click on the More Buttons icon to view the toolbar menu, and then select Reset at the bottom of the Ribbon Customization dialog box.

### Customize Quick Access Toolbar Save & Save As Print ✓ Print to PDF (File)... Print to PDF (Email)... ✓ Can't Undo Can't Redo Spell Check... Cut Сору Paste Import... Auto-Arrange Auto-Stack Align Left Align Right Align Top Align Bottom Center Vertically Center Horizontally Distribute Vertically Distribute Horizontally Bring to Front Send to Back Customize Quick Access Toolbar... Show Quick Access Toolbar Below the Ribbon Customize the Ribbon... Minimize the Ribbon

#### **■ Quick Access toolbar buttons**



Reference the following table for a listing of the Quick Access toolbar buttons and descriptions.

Placing your pointer over an icon (i.e., Quick Print) within the application provides a brief description/use of the selected icon.

Quick Access Toolbar Buttons					
Button	Name	Use			
~	Save & Save As	Use the Save & Save As button to Save the timeline as a Visual, Template or Graphic.			
	Print	Use the Quick Print button to print the timeline to a local or network printer.			
	Print to PDF (File)	Use the Print to PDF (File) button to print to an Adobe Acrobat PDF file. Opens the Save As PDF dialog box and allows you to save the PDF file to a local or network directory.			
	Print to PDF (Email)	Use the Print to PDF (Email) button to compile a PDF and then opens the default email application so you can save the PDF file as an e-mail attachment.			
MD	Undo	Use the Undo button to undo an edit.			
<u>a</u>	Redo	Use the Redo button to redo an edit.			
abc	Spellcheck	Use the Spellcheck button to check spelling and grammar.			
*	Cut	Use the Cut button to remove selected information to the Clipboard so that you can paste it in another location on the timeline.			
	Сору	Use the Copy button to copy selected information to the Clipboard so that you can paste it into another location on the timeline.			
<u></u>	Paste	Use the Paste button to add content from the Clipboard onto your timeline.			
C.	Import	Use the Import button to import facts from a text file.			
<b>₽</b>	Auto Arrange	Use the Auto Arrange button to automatically reposition existing fact boxes.			
<b>[-1</b>	Auto Stack	Use the Auto Stack button to apply a group of commands to improve the appearance of your timeline.			
	Align Left	Use the Align Left button to position the left side of all selected elements at the same vertical position as the first element			

Quick Access Toolbar Buttons				
Button	Name	Use		
		chosen.		
	Alight Right	Use the Align Right button to position the right side of all selected elements at the same vertical position as the first element chosen.		
	Align Top	Use the Align Top button to position the top of all selected elements at the same vertical position as the first element chosen.		
	Align Bottom	Use the Align Bottom button to position the bottom of all selected elements at the same vertical position as the first element chosen.		
	Center Vertically	Use the Center Vertically button to move the selected group of elements so they are equal distance from the top and bottom of the chart.		
	Center Horizontally	Use the Center Horizontally button to move the selected group of elements so they are equal distance from the left and right of the chart.		
暑	Distribute Vertically	Use the Distribute Vertically button to position the selected elements in equal increments from the element with the highest vertical position to the one with the lowest.		
000	Distribute Horizontally	Use the Distribute Horizontally button to position the selected elements in equal increments from the element with the highest horizontal position to the one with the lowest.		
	Bring to Front	Use the Bring to Front button to place the selected element of a layered stack of graphics or text on top.		
	Send to Back	Use the Send to Back button to place the selected element of a layered stack of graphics or text on the bottom.		

### Related Topics

Navigating TimeMap
Changing toolbar buttons and settings

### Changing toolbar buttons and settings

TimeMap allows you to add and remove toolbar buttons and settings for your personal preference.

#### **\_\_To add/remove toolbar buttons**

- 1. On the **Quick Access** toolbar, click the **More Buttons** icon in the upper left corner.
- 2. Select or deselect the buttons you want to display.

Menu items with a check mark display on the toolbar. The toolbar display is updated.

▼ To reset to the toolbar to its original display, click Customize Quick Access Toolbar, click Reset, and then click Reset all customizations.

#### **■\_To add/remove menu commands to the toolbar**

1. On the **Quick Access** toolbar, click the **More Buttons** icon in the upper right corner.

You can also right-click on the Quick Access toolbar.

2. From the menu list, select one of the following:

#### **<u>Customize the ribbon</u>**

- a. Click Customize the Ribbon.
- b. In the **Choose commands from** area of the **Ribbon Customization** dialog box, select the desired command/tab.

The Command display is updated based on the command type selected in the previous step.

- Under the Customize the Ribbon heading, place a check mark next to the tab(s) to be displayed.
- d. Use the applicable up or down arrow to place appropriately.
- e. Optional: To add a new tab
  - 1. Under the **Customize the Ribbon** heading, select the tab/area where the new tab is to be added.
  - 2. Click the Add button, and then click Add New Tab.

A new tab is added.

3. Click the **Rename** button.

- 4. In the **Display name** box, enter a new name for the tab.
- 5. Click OK.

The new name is displayed.

6. Click **OK** to close the **Ribbon Customization** dialog box.

#### f. Optional: To reset customized ribbon settings

1. Click the **Reset** button and select:

**Reset only selected tab** to reset only settings for the selected tab.

**Reset all customizations** to reset all customized settings back to the default system settings.

2. Click OK.

#### **■\_To customize toolbar**

- 1. On the **Quick Access** toolbar, click the **More Buttons** icon in the upper right corner.
- 2. In the **Quick Access Toolbar Customization** dialog box, in the **Choose commands from** area, select a command in the list.
- 3. Select applicable tabs, submenus, etc. and click the right arrow.
- In the Customize Quick Access Toolbar area, use the up arrow to adjust the placement.
- 5. Repeat Steps 2 Steps 4 as applicable.
- 6. Click **OK** to save setting changes.

#### Related Topics

About TimeMap toolbar buttons
About TimeMap menus

### **About TimeMap menus**

TimeMap's Menu bar (now referred to as the Main Ribbon) is located at the top left corner of the TimeMap screen. Click on each ribbon (e.g., Home) to access the menus/commands, each providing functionality in TimeMap.



The commands on each menu affect the timeline currently in view. Some options will give you an arrow that opens a submenu or additional tools. Most of the commands also have corresponding keyboard shortcuts. See Using Keyboard Shortcuts.

#### **■\_File** menu

The File menu contains menu items useful in getting started and to create, import, save, and access timeline files. From the File menu, you can also send data from TimeMap to other applications, such as Sanction, Microsoft PowerPoint and CaseMap, as well as to an Email recipient. Print options are also listed on this menu.



#### **■**\_Home ribbon

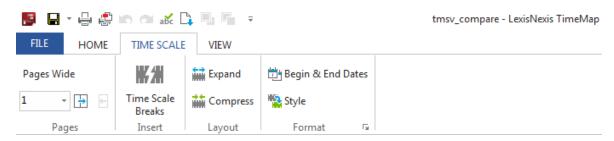
The Home ribbon contains menu items that allow you edit, search, and copy timeline content, such as Undo, Redo, Cut, Copy, Paste, Find, and Replace. Use the Go to Date command

found in the Find & Select drop-down menu to quickly locate a specific date in your timeline. This ribbon also provides access to editing of linked files, adding or changing file viewers.



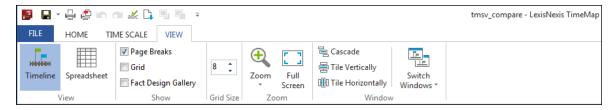
#### **■\_Time Scale ribbon**

The Time Scale ribbon contains menu items that 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.



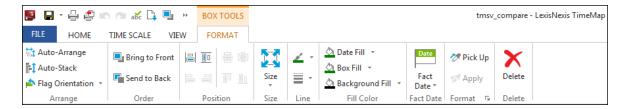
#### ■ View ribbon

The View ribbon contains menu items that allow you to switch between the timeline or spreadsheet view, access the Fact Design Gallery, turn on/off page breaks and grid lines, zoom/adjust grid size, and access Full Screen presentation mode. You can also choose from options to cascade or tile vertically or horizontally.



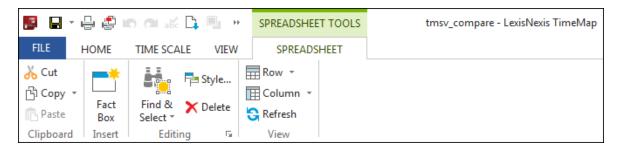
#### **■**Box Tools Format ribbon

The Box Tools Format ribbon allows you to access timeline alignment options as well as the Auto-Arrange or Auto-Stack 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, as well as the Switch Windows menu command to allow you to adjust your workspace view when working on multiple timelines.



#### **■**\_Spreadsheet Tools ribbon

The Spreadsheet Tools ribbon contains menu items that allow you to edit, search, and copy timeline content in the spreadsheet view, such as Cut, Copy, Paste, Find, and Replace. Use the Go to Date command found in the Find & Select command to quickly locate a specific date in your timeline. This ribbon also provides access to adjust row height and column width as well as refresh to sort facts into chronological order.



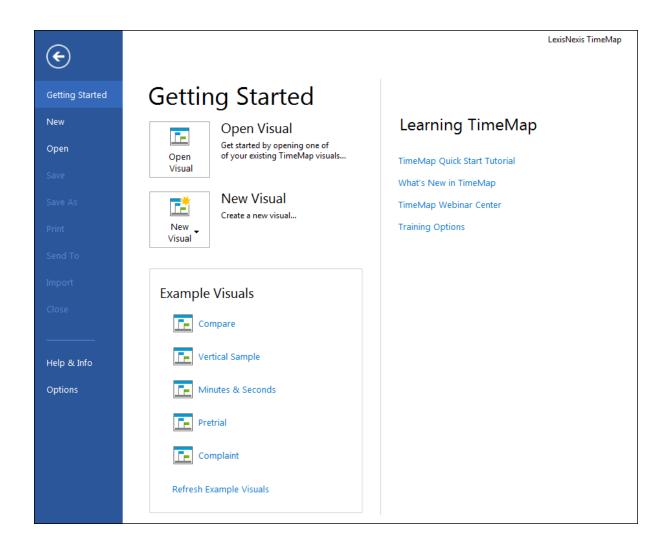
Related Topics

Navigating TimeMap

### **Getting Started**

### **About the Getting Started pane**

The Getting Started pane displays when you open TimeMap or close a timeline. From this pane you can access a variety of example visuals and learning resources to practice learning the software. You can also refresh the example visuals from the Getting Started pane. If you already have a timeline open and want to open the Getting Started pane, you can still access this pane from the File menu.



#### **■\_To open and close the Getting Started pane**

- 1. To open the pane when working in an open timeline, click the **File** menu.
- 2. To close the pane, click the arrow in the upper left corner.

#### Related Topics

Practicing with sample data
Opening timelines

### Practicing with sample data

TimeMap provides you with a variety of example visuals so you can practice using the application without using your own data. The example data is comprised of a fictitious wrongful termination case, Hawkins v. Anstar. When experimenting with example visuals, you can feel confident about clicking, adding, updating, and deleting data without ruining it. TimeMap has a Refresh Example Visuals button that instantly resets the visuals to their original state so you can start practicing a new feature.

Use the example visuals to practice adding new fact or text boxes, customizing timeline elements, or importing facts into a timeline. Any changes you make to the example timelines are automatically saved so you can see how the software displays and updates data.

#### **■**\_To refresh timelines

- 1. On the **File** menu, click **Close**.
- 2. In the **Getting Started** pane, click the **Refresh Example Visuals** link.

You can now re-open example visuals and begin using them again.

#### Related Topics

About the Getting Started pane
About the Quick Start tutorial
TimeMap Quick Start tutorial
Opening cases

### **TimeMap Quick Start tutorial**

The TimeMap Quick Start tutorial will help you gain a high-level understanding of the software and how to create a timeline. You can quickly create a draft timeline to learn how the features work. We suggest charting your family's birthdays to get started. You can also experiment with Example Visuals, which are accessible from the Getting Started pane.

#### The TimeMap Quick Start tutorial is designed to help you:

- Learn about TimeMap's primary features.
- Gain an introduction to the tools and features you need to create a timeline and start working in it.
- Practice using the features in the Example Visuals provided in TimeMap.
- Direct you to the help topics and procedures you need to accomplish initial tasks and learn more about TimeMap.

#### **■**\_Creating timelines

1. On the **Getting Started** pane, click **New Visual**.

You can also click **New** on the **Getting Started pane** and then select whether you want the Default Horizontal or Vertical timeline.

2. On the **New Visual** sub-menu, click **New Horizontal** or **New Vertical**.



The blank timeline template is now ready for you to begin working.

For more information, see About timelines and Creating and saving timelines.

#### **■\_Adding fact boxes**

Fact Boxes are flags that denote events and connect to the time scale. Text boxes are for titles, labels, and legends. As you add fact boxes to your timeline, TimeMap automatically generates the time scale for you. The time scale is the timeline at the bottom of the visual.

Each time you add a new fact box, the New Fact dialog box displays for you to type in the date and fact text. This dialog box is also where you can customize the fact box's font style, color, and line style. You can also modify the layout of a fact box, and modify image settings or linking files.

#### Add fact boxes in two views:

- Timeline View allows you to see the fact boxes as you add them to the timeline (default view).
- Spreadsheet View allows you to add facts into spreadsheet fields; one fact box per spreadsheet row.

Enter facts in either Timeline or Spreadsheet View and TimeMap automatically creates a time scale and puts fact boxes above the corresponding fact dates. Change a fact date or add a new fact and TimeMap automatically recalculates the time scale for you. For more information, see <a href="Adding fact boxes">Adding fact boxes</a> and <a href="Entering dates and times">Entering dates and times</a>.

New facts display with the default style for the template you are using (the top style that displays in the Add New Facts pane in the Fact Design Gallery). You can apply a new style to a new fact box or a set of selected fact boxes. You can apply new fact box styles in either view. See <a href="About customizing timeline elements">About customizing timeline elements</a> and <a href="Using the Fact Design Gallery">Using the Fact Design Gallery</a>.

In Timeline view, you can drag timeline elements to fine-tune their position. See  $\underline{\text{Moving}}$  timeline elements.

#### Adding text boxes

In addition to fact boxes or pictures, text boxes are another element you can add to your timeline. Text boxes can be added to the timeline any where you want to include additional information, emphasize key points, or add a timeline key.

Text boxes differ from fact boxes because they do not contain dates and do not connect to or affect the timescale. They also do not have border or fill by default, but you can add these style changes if you want.

For more information, see Adding text boxes.

#### **\_\_Working** with the time scale

The time scale is the timeline located at the bottom of the visual. The time scale can be moved to another location in the timeline or customized by inserting time scale breaks to condense gaps in the timeline. You can also customize the width and height, begin and end dates, the font and date formats, style and color.

For more information, see <u>Inserting time scale breaks</u> and <u>Moving the time scale</u> as well as other topics in the Customizing the Time Scale book.

#### **\_\_Customizing timeline elements**

Customize facts in either Timeline or Spreadsheet view. Customize any timeline element by double-clicking on it. You can select multiple fact or text boxes at one time and edit style changes all at once.

For more information, see <u>About customizing timeline elements</u> and <u>Using the Fact Design Gallery</u>. Explore topics in both the Customizing Timelines and Customizing the TimeScale books.

#### **■** Printing and saving timelines

Printing your TimeMap timeline requires no more than clicking the Print button on the Quick Access toolbar or choosing one of the Print options on the File menu. TimeMap uses your page setup options to determine the paper size, orientation, and margins to use when printing. You can also add page numbers and date and time information to your visual by changing the layout properties within the Page Setup dialog box.

For more information, see <u>About printing timelines</u>, <u>Printing a multi-page timeline banner</u>, Printing and saving timelines to PDF.

You can also save timelines as image files, templates, or to make charts. See  $\underline{\text{Saving}}$  timelines as image files and  $\underline{\text{Saving timelines to make charts}}$ .

Once timelines are created, you can easily export the data by emailing timelines or sending it to another program like Microsoft PowerPoint, Sanction, PowerPoint, or CaseMap. For more information on each, see the respective topics in the Exporting Data book.

Related Topics

Practicing with sample data
Opening cases

### **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. As you work in TimeMap, you can open existing timelines or create a new one by clicking the Open option on the Getting Started pane.

#### **■\_To open an existing timeline**

There are two ways you can open a timeline:

- 1. On the Getting Started pane, click Open a Visual.
  - Click one of the files that appear to the right of Recent Visuals, or
  - Click **Computer** and navigate to the folder where you saved the timeline file, and then click on the file to open it in TimeMap.
- 2. Or click the **File** menu and then click **Open**.
  - Click one of the files that appear to the right of Recent Visuals, or
  - Click **Computer** and navigate to the folder where you saved the timeline file, and then click on the file to open it in TimeMap.

#### **■**\_To close a timeline

On the File menu, click Close.

#### Related Topics

About the Getting Started task pane
Practicing with sample data
TimeMap Quick Start tutorial
Creating timelines

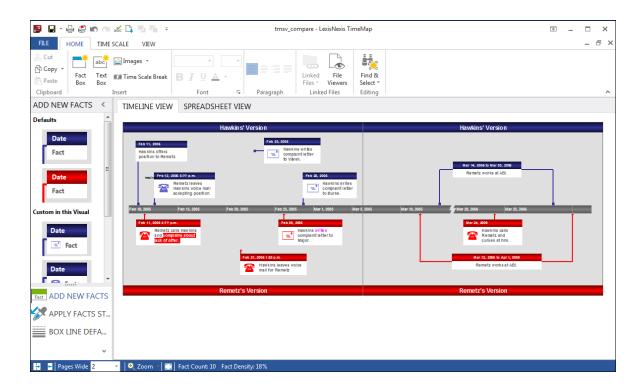
### Working with Timelines

#### **About timelines**

TimeMap contains two views that you can work in when charting your timeline. Both views display the current Fact Count and Fact Density at the bottom of the timeline.

#### **\_\_Timeline view**

Timeline view displays your charted visual as you would present it to an audience. Timeline view is also the view that is printed. Timeline view displays fact boxes, text boxes, and the time scale as well as any added pictures or clip art.



#### Timeline view includes four viewing options:

- **Fit in Window** displays the timeline display so the entirety of your visual is in view. This view is helpful when you want to see how the overall timeline looks even if the elements are too small to read.
- **Actual Size** displays the timeline at the same size it will print. This means you are essentially viewing one page of the timeline at a time.
- **Fit Height** displays the timeline so that it fits within the vertical space of your TimeMap workspace.
- **Fit Width** displays the timeline so that it fits within the horizontal space of your TimeMap workspace.

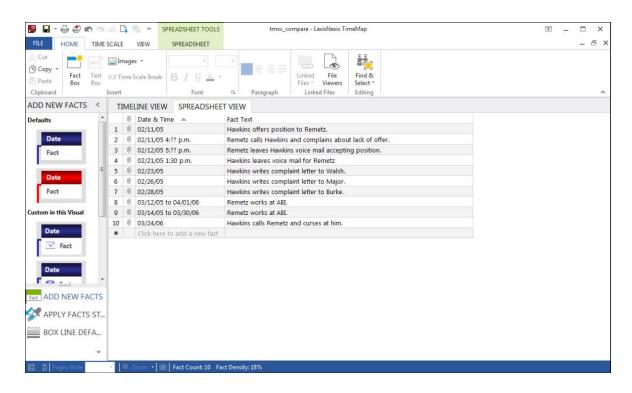
The status bar in the bottom left corner of TimeMap provides buttons to increase/decrease timeline pages, view or change the current page count, resize the timeline view options, access Full Screen mode, track the current Fact Count and Fact Density for the timeline.



#### ■ Spreadsheet view

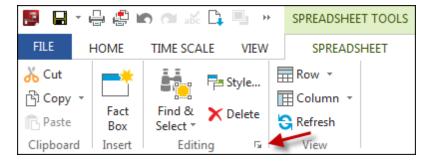
TimeMap's Spreadsheet view allows you to enter new fact data in a format that is similar to working in Microsoft® Excel. At a glance, you can see which facts have linked files, select multiple rows or specific rows for deletion or style editing, and add new facts by typing them

in at the bottom of the spreadsheet.



To sort facts into chronological order, press F5 or click Refresh on the Spreadsheet Tools ribbon. 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 the arrow in the Editing tool on the Spreadsheet Tools ribbon.



You can copy and paste facts from an Excel spreadsheet or .csv file where the first column is the date and the second column is the fact text. Just select the rows and copy them to your clipboard, then paste them into TimeMap. When pasting them in Spreadsheet view, remember to select both cells and not just a single cell.

Related Topics

Creating timelines
Adding fact boxes
Adding text boxes

### **Creating and saving timelines**

Each time you start TimeMap, the Getting Started pane displays. From this pane you can access a variety of example visuals and can create an unlimited number of timelines.

You can create a new timeline from an existing timeline. Open the timeline you want to copy. On the File menu, click Save As. Type in a new timeline name and then click Save. See also <u>Creating templates</u>.

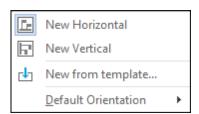
#### **■\_To identify timeline files**

Timeline files are identified by the paper and clock icon when saved in folders on your desktop or network.



#### **■**\_To create and save a new timeline

- 1. On the **Getting Started** pane, click **New Visual**.
- 2. On the **New Visual** submenu, click **New Horizontal** or **New Vertical**.



You can also click **New** on the **Getting Started pane** and then select whether you want the Default Horizontal or Vertical timeline.

The blank timeline template is now ready for you to begin working.

- 3. Add timeline elements, such as fact and text boxes, to your timeline.
- 4. On the File menu, click Save As and then click Save As Visual to save your new timeline.
- 5. In the **Save As** dialog box, navigate to the folder where you want to save your timeline files.
- 6. In the **File Name** field, type in a name for the new template, then click **Save**.

#### **■**\_To close a timeline

On the File menu, click Close.

#### Related Topics

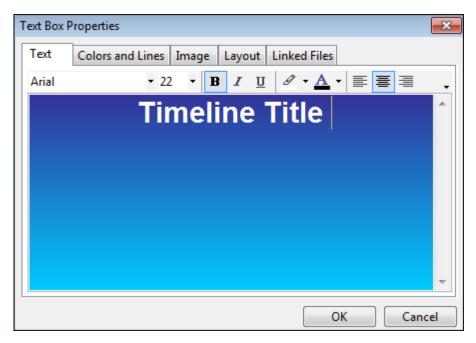
Adding fact boxes
Adding text boxes
Creating templates
Deleting timelines

### Adding a timeline title

Timelines automatically include titles that are easy to add and edit. This timeline element is simply a text box centered at the top of the visual.

#### **■**\_To add a timeline title

- 1. Open the timeline you want to use.
- 2. Double-click on the title bar where it displays "Double-click to add title".
- 3. In the **Text Box Properties** dialog box, type in the title you want and click **OK**.



The new title now displays at the top of your timeline.

Related Topics

<u>Creating timelines</u>
Adding titles and introduction pages

### Adding title and introduction pages

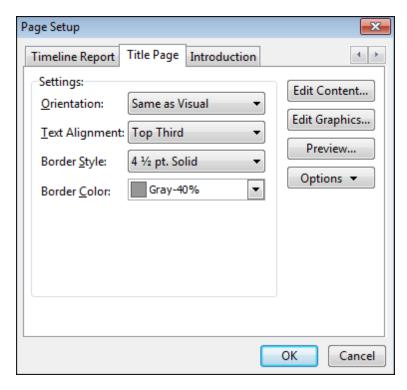
Title and introduction pages can be added to timelines to create a polished work product.

When printing charts, TimeMap automatically includes a title page with a border that can be edited. The title page includes the timeline title, name of the person preparing the timeline, the organization name, date (optional), timeline details (date of first and last fact, and the total number of facts). The timeline title, timeline creator, and organization data is automatically generated if you have already completed the User Information entries (Tools > Options) and added a timeline title. You can choose whether to include page numbers on the printed output.

An introduction page can also be added to a timeline to add background information regarding timeline content. Introductions can be one or more pages and can include graphics in the header or footer so you can insert your organization's logo or other relevant graphics.

#### **■\_To add a title page**

- 1. Click File, click Print, and then click Page Setup.
- 2. In the **Page Setup** dialog box, click the **Title Page** tab.



- 3. In the **Orientation** list, click the orientation setting for the title page: **Portrait**, **Landscape**, or **Same as Visual**.
- 4. In the **Text Alignment** list, click the page location for title page text: **Top**, **Top Third**, **Middle**, **Bottom Third**, or **Bottom**.
- 5. In the **Border Style** list, click the width for the title page border.
- 6. In the **Border Color** list, click the color you want for the title page border.
- 7. 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.

8. 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, then click OK.

See Step 7 for how to format text and insert fields.

- 9. Click the **Preview** tab to review the graphic's placement.
- 10. Click the Options button and select Save as Default to set the title page as a default

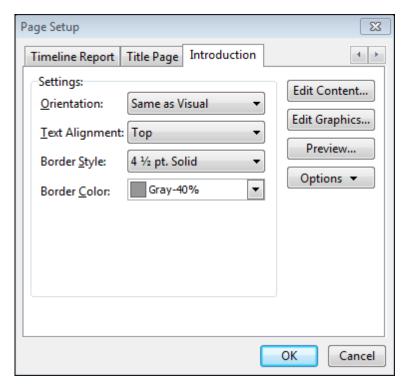
template for each timeline.

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

11. Click **OK** to close the Page Setup dialog box.

#### **■**\_To add an introduction page

- 1. Click File, click Print, and then click Page Setup.
- 2. In the **Page Setup** dialog box, click the **Introduction** tab.



- 3. In the **Orientation** list, click the orientation setting for the title page: **Portrait**, **Landscape**, or **Same as Visual**.
- 4. In the **Text Alignment** list, click the page location for title page text: **Top**, **Top Third**, **Middle**, **Bottom Third**, or **Bottom**.
- 5. In the **Border Style** list, click the width for the title page border.
- 6. In the **Border Color** list, click the color you want for the title page border.
- 7. 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.

8. 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, then click OK.

See Step 7 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 introduction page.

14. Click **OK** to close the Page Setup dialog box.

#### Related Topics

Creating timelines

Adding a timeline title

Creating templates

Customizing TimeMap options

### **Using the Fact Design Gallery**

The Fact Design Gallery consists of three panes that help you add or customize fact boxes using a variety of pre-designed styles. The Fact Design Gallery displays to the left of the timeline window and defaults to the Add New Facts pane, which displays fact box styles available for the template you currently have open.

#### The Fact Design Gallery includes three design tools:

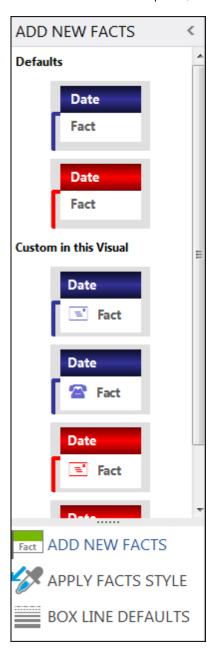
- Add New Facts displays fact box styles from the current, open template.
- **Apply Fact Styles** allows you to apply a selected styles to one or more fact boxes in the timeline.
- Box Line Defaults allows you to change the line and flag line styles for new fact boxes.

#### **■**\_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.



- 2. In the **New Fact Box**, type in the fact date and time, and the fact text.
- 3. Click **OK** to add the new fact box to the timeline.

For more information, see Adding fact boxes.

**■**\_To apply a fact box style

1. Click on the fact box(es) you want to edit.

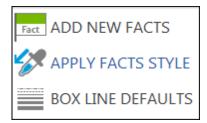
#### **<u>I</u>**\_To select multiple fact boxes in Timeline View

- Press the Shift key while clicking on fact boxes.
- Or draw a line or a box over fact boxes you want to select.

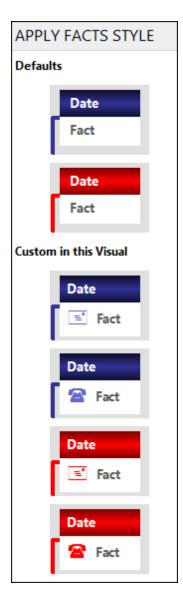
First click in a blank area of the timeline, then press and hold the left mouse key while dragging it through the fact boxes you want to select.

#### **■\_To select multiple facts in Spreadsheet View**

- Press the Shift key while clicking on a consecutive range of facts.
- Press the Ctrl key while clicking on facts separated by different spreadsheet rows.
- 2. In the Fact Design Gallery pane, click the Apply Fact Styles bar.



3. In the **Apply Fact Styles** list, click the style you want to apply.



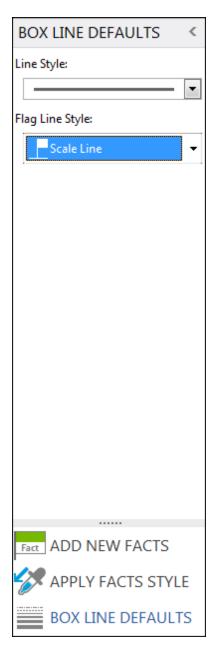
4. In the Confirm dialog box, click Yes or No to Apply this style to the selected fact boxes?

The selected fact boxes immediately display with the new style format.

#### **■\_To change box line defaults**

Changing the box line styles only affects new fact boxes added to a timeline. If you want to change an existing fact box, you will need to edit it. The line style is the line extending from the fact box to the time scale. The flag line style is the end point of the line where it meets the time scale.

1. In the Fact Design Gallery, click the Box Line Defaults bar.



- 2. In the **Line Style** list, click on the line style you want to use.
- 3. In the **Flag Line Style** list, click on the flag line style you want to use.
- 4. Click on the **Add New Facts** bar.
- 5. Click on the fact box style you want and type in the date/time and fact text, then click  $\mathbf{OK}$ .

The new line styles display for the new fact box.

## Related Topics

Creating timelines

Adding fact boxes

**Entering dates** 

About customizing timeline elements

# Adding fact boxes

As you add fact boxes to your timeline, TimeMap automatically generates the time scale for you. The time scale displays at the bottom of your timeline visual.

Each time you add a new fact box, the New Fact dialog box displays for you to type in the date and fact text. This dialog box is also where you can customize the fact box's font style, color, and line style. You can also modify the layout of a fact box, and modify image settings or linking files. See About customizing timeline elements.

#### Add fact boxes in two views:

- **Timeline View** allows you to see the fact boxes as you add them to the timeline (default view).
- **Spreadsheet View** allows you to add facts into spreadsheet fields; one fact box per spreadsheet row.

New facts display with the default style for the template you are using (the top style that displays in the Add New Facts pane in the Fact Design Gallery). You can apply a new style to a new fact box or a set of selected fact boxes. You can apply new fact box styles in either view. See <a href="About customizing timeline elements">About customizing timeline elements</a> and <a href="Using the Fact Design Gallery">Using the Fact Design Gallery</a>.

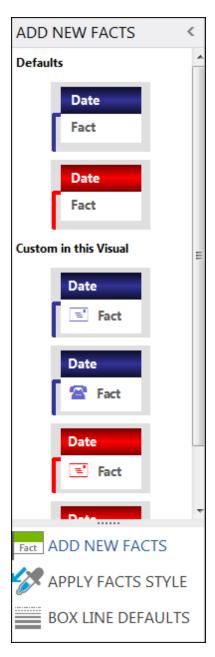
## **■** To add a fact box in Timeline view

1. On the Home ribbon, click Fact Box.



Or

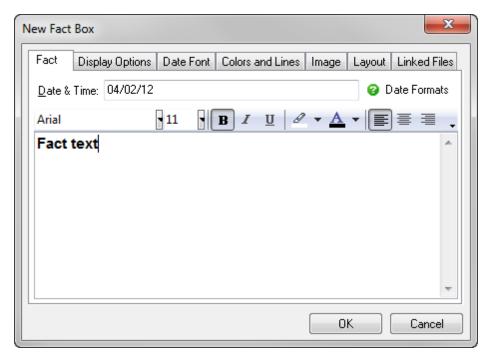
2. Click on a fact box in the **Add New Facts** pane that displays to the left of the timeline.



You can also click the Insert key, or right-click in the timeline and click **New Fact Box**. See To add new facts from the gallery.

- 3. Right-click in the blank space in the Add New Facts pane to Create a New Default Style.
- **4.** Click on the fact box style you want to use.

The New Fact Box dialog box displays.



- **5.** In the **Fact** tab's **Date & Time** field, type in the date and time for the fact.
- **6.** In the text box, type in the fact text.
- 7. On the Fact tab's toolbar, select the font style and size you want to use.
- 8. Click the Bold, Italicize, or Underscore buttons to use for any selected fact text.
- 9. Click the **Highlight Color** button to select a highlight color for any fact text.
- **10.** Click the **Font Color** button to select the text color.
- 11. Click the Left, Center, or Right buttons to adjust text alignment within the fact box.
- 12. Click **OK** to add the fact box to the timeline.

# **\_\_To add a fact box in Spreadsheet view**

 In the timeline window, click the Spreadsheet View tab and then click Click here to add a new fact.

TIMELINE VIEW SPREADSHEET VIEW			
	0	Date & Time 🔺	Fact Text
1	Ű	02/11/05	Hawkins offers position to Remetz.
2	0	02/11/05 4:?? p.m.	Remetz calls Hawkins and complains about lack of offer.
3	0	02/12/05 5:?? p.m.	Remetz leaves Hawkins voice mail accepting position.
4	0	02/21/05 1:30 p.m.	Hawkins leaves voice mail for Remetz
5	0	02/23/05	Hawkins writes complaint letter to Walsh.
6	0	02/26/05	Hawkins writes complaint letter to Major.
7	0	02/28/05	Hawkins writes complaint letter to Burke.
8	0	03/12/05 to 04/01/06	Remetz works at ABI.
9	0	03/14/05 to 03/30/06	Remetz works at ABI.
10	Ű	03/24/06	Hawkins calls Remetz and curses at him.
*		Click here to add a new fact	

- 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** to save the last fact text entry.
- 8. Click the **Timeline View** tab to view all your new fact boxes in the timeline.

## **■\_To delete a fact box**

1. Right-click the fact box or fact row and click **Delete**.

You can click on the fact box and then click the Delete button.

2. In the message to delete the fact, click Yes.

# Related Topics

Entering dates
Using the Fact Design Gallery
About customizing timeline elements

# **Entering dates and times**

TimeMap supports a variety of date formats when adding fact boxes to timelines.

## TimeMap supports the following date formats:

- Complete dates (8/1/00)
- Dates and times (8/1/00 5:25 p.m.)
- Partial dates and times (8/??/00 5:?? p.m.)
- Date and time ranges (8/1/00 5:15 p.m. to 8/1/00 5:19 p.m.)

When you enter a date range, TimeMap's default behavior is to mark both the begin date and the end date on the time scale.

# ■ Entering a date

## When entering dates, consider the following:

• Type in the known portions of the fact date.

**Example:** 99 or 3/99 are both valid data entries

- Depending on the Date Format setting, TimeMap will automatically provide the day of the week.
- Use mathematical symbols to further define your date entry.

#### Date status options are:

- ~ Around
- < Before
- =< On or Before
- = On
- => On or After
- > After
- TimeMap takes date status into account when you use its Auto-Arrange feature.

**Example:** A fact box dated <08/02/99 is stacked above one dated 08/02/99.

## **■**\_Entering a time

## When entering times, consider the following:

• Type in the known portions of the fact date, including the time.

**Example:** 3/15/00 6:30 p.m.

- Set the Date Format setting to either 12-hour or 24-hour (i.e., military time) time displays.
- Enter just the hour and minutes, or add time down to the second.
- Substitute question marks for any uncertain portion of the time

**Example:** 3/15/00 6:?? p.m.

• Use mathematical symbols to further define your time knowledge.

#### Time status options are:

- ~ Around
- < Before
- =< At or Before
- = At

- => At or After
- > After
- TimeMap takes time status into account when you use its Auto-Arrange feature.

**Example:** A fact box with a date of 01/02/00 < 5:15 p.m. is stacked above one dated 01/02/00 > 5:15 p.m.

• Type in alternate date text for individual fact boxes. See Customizing date display.

## **<u>Entering date/time ranges</u>**

#### 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.

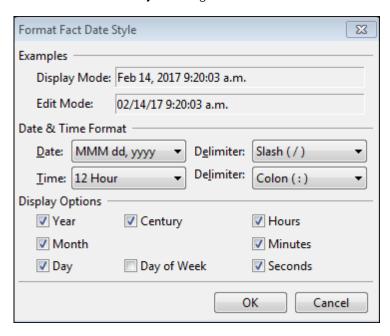
You must enter the date twice even if the times are on the same day.

- Use either "to" or "-" to separate the beginning date from the ending date.
- By default TimeMap marks both the beginning and ending date.

If you want to display a date range in your fact box and have TimeMap only mark the beginning date, clear the Draw Date Range check box in the Fact Box Properties dialog box.

### **<u>Changing the date format and style</u>**

1. On the **Box Tools Format** ribbon, click **Fact Date**, and then click **Style** to open the **Format Fact Date Style** dialog box.



2. In the **Date & Time Format** area, select the following format settings: **Date**, **Date Delimiter**, **Time**, and **Time Delimiter**.

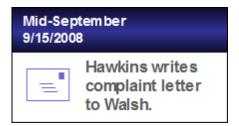
- 3. In the **Display Options** area, select the options you want to use: **Year, Month, Day, Century, Day of Week, Hours, Minutes, Seconds**.
- 4. Click **OK** to save your settings.

# **\_\_Customizing date display**

Once your date format and display settings are selected, you can still make additional text customizations in a fact box. For example, you might have your date format set to the original date below and want to edit the date display to the modified date below as well as a line drop to the date scale for September 15, 2008.

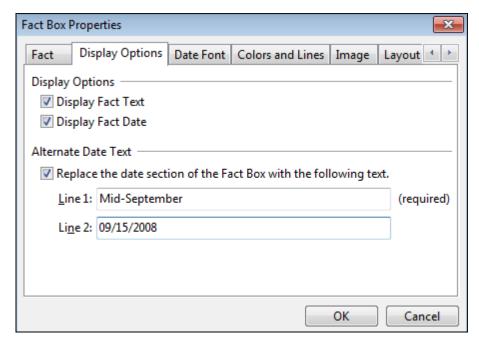
Original date: September 15, 2008

Modified date: Mid-September 2008



### **■\_To add alternate date text**

- 1. Double-click on a fact box in the timeline.
- 2. In the **Fact Box Properties** dialog box, click the **Display Options** tab.



- 3. In the Alternative Date Text area, select the Replace the date section of the Fact Box with the following text check box.
- In the Line 1 field, type in the date you want to display on the top row: Mid-September.
- 5. In the **Line 2** field, type in the date you want to display on the second row: **9/15/2008**.
- 6. Click **OK** to save the changes.

The alternative date text now displays in the fact box.

## Related Topics

Creating timelines

Adding fact boxes

Using the Fact Design Gallery

Changing date fonts in fact boxes

Changing date alignment in fact boxes

# **Adding text boxes**

In addition to fact boxes or pictures, text boxes are another element you can add to your timeline. Text boxes can be added to the timeline any where you want to include additional information, emphasize key points, or add a timeline key.

Text boxes differ from fact boxes because they do not contain dates and do not connect to or affect the timescale. They also do not have border or fill by default, but you can add these style changes if you want. The title of a new timeline is a text box that can be edited to include the text and styles you want for this element.

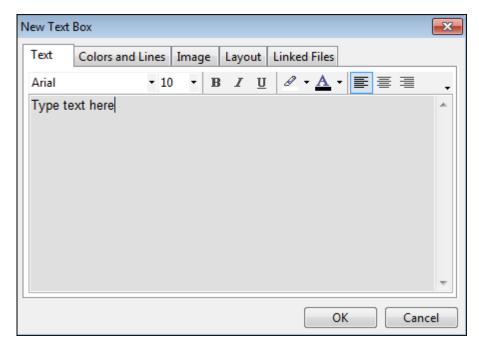
O To move a text box, click on it and drag it to the new location.

### **■**\_To add a text box

1. On the **Home** ribbon, click **Text Box**.



- 2. In the timeline, click in the area where you want the text box positioned.
- 3. In the **New Text Box** dialog box, type in the text you want.



- 4. On the **Text** tab's toolbar, select the font style and size you want to use.
- 5. Click the **Bold**, **Italicize**, or **Underscore** buttons to use for any selected text.
- 6. Click the **Highlight Color** button to select a highlight color for any text.
- 7. Click the **Font Color** button to select the text color.
- 8. Click the **Left**, **Center**, or **Right** buttons to adjust text alignment within the text box.
- 9. Format the text as you want it to display using the **Colors and Lines**, **Image**, **Layout** and **Linked Files** tabs.
- 10. Click **OK**.

# Related Topics

**Creating timelines** 

Adding fact boxes

Adding pictures and clip art

About customizing timeline elements

Changing text fonts and styles

# Adding pictures and clip art

Pictures and/or clip art can be added to the timeline anywhere you want, including fact and text boxes. You must be in Timeline View to add a picture or image to the timeline. The supported image file types include: .jpg, .gif, .bmp., .emf (enhanced metafile), and .wmf (Windows metafile). You can edit picture display and layout properties, and attach linked files to them too.

Pictures added to the timeline outside of a fact or text box, do not contain dates, do not connect to the time scale, and do not move when the time scale repositions itself.

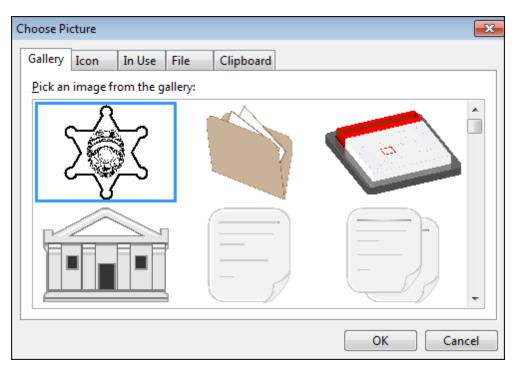
☑ Earlier editions of Microsoft Office will still have clip art stored in the program. Newer versions use images cleared through the Creative Commons licensing system and are accessible via the Bing search engine. For more information, contact Microsoft support.

# When adding a picture, you can choose from the following tabs:

- **Gallery** includes a variety of images from TimeMap's program files.
- Icon includes a selection of font-based icons.
- In Use displays images already used in this timeline.
- File allows you to add an image file saved on your desktop or in a network folder.
- Clipboard displays the last image copied from the Microsoft Clip Organizer.

## **■\_To add a picture anywhere in the timeline**

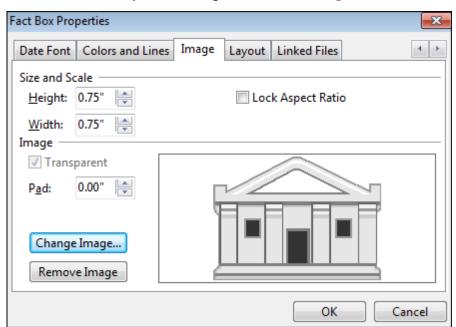
- 1. On the **Home** ribbon, click **Images**, and then click **Picture**.
  - You can also right-click on the timeline and click New Picture > Choose Picture.
- 2. In the **Choose Picture** dialog box, click on the tab for the type of image you want to add: **Gallery**, **Icon**, **In Use**, **File**, **Clipboard**.



3. Click on the image you want or browse to locate a file, then click OK.

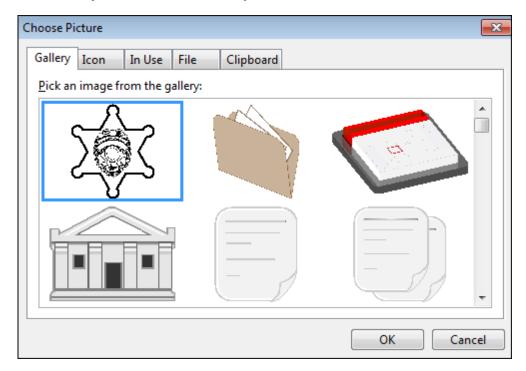
# **■**\_To add a picture to a fact or text box

- 1. Double-click on the fact box you want to edit.
- 2. In the **Fact Box Properties** dialog box, click the **Image** tab.



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**, **File**, **Clipboard**.



- 5. Click on the image you want or browse to locate a file, then click **OK**.
- 6. Preview the selected image in the **Image** tab.
- 7. In the **Size** and **Scale** area, click in the **Height** and **Weight** lists to increase or reduce the image size.
- 8. Select or clear the **Lock Aspect Ratio** check box.
- 9. In the **Image** area, select or clear the **Transparent** check box.

The Transparent check box may be grayed out if it does not apply to the selected image.

- 10. In the **Pad** list, click on the arrows to add white space before and after the image and text.
- 11. Click the **Change Image** or **Remove Image** buttons to edit or delete images.
- 12. Click **OK** to insert the image into the fact box.

# **■\_To add Microsoft clip art**

The first time you add Microsoft Clip organizer images to your timeline, you have the option to organize folders for your projects. The following procedures include these steps.

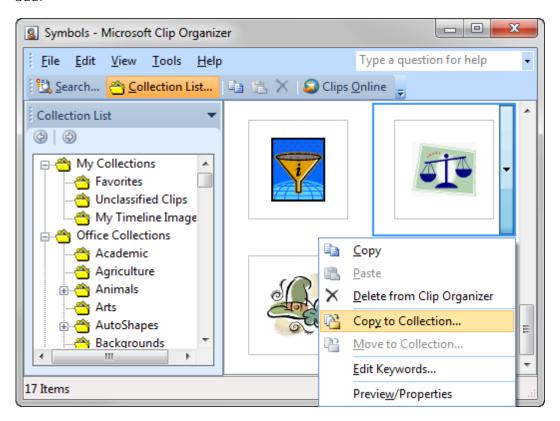
If you want to insert clip art anywhere in the timeline, you should resize the image in an image editor before copying it into the timeline.

1. Click on the fact or text box or region of the timeline where you want to add the clip art.

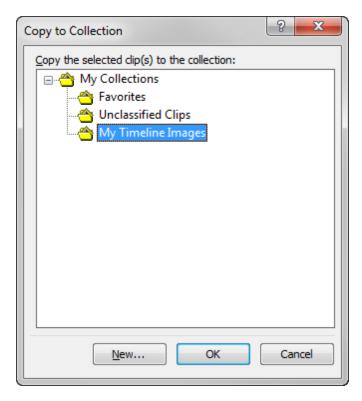
2. On the Home ribbon, click Images, and then click Clip Art.

You can also right-click on the timeline and click New Picture > Clip Art.

3. In the **Microsoft Clip Organizer** dialog box, browse to locate the image you want to add.



- 4. To create a My Favorites folder to organize images
  - 1. Click on the arrow next to the image and click **Copy to Collection** (Office Collections) or **Make Available Offline** (Web Collections).
  - 2. In the **Copy to Collection** dialog box, click on the folder where you want to save the image, then click **OK**.
  - 3. Click the **New** button to organize images under the My Collections folder.



- 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  $\mathbf{OK}$ .
- 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 the **Clipboard** tab.
- 13. Click **OK**.
- 14. Click **OK** to insert the image into the fact or text box.
- 15. To resize the image, double-click on the box.

- 1. In the **Fact** or **Text Box Properties** dialog box, click the **Image** tab.
- 2. In the Size and Scale area, click the arrows to adjust the Height and Width.
- 3. Select or clear the **Lock Aspect Ratio** check box.
- 4. In the **Pad** list, click on the arrows to add white space before and after the image and text.

## Related Topics

Creating timelines

Adding fact boxes

Adding text boxes

About customizing timeline elements

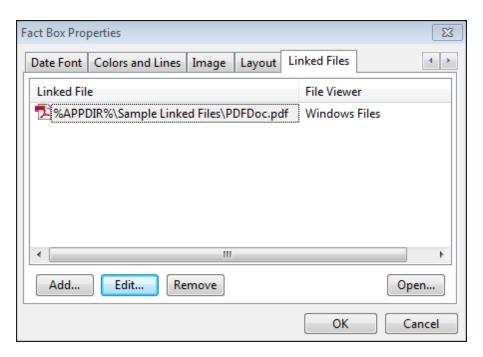
# Adding linked files

With TimeMap, you are able to link chart elements to images and to other external files. For example, you can link a fact box to a PDF file containing the image of a document being referenced by the flag. As you view the timeline, a linked file can be opened by pointing to the element and clicking on the paperclip icon that displays above it. In addition to linking directly to files, TimeMap can call viewer applications such as Summation and Concordance Image and have them display images.

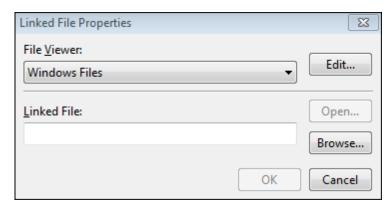
Many files that you link to timeline elements will use TimeMap's default Windows File viewer. If the Windows File viewer does not work, you will need to set up a custom file viewer. See About file viewers.

## **■\_To add a linked file to a timeline element**

1. Double-click on a timeline element, such as a Fact or Text box, to open the Properties dialog box.



- 2. Click on the Linked Files tab.
- 3. Click on the **Add** button to open the Linked Files Properties dialog box.



- 4. In the **File Viewer** list, click on the appropriate file viewer.
- 5. Click the **Browse** button to locate the external file you want to link to the element.
- 6. Click **OK** to fill in the Linked File field.
- 7. Click **OK** to return to the Linked Files tab of the Properties dialog box.
- 8. Continue to add additional Linked files as needed.
- 9. Click **OK** when you are finished.

## **■\_To open a linked file in a timeline element**

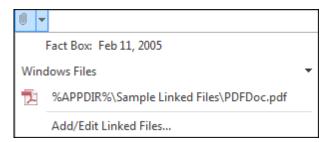
1. Place your mouse pointer over the timeline element with a linked file attachment.

The mouse pointer will change its shape to a four-headed arrow and a paperclip icon will display at the top of the element to indicate a linked file attachment.



2. Click on the **paperclip icon** to open the linked file.

You can also click on the drop-down arrow that displays when you first place your mouse pointer over the paperclip icon.



A list of linked files linked to the timeline element displays.

3. Click on the file you wish to view.

# Related Topics

Adding fact boxes
About file viewers
Changing linked files
Adding/changing file viewers
Setting up custom file viewers

# **Creating templates**

TimeMap's template feature allows you to quickly create a polished timeline. A template is a pre-defined chart style that includes default fact flags in several color choices, a background style, a title text box style, a set timescale orientation, timescale styles, and other timeline elements.

You can select from a gallery of pre-built TimeMap templates or you can save your own timelines as templates. You can also set a template as a default template for new timelines. You can only create new timelines from templates. You cannot open templates to edit them.

When you save a timeline as a template, the templates are saved in categories by the time

scale orientation and color combination. Templates are saved with a .tmvt file extension. You can access this template in the Getting Started pane or in the My Templates Folder in the Templates dialog box.

### **IDENTIFY IDENTIFY <b>IDENTIFY IDENTIFY IDENTIFY IDENTIFY IDENTIFY IDENTIFY <b>IDENTIFY IDENTIFY IDENTIFY IDENTIFY IDENTIFY I**

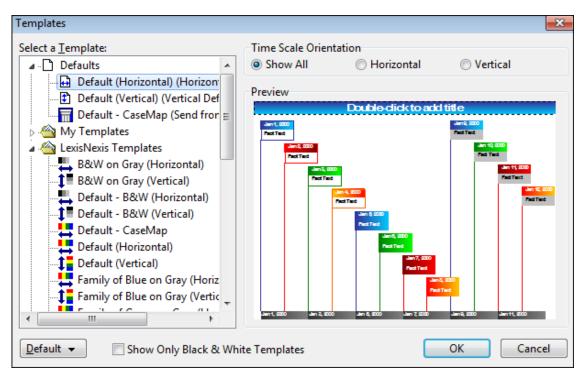
1. On the **Getting Started** pane, click **New Visual**.



2. On the **New Visual** submenu, click **New from template**.

The Templates dialog box displays.

3. In the **Time Scale Orientation** area, select the preferred location for the time scale: **Show All, Horizontal**, or **Vertical**.



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 only Black & White Templates** check box if you want to view only those templates.

- 6. Click the **Default** button to select default options:
  - Set as Default Horizontal Template
  - Set as Default Vertical Template
  - Set as Default Send from CaseMap Template
- 7. In the message to set the default template, click Yes.
- 8. Click **OK**.

## **■**\_To save a timeline as a template

- 1. Open the timeline you want to use for a template.
- 2. Click File, click Save As and then click Save As Template.
- 3. In the **Save Visual as a Template** dialog box, navigate to the folder where you want to save template files.
- 4. In the File Name field, type in a name for the new template, then click Save.
- 5. In the **Template Color Category** dialog box, select the color category: **Black & White, Shades of Gray** or **Colors**.
- 6. Click OK.
- 7. In the message to save the timeline, click **OK**.

You can access this template later in the Getting Started pane under the New from Template panel. See <u>To open a custom template</u>.

## **■**\_To open a custom template

You can open a custom template from the Getting Started pane.

- 1. On Getting Started Pane, click New Visual, and then click New from template.
- 3. In the **Templates** dialog box, click the **My Templates** folder in the **Select a Template** list.
- 4. Click the custom template you want to open.
- 5. Click **OK** to create a new timeline from this template.

# Related Topics

<u>Creating timelines</u> <u>Deleting timelines</u>

# Selecting timeline elements

Before timeline elements (fact boxes, text boxes and pictures) can be edited, they must be selected. When you select an element, eight small selection indicators appear around the perimeter of the element to confirm your choice.

Selecting multiple elements can make it easier to edit your timeline. When you do, the changes you make affect all the elements you have selected. Suppose you want to change the font style and size used for all of your fact boxes. You do not have to select each individual box to make the same changes. Instead press CTRL+A, which selects all fact boxes, and make the changes once by double-clicking on a selected fact box to open a properties dialog box.

## **=\_To** select timeline elements in Timeline view

Timeline view elements include fact and text boxes, and pictures.

- Selecting one elements Click on the element you want to edit.
- **Selecting multiple elements** Press and hold the Shift key while clicking on the elements you want to edit.

You can also click in a blank area of the timeline, then press and hold the left mouse key while dragging it through the fact boxes you want to select.

- Selecting all Fact boxes Press Ctrl + A or right click in a blank area of the timeline, and click Select All Facts on the submenu.
- Select all Fact and Text boxes, and pictures On the Home Ribbon, click Find & Select, click Select on the submenu, and then click All. You can also press Shift + Ctrl + A.

# ■ To select fact records in Spreadsheet view

Spreadsheet vie elements include rows of fact records.

- **Selecting one row** Click on the row.
- Selecting multiple fact records Choose one of the following:
   Press the Shift key while clicking on a consecutive range of facts.
   Press the Ctrl key while clicking on facts separated by different spreadsheet rows.
- **Selecting all Fact boxes** Click on the first row, then scroll to the last record you want to select. Press Shift and click the last row of the set.

## Related Topics

Copying timeline elements
Resizing timeline elements
Deleting timeline elements

# Resizing timeline elements

When you enter text into a fact or text box, or when you insert a picture into your timeline, TimeMap automatically creates a box that fits the text or picture you have added. If you want, you can adjust the size of these elements. You can do so manually or you can use TimeMap options that make it easy to give elements a consistent width or height.

## **\_\_To manually resize an element**

- 1. Locate the timeline element you want to resize.
- 2. Click on the squares on the side or bottom of the selected element.

Your mouse pointer will change shape to a double-headed arrow.

3. Click and drag the element to the desired width and height.

## **\_\_To change the TimeMap size settings**

1. Select the timeline elements you want to resize.

Press Ctrl + A to select all fact boxes.

2. On the **Box Tools Format** ribbon, click **Size**.

## Related Topics

Selecting timeline elements

Copying timeline elements

Deleting timeline elements

# Copying timeline elements

You can save time by copying elements from one timeline into another. This feature is helpful if you create a master timeline with all the facts and want to create a series of separate charts focusing on a specific time period. When you copy an element, most of its properties (color and line style) are copied along with the date and text information.

# **■** To copy elements to a new timeline

- 1. Click on the element you want to copy.
- 2. On the **Home** ribbon, click **Copy**, and then click **Copy to New Visual**.

The element is automatically copied to a new, blank timeline.

## **<u>=</u>\_To copy elements into another timeline**

1. Right-click on the element you want and click Copy.

You can also click Copy on the **Home** ribbon.

2. In the second timeline, right-click and click Paste.

You can also click Paste on the **Home** ribbon.

## Related Topics

Adding fact boxes

Adding text boxes

Adding pictures and clip art

Selecting timeline elements

Resizing timeline elements

Deleting timeline elements

# **Deleting timeline elements**

Deleting timeline elements is nearly identical in both Timeline and Spreadsheet views. Once a fact box is deleted, TimeMap automatically rescales the timeline. Deleting text boxes and pictures or clip art does not affect the time scale.

#### **■**\_To delete boxes in Timeline view

1. Click on the element(s) you want to delete: fact box, text box, picture, etc.

To select multiple elements, press the Shift key while click on the elements.

You can also left-click and drag a line through the elements you want to delete.

2. Click the **Delete** button.

You can also right-click and click Delete, click Delete on the **Box Tools Format** ribbon, or press the Delete key.

3. In the message to delete the box, click Yes.

# **■\_To delete boxes in Spreadsheet view**

- 1. Click on the fact(s) you want to delete.
  - Press the Shift key while clicking on a consecutive range of facts.
  - Press the Ctrl key while clicking on various fact rows.

- Click and drag on the numbers to the left of fact rows.
- 2. Click the **Delete** button.

You can also right-click and click Delete, click Delete on the **Spreadsheet Tools** ribbon, or press the Delete key.

3. In the message to delete the box, click Yes.

# **■**\_To delete pictures or clip art

- 1. Double-click on the picture or clip art.
- 2. Click the **Image** tab.
- 3. Click the **Remove Image** button and then click **OK**.
- To remove images added to other parts of the timeline, click on the image and click the Delete button.

# Related Topics

Adding fact boxes

Adding text boxes

Adding pictures and clip art

Selecting timeline elements

# **Deleting timelines**

If you need to delete a timeline, you may want to store a copy in an archive folder. Once you delete a timeline file, you cannot retrieve it.

### **■\_To delete a timeline**

1. On the Getting Started pane, click Open.

You can also click **Open Visual**.

- 2. Click on **Computer** and navigate to the folder location where the timeline you want to delete is saved.
- 3. Right-click on the file and click **Delete**.
- 4. In the **Delete File** box, click **Yes**.
- 5. Click Cancel to return to TimeMap.

6. In the **Getting Started** pane, right-click on the timeline link in the **Open Visual** panel and click **Remove from list**.

Related Topics

Creating timelines
Creating templates

# Importing Data

# Send facts from CaseMap

LexisNexis CaseMap is a case organization and analysis tool that will help you track and build case strategy. CaseMap helps you organize critical information about facts, documents, and issues in cases by providing the tools you need to analyze facts and issues. CaseMap also helps you quickly create case reports for case staff, your client, and the court.

In CaseMap, you can filter your relevant case facts and seamlessly import them from the Facts spreadsheet into your TimeMap timeline using the Send to TimeMap tool.

To download a 30-day free trial copy of CaseMap, visit our website at <a href="www.lexisnexis.com/casemap/casemap">www.lexisnexis.com/casemap/casemap</a>.

## **■\_To send data from CaseMap**

- 1. In **TimeMap**, open the timeline for which you want to import facts.
- 2. In CaseMap, click on the Facts spreadsheet.
- 3. On the File menu, click Send to and then click LexisNexis TimeMap.
- 4. On the submenu, click **Current Record** or **Spreadsheet**.
- 5. The fact record(s) now displays in a fact box(es) in your timeline.

Related Topics

<u>Creating timelines</u> <u>Importing data into timelines</u>

# Importing text into timelines

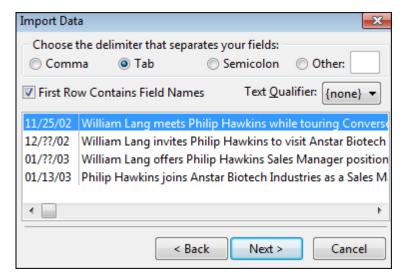
Use TimeMap's text import utility to import fact box information from other applications. The best way to do this is to import a delimited text file that includes the dates and fact text you want to import into TimeMap to create a timeline.

You can import information from a word-processing file, but these files typically need a lot of clean-up work before they are ready to be imported.

Once the import is complete, your timeline will be populated with fact boxes containing the date and information from the text file.

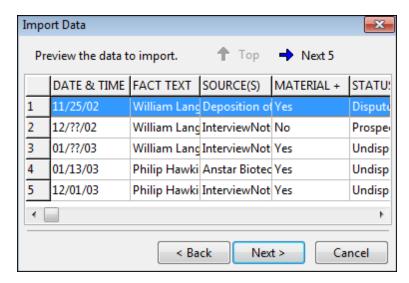
# **■**\_To import data from a text file

- 1. Save a text file from an application.
- 2. On the File menu, click Import.
- 3. In the **Select File to Import** dialog box, click the file to import and then click **Open**.
- 4. In the **TimeMap Import Wizard**, click **Next**.
- 5. In the **Import Data** dialog box, select the delimited you want to use.



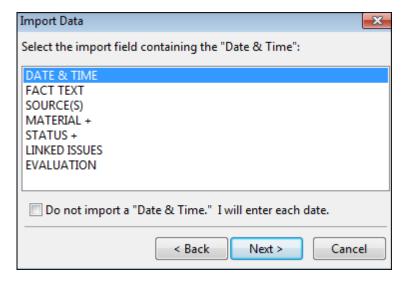
Select the First Row Contains Field Names check box if you have field names in your text file, then click Next.

6. In the Preview the data to import dialog box, verify the data, then click Next.



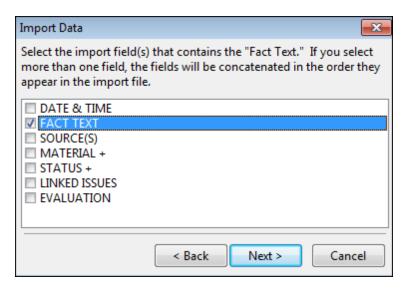
Click the **Next 5** button to page through data in your text file. Click the **Top** button to return to the beginning of the text file data.

7. In the **Select the import field** dialog box, click on the field where you want to import the date and time, then click **Next**.

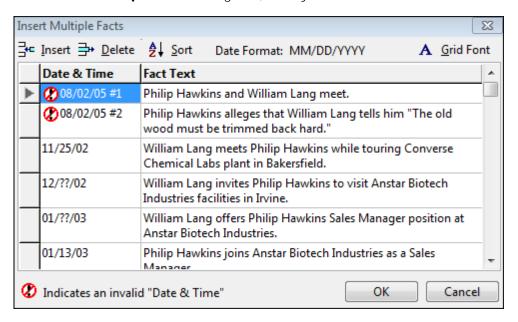


Select the Do not Import a "Date & Time" check box if you want to manually enter each fact date.

8. In the next dialog box, select the field where you want to import fact text, then click **Next**.



- 9. In the review dialog box, click Finish.
- 10. In the message confirming the number of facts imported, click **OK**.
- 11. In the Insert Multiple Facts dialog box, modify and review content as needed.



In this instance, you would need to modify data in the Date & Time field to the proper date format of MM/DD/YYYY.

Click on the Insert or Delete buttons to add or remove fact data.

Click the Sort button to change the sort order.

Click the Grid Font button to select the font type, style, size, and color you want to user.

12. Click **OK** to continue.

Fact boxes with the date and information from the text file now display in chronological order in your timeline.

Related Topics

<u>Creating timelines</u> <u>Send facts from CaseMap</u>

# Customizing Timelines Using the Fact Design Gallery

The Fact Design Gallery consists of three panes that help you add or customize fact boxes using a variety of pre-designed styles. The Fact Design Gallery displays to the left of the timeline window and defaults to the Add New Facts pane, which displays fact box styles available for the template you currently have open.

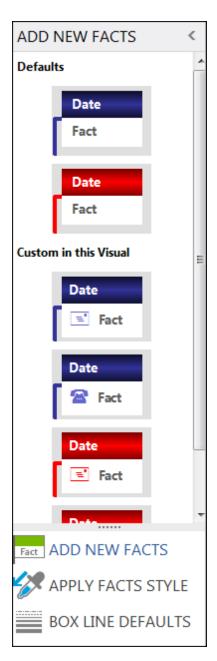
## The Fact Design Gallery includes three design tools:

- Add New Facts displays fact box styles from the current, open template.
- 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.



- 2. In the **New Fact Box**, type in the fact date and time, and the fact text.
- 3. Click **OK** to add the new fact box to the timeline.

For more information, see Adding fact boxes.

# **■**\_To apply a fact box style

- 1. Click on the fact box(es) you want to edit.
  - **■\_To select multiple fact boxes in Timeline View**

- Press the Shift key while clicking on fact boxes.
- Or draw a line or a box over fact boxes you want to select.

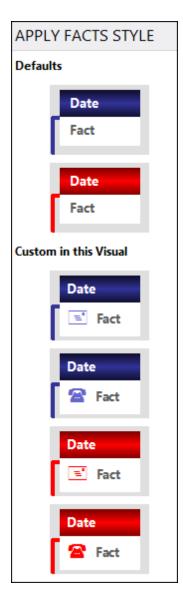
First click in a blank area of the timeline, then press and hold the left mouse key while dragging it through the fact boxes you want to select.

# **\_\_To select multiple facts in Spreadsheet View**

- Press the Shift key while clicking on a consecutive range of facts.
- Press the Ctrl key while clicking on facts separated by different spreadsheet rows.
- 2. In the Fact Design Gallery pane, click the Apply Fact Styles bar.



3. In the **Apply Fact Styles** list, click the style you want to apply.



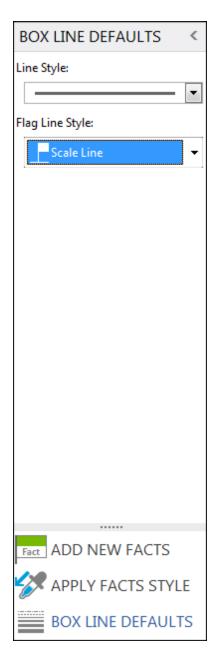
4. In the Confirm dialog box, click Yes or No to Apply this style to the selected fact boxes?

The selected fact boxes immediately display with the new style format.

## **■\_To change box line defaults**

Changing the box line styles only affects new fact boxes added to a timeline. If you want to change an existing fact box, you will need to edit it. The line style is the line extending from the fact box to the time scale. The flag line style is the end point of the line where it meets the time scale.

1. In the Fact Design Gallery, click the Box Line Defaults bar.



- 2. In the **Line Style** list, click on the line style you want to use.
- 3. In the **Flag Line Style** list, click on the flag line style you want to use.
- 4. Click on the **Add New Facts** bar.
- 5. Click on the fact box style you want and type in the date/time and fact text, then click  $\mathbf{OK}$ .

The new line styles display for the new fact box.

## Related Topics

Creating timelines

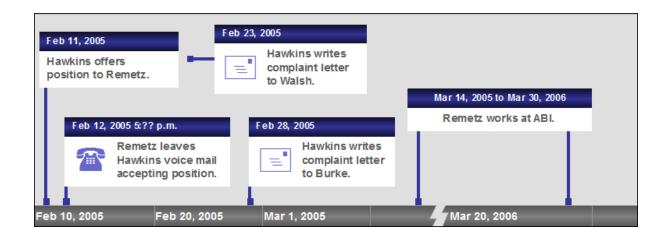
Adding fact boxes

**Entering dates** 

About customizing timeline elements

# **Changing fact box direction**

Fact boxes can face both right and left of the vertical line or flag line that connects them to the time scale. Fact boxes can also be dragged off the vertical axis to the left or right, creating a horizontal line toward the box. These options make it easy to position a cluster of facts occurring in a compressed time period.



# ■ To change fact box direction

1. Select one or more Fact boxes.

To select multiple Fact boxes, press the Shift key while clicking on the boxes you want to reposition.

2. On the Box Tools Format menu, click Flag Orientation.

You can also right-click on the Fact box and click Left Side of the Line or Right Side of the Line.

3. On the submenu, click Left Side of Line or Right Side of Line.

The Fact box now displays in the location selected.

You can also drag the fact box to the location you want. When you do so, you may also

increase the flag line by creating a vertical and/or horizontal line in the direction you move the box.

### Related Topics

Using the Fact Design Gallery About customizing timeline elements Changing date fonts in fact boxes

# **Customizing timeline elements**

# About customizing timeline elements

You can customize or edit fact and text box properties in a variety of ways. You can customize or edit individual boxes or select multiple boxes. When selecting multiple boxes, you are limited to the types of property changes you can make. All box properties are accessible when an individual box is selected.

You can also create a custom fact box in the Fact Design Gallery. See <u>Using the Fact Design</u> Gallery.

## **\_\_Review fact box properties**

# Individual fact box properties you can customize or edit include:

- Fact text fonts and styles
- Date display options and date text
- · Date fonts
- Colors and lines for box fill, borders, and flag lines
- Image size and transparency
- Text anchor points and margins
- · Linked files

If you select multiple fact boxes, you can only apply changes to colors and lines, images, and text layout.

### Review text box properties

#### Individual text box properties you can customize or edit include:

- Text fonts and styles
- Color and lines for box fill and borders

- Image size and transparency
- Text anchor points and margins
- Linked files

If you select multiple text boxes at one time, you can only change properties for colors and lines, images, and text layout.

## **\_\_Review picture or clip art properties**

## Individual picture or clip art properties you can customize or edit include:

- · Image size and transparency
- Color and lines for box fill and borders
- Anchor points and margins
- Linked files

If you select multiple pictures or clip art images at one time, you can only change properties for pictures, colors and lines, images, and layout.

## Related Topics

Changing text fonts and styles

Changing display options in fact boxes

Customizing the date with text

Changing the fill color

Changing the border color and style

Changing layout settings

Changing linked files

# Changing text fonts and styles

You can change the text font and style that displays in your fact and text boxes. The font style of dates is set independently from the font used to display text. The default font for text and dates is Arial, size 11 point.

## **\_\_To** change the text font and style

- 1. Select the fact or text box(es) with fonts that you want to edit.
- 2. On the **Box Tools Format** ribbon, click the **Font** dialog box launcher Font
- You can also double-click the selected boxes to open the Fact Box Properties dialog box, then click the Fact or Text tab to use the formatting toolbar.

- 1. In the **Font** list, select the font you want to use.
- 2. In the Font Style list, select the style you want: Regular, Italic, Bold, Bold Italic.
- 3. In the **Size** box, click the font size.
- 4. In the **Underline** list, select an underline style.
- 5. In the **Color** list, select the font color.
- 6. In the **Effects** area, select check boxes for the following: **Strikethrough**, **Superscript**, or **Subscript**.
- 7. In the **Alignment** area, select the font alignment: **Left**, **Center**, **Right** or **Justify**.
- 8. Click **OK** to save your changes.

## Related Topics

About customizing timeline elements

Changing date fonts in fact boxes

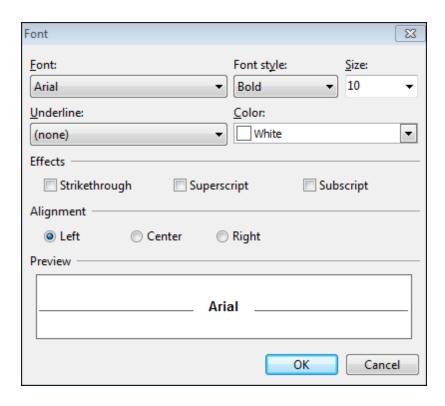
Changing display options in fact boxes

# Changing date fonts in fact boxes

You can change the date font and font styles that displays in the date portion of your fact boxes. Once you change the date's font and style all subsequent fact boxes added to the timeline will include these settings. The date's font style is set independently from the font used to display text and styles used to determine date format. The default font for dates is Arial, size 11 point.

## **\_\_To** change the date font and style

- 1. Select the fact boxes for which you want to edit the date font.
- 2. On the Box Tools Format menu, click the Fact Date button and click Font.



- You can also double-click on selected boxes to open the Fact Box Properties dialog box, then click the Date Font tab to use the formatting toolbar.
- 3. In the **Font** list, select the font you want to use.
- 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** to save your changes.

#### **■**\_To format the fact date style

- 1. Select the fact boxes for which you want to edit the date style.
- 2. On the **Box Tools Format** menu, click the **Fact Date** button and click **Style**.
- 3. In the **Date** list, select a format for the date style.
- 4. In the **Delimiter** list, select a delimiter for the date format: **Slash**, **Hyphen** or **Period**.

- 5. In the **Time** list, select a format for the time style: **12 Hour** or **24 Hour**.
- 6. In the **Delimiter** list, select a delimiter for the time format: **Colon** or **Period**.

#### Related Topics

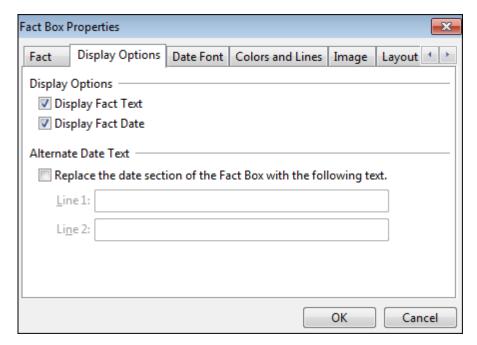
About customizing fact and text boxes Changing text fonts/styles in fact and text boxes Changing display options in fact boxes

## Changing display options in fact boxes

You can choose whether to display text or dates in fact boxes. If there is a need to hide text or a date in a particular box, it is simple to do so.

## **■**\_To change the date display options

- 1. Select the fact boxes you want to edit.
- 2. Double-click one of the selected elements to display the Properties dialog box.



- 3. Click the **Display Options** tab.
- 4. In the Display Options area, select or clear Display Fact Text and Display Fact Date check boxes to toggle them on or off.

5. Click **OK** to save your changes.

#### Related Topics

About customizing timeline elements

Changing text fonts and styles

Changing date fonts in fact boxes

## Changing date alignment in fact boxes

The date alignment can easily be adjusted in one or multiple fact boxes at one time.

## **■**\_To change the fact date alignment

- 1. Select the fact boxes for which you want to adjust date alignment.
- 2. On the **Box Tools Format** ribbon, click the **Fact Date** button and select the font alignment: **Left**, **Center**, or **Right**.
- You can also double-click the selected boxes to open the Fact Box Properties dialog box, then click the Date Font tab to select the alignment.

#### Related Topics

About customizing timeline elements
Changing date fonts in fact boxes
Changing display options in fact boxes
Customizing the date with text

## Customizing the date with text

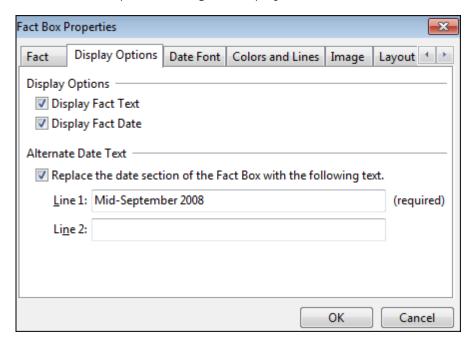
You can replace a specific date or date range on a fact box with customized text of your choice. For example, you might have a fact with the date of September 15, 2008. You can substitute "Mid-September 2008" in the date portion of the Fact box and still have a line drop to the time scale on 9/15/08.

For more information on date and time settings, see Entering dates and times.

#### **■**\_To add a custom date setting

1. Double-click the fact box for which you want to edit the date text.

The Fact Box Properties dialog box displays.



- 2. Click the **Display Options** tab, and in the **Alternate Date Text** area, select the **Replace** the date section of the Fact Box with the following text check box.
- 3. In the **Line 1** field, type the text you want to display.
- 4. In the **Line 2** field, type any additional text you want to display in the date portion of the fact box.
- 5. Click **OK** to save your changes.

## Related Topics

**Entering dates and times** 

Changing date fonts in fact boxes

Changing display options in fact boxes

Changing date alignment in fact boxes

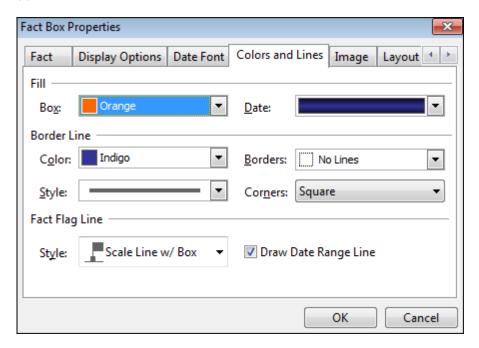
## Changing the fill color

You can change whether TimeMap displays a color or gray scale fill in the fact and date portions of fact boxes and in the background of text boxes or pictures. Use options on the Colors and

Lines tab of the Properties dialog box to make your selections.

#### **■\_To change the fill color**

- 1. Select the fact and text boxes you want to edit.
- 2. Double-click one of the selected elements to display the Fact/Text Box Properties dialog box.



You can also right-click, 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 Topics

About customizing timeline elements
Changing the border color and style

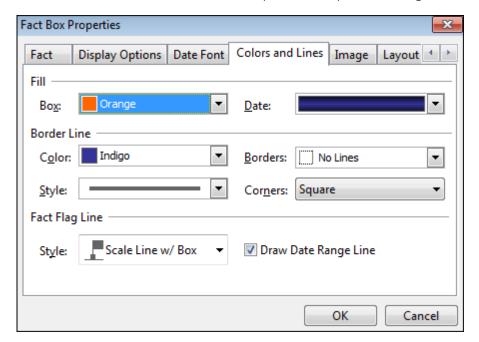
## Changing the border color and style

TimeMap makes it easy to edit the color and style of the borders around chart elements (fact boxes, text boxes and pictures). You can choose different line styles, colors, or border options. You can set your elements so they have square or rounded corners. By default, text boxes and pictures have no line setting. However, a border can be added using options in the Properties dialog box.

For fact boxes, you are also given the ability to decide whether or not to display the fact flag Line. This is the line connecting the fact box to the time scale. If you decide to display this line, there are many different style choices available to you.

## **\_\_To** change the border color and style

- 1. Select the elements for which you want to edit the line color and style.
- 2. Double-click the selected elements to open the Properties dialog box..



You can also right-click, and then click Properties.

- 3. Click the Colors and Lines tab.
- 4. In the **Border Line** area, click on the **Color** list to select the border line color.
- 5. In the **Borders** list, select the border line segment option you want.
- 6. In the **Style** list, select the border outline style you want.
- 7. In the **Corner** list, select **Rounded** or **Squared**.
- 8. Click OK.

#### Related Topics

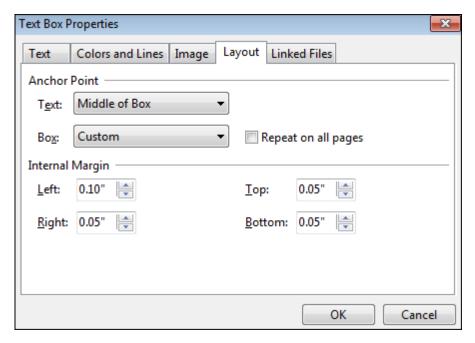
About customizing timeline elements
Changing the fill color

## 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 elements you want to edit.
- 2. Double-click the selected elements to display the Properties dialog box.



You can also right-click, and then click Properties.

- 3. Click the **Layout** tab.
- 4. In the **Anchor Point** area, click the **Text** list to select the text alignment: **Top of Box**, **Middle of Box**, or **Bottom of Box**.

The Text list only displays for fact and text boxes.

5. In the Internal Margin area, adjust the text margins: Left, Right, Top, and Bottom.

6. Click **OK** to save your changes.

## Related Topics

About customizing timeline elements
Anchoring text boxes

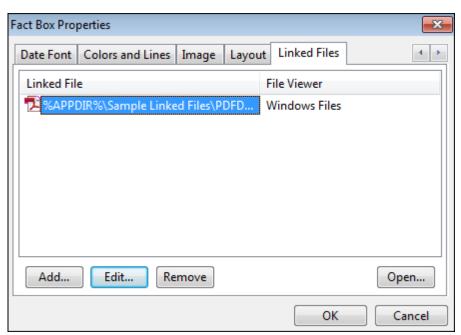
## Changing linked files

You can review, add, edit, or remove linked files added to a timeline element in the Properties dialog box. Additionally, you can change the file viewer needed to view the attachment.

To add a linked file, see Adding linked files.

#### **■**\_To edit linked files

- 1. Select the elements for which you want to edit the line color and style.
- 2. Double-click the selected elements to open the Properties dialog box.



You can also right-click, and then click Properties.

- 3. Click the **Linked Files** tab.
- 4. In the **Linked File** box, select the file you want to edit.

- 6. Click the **Edit** button to open the Linked File Properties dialog box.
- 7. In the **File Viewer** list, select the viewer you want to use to open the attachment or click the **Edit** button to add another file viewer.
- 8. In the **Linked File** box, review the file path for the attachment by clicking **Open** or click **Browse** to navigate to a new folder location for that file.
- 9. Click **OK** to return to the Properties dialog box.
- 10. Click **Remove** if you want to delete a linked file attachment from the timeline element.
- 11. Click **OK** to save your changes.

## Related Topics

About customizing timeline elements
Adding linked files

# **Applying formatting to timeline elements**

TimeMap's Pick Up & Apply Formats feature makes it easy to apply font style and color formats you have set for one timeline element to another element.

## **INTO PICK UP and apply formatting**

- 1. Select the timeline element that has the format you want to apply to another element.
- 2. On the Box Tools Format ribbon, click Pick Up.

You can also press Ctrl + Shift + C.

- 3. Select the timeline element for which you want to apply the format.
- 4. On the **Box Tools Format** ribbon, click **Apply**.

You can also press Crtl + Shift + V.

5. To continue applying this format to other elements, repeat Step 4.

#### Related Topics

About customizing timeline elements
Using the Fact Design Gallery

## Changing the timeline background color

You can set a background color for your timeline. This is a nice option if you want to use a TimeMap timeline in Full Screen Presentation mode or in a slide presentation in Corel, Microsoft PowerPoint presentation, Sanction, or Trial Director.

## **■**\_To change the background color

- 1. On the Box Tools Format ribbon, click Background Fill.
- 2. On the submenu, select the color you want as a background color.

The timeline immediately displays the background color selected.

Related Topics

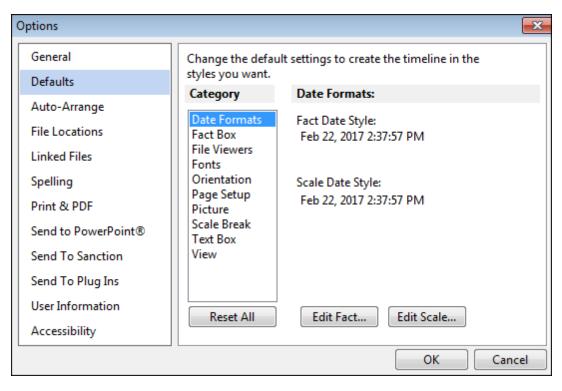
Changing timeline default settings

## **Changing timeline default settings**

You can customize the timeline default options to make it easier to create timeline in the styles you want. For example, when you create a new fact box in TimeMap, it will automatically display with the color and line style you have selected for the default setting. This also includes the styles you select for the date and fact text display.

#### **■**\_To change timeline default options

1. Click File, and then click Options.



- 2. In the **Options** dialog box, click **Defaults**.
- 3. In the **Category** list, click the option you want to customize.
- 4. Click **OK** to save your changes.

New timelines will be created based on the options you set.

Related Topics

Changing the timeline background color

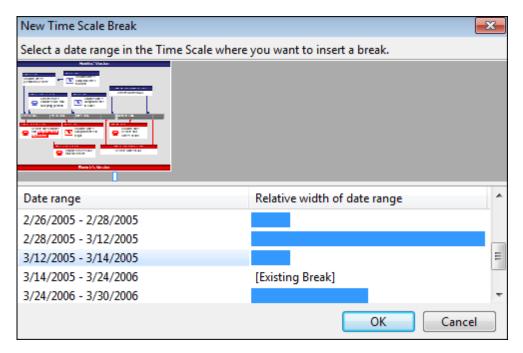
# Customizing the Time Scale

# Inserting time scale breaks

You can insert time scale breaks wherever you want in the timeline to condense the timeline length. TimeMap automatically recalculates the time scale and removes the maximum amount of time possible while leaving an indicator in the time scale to note the time gap. You can set the style of your breaks — choosing among Zig Zag, Jagged, Slant, and Square. Any number of breaks can be added to a timeline.

## **■**\_To insert a time scale break

- 1. On the **Time Scale** ribbon, click **Time Scale Breaks**.
- 2. In the Time Scale Breaks dialog box, click Insert.
- **3.** In the **New Time Scale Break** dialog box, click in the time scale where you want to insert the break.



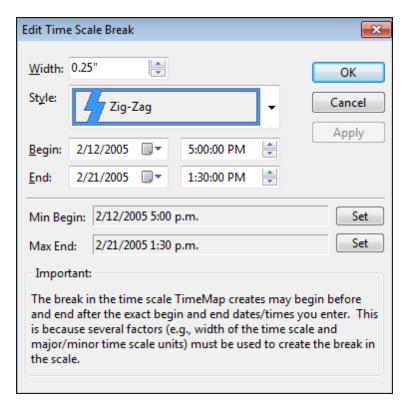
TimeMap marks the time scale in white where you selected it and the date is highlighted in the Date Range box.

4. Click OK.

The timeline is now condensed where you inserted the break.

## **■\_To edit the time scale break size and style**

- 1. Right-click on the time scale break you want to edit.
- 2. On the submenu, click Edit Break to open the Edit Time Scale Break dialog box.



3. In the **Width** list, click on arrows to increase or decrease the width of the break.

You can also right-click on the break and click Expand Break, Compress Break, or Break Style.

You can also click on the

- 4. In the Style list, click on one of the following: Square, Slant, Jagged, or Zig-Zag.
- 5. In the **Begin** and **End** fields, click on the arrows to adjust the date range.
- 6. Click **OK** to save your changes.

## **■\_To delete a time scale break**

- 1. Right-click on the time scale break you want to delete.
- 2. On the submenu, click **Delete Break**.

The time scale readjusts (expands) to accommodate the timeframe that was previously hidden.

## Related Topics

Changing time scale begin/end dates
Changing time scale date format

## 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, you can position timeline elements above and below or to the left and right the scale.

Moving the time scale is helpful when you want to create a chart that compares two sets of events. Drag the time scale to the center of the chart, then place one set of fact boxes above the scale and the second set below it. To see a sample of this type of chart, please view the example chart, #2 - Compare. Examples charts can be selected from the Help menu or in the Getting Started panel.

You can also make adjustments to the time scale margins and adjust the position in the Time Scale Properties dialog box.

## **■\_To move the time scale**

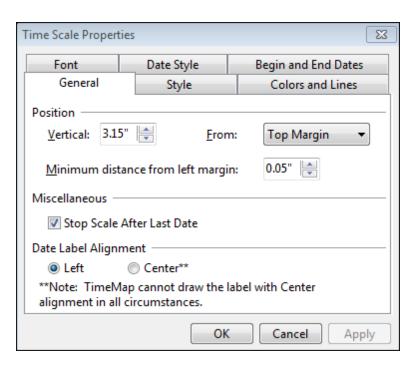
- 1. Place your mouse pointer on the time scale.
- 2. Drag the time scale to a new location.

## **\_\_To change the time scale margins**

On the **Time Scale** ribbon, click the Format dialog box launcher to open the **Time Scale Properties** dialog box.

You can also double-click on the time scale.

2. In the **Time Scale Properties** dialog box, click the **General** tab.



- 3. In the **Vertical** list, click on the distance you want to increase the margin from the top, center, or bottom of the timeline.
- 4. In the **From** list, click on the position for the timeline: **Top Margin**, **Above Center**, **Below 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.

#### Related Topics

Inserting time scale breaks
Changing time scale width

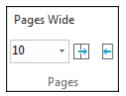
# Changing time scale width

As you build TimeMap visuals, there will be instances when you have more fact boxes than can be effectively displayed on a single page. No problem. Just increase the width of the time scale. TimeMap automatically regenerates the time scale and moves fact boxes accordingly.

When your TimeMap visual is more than one page wide, TimeMap automatically adds a Page Break indicator on your screen. If you want to turn off the Page Break feature, clear the Page Break option on the View menu.

#### **■\_To adjust time scale width**

On the **Time Scale** ribbon, click the **Increase Pages Wide** button or the **Decrease Pages Wide** button.



You can also click on the Increase Pages Wide or the Decrease Pages Wide buttons located at the bottom left of TimeMap, or type in the number of pages you want in the Pages Wide box.



## Related Topics

Inserting time scale breaksMoving the time scaleChanging the time scale style

# Changing time scale begin/end dates

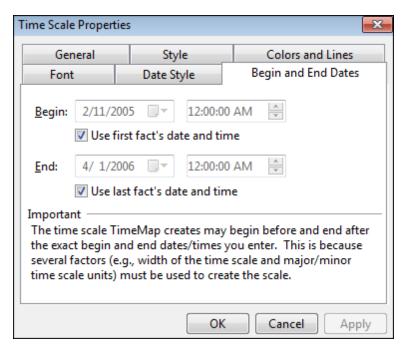
In TimeMap, you can set beginning and ending dates independent of the dates of your fact boxes. For example, if you want the time scale to start at the beginning of the year even though the first fact doesn't occur until February, you can do so.

## **■**\_To set a begin and end date

1. On the **Time Scale** ribbon, click **Begin and End Dates**.

The Time Scale Properties dialog box displays to the Begin and End Dates tab.

You can also double-click on the time scale and click the Begin and End Dates tab.



- 2. In the **Begin** list, click on the arrow to select the begin date for the timeline.
- 3. In the **Time** field, click the arrows to adjust the begin time.
- 4. Select or clear the first fact's date and time if you want to use it for the begin date.
- 5. In the **End** list, click on the arrow to select the end date for the timeline.
- 6. In the **Time** field, click the arrows to adjust the end time.
- 7. Select or clear the last fact's date and time if you want to use it for the end date.
- A Stop Scale After Last Date check box is also located on the General tab in the Time Scale Properties dialog box.
- 8. Click **OK** to save your changes.

## Related Topics

Inserting time scale breaks
Changing time scale date format
Changing the time scale style

## Changing the time scale font

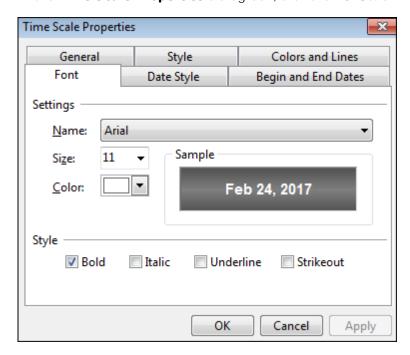
You can change the date font and style that displays in the time scale. Any changes you make can be previewed before you apply them. This is especially helpful if you are also changing the time scale color.

#### **\_\_To** change the time scale font

1. On the **Time Scale** ribbon, click the Format dialog box launcher to open the **Time Scale Properties** dialog box.

You can also double-click on the time scale.

2. In the **Time Scale Properties** dialog box, click the **Font** tab.



- 3. In the **Name** list, click the font you want to use.
- 4. In the **Size** list, select the font size.
- 5. In the **Color** list, select the font color.
- 6. In the **Style** area, select the style check boxes for those you want to use: **Bold**, **Italic**, **Underline**, and **Strikeout**.
- 7. Click **OK** to save your changes.

## Related Topics

Changing the time scale style
Changing time scale color

## Changing time scale date format

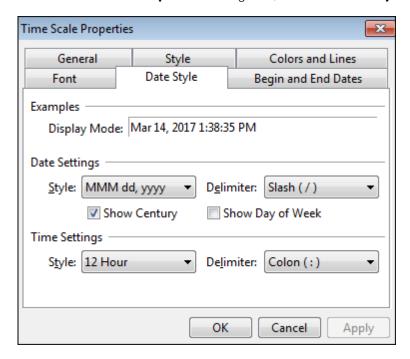
You can change date display settings in the time scale, including: date format, type of delimiter, and whether to display the century or day of week. You can even modify the time setting style and delimiter.

#### **\_\_To** change the date format in the time scale

1. On the **Time Scale** ribbon, click **Style**.

You can also double-click on the time scale.

2. In the **Time Scale Properties** dialog box, click the **Date Style** tab.



- 3. In the **Style** list, click the date format you want to use.
- 4. In the Delimiter list, click Slash, Hyphen, Period, or Space.
- Select or clear the Show Century or Show Day of the Week check boxes to toggle these features on or off.
- 6. In the **Style** list, click **12-Hour** or **24-Hour**.
- 7. In the **Delimiter** list, click **Colon, Period**, or **Space**.
- 8. Click **OK** to save your changes.

#### Related Topics

Changing time scale begin/end dates
Changing the time scale style

# Changing the time scale style

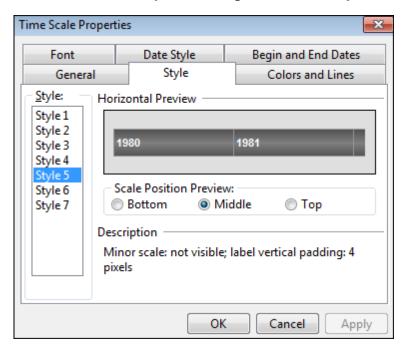
TimeMap offers seven different styles you can use for your time scale. Styles offer different padding options above the date. You can also change the scale position while it previews in the Time Scale Properties dialog box.

## **\_\_To** change the time scale style

1. On the **Time Scale** ribbon, click **Style**.

You can also double-click on the time scale.

2. In the **Time Scale Properties** dialog box, click the **Style** tab.



- 3. In the **Style** list, click on one of the time scale styles.
- 4. In the **Scale Position Preview** area, click on the time scale location you want in the Preview box: **Bottom**, **Middle**, or **Top**.
- 5. Click on the **Colors and Lines** tab.
- 6. In the **Fill** list, click on the color you want for the time scale.

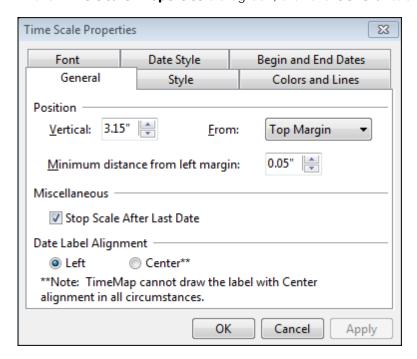
- 7. In the **Line Color** list, click on the color you want as a border around each month in the time scale.
- 8. In the Line Style list, click on the style you want to use.
- 9. Click **OK** to save your changes.

#### **<u>I</u>**\_To change the date label alignment

On the **Time Scale** ribbon, click the Format dialog box launcher to open the **Time Scale Properties** dialog box.

You can also double-click on the time scale.

2. In the **Time Scale Properties** dialog box, click the **General** tab.



- 3. In the Date Label Alignment area, select Left or Center.
- 4. Click **OK** to save your changes.

#### Related Topics

<u>Changing time scale color</u> Changing time scale date format

## Changing time scale color

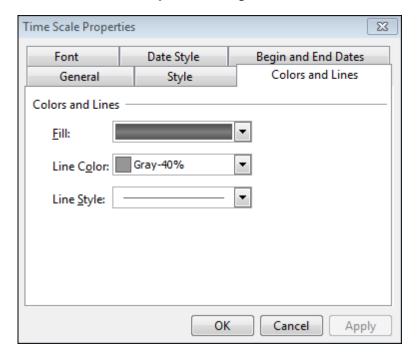
The time scale color can be changed from its default gray to a color that best matches the design of your timeline. You can also choose whether to include a color line border and style for each date segment in the time scale.

#### **■**\_To change the time scale color

1. On the **Time Scale** ribbon, click **Style**.

You can also double-click the time scale.

2. In the **Time Scale Properties** dialog box, click the **Colors and Lines** tab.



- 3. In the **Fill** list, click the color you want for the time scale.
- 4. In the **Line Color** list, click the color you want for the line around each date.
- 5. In the Line Style list, click the style you want for the line border around each date.
- 6. Click **OK** to save your changes.

## Related Topics

<u>Changing the time scale font</u> <u>Changing the time scale style</u>

# **Arranging Timeline Elements**

## Moving timeline elements

You have the ability to manually move chart elements in any horizontal or vertical direction on your timeline. While Text boxes and pictures can be positioned anywhere on your visual, remember that Fact boxes are connected to a corresponding date on the time scale.

On the Box Tools Format ribbon, choose from the Alignment or Position options that help you adjust alignment and visibility for selected elements. See the <u>Position timeline elements topic</u>. The Box Tools Format ribbon also contains automated options for arrangement and stacking of timeline elements. See the <u>Comparing Auto-Arrange vs. Auto-Stack</u> topic to identify which feature you want to use.

To learn about anchoring text boxes or managing overlapping fact boxes, see these topics.

#### **I\_To manually move a timeline element**

- 1. Click on the element(s) you want to move.
  - When you place your mouse pointer over one of the selected elements, the mouse pointer changes to a four-way arrow.
- 2. Drag the element(s) to a new position and release the mouse.

#### Related Topics

Using the Auto-Arrange feature
Using the Auto-Stack feature
Comparing Auto-Arrange vs Auto-Stack
Anchoring text boxes
Positioning timeline elements
Managing overlapping fact boxes

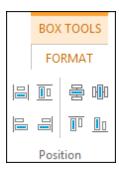
# Positioning timeline elements

TimeMap offers a number of items on the Box Tools Format ribbon to assist in arranging the position of timeline elements.

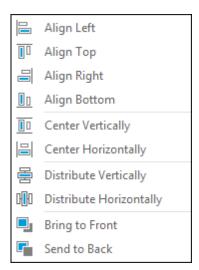
Positioning Options	
Options	Description
Align Top	Positions the tops of all selected elements at the same vertical position as the first element chosen.
Align Bottom	Positions the bottoms of all selected elements at the same vertical position as the first element chosen.
Align Left	Positions the left side of all selected elements at the same vertical position as the first element chosen.
Align Right	Positions the right side of all selected elements at the same vertical position as the first element chosen.
Center Vertically	Moves a selected group of elements so they are equal distance from the top and bottom of the chart.
Center Horizontally	Moves the selected group of elements so they are equal distance from the left and right of the chart.
Distribute Vertically	Positions selected elements in equal increments from the element with the highest vertical position to the one with the lowest. You must select three or more elements to use this feature.
Distribute Horizontally	Positions selected elements in equal increments from the element with the highest vertical position to the one with the lowest. You must select three or more elements to use this feature.
Bring to Front	Places the selected element of a layered stack of graphics or text on top for better visibility and emphasis.
Send to Back	Sends the selected element to the bottom of a layered stack of graphics or text, so that other graphics and text cover it.

## **■** To position timeline elements

- 1. Click the element you want to use as the basis for alignment.
- 2. Press **Shift** and click on the other elements you want to align to the first element you selected.
- 3. On the **Box Tools Format** ribbon, choose from the Alignment or Position options that help you adjust alignment and visibility for selected elements.



You can also right-click, and on the submenu, click **Position**, and then click the alignment or position option you want:



### Related Topics

Selecting timeline elements
Anchoring text boxes

# Anchoring text boxes

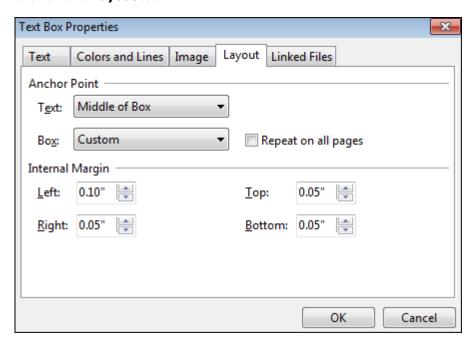
TimeMap offers anchoring options for text boxes, which allow you to determine how text boxes are repositioned as you adjust the width of your timeline. For example, the default title on TimeMap visuals is a text box that has its anchor property set to the Center of Visual setting. As you increase and decrease the number of timeline pages, the title automatically moves to the center of the visual.

You can anchor text boxes to the left margin of the visual, to the center of the visual, or to the right margin of the visual. You can also set the anchoring to custom, which means your text box

moves to a new relative position as you change the timeline width.

## **<u>I</u>**\_To select the anchor point of a text box

- 1. Double-click on the **Text box** to display the Text Box Properties dialog box.
- 2. Click on the Layout tab.



- 3. In the **Text** list, click on the location you want the text displayed in the box.
- 4. In the **Box** list, click on the location where you want the Text box displayed in the timeline.
- 5. In the **Internal Margin** area, click in the list boxes to increase or decrease the text margins within the Text box.
- 6. Click OK.

## Related Topics

Moving timeline elements

Positioning timeline elements

Changing layout settings

## **Using the Auto-Arrange feature**

TimeMap includes an Auto-Arrange feature that helps eliminate instances when fact boxes overlap each other in the timeline. As you enter facts, the Auto-Arrange feature automatically repositions existing fact boxes horizontally and vertically, add timeline pages, and add time scale breaks to eliminate or minimize instances of overlapping.

Sometimes fact flags get positioned on page breaks. While they can be moved to a new location, TimeMap has a feature that eliminates the need to relocate them in most cases. If a flag is located on a page break and then does not print entirely on a page, TimeMap will repeat the flag from its start point on the subsequent page. This is default behavior for both printed and PDF output.

#### **\_\_To auto-arrange fact boxes**

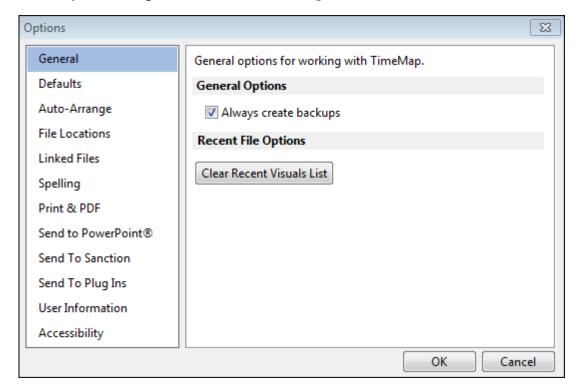
1. On the **Box Tools Format** ribbon, click **Auto-Arrange**.

If you are not happy with the results, click the Undo button



### **\_\_To change Auto-Arrange options**

- 1. On the File menu, click Options.
- 2. In the **Options** dialog box, click the **Auto-Arrange** tab.



- 3. Select check boxes for the options you want enabled.
- 4. Clear check boxes for the options you want disabled.

5. Click **OK** to save your changes.

#### Related Topics

Comparing Auto-Arrange vs Auto-Stack Using the Auto-Stack feature

## **Using the Auto-Stack feature**

TimeMap's Auto-Stack feature applies a group of commands to your timeline to improve its appearance.

#### Auto-Stack commands include:

- Moving all fact boxes so that the left side is on the date line.
- Moving all facts boxes off page break lines.
- Arranging fact boxes from the first date.
- Stacking fact boxes so they do not overlap.
- Avoiding placement of fact boxes on top of other boxes or timeline elements.
- · Applying a number of other pre-built commands that include avoiding overlapping the date line and other visual improvements.

#### **■**\_To use the Auto-Stack feature

On the **Box Tools Format** ribbon, click **Auto-Stack**.

If you are not happy with the results, click the Undo button



## Related Topics

Comparing Auto-Arrange vs Auto-Stack Using the Auto-Arrange feature

# **Comparing Auto-Arrange vs Auto-Stack**

To help you determine which feature you want to use, review the following list to compare

Auto-Arrange and Auto-Stack benefits.

Auto-Arrange vs. Auto-Stack	
Options	Description
Positioning fact boxes	Auto-Arrange only moves fact boxes that are overlapping other facts (starting from the far end of the visual)  Auto-Stack repositions all fact boxes.
	Auto-Arrange may move facts left or right in horizontal mode / up or down in vertical mode.  Auto-Stack always places the Fact Boxes on the front edge of their respective date lines.
Time scale breaks	Auto-Stack removes unnecessary time scale breaks added automatically by Auto-Stack or Auto-Arrange.  Auto-Arrange never removes time scale breaks.
Page reduction	Auto-Stack may reduce the number of pages wide in a timeline.  Auto-Arrange never reduces the number of pages wide in a timeline.
Entering facts	Auto-Stack is used automatically when you send facts from CaseMap.  Auto-Arrange is optionally run when you manually enter facts into TimeMap that overlap other facts.
Visual result	Auto-Stack produces a better looking result when a timeline contains many overlapping facts.  Auto-Arrange does a better job when a timeline has just a few facts that overlap.

## Related Topics

Using the Auto-Arrange feature
Using the Auto-Stack feature

# Managing overlapping fact boxes

As you build a timeline, it is common to run into situations where the dates of the facts you are charting cause fact boxes to overlap. As you insert new facts and modify fact dates, TimeMap automatically uses its Auto-Arrange feature to move facts horizontally and vertically, add new pages, and insert time scale breaks to help solve any overlapping problems. If you are ever

unhappy with the results of Auto-Arranging, TimeMap's Undo feature can instantly put things back the way they were. For more information, see Using the Auto-Arrange feature.

Sometimes Auto-Arrange solves all overlapping problems. Other times, Auto-Arrange solves some but not all overlapping problems. You may need to manually change positions of fact boxes, insert additional time scale breaks, or rework the number of pages. If these actions do not solve the overlapping problem, you may be trying to fit too much information into a single timeline and you will need to use more than one timeline to tell the story.

Review the following list for solutions you can use to address overlapping Fact boxes in your timeline.

## **■\_Increase the width of the time scale**

We recommend no more than ten fact boxes to a timeline page. A fact count displays on the Status bar at the bottom of TimeMap. Divide the fact count by ten to estimate the number of pages wide the time scale should be. The time scale of a single timeline can be up to 100 pages wide. If you have 200+ fact boxes in a single timeline, you should break the chart into a series of timelines. See the last item listed.

To increase the width of the time scale, click on the Increase Pages Wide option on the Time Scale menu. This will increase the number of pages for your timeline. See <a href="Changing time">Changing time</a> <a href="Scale width">Scale width</a>.

#### **■**\_Reposition fact boxes

Fact boxes can be moved up and down vertically and can face left or right. Fact boxes can also be dragged to the left and right off of the vertical line that connects them to the time scale.

To reposition a fact box, drag it to a new location in the timeline. See <u>Changing fact box direction</u> and <u>Moving timeline elements</u>.

#### **\_\_Adjust the height and width of fact boxes**

Tinkering with the height and width of individual fact boxes often helps solve overlapping problems.

To adjust the size of a fact box, select the box you want to adjust. Place your mouse pointer over the small square that appears on the side or bottom of the selected box. Your mouse pointer will display a double-headed arrow. Click and drag to a desired width or height.

See Changing fact and text box layout.

#### **=\_Adjust the width and location of the time scale**

The width and location of the time scale can be altered, making it easier to group fact boxes. For example, reduce the width of the time scale and drag it to the right of the page. This placement opens up space to the left of the time scale where a first set of fact boxes can be stacked.

The width of the time scale can be changed by selecting Compress or Expand on the Time Scale menu. You can also point to the right edge of the scale, then click and drag it to the left or right. The time scale can be repositioned by clicking the time scale and dragging it to a new location.

See Moving the time scale and Changing time scale width or height.

#### **■** Insert time scale breaks

Sometimes a timeline chart includes periods of inactivity due to time gaps between the facts being graphed. When this situation arises, consider inserting a time scale break to condense empty space.

See Inserting time scale breaks.

#### **\_\_Reduce the amount of text in fact boxes**

If your fact boxes contain a lot of information, consider editing the text into succinct statements. This will save space in the timeline and product a chart that is easier to read and understand. To edit fact text, double-click on the fact box.

#### **■** Eliminate non-critical fact boxes

Consider reviewing all fact boxes to determine whether they are essential to the timeline content you want to communicate. Delete any Fact boxes that do not meet this criticality test. In doing so, you will solve overlapping problems while making the timeline more effective. To delete a fact box, select it and press Delete.

#### **■** Break the timeline into a series of timelines

After trying the above suggestions, you may find that your timeline still contains too many fact boxes. It may be time to break the timeline into a series of visuals rather than trying to force all information onto one chart. You can copy a group of fact boxes into a new timeline.

See Copying fact boxes to new timelines.

Related Topics

Positioning timeline elements

## **Editing Timelines**

# **Using spelling tools**

TimeMap includes more than one spelling feature to ensure that timeline text is correct, or corrected for you, as you type.

#### Spelling tools include:

- **Spelling** A spell-check tool that verifies the correct spelling of a word in a text and description fields (except object short names).
- Live Spell Checking A spelling feature that automatically underlines text (red, wavy line) that is not recognized by one of the TimeMap dictionaries. Right-click on one of these words

to display a pop-up window with suggestions of possible corrections.

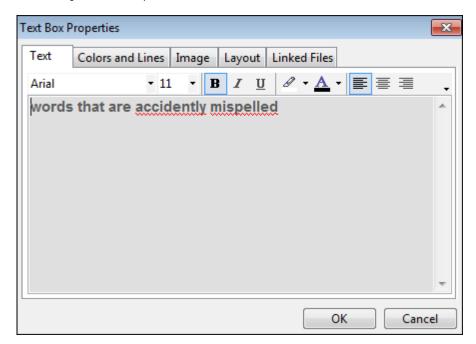
- Autocorrect and Dual Initial Cap A spelling feature that recognizes when two capital letters are used consecutively or when common words are accidentally misspelled. If you accidentally type "teh", the Autocorrect tool automatically changes the text to "the". If you accidentally type "The", the Dual Initial Cap tool automatically shifts to second capital letter to lowercase.
- Dictionary A standard English dictionary that also includes legal and medical term dictionaries. The legal dictionary is on be default, the medical dictionary is not. You can turn the medical dictionary on and make other changes to spelling and Autocorrect settings by selecting Spelling and Autocorrect Options on the Tools menu.
- The red, wavy lines that appear below unrecognized terms (e.g. abcdefghijklm) only display while you are working in a Fact or Text box. Once you leave the box, the red, wavy lines do not display in the timeline even if the term remains unrecognizable.

## **■\_To spell check individual Fact or Text boxes**

1. Double-click on the **Fact** or **Text box** for which you want to check spelling.

The Fact or Text Box Properties dialog box displays.

Red, wavy lines display under misspelled words or words that have not been added the dictionary in TimeMap.



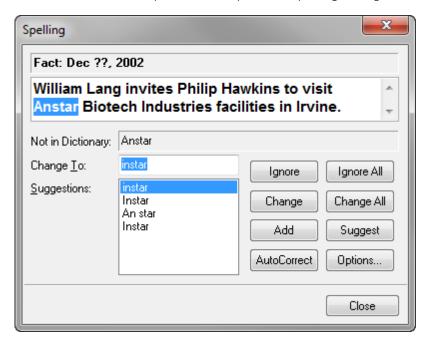
- 2. Right-click on a word you want to correct.
- 3. On the submenu, select the correct word from the dictionary or click **Spelling**.
- 4. In the **Spelling** dialog box, select one of the following options:
  - In the Replace With field, type the new spelling you want.

- 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.
- 5. Click **OK** to save the changes.

### **■\_To spell check a timeline**

1. Click the spelling icon on the Quick Access toolbar.

See <u>About TimeMap ribbon and toolbar buttons</u> for more information on how to add buttons. You can also press F7 to open the Spelling dialog box.



- 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, like a medical dictionary, as needed.

- 1. On the File menu, click Options, and then click the Spelling tab.
- 2. Click the **Spelling and AutoCorrect** button to open the **Spelling Options** dialog box.



- 3. In the Options area, select or clear check boxes to toggle spelling features on or off.
- 4. In the **Dictionaries** box, select the check box for dictionaries you want turned on.
- Select Locate Dictionaries to add a dictionary that is saved to your desktop or in a network folder.
- 6. Click the **Dictionaries** button to add a custom dictionary that is stored on your desktop or in a network folder.
- 7. Click **OK** to save the dictionary in TimeMap.
- If you click the Reset Defaults button, the spelling options return to their original default settings.

Related Topics

Finding and replacing data

Copying fact boxes to new timelines

# Finding and replacing data

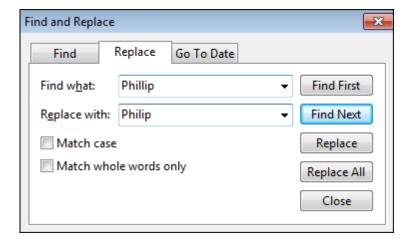
You can locate fact text and dates and replace text in timelines in both Timeline and Spreadsheet views. When you need to locate a specific word or phrase, use the Find feature to

search timeline content. You can also replace text if you need to change the spelling of a word timeline.

You also have the option to search for text that is case sensitive or is a particular groups of words. Selecting the Match Case option provides matches of the text when certain characters are capitalized. Selecting the Whole Words Only option allows you to search for a particular word or phrase. For example, if you want to find every occurrence of the whole word "John" in a field, TimeMap locates all instances of both "John" and "Johnson".

## **■\_To find and replace fact text**

1. On the **Box Tools Format** ribbon, click **Find & Select**, and then click **Find** or **Replace** to open the Find and Replace dialog box.



- 2. On the **Find** tab in the **Find what** field, type in the text you want to locate.
- 3. Select the **Match Case** check box to locate matches of the word(s) and also when those words are capitalized.
- 4. Select the **Match whole words only** check box to locate a particular word or phrase.
- 5. Click the **Find First** or **Find Next** buttons.
  - Click the Find First button if you want to start searching from the first fact box in the timeline.
  - Click the Find Next button if you want to start searching from the fact box you selected in the timeline. This option will continue the search until it reaches the original fact box you started with.
- 6. Click the **Replace** button if you want to replace the text found with new text.
- 7. In the **Replace With** field, type in the new text you want to use.
- 8. Click **Close** when you are finished.

#### **■**\_To find a date

- 1. On the **Box Tools Format** ribbon, click **Find & Select**, and then click **Go to Date**, to open the Find and Replace dialog box.
- 2. On the **Go to Date** tab in the **Find date** field, type in the date you want to locate.

3. Click the **Go to First** button.

The timeline element that contains the date you are looking for is now selected.

- 4. Click the **Go to Next** button to locate the next instance of the date in your timeline.
- 5. In the message stating the search is complete, click **OK**.
- 6. Click **Close** when you are finished.

Related Topics

<u>Using spelling tools</u>
Copying fact boxes to new timelines

## Copying fact boxes to new timelines

A timeline including too many fact boxes condensed together can become a poor communication aid. While a TimeMap timeline can include up to 100 pages (horizontally or vertically), a timeline that includes 100+ fact boxes might be a challenge to arrange so that all are easily visible.

If you have many events that need to be charted in the timeline, you can copy fact boxes to another timeline to ensure adequate spacing, which visually makes a better presentation.

## **=\_To** copy fact boxes to a new timeline

- 1. Select the **fact boxes** you want to copy.
  - To select a group of fact boxes in Timeline view, press Shift while click on the boxes you want to copy.
  - To select a group of fact boxes in Spreadsheet view, press Ctrl while clicking on the fact rows you want to copy.
- 2. On the **Home** ribbon, click **Copy**, and then click **Copy to New Visual**.

A new timeline displays and the fact boxes are automatically pasted into it.

- 3. Arrange the layout of the timeline to increase pages, auto-arrange boxes, etc. until you get the results you want.
- 4. Save the new timeline.
- 5. Return to the original timeline and delete the **fact boxes** you copied to the new timeline.

The fact boxes will still be selected so you can press the Delete key to remove them.

Using spelling tools
Finding and replacing data
Creating timelines

# **Creating Presentations**

## Working in presentation mode

TimeMap makes it easy to present your visual files electronically during meetings, hearings, and even at trial. Create your timeline graph in a matter of minutes, and then, with one click, shift to Full Screen mode and present. You can also display files that you have linked to any chart element using TimeMap's File Linking feature.

Full Screen mode also makes it easy to deliver a presentation based on multiple timelines. For example, you might use one timeline to present a macro-level picture of events, and a series of other charts to focus on the details within a specific portion of the larger story.

While you're using Full Screen mode, a special Full Screen toolbar appears at the top of your timeline. A Pushpin button at the left end of the toolbar allows you to determine whether the Full Screen toolbar remains visible at all times or Auto Hides itself.

#### **=\_To work in full-screen, presentation mode**

- 1. Create or open a timeline in TimeMap.
- 2. Click the **Full Screen** button on the bottom left of the TimeMap status bar.

  You can also press F11 to toggle between full-screen mode and your normal view.
- 3. Click the **Close Full Screen** button or press the **Esc** key to return to normal view.

#### **■\_To navigate fact boxes in presentation mode**

You can navigate forward or backwards between fact boxes in full-screen, presentation mode:

- Forward: Press the Tab key or click the Select Next Fact button to bring the fact box into view.
- **Backward:** Press Shift + Tab or click the Select Prior Fact button to navigate backwards between fact boxes.

### **■\_To work with multiple timelines in presentation mode**

1. Open all the timelines you want to work with before entering Full Screen mode.

- 2. Click the **Full Screen** button on the bottom left of the TimeMap status bar.
- On the Full Screen mode toolbar, click the Windows button to select which timeline you want to view.

Adding linked files
Send to PowerPoint
Send to Sanction

# **Printing and Saving Timelines**

### **About printing timelines**

Printing your TimeMap timeline requires no more than clicking the Print button on the Quick Access toolbar or choosing Print on the File menu. TimeMap uses your page setup options to determine the paper size, orientation, and margins to use when printing. You can also add page numbers and date and time information to your visual by changing the layout properties within the Page Setup dialog box.

When you print timelines that are more than one page wide, TimeMap automatically adds page break markers that you can use to join the pages into one continuous graph. If you do not want these marks to appear, from the Getting Started pane, click Options, then click the Print & PDF tab and clear the Print page align guides check box.

TimeMap also supports banner printing for timelines that are more than one page wide. See Printing a multi-page timeline banner.

TimeMap now has print preview available on the **Getting Started** page. You can preview a sample of the print output before sending to the printer. This is available in the Timeline View and the Spreadsheet View.

#### **■**\_To print a timeline

- 1. On the **File** menu, click **Print**, and then click **Page Setup**.
- 2. In the **Page Setup** dialog box, click on the tabs to change settings for paper size, time scale orientation, margin selections, title page, and layout properties, etc.
- 3. Click **OK** to save your settings.
- 4. Click **Print** and then click **Print to Printer**.

You can also click the **Print** button the on the **Quick Access** toolbar.

#### **■**\_To view the Page Setup table

Reference the following table for a complete listing of page setup options and their descriptions.

Customizing the page setup and formatting options for reports		
Tab	Settings	
Page	Choose paper size, width, height and source.	
	Choose the paper orientation.	
	Choose the margin sizes.	
Spreadsheet Report	Choose the font and font size.	
	Select/clear whether to include the following: Gridlines, Break Rows, Auto-Fit and/or Confidentiality Statement.	
	Select/clear Print Options for the following: Date & Time, Include Title Page, Page Number, Include Introduction.	
Timeline Report	Choose the Time Scale Orientation and Page Break Mode.	
	Select/clear Print Options for the following: Date & Time, Page Number, Include Title Page, Include Introduction.	
Title Page	Choose Orientation, Text Alignment, Border Style and Color.	
	Edit Content, Graphics and Choose Options to Save as Default or Load Defaults.	
Introduction	Choose settings for Orientation, Text Alignment, Border Style and Color.	
	Edit Content, Graphics and Choose Options to Save as Default or Load Defaults.	

### Related Topics

Printing a multi-page timeline banner Printing and saving timelines to PDF Saving timelines as image files **Emailing timelines** 

### Printing a multi-page timeline banner

When TimeMap is not in Banner mode, it prints duplicate information in the right and left margins of adjoining pages. This is intended to simplify the process of cutting and taping pages together to form a printed, multi-page timeline.

TimeMap provides a Banner mode for printers that support continuous feed (banner) paper. In Banner mode, TimeMap ignores the right and left margins on adjoining pages and does not print duplicate information.

Most printers (including virtually all laser printers) do not support banner printing.

There are two primary methods printers use to support banner printing. Some printers require you to create a user-defined paper size corresponding to the dimensions of the banner you want to print. Other printers have a banner mode you must enable in the printer Properties dialog box before printing. Consult your printer user's guide to determine if and how it supports banner printing.

#### **\_\_To** print a multi-page timeline banner

Determine if and how your printer supports banner paper. You have three options you can choose to print a timeline banner:

- If the printer requires a user-defined paper size for printing banners, proceed with the Printing a Banner with a User-Defined Paper Size option.
- If the printer supports a banner mode, proceed with the Printing in Banner Mode option.
- If the printer does not support banner printing, you can cut and tape the multi-page timeline together.

#### **<u>■</u>To print in Banner mode**

- 1. Open the multi-page timeline.
- 2. On the File menu, click Print, and then click Page Setup.
- 3. In the **Page Setup** dialog box, click the **Timeline Report** tab.
- 4. In the Page Break Mode area, click Banner.
- 5. Click the **Page** tab and select the paper size that corresponds to the size of the banner.
  - Consult the printer's user guide for specific instructions.
- 6. In the **Page Setup** dialog box, select any other print settings needed.
- 7. Click **OK** to save the settings.
- 8. On the **File** menu, click the **Print** button and choose one of the following options: **Print** to **Printer**, **Print** to **PDF** or **Print** to **PDF** Email.

You can also click the **Print** button the on the **Quick Access** toolbar.

Related Topics

About printing timelines

Printing and saving timelines to PDF

### Printing and saving timelines to PDF

The ability to create a PDF file of your timeline is built into TimeMap. You do not need to own a full Adobe Acrobat license. When TimeMap creates a PDF file, it can add a bookmark for each fact, thereby making it easy to navigate to different places in the timeline. Finally, if the fact flags in the timeline are linked to Windows files (e.g., to a PDF containing the document that was the source of the fact) these links are also available in the timeline PDF file.

#### TimeMap Print to PDF menu includes three options:

- Print to PDF: saves the PDF in a folder you select
- Print to PDF (Email): creates a PDF and includes it in a Microsoft Outlook email you can send to others
- Print & PDF (Options): allows you to customize print settings

The default print options are to print overlapping margins between multiple pages and to print page align guides. The default Print & PDF (Options) are to create hyperlinks in the PDF file to Windows linked files, and create bookmarks in the PDF for each fact box. You can modify these settings.

#### **■\_To print/save a timeline to PDF**

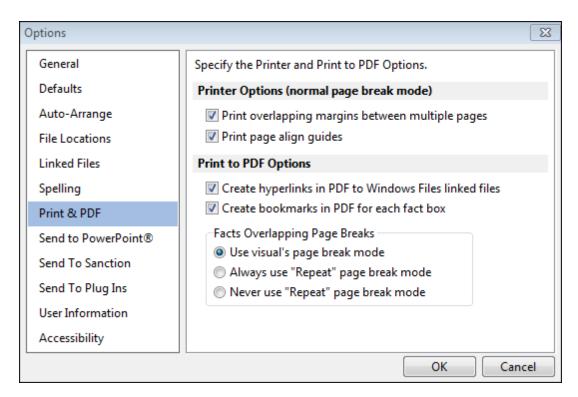
1. On the **File** menu, click **Print** and then click **Print to PDF**.

You can also click the Print to PDF button on the Quick Access toolbar.

- 2. In the **Save as PDF** dialog box, navigate to the folder where you want to save the file, then click **Open**.
- 3. Type the File name, and then click **Save**.
- 4. In the message to view the file, click **Yes** or **No**.

#### **<u>I</u>**\_To change Print to PDF options

• On the **File** menu, click **Print**, and then click **Print Options**.



- 1. In the **Options** dialog box, click the **Print & PDF** tab.
- In the Printer Options (normal page break mode) area, select or clear the options you want.
- 3. In the **Print to PDF Options** area, select or clear the options you want.

The Facts Overlapping Page Breaks area includes settings that control whether fact boxes overlap page breaks. If a flag is overlapping a page break, it will not print entirely on one page. TimeMap's default setting is to use the visual's page break mode. This setting is on by default when printing and saving a timeline to a PDF file. To change this setting, select the print option you prefer. The Repeat page break mode repeats the fact box from its start point on the subsequent page.

4. Click **OK** to save the settings.

#### Related Topics

About printing timelines

Printing a multi-page timeline banner

# Saving timelines as image files

Saving a timeline as an image file allows you to email it to another trial team member or use it

in another application. Timelines can be saved to a variety of image formats, including .jpgs., .gifs, bitmaps, Windows metafiles, and custom high-resolution graphics. Files that are small and easy to email are .jpgs and .gifs. If you save your timeline as an enhanced metafile (.emf), you can edit it further using Microsoft® PowerPoint® or other similar software.

You can also save the timeline as a custom, high-resolution graphics file that can be used to make charts. See Making timelines into charts.

#### **■** To save a timeline as an image file

- 1. Open the timeline you want to save.
- 2. On the File menu, click Save As and then click Save As Graphic.
- 3. In the **Save As Graphic** dialog box, select the file type you want to use.
- 4. In the **File name** field, type a name for the file.
- 5. Click Save.

Related Topics

Saving timelines to make charts

# Saving timelines to make charts

TimeMap offers options for saving your timelines as high resolution .jpgs, .gifs, and bitmaps. These options can be particularly useful when you want to send a timeline out to a vendor for enlargement. You may want to talk with the vendor who will be creating your enlargement, in advance, to determine the desired file type, color format and pixel choices they will need.

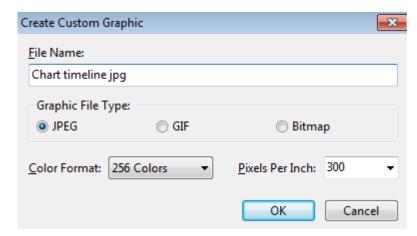
A .bmp (bitmap), .gif (Graphics Interchange Format), and .jpeg (Joint Photographic Experts Group) are all raster image formats. A raster image is also known as a bitmap and is created from rows of small dots called pixels. Because the raster format uses these fixed dots to create the image they cannot always be immediately rescaled without losing definition. So if you are trying to print your graphic at a very large size, these files are not recommended.

A .wmf (Windows Metafile) and .emf (Windows Enhanced Metafile) are vector image formats. Vector images contain a geometric description which can be rendered smoothly at any desired display size. A .wmf is a 16-bit format introduced in Windows 3.0. Enhanced Metafile (.emf) is the newer 32-bit version. An .emf is also used as a graphics language for printer drivers. If you are exporting for printing, check with your vendor and see if they can accept .emf files. If they do, this may be your best choice for times when you need to enlarge your timelines for printing.

If you have embedded a raster image into the timeline, the file will always be rendered using the pixels and the definition will be reduced as you enlarge the timeline.

#### **■**\_To save a timeline to make a chart

- 1. Open the timeline you want to save.
- 2. On the File menu, click Save As, and then click Save As Graphic.
- 3. In the **File** name field, type in a name for the file.
- 4. In the Save as type list, select Custom Hi-Res Graphic (\*.\*).
- 5. Navigate to the folder where you want to save the image file.
- 6. Click Save.
- 7. In the **Create Custom Graphic** dialog box, select the graphic file type you want: **JPEG**, **GIF**, or **Bitmap**.



- 8. In the **Color Format** list, click on the color format you want.
- 9. In the **Pixels Per Inch** list, click or type the numbers of pixels you want per inch.
- 10. Click **OK**.

### Related Topics

About timelines
Creating timelines
Deleting timelines

# Exporting Data

# **Emailing timelines**

TimeMap's Send To option makes it easy to email a timeline to other TimeMap users. Once they

receive the timeline, they can view, edit, and print it. The Send To option can also be used to send timelines as JPEGs, GIFs, and Windows metafiles.

Please note that sending someone a .tmv file is like sending someone a word-processing document. If you make changes to your respective copies of a timeline file, you will end up with two different documents that cannot be automatically merged to create one final file. If you send a file to someone else to edit, you should not make any changes to your copy of the file until you receive it back.

#### **■\_To** email a timeline

- 1. On the File menu, click Send To and then click Email Recipient.
- 2. In the **Send To** dialog box, select the attachment type you want to use: **TimeMap Visual**, **GIF**, **JPEG**, or **Windows Metafile**.
- 3. Click OK.

A Microsoft® Outlook emails displays with the timeline included as an attachment. You can modify the body text as needed.

Related Topics

Printing and saving timelines to PDF

#### Send to Sanction 2.x

TimeMap timelines can be run in Sanction in their native form. Edits made in TimeMap appear immediately in the Sanction chart. You can use hyperlinks from TimeMap timeline flags to images, audio/video clips and documents stored in Sanction. You can also create a TimeMap timeline from a Sanction presentation, then run the presentation using the TimeMap timeline within Sanction.

#### TimeMap integrates with Sanction in three ways:

- Add to Sanction sends your current timeline to Sanction's Timelines bin (under Other Exhibits)
- Show in Presentation displays your timeline in Sanction's Presentation mode
- Create a TimeMap timeline from a Sanction presentation that includes hyperlinks from the Fact flags to the objects you have in the presentation

#### **■**\_To integrate with Sanction

- 1. Open Sanction.
- 2. On the **Tools** menu, click **Verdict Integrator** to open the External Application Setup

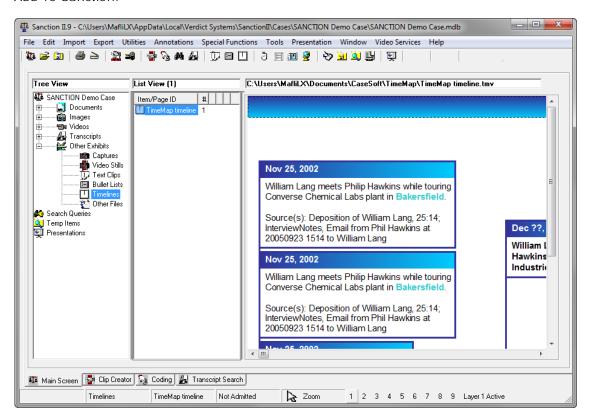
dialog box.

- 3. On the File menu, click Add Pre-Defined and then click TimeMap on the submenu.
- 4. In the message, click **OK**.
- 5. Click **OK** to close the External Application Setup dialog box.

#### **■**\_To add a timeline to Sanction

- 1. In **TimeMap**, click the **Save** button to save your timeline.
- 2. On the **File** menu, click **Send To** and then click **Add to Sanction**.

You can also right-click in a vacant space of your timeline and click Sent To and then click Add To Sanction.



In Tree View, the timeline displays in the Timelines bins under Other Exhibits.

#### **■\_To display a TimeMap timeline in Sanction's Presentation mode**

1. On the File menu, click Send To and then click Show in Presentation.

The timeline now displays in Sanction's Presentation mode.

The timeline is not saved and added to the Sanction Timeline's bin when you use this option.

2. Click the **Exit** button to close the presentation.

For information about TimeMap's presentation mode, see <u>Working in full-screen</u> presentation mode.

### **■\_To create a timeline from a Sanction presentation**

1. On the **Sanction** toolbar, click the **Presentation** menu, then press **F3**.

The Export to TimeMap dialog box opens.

- 2. In the **Date** field, type in the date.
- 3. In the **Text** field, type in the text you want.
- 4. In the **Link** field, select **MainTblID** if you want to use the hyperlinks to Sanction objects in your timeline.
- 5. Click Create.

#### Related Topics

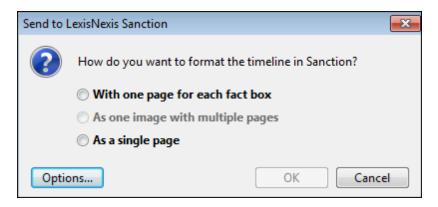
Working in full-screen presentation mode
Send to PowerPoint
Send to CaseMap

### Send to Sanction 3.5 or later

To assist in organizing presentations of key evidence for trial, TimeMap allows users to connect to and send a visual to a case in Sanction<sup>®</sup> 3.5. Please refer to the <u>Sanction Answer Center</u> for additional information.

#### **■\_To send a visual to Sanction as a single page**

- 1. Open a case in **Sanction 3.5** or later.
- It is necessary to have a case open in Sanction for the Send To LexisNexis Sanction option to be successful.
- On the File menu, click Send To, and then click LexisNexis Sanction to open the dialog box.
- 3. In the **Send to LexisNexis Sanction** dialog box, click the **As a single page** option.



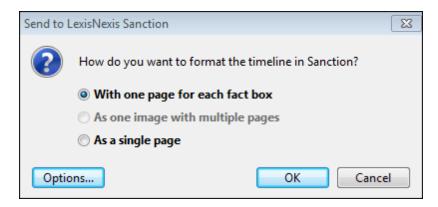
#### 4. Click OK.

The visual is added to the Timelines folder under the Images folder in Sanction.

#### **■\_To send a visual to Sanction as separate pages**

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

- With one page for each fact box -- creates a separate exhibit page for each fact box in the timeline, even if the timeline is only one page. By default, TimeMap dims the previous facts to make a single fact stand out on each page.
- As one image with multiple pages -- simply creates a separate exhibit page for each page in the timeline. By default, TimeMap will repeat a fact box that is crossing a page break so that the whole box appears on both pages.
- You can adjust the behavior of <a href="what each page looks like">what each page looks like</a> using the Send to Sanction options in the Options dialog box. Click the Options button in the Send to Sanction dialog box to set those options.
- 1. Open a case in **Sanction 3.5** or later.
- It is necessary to have a case open in Sanction for the Send To LexisNexis Sanction option to be successful.
- On the File menu, click Send To, and then click LexisNexis Sanction to open the dialog box.



- 3. In the **Send to LexisNexis Sanction** dialog box, select one of the following multiple page options:
  - Select the 'With one page for each fact box' option if you want to create a separate exhibit page for each fact box in the timeline, even if the timeline is only one page. By default, TimeMap will dim the previous facts to make a single fact stand out on each page.
  - Select the 'As one image with multiple pages option' to create a separate exhibit page for each page in the timeline. By default, TimeMap will repeat a fact box that is crossing a page break so that the whole box appears on both pages.
- 4. Optional: In the **Send to LexisNexis Sanction** dialog box, click the **Options** button to set different Send To Sanction formatting options.

See <u>To set the Send to Sanction format options</u> for details on how to set different Send To Sanction formatting options.

5. Click **OK**.

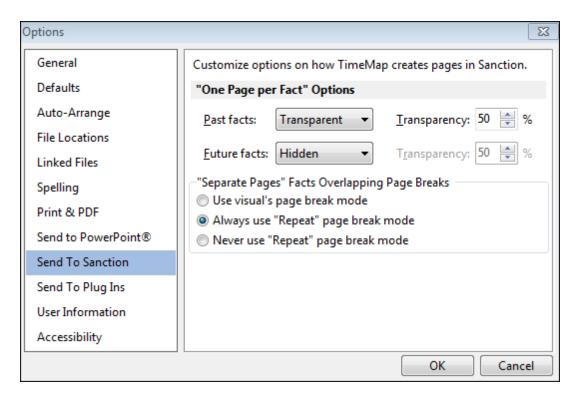
The visual is added to the Timelines folder under the Images folder in Sanction.

#### **■\_To set the Send to Sanction format options**

The Send to Sanction formatting options in TimeMap can be set to determine how pages will be generated when they are sent to Sanction.

1. On the **File** menu, click **Options**, and then click **Send To Sanction**.

Alternatively, you can click the Options button in the Send to Sanction tab.



- 2. In the **One Page per Fact Options** area, next to **Past facts** and **Future facts**, click the down arrow and select the option you want: **Normal**, **Hidden**, or **Transparent**.
- 3. In the **Transparency** list, click the arrows to increase or decrease transparency for both past and future facts.

The default setting is 50%.

- 4. In the **Separate Pages Facts Overlapping Page Breaks** area, select the page break mode you want to use.
- 5. Click **OK** to save your settings.

Related Topics

About timelines
Creating timelines

### Send to PowerPoint

The Send to Microsoft® 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 Microsoft® PowerPoint installed on your computer to use this feature.

#### You have two options for sending a timeline to PowerPoint:

- One Slide per Fact A single slide is created for each fact box in the timeline.
  - The first slide will be the presentation title page. The second slide will be the first fact of your chronology. The fact box retains your TimeMap fact style and format. Other fact boxes will display as semi-transparent and can be hidden from view.
- One Slide per Page Multiple fact boxes display on a single slide.

Send to PowerPoint options permit you to fade flags or hide flags, such as hiding future flags. You can also choose whether to create hyperlinks to Windows files and select the page break mode. See the Creating Hyperlink Considerations table for more information.

Everything in your TimeMap timeline will be sent to PowerPoint, except for the page border frame (this includes the header and footer graphics). The page border is not sent because it is printed outside the margins of the page and the PowerPoint slides do not include space for the margins. The orientation of the title page is also changed to match the orientation of the timeline if necessary. You can only have one page size and orientation in a PowerPoint presentation, TimeMap allows you to have a different paper orientation for your title page and introductions. You may notice that a title page that prints as one page from TimeMap may appear as two pages in PowerPoint. This would likely be caused by the change in orientation of the title page to match to orientation of the timeline.

#### **■**\_To learn more about creating hyperlinks

When fact boxes with linked files are included in the presentation, you can easily open the file to share it with your audience. You can choose to not include linked files if you do not want the hyperlinks to display during a slide show or you are saving the PowerPoint file onto a computer that does not have the linked files on it. If you email the PowerPoint file to another person, they will not be able to open the linked files.

Review the following table for more information about creating hyperlinks.

Creating Hyperlink Considerations		
Creating Hyperlinks	TimeMap is only able to create one hyperlink per fact box when using the Send to PowerPoint feature.	
	TimeMap can only create a hyperlink for files that can be opened in the Windows Files viewer.	
	If a fact box has multiple linked files, TimeMap will create a hyperlink only for the first linked file and skip the others.	
	TimeMap timelines created from a CaseMap file will retain linked files	

### **Creating Hyperlink Considerations**

when you send the timeline to PowerPoint, as long as the linked files can be viewed in the Windows Files viewer.

\* Links created using the Send to CaseMap feature in litigation support applications will likely not be sent to PowerPoint. This includes using the Send to CaseMap tool in Adobe Acrobat, Binder, Concordance, IPRO, JFS Litigator's Notebook, KPMG's Discovery Radar, LiveNote, Sanction, and Summation. The links to these applications do not use the Windows Files viewer and require special interfaces that are restricted by PowerPoint.

Hyperlinks to Adobe Acrobat PDFs can be created if TimeMap's file viewer setting is set to the Windows Files viewer and the linked file value only includes the file path and name of the Adobe PDF file you want to link to.

To modify the file viewer, right-click on the fact box that contains the hyperlink and click Properties. In the Fact Box Properties dialog box, click the Linked Files tab. Click the Edit button to open the Linked File Properties dialog box. In the File Viewer list, click Windows Files. Click OK to save the settings.

TimeMap can create hyperlink to web pages/URLs if TimeMap's file viewer setting is set to the Windows Files viewer. The linked file value must be a valid URL that begins with Internet protocol. For example: http://www.lexisnexis.com/casemap.

#### Viewing Hyperlinks

Hyperlinks in the PowerPoint presentation are invisible rectangular shapes placed over the associated fact box. In Slide Show view, the mouse pointer will display as a hand icon if the fact box contains a hyperlink. In Normal view, right-click on the fact box and click Open Hyperlink.

### Editing Hyperlinks

You can edit a hyperlink in PowerPoint that is sent from TimeMap. First ensure that you are in Normal view. Right-click on the fact box containing the hyperlink you want to edit and then click Edit Hyperlink on the submenu. If the hyperlink you are editing appears on multiple slides, you must make the edit in each location where the hyperlink exists.

#### Deleting Hyperlinks

To delete a hyperlink in PowerPoint, first ensure that you are in Normal view. Right-click on the fact box that contains the hyperlink and click Remove Hyperlink on the submenu. If the hyperlink you are deleting appears on multiple slides, you must delete it in each location where the hyperlink exists.

# Troubleshooting hyperlinks

If you cannot open a hyperlink and receive the error message, "Cannot open specified file", the most likely cause is that the file path in the specified hyperlink is not valid or the file does not exist at the file path specified in the hyperlink. This problem can easily occur if you move the PowerPoint presentation to another computer.

### **Creating Hyperlink Considerations**

If a Windows file hyperlink opens from TimeMap, it should also open from PowerPoint. The easiest way to fix broken hyperlinks is to edit them in TimeMap and then resend the visual to PowerPoint.

If you email the PowerPoint presentation to another person, the hyperlinks will only work if the other person has access to the linked files.

For instance, if you have a hyperlink to a PDF stored in your computer's local hard drive (c:\my\_pdfs\my\_pdf\_doc.pdf), this hyperlink will likely not work on other computers. In order for this hyperlink to work on other computers, the file must exist within the exact same folder and with the same file name as is specified in the hyperlink value. Hyperlinks to URLs or web addresses should be universal and work on different computers.

#### **<u>I</u>**\_To send timelines to PowerPoint

- 1. On the File menu, click Send to and then click Microsoft PowerPoint.
- 2. Select One Slide Per Fact or One Slide Per Page.
- 3. In the message regarding linked files, click Yes.

The timeline now displays in a PowerPoint slide presentation.

- 4. Click to navigate the presentation:
  - In Normal view, click on each slide to navigate the presentation.
  - In Slide Show view, click on the slide to navigate from fact flag to fact flag.
- In PowerPoint, double-click any timeline element for the option to convert it to a Microsoft Office drawing object. If you click Yes, you can then edit any element of your slide using PowerPoint's Picture Tools.

#### **■** To open a linked file

There are two ways you can open a linked file attached to a fact box:

- In Normal view, right-click on the fact box and then click Open Hyperlink.
- In Slide Show view, place your move pointer over the fact box to display the file path and click on it to open the attachment.

In the message to open the file, click Yes.

#### **<u>I</u>**\_To modify Send to PowerPoint settings

1. On the File menu, click Send to and then click Send to PowerPoint Options.

Options  $\Sigma S$ General Customize options on how TimeMap creates hyperlinks and creates slides in PowerPoint. Defaults General Options Auto-Arrange Create hyperlinks in slides to Windows Files linked files File Locations "One Slide per Fact" Options Linked Files Transparency: 50 Past facts: Transparent Spelling Print & PDF Future facts: | Hidden Transparency: Send to PowerPoint® "One Slide per Page" Facts Overlapping Page Breaks Use visual's page break mode Send To Sanction Always use "Repeat" page break mode Send To Plug Ins Never use "Repeat" page break mode User Information Accessibility OK

2. In the **Options** dialog box, click the **Send to PowerPoint**® tab.

3. In the General Options area, select or clear the Create hyperlinks in slides to Windows Files linked files check box depending on your preference.

Once this setting is disabled, TimeMap will no longer create hyperlinks for any timeline you send to PowerPoint.

Reasons to disable this setting include:

- Not wanting to display the hyperlinks in a PowerPoint Slide Show.
- Moving the PowerPoint presentation to a computer that does not include the linked files.
- 4. Next to Past Facts and Future Facts, click the down arrow and select the option you want: Normal, Hidden, Transparent.
- 5. In the Transparency list, click the arrows to increase or decrease transparency for both past and future facts.

The default setting is 50%.

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

#### **■\_To** customize the timeline presentation in PowerPoint

You can edit and customize your timeline presentation using the many tools provided internally by Microsoft PowerPoint. You are able to add, delete, and rearrange slides, and you can add additional elements to slides TimeMap creates. However, you will not be able to modify the timeline elements that TimeMap generates. For instance, you cannot reposition

Cancel

fact boxes, edit text, or change colors, once a fact box is in PowerPoint. Any physical changes to the timeline elements must be made in TimeMap and then sent to PowerPoint. Each slide TimeMap creates is actually an enhanced metafile picture object placed on a PowerPoint slide. Therefore, the individual timeline elements are not editable within PowerPoint.

#### Related Topics

Working in full-screen presentation mode
Send to Sanction
Send to CaseMap

### Send to CaseMap

TimeMap's Send to CaseMap feature makes it easy to take the facts you enter in a timeline and import them into a CaseMap case file.

#### **■\_To send selected timeline facts to CaseMap**

- 1. In **CaseMap**, open the case for which you want to import selected facts.
- 2. In **TimeMap**, open the timeline you want to use.
- 3. Press the **Shift** key while you click on the fact boxes containing information that you want to send to CaseMap.
- 4. On the **File** menu, click **Send To** and then click **LexisNexis CaseMap**.
- 5. Click **Selection** to send selected facts in the current visual to CaseMap.

#### **■**\_To send all timeline facts to CaseMap

- 1. In CaseMap, open case for which you want to import selected facts.
- 2. In **TimeMap**, open the timeline you want to use.
- 3. On the File menu, click Send To and then click LexisNexis CaseMap.
- 4. Click **All** to send all facts in the current visual to CaseMap.

#### Related Topics

Send to PowerPoint
Send to Sanction

### Copying timelines into word processing applications

You can copy a timeline chronology into a word processing application. This is useful if you want to add your case chronology to a briefs document. TimeMap saves the selected timeline as a metafile so you can resize it without losing visual quality.

#### TimeMap offers three copy options:

- Copy Entire Visual to Clipboard as a Metafile
   All of the elements of your visual will be copied to the clipboard.
- Copy One Page of a Visual to Clipboard as a Metafile
   If the timeline has multiple pages, select this option to select a one page to copy to the clipboard.
- Copy One Page of a Visual to Clipboard as a Metafile (Repeat Mode)

This option lets you take advantage of the Repeat Mode feature. If a Fact flag is on a page break (and will not print entirely on a page), TimeMap will repeat the Fact flag from its start point on the subsequent page.

#### **■**\_To copy a timeline to the clipboard

- 1. Open the timeline you want to copy.
- 2. On the **Home** ribbon, click **Copy**, and then click **Copy Metafile to Clipboard**.
- 3. On the submenu, select the from the following:
  - Copy Entire Visual to Clipboard as a Metafile
     If you select this option, proceed to Step 5 below.
  - Copy One Page of Visual to Clipboard as a Metafile
  - Copy One Page of Visual to Clipboard as a Metafile (Repeat Mode)
- 4. In the **Select Page to Copy to Clipboard** dialog box, select the timeline page you want to copy and then click **OK**.
- 5. Open your word processing document.
- 6. On the **Edit** menu of your document, click **Paste Special**.

Do not click Paste.

You can also right-click and then click Paste Special.

7. In the **Paste Special** dialog box, select **Enhanced Metafile**.

The selected timeline now displays in your word processing document.

# Managing File Viewers

### **About file viewers**

TimeMap does not have its own viewer to display files linked to your timeline elements. When TimeMap is installed, there is a Windows Files viewer that is automatically set up for each visual file. Many external files can be linked to timeline elements using this default file viewer. TimeMap opens files using the Windows Files viewer by launching an external program such as Adobe® Acrobat®, Microsoft® Word®, Corel® WordPerfect®, or Microsoft® Excel®.

TimeMap also allows you to add native applications as file viewers so you can view native files in the application in which they originate. You can add as many file viewers as you need to view the files and documents linked to elements in your timeline. If other users want to view that same file, they will need to set up the file viewer in TimeMap too.

To view the file, select the timeline element it is linked to and then click on the paperclip icon to launch the native application. The path to the native file is stored in the Properties dialog box in the Linked File tab for that timeline.

#### **■** Learn about adding file viewers

TimeMap has included support for setting up a large number of text and image viewers. If you know where the viewer application resides and the name of the timeline where your images are stored, you can set up these pre-defined viewers with ease. However, if you set up a viewer other than one of TimeMap's defaults, you may or may not need assistance from Customer Support. It depends on your knowledge of the document viewer and how it communicates with other applications.

#### **\_\_Learn about setting up custom viewers**

Sometimes, it may be necessary to set up a custom viewer. If the viewer supports DDE (dynamic data exchange), Active X Scripting, or Command Line Parameters, you can configure the viewer and view the documents from TimeMap. You will need to follow the directions for setting up a custom viewer below. Depending on your knowledge of document viewers, it may be necessary to get assistance from Customer Support.

For DDE and Command Line viewers, the path to the viewer application's executable must be the same on the other computers.

#### **Learn about file viewer options**

When adding a file viewer, you can choose from a list of options in the New File Viewer dialog box.

New File Viewer Options		
Options	Description	
File > Save to File	Saves the current file viewer's information to a file. This can be used to copy a file viewer from one case to another.	
File > Load from File	Loads a file viewer's information from a file that was previously saved with the Save to File option.	
Clipboard > Copy to Clipboard	Saves the current file viewer's information to the Windows clipboard. This can be used to copy a file viewer from one timeline to another.	
Clipboard > Paste from Clipboard	Loads a file viewer's information from the clipboard that was previously saved with the Copy to Clipboard option.	
Custom Browse > Enabled	When enabled, the Custom Browse Script is used to control the browse for file behavior of the file viewer.	
Custom Browse > Edit Script	This lets you edit the Custom Browse Script for the file viewer. The script enables you to override TimeMap's default behavior when you browse for a linked file.	
Viewer Testing	This option toggles the visibility of the Viewer Testing panel. The Viewer Testing panel lets you test the behavior of a file viewer directly from the edit File Viewer dialog box.	

Adding/changing file viewers
Setting up custom file viewers
Adding linked files

## Adding/changing file viewers

The default file viewer in TimeMap is Microsoft® Word. To find out if you have additional file viewers set up in TimeMap, click on the Home Ribbon and then click File Viewers. The File Viewers dialog box displays a listing of all programs that have been added to your licensed copy of TimeMap. Here you can add, remove, and edit file viewers, as well as change 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.

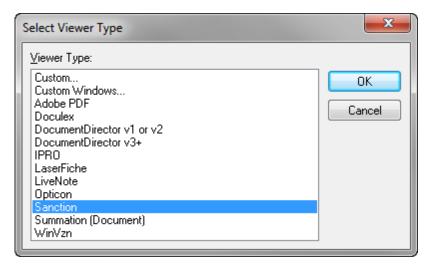
If you need to change file viewers for a set of linked documents, use the Bulk Change File Viewer utility. This utility changes all linked files in the case that are associated with a selected

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

- 1. On the **Home** ribbon, click the **File Viewers** button.
- 2. In the **File Viewers** dialog box, click the **Add** button.
- In the Select Viewer Type dialog box, select the viewer you want from the Viewer Type list, then click OK.



If the file viewer is not listed, select Custom, then click OK.

For more information, see Setting up custom file viewers.

4. In the **New File Viewer** dialog box, click **OK**.

The new file viewer is now listed in the File Viewers dialog box and source files associated with this program can now be opened in TimeMap for this user.

5. Click **Close** to return to the timeline.

### **■** To set up a default file viewer

- 1. On the **Home** ribbon, click the **File Viewers** button.
- 2. In the **File Viewers** dialog box, click the **Add** button.
- In the New File Viewer dialog box, click the Options button and then click File from the submenu.
- 4. Click Save as a Default Viewer Type.

5. In the message to confirm the selection, click **OK**, and then click **OK** to close the New File Viewer Dialog Box.

The name of the selected viewer now displays in the Default Viewer for Visual area of the File Viewers dialog box.

#### **■\_To** remove a file viewer

- 1. On the **Home** ribbon, click the **File Viewers** button.
- 2. In the **File Viewers** dialog box, click on the viewer that you want to delete.
- 3. Click the **Remove** button.
- 4. In the message to confirm the removal, click **Yes**.

The name of the selected viewer is now removed from the File Viewers dialog box.

#### Related Topics

About file viewers

Setting up custom file viewers

Adding linked files

# Setting up custom file viewers

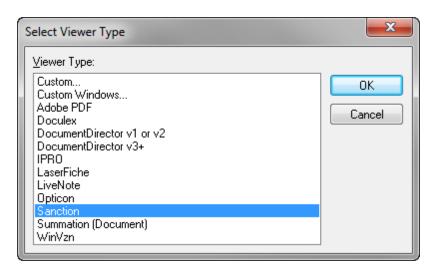
File viewers added to TimeMap may be used by other team members as long as the application is installed on their machine. For DDE (dynamic data exchange) and Command Line viewers, the path to the viewer application's executable must be the same on the other users' computers.

#### Choose from the following custom file viewer types:

- Command Line is for applications controlled through command line parameters.
- **DDE** is for applications controlled through the Windows protocol called DDE (dynamic data exchange).
- Script is for applications controlled through ActiveX scripting and/or Windows OLE/COM protocols.

#### **<u>I</u>**\_To set up a custom file viewers

- 1. On the **Home** ribbon, click the **File Viewers** button.
- 2. In the **File Viewers** dialog box, click the **Add** button.
- 3. In the **Select Viewer Type** dialog box, click on the viewer that you want assigned to each timeline element when you add a linked file attachment, then click **OK**.



- 4. Click **OK** to display the New File Viewer dialog box.
- 5. In the **Viewer Name** field, type in the name you want to reference the viewer.

Make the name as short and descriptive as possible.

- 6. In the Viewer Type list, click on the type of viewer: Command Line, DDE, or Script.
  - The Command Line viewer is for applications controlled through command line parameters.
  - The DDE viewer is for applications controlled through the Windows protocol called DDE (dynamic data exchange).
  - The Script viewer is for applications controlled through ActiveX scripting and/or Windows OLE/COM protocols.

#### **<u>For Command Line and DDE viewers</u>**

For Command Line and DDE viewers you must provide the File Viewer Application Path.

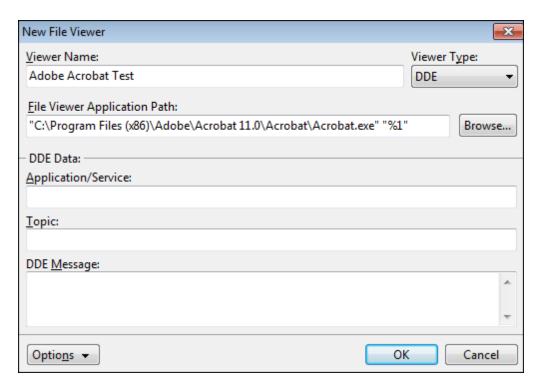
Click Browse to locate the executable of the application you will use to view documents.

When you select the application's executable, the full path to the executable appears in quotes in the File Viewer Application Path field.

Type any applicable command line parameters after the full path to the application's executable. Use the replaceable parameter %1 to represent the Linked File value.

#### **■** For DDE viewers

For DDE viewers, you must provide the DDE data required for TimeMap to communicate with the file viewer application.

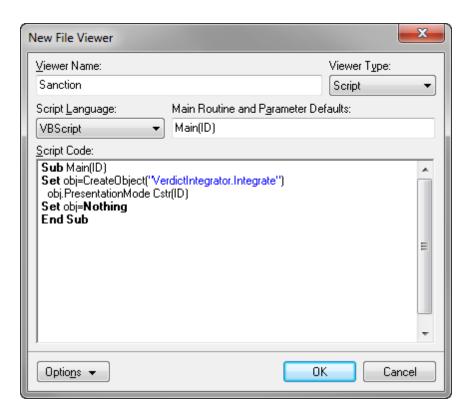


- 1. In the **Application/Service** field, type the DDE application/service parameter value.
- 2. In the **Topic** field, type the DDE topic parameter value.
- 3. In the **DDE Message** field, type the DDE command(s) to open the viewer and display a document.

Use the %1 replaceable parameter to represent the document Linked File value. The %1 is replaced with the selected record's Linked File value when the command is carried out.

#### **■** For Script viewers

For Script viewers you must provide the following information:



- 1. In the **Script Language** list, click the scripting language used by the script code: **VBScript**, **JScript**, and **JavaScript**.
- In the Main Routine and Parameter Defaults field, type the name of the script code's main subroutine.

A description of the Parameter Defaults is provided in the default script code.

3. In the **Script Code** box, type the script code to communicate with the file viewer.

Please note the %1 replaceable parameter is not used by Scrip file viewers. The value of the selected record's Linked File field is passed as a parameter into the script's main subroutine. Multiple parameter values must be delimited by the pipe character in the Linked File field.

7. Click **OK** to save the new file viewer in the timeline.

The new custom file viewer now displays in the File Viewers dialog box.

8. In the **File Viewers** dialog box, click **Close**.

### Related Topics

About file viewers

Adding/changing file viewers

Adding linked files

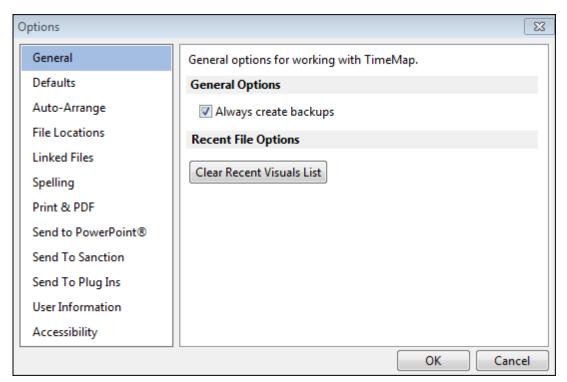
# Managing TimeMap Options

## **Customizing TimeMap options**

Once your timeline is created, you can customize many of TimeMap's features and standardize them according to any internal guidelines, timeline needs, or user preferences.

#### **■\_To customize case options**

- 1. On the File menu, click Options.
- 2. Select the tab you need to adjust various custom settings.



Reference the Customizing Case Options table for setting details for each options tab.

3. Click **OK** to save any changes.

#### **■**\_To view the case options table

Reference the following table for a complete listing of case options and their descriptions.

Customizing TimeMap Options		
Tab	Settings	
General	Select/clear whether to always create backups of timelines.  See <u>Backing up timelines</u> .	
	Press the Clear Recent Visual Lists button to remove timelines and templates from displaying.	
Defaults	See About the Getting Started pane.  Edit TimeMap defaults settings for date formats, fact boxes, file viewers, fonts, orientation, page setup, picture, scale break, text boxes, and views.	
Auto-Arrange	Select/clear Auto-Arrange and Auto-Stack settings and parameters.  See <u>Using the Auto-Arrange feature</u> and <u>Using the Auto-Stack feature</u> .	
File Locations	Change the file locations used when opening TimeMap.  See <u>Adding linked files</u> .	
	Reference the directory location of timeline visuals, templates, import files, linked files, clip art pictures, graphics, and PDFs.	
Linked Files	Select/clear whether to shows the Linked File indicator (paperclip icon) in Full or Non-Full Screen mode, and adjust the display delay in milliseconds.  See Working in full-screen presentation mode.	
Spelling	Change how TimeMap corrects and formats text and updates the dictionaries.  See <u>Using spelling tools</u> .	
Print & PDF	Select/clear printer options for normal page break mode.	
	Select/clear Print to PDF options.  See <u>Printing and saving timelines to PDF.</u>	
	Select the Facts Overlapping Page Breaks setting.  Choose whether to use the visual's page break mode, always use repeat page break mode or never use repeat page break mode.	
Send to PowerPoint	Select/clear to create hyperlinks in slides to Windows Files linked files.  See <u>Send to PowerPoint</u> .	
	Select the One Slide per Fact options for past and future facts, and adjust transparency settings.	

Customizing TimeMap Options		
Tab	Settings	
	Select the One Slide per Page Facts Overlapping Page Breaks setting.  See <u>Managing overlapping fact boxes</u> .	
Send to Sanction	Choose One Page per Fact options.	
Send to Plug Ins	View and manage Plug-In options for TimeMap.  See <u>Send to PowerPoint</u> , <u>Send to Sanction</u> , and <u>Send to CaseMap</u> .	
	Select the Separate Pages Facts Overlapping Page Breaks setting.  Choose whether to use the visual's page break mode, always use repeat page break mode or never use repeat page break mode.	
User Information	Enter your user name and organization.	
Accessibility	Select/clear Accessibility options for TimeMap.  See <u>Changing accessibility options</u> .	

**Changing accessibility options** 

# **Changing accessibility options**

TimeMap accessibility options include choosing the ability to support custom menus, use a standard Windows menu for the main menu bar, and to select all text when entering data in spreadsheet cells.

### **■**\_To change accessibility options

1. On the File menu, click Options.

- 2. Click the **Accessibility** tab and in the dialog box, select the check box to enable the option:
  - Use standard Windows menu in place of ribbon
- 3. Click **OK** to save your changes.
- You must restart TimeMap for changes in this option to take effect.

Changing toolbar buttons and settings

### **Backing up timelines**

Timeline data is valuable and performing regular backups ensures that your data is safe and retrievable in case of an emergent event. We recommend that you back up timelines to a folder on a network server each night. If you do not have a network, then you should back up files to an external drive.

#### **■\_To back up timelines**

- 1. On the File menu, click Options.
- 2. On the **General** tab, select the **Always create backups** check box.
- 3. Click **OK**.

### Related Topics

About timelines
Creating timelines
Saving timelines
Deleting timelines

# **Using Keyboard Shortcuts**

# **Using keyboard shortcuts**

The following list includes the default keyboard shortcuts you can use in TimeMap. You can also customize keyboard shortcuts.

Keyboard Shortcuts		
Type/Menu	Shortcut Keys	Use
File	New	Ctrl + N
	Open	Ctrl + O
	Save	Ctrl + S
	Print	Ctrl + P
Edit	Undo	Ctrl + Z
	Redo	Ctrl+Shift+Z
	Cut	Ctrl + X
	Сору	Ctrl + C
	Paste	Ctrl + V
	Delete	Del
	Select All Facts	Ctrl + A
	Select All	Ctrl + Shift + A
	Properties for Box	F2
Insert	Insert Fact	Ins
Tools	Spelling	F7
Format	Auto-Arrange	Ctrl + T
	Bold	Ctrl + B

Keyboard Shortcuts		
Type/Menu	Shortcut Keys	Use
	Italics	Ctrl + I
	Underline	Ctrl + U
	Align Left	Ctrl + L
	Align Center	Ctrl + E
	Align Right	Ctrl + R
	Align Justify	Ctrl + J
	Pickup Format	Ctrl + Shift + C
	Apply Format	Ctrl + Shift + V
Selecting Chart Elements	To select an element	Tab and Shift + Tab
	To select next element	Tab
View	Full Screen mode	F11

Customizing keyboard shortcuts

# **Customizing keyboard shortcuts**

TimeMap offers numerous keyboard shortcuts to address most all of your needs. You can add or edit a shortcut key, if the need arises.

#### To create or edit keyboard shortcuts:

1. On the Quick Access toolbar, click the More Buttons icon at the far right of the toolbar and

then click Customize Keyboard Shortcuts.

2. In the **Customize Keyboard** dialog box, select the menu in the **Categories** list and then select the item in the **Commands** list.

If there is already a keyboard shortcut for this menu item, the command displays in the Current keys list and a description displays below indicating its current use.

- 3. To change the command, type in a new one in the **Press new shortcut key** box and click the **Assign** button.
- 4. Click Close.
- If you click the Reset All button, the key commands return to their original default settings.

Related Topics

Using keyboard shortcuts

	changing
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