





# Table of Contents

## Chapter 1

Changi45(n)10.545(g)10.5.1i45(n)10.5ked5(g)10.5.files..... 80  
..... **81**





## Using TimeMap

### *Navigating TimeMap*

#### Navigating TimeMap







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





☐ E i jWj '5WWgg'hcc`VUf`Vi Hcbg







4. In the **8]gd`UmbUa Y** box, enter a new name for the tab.

5. Click **C?**.

The new name is displayed.

6. Click **C?** to close the **F]Vcb`7i qhca ]nUhc** dialog box.

f. **Cdh]cbU. Hc`fYgYhW`qhca ]nYX`f]Vcb`gYH]b]g**

1. **CBAR]he`F]Vcb`7i`D(%)`4`n(g)`M`3`66)@2g`F`W`&(st)h`2`667(a)`8`5`p`67(a)`1`8`5`9`h)03B`d(6`7`203(5)67d.}24**

.....**F YgYhcb`mgY`YWX`HUV`**to reset only settings for the selected tab.

.....**F YgYhU`W`qhca ]nUhc`bg`**to reset all customized settings back to the default





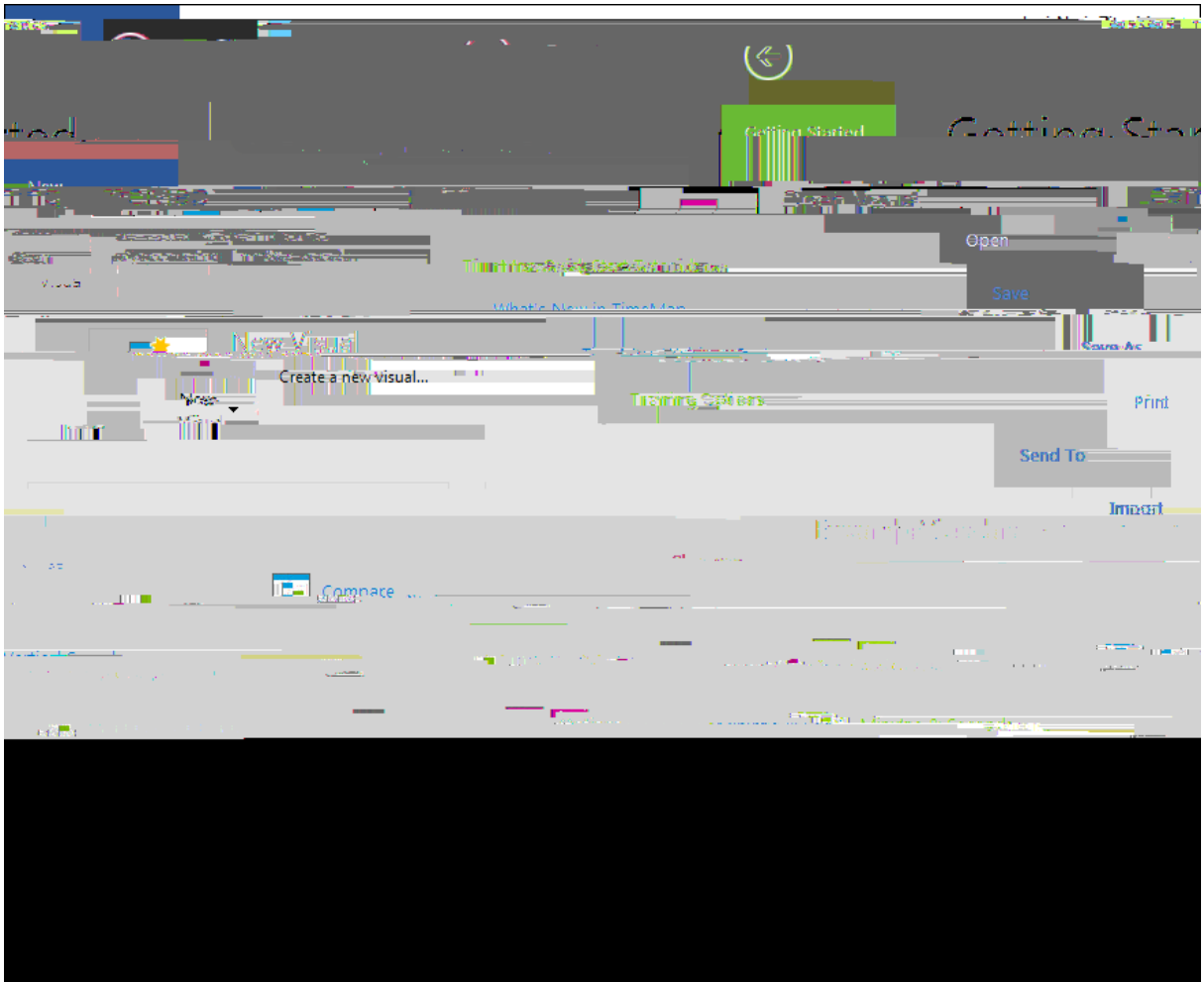
The commands on each menu affect the timeline currently in viewview6 0 0 anrr33(a)-65.6p67(o)-59.li66

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Ybi



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[Hc`cdYb`UbX`WcgY`h`Y` ; YHjb\[ `GHJfHX`dUby](#)

1. To open the pane when working in an open timeline, click the















C 052(r)10.333(e)-70.667(a)-65.667(t)-22.667(i)24(n)-33.667(g)-43.667( )18.667(t)-22.667

 [Hc`WcgY`U`hja Y`jbY](#)

On the : JY menu, click 7`cgY.

Related Topics







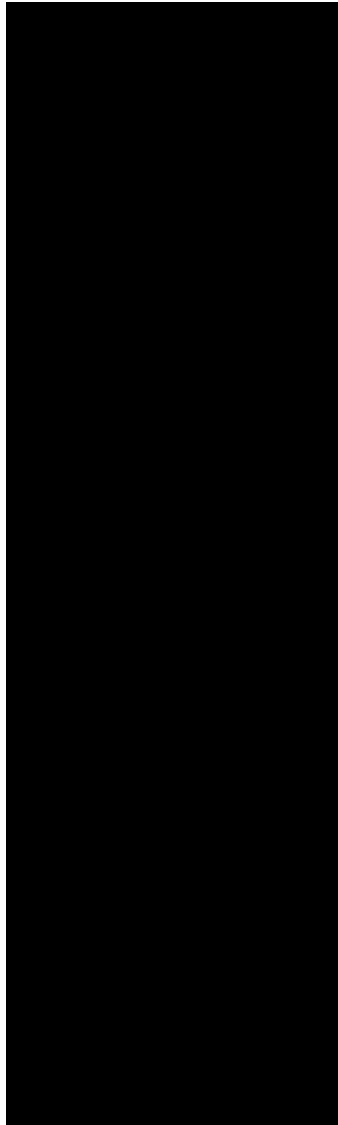
Click the Header Graphic or Footer Graphic tab, depending on where you want the graphic located.

Click the L









4. In the **7cbZfa** dialog box, click Yes or No to **5dd`mH.jg`gmY`hc`h.Y`gY`YVMX`ZUMVcl Yg?**

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

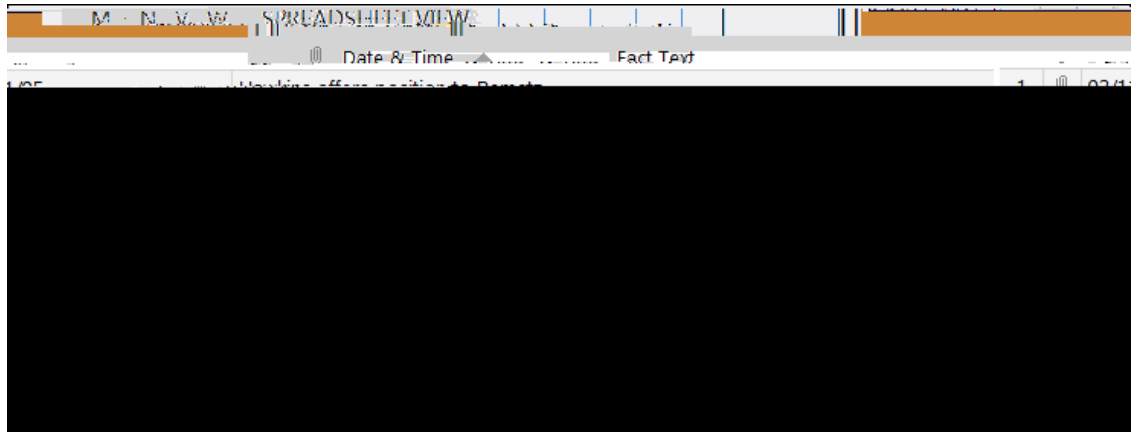
[Hc`WUbl`Y`Vcl`bY`XYZU`hg](#)



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2. In the **SUN/ Hla Y** field, type in the date and time for the facttIntf62-22.645(62-22.6f 6c  
0 W4.3 T7d7(t)-2-22.h)-65.67((t)-22.6 1.3'



***Hja YA Ud'gi ddcfhg'H Y'Zc`ck ]b[ 'XUHY'Zcfa Uhg.***

- 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 67(b)-43.667(e)-70.6gin d and the end date on the time scale.

=> At or After

> After

3. In the **8]gd`UmC dh]cbg** area, select the options you want to use: **MYUfžA cbH ž8Unž**

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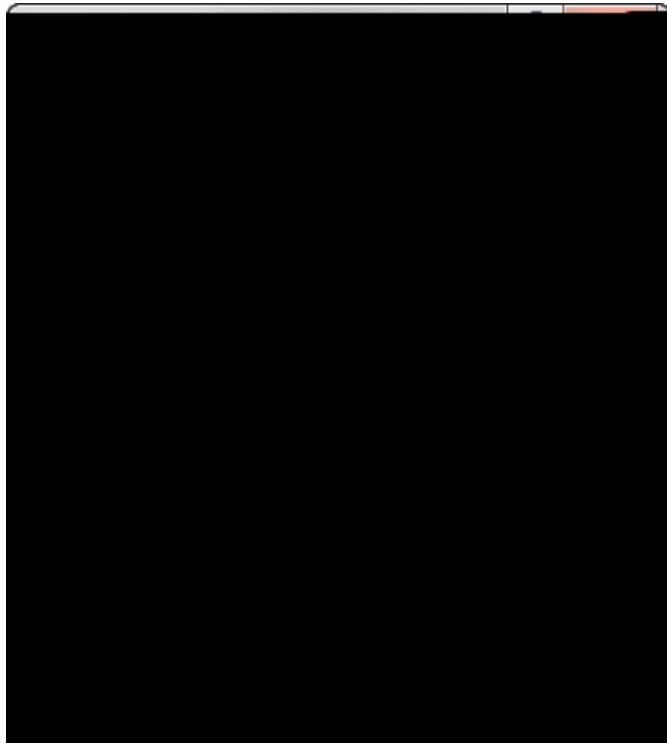




4. In the 7\ccgY'DJMi fY







1. In the : **UVM** or **HYI h6cl 'DfcdYfhQ/g** dialog box, click the **U[Y** tab.
2. In the **GQhY 'UbX 'GW'Y** area, click the arrows to adjust the **<YQ \h** and **K Qh**.
3. Select or clear the





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6. Click the **8YZJi`h** button to select default options:
  - Set as Default Horiz(i)24(o)-59.667(n)-3tal Template
  - Set as Default Vertical Template
  - Set as Default Se9.667(n)-3d fr(i)24(o)-5m CaseMap Template
7. In the message to set the default template, click **MYg**.
8. Click **C?**.

[Hc`gUj`Y`U`hja`Y`jbY`Ug`U`Hya`d`UH](#)

1. Ope9.667(n)-3 the timeline you.667(n)-3 wa9.667(n)-3t to u.667(n75(s)-62.325(e)-70.67E  
[Template Panel](#) See [To open a cu.667\(n\)-3stom template](#)

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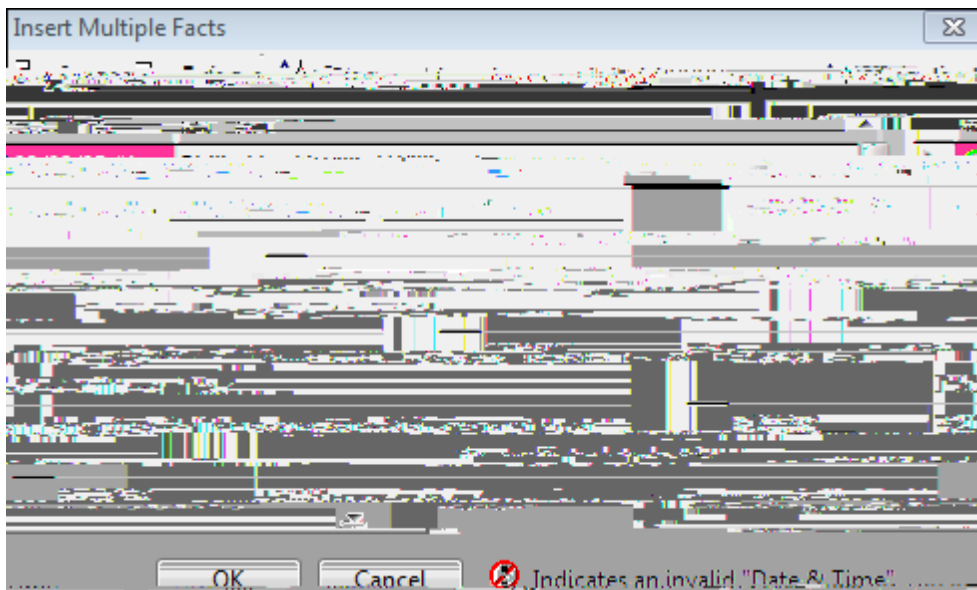








9. In the review dialog box, click : **jb]g\**.
10. In the merge confirming the number of facts imported, click **C?**.
11. In the **Insert Multiple Facts** dialog box, modify and review content as needed.



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

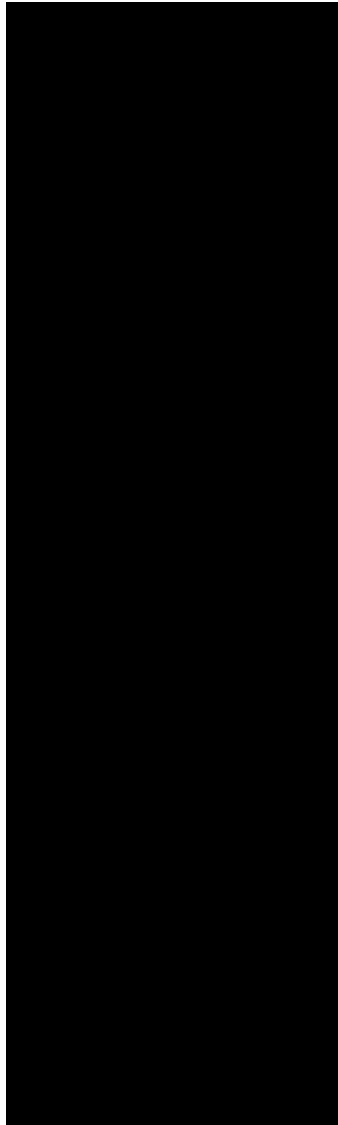
12. Click **C?** to continue.







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4. In the **7cbZfa** dialog box, click Yes or No to **5dd`mH.jg`gmY`hc`H.Y`gY`YVMX`ZUMVcl Yg?**

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

[Hc`WUbl`Y`Vcl`bY`XYZU`hg](#)







•

1. In the : **cbh** list, select: **cbh** list, select the **cbh** list, select th **is**











Lines tab of the Properties dialog x t make your selections.











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 [Hc UX'i ghija Y'gWY k JXH](#)





## Changing the time scale font









## ***Arranging Timeline Elements***

### **Moving timeline elements**

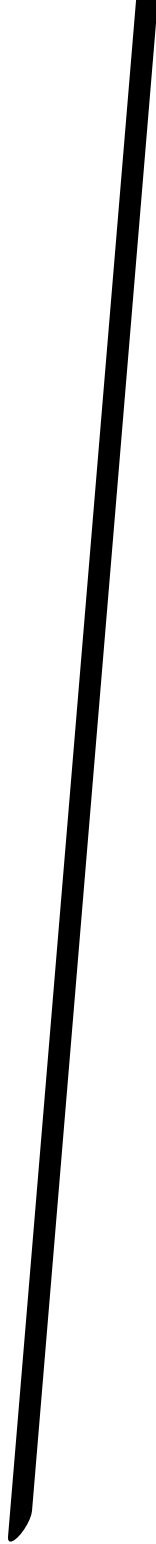
You have the ability to manually move chart elements in any horizontal or vertical direction on your timeline. While Text boxes and pictures can be positioned anywhere on your visual, remember that Fact boxes are connected to a corresponding date on the time scale.

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 [Position timeline elements topic](#). The Box Tools Format ribbon also contains automated options for arrangement and stacking of timeline elements. See the [Comparing Auto-Arrange vs. Auto-Stack](#) topic to identify which feature you want to use.

To learn about

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moves 165d 0 ables



5. Click **C?**

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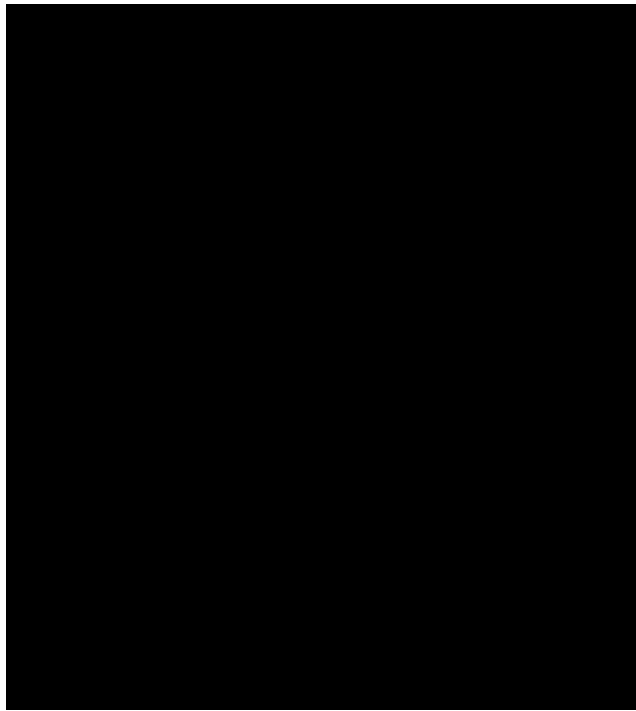




to display a pop-up window with suggestions of possible corrections.







3. In the **CdHcbg**





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2. Click the : i **GVYYb** bytton  on the bottom left of the TimeMa >4.667<0055>-3<0048>











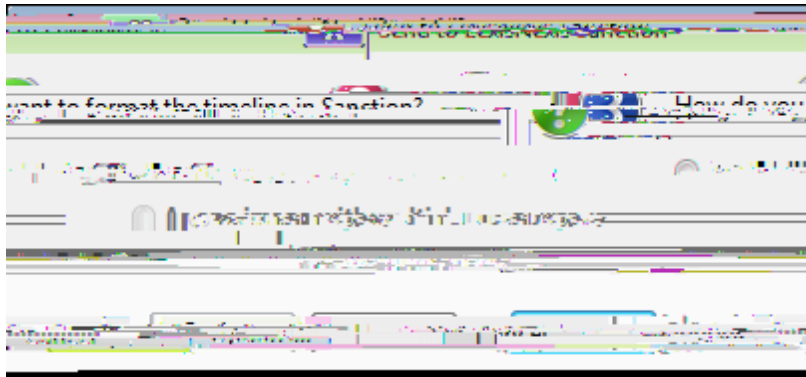
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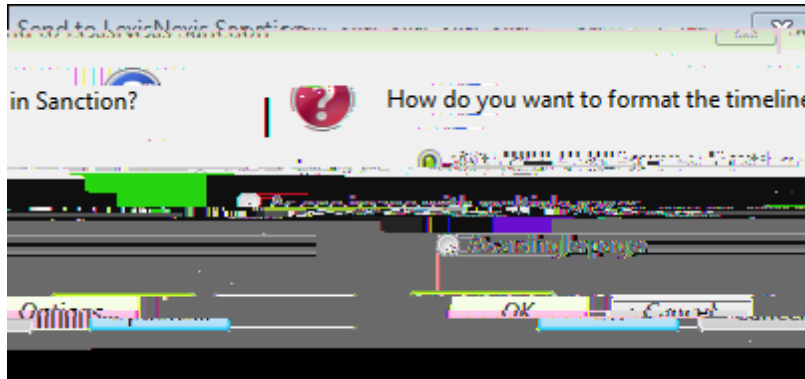


■ For informat2(T2.667(i)24(o)-59.667(n)-33.667( )18.667(a)-65.667(b)-43.667(o)-59.667(u

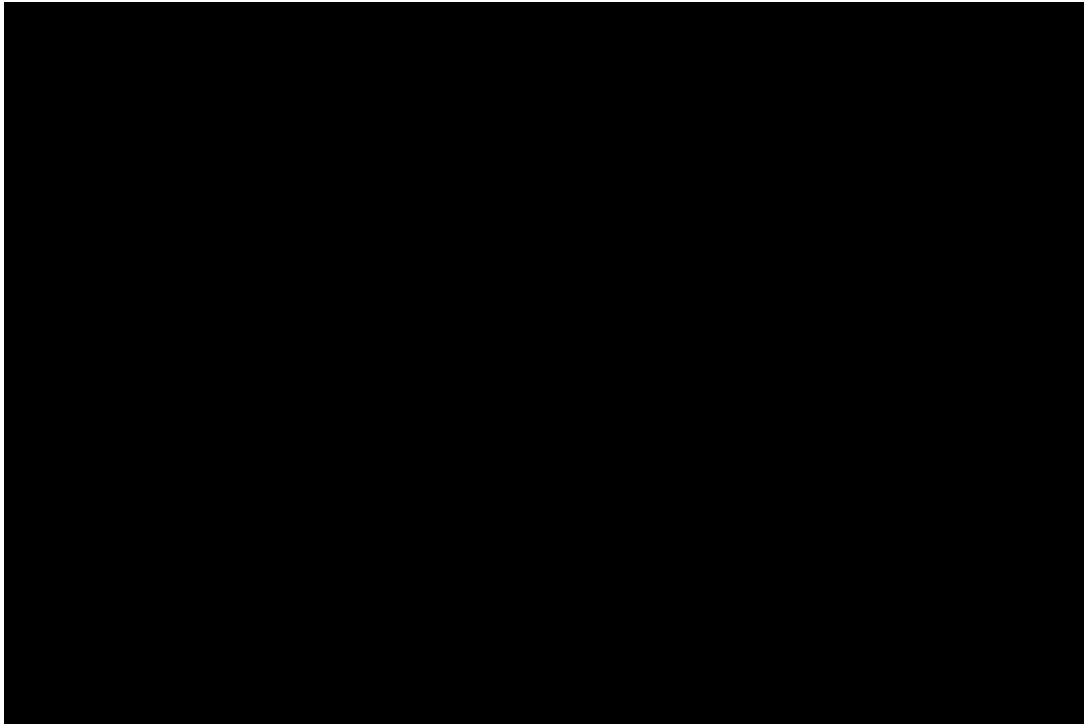


4. Click **C?**.





3. In the **GYbX'hc'@YI ]gBYI ]g'GUbV]cb** dialog box, select one of the following multiple page options:



2. In the **C bY`DU[ Y`dYf` : UMhC dh]cbg** area, next to **DUghZUMg** and **: i hi fY`ZUMg**, click the down arrow and select the option you want: **Bcfa U**, **< ]XXYb**, or **HfUbgdUfYbh**

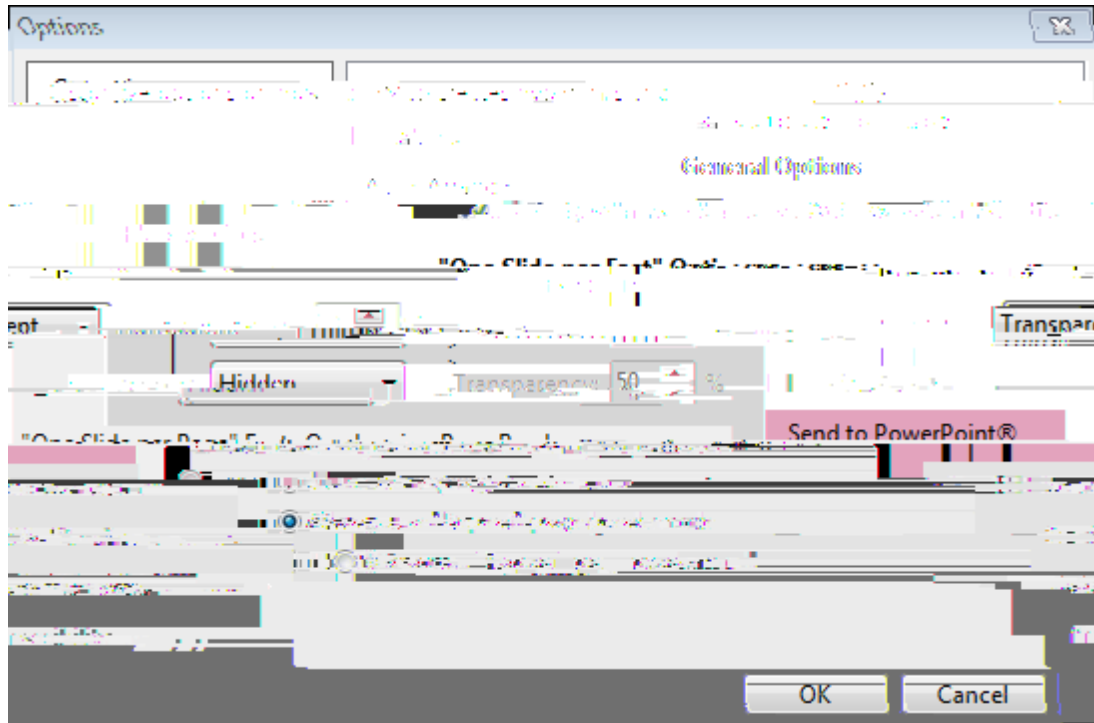
## Send to PowerPoint

The Send to Microsoft® PowerPoint feature allows you to export your timeline 8.667(t)-22.667(o)-59.667( )1a





- In the **Options** dialog box, click the **General** tab.



- In the **Background** area, select or clear the **Background Image** check box.







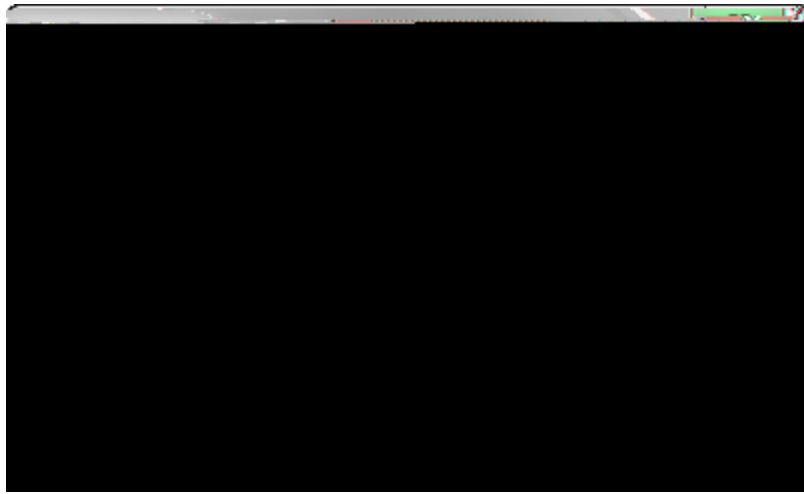
Related Topics





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

The nm BT /TT2 12 Tf 0.75 07(n22.667(h)-33.667(e)-775 0 0 0.75 113.2-\*67(N)-43.667(82



4. Click **C?** to display the New File Viewer dialog box.
5. In the **J JYk Yf BUa Y** field, type in the name you want to reference the viewer.





***Managing TimeMap Options***  
**Customizing TimeMap options**












Keyboa0.

then click **7i ghca ]nY`?YmVcUfX`G\cfHW/hg**.

2. In the **7i ghca ]nY`?YmVcUfX** dialog box, select the menu in the **7UH\ [cf]Yg** list and then select the item in the **7ca a UbXg** 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 **DfYgg`bYk`g\cfHW/h\_Ymbox** and click the **5gg] [ b** button.
4. Click **7`cgY**.

 If you click the Reset All button, the key commands return to their original default settings.

Related Topics

[Using keyboard shortcuts](#)



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date text 75





saving

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