


# TimeLiner Basics

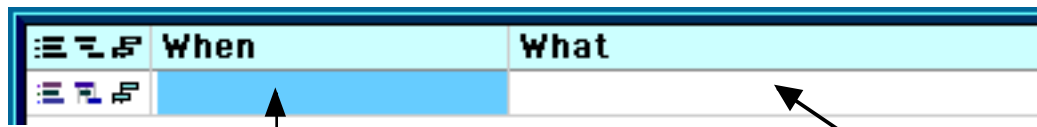
TimeLiner is on the machines in the learning carousel.

1. Log in.
2. Open the **Macintosh HD** and open the **LC Programs** folder. Choose TimeLiner 5.0.

3. Click on the **TimeLiner** icon. → 

3. Click on **New**. Click on **Standard**. Click **OK**.

4. Type in the information you need.




Type the month and year.  
Press the tab key.



Type what happened during that time.  
Press the return key.


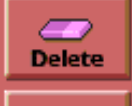

5. Click on the **Banner** view tool. → 


6. To change the orientation, go to **File** and **Banner Page Setup**.

7. Use the **Expand** or **Compress** tool to change the size of your banner. → 

8. To adjust the height of each flag, click and drag the flag.

9. To change the style of the flag, click on the flag to highlight, then click   
To change the text, click on the flag to highlight, then click 

10. Other:  
To add a new event or "flag" to your time line, click on **New Event**. →   
To remove an event from your time line, select the event and click on **Delete**. →   
To make changes to the text or date of an event, select and click on **Edit**. → 

11. To add a graphic to your time line, click on **Graphic**. →   
Or, go to **Browse** and find a graphic from your shared disk.

12. Save your time line. Go to **File** and **Save**. Label clearly.

13. Go to **File** and **Print**.

Explore other types of time lines in the TimeLiner menu.