

Timeline Wizard

Use Timeline Wizard for help in creating your own timeline. You can create two types of timelines—a banner view timeline, which will be spread out over several pages, or a compact view timeline, which will be on one page. The Timeline Wizard will create a table in which you will fill in events related to your topic and the dates of the events. You can search World Book's timelines for events and add them to your timeline, or key in your own event information and dates. The Wizard will prompt you for input when needed.

Click any of the following topics for more information:

[How to use Timeline Wizard](#)

[Saving your timeline \(and finding it again\)](#)

[Common questions about Timeline Wizard](#)

How to use Timeline Wizard

To start the Wizard

1. Do one of the following:

- From the Control Panel, click  and then click



OR

- From the Main Menu, select Homework Wizards.

2. In the Select a Wizard window, click .

3. Click New Timeline or Existing Timeline and then click Next.

The Timeline Wizard will begin walking you through the process of creating or changing your timeline.

Working in Timeline Wizard

The Timeline Wizard Menu will walk you through a series of screens to set up your timeline, prompting you for input when needed. You can create two types of timelines — a banner view timeline, which will be spread out over several pages, or a compact view timeline, which will be on one page. The Timeline Wizard will create a table in which you will fill in events related to your topic and the dates of the events. You can search World Book's timelines for events and add them to your timeline, or key in your own event information and dates.

See also

[Saving your timeline \(and finding it again\)](#)

[Common questions about Timeline Wizard](#)

Saving your timeline (and finding it again)

When you finish your timeline, Timeline Wizard will prompt you to save the timeline. It is important that you remember your timeline's name and where it is kept on your computer, in case you need to revise it. When you see a prompt to save, you must (1) specify a name for your file, and (2) specify a directory (sometimes called a folder) for your file.

1. File name. Pick a name that you can easily remember.
2. Directory. You can save your timeline file in any directory you wish. For example, you may want to create a directory folder with your name and put all of your timeline files in it. If you do not specify a directory folder, Timeline Wizard will automatically put your timeline file and any other files it creates for your work in the folder where World Book is stored on your computer.



It's a good idea to write the name of your timeline file and the directory down.

3. When you save your timeline in the **compact view**, the Timeline Wizard automatically saves two files — one that you can edit and one that you can insert into a word processing document or presentation. The two files have the same name but different extensions (an extension is the three characters of a computer file's name that come after the "."). The file with the extension "tim" is the file that keeps track of your events and dates. The tim file is the one you can edit. The file with the extension "bmp" is actually a picture file that can be inserted into a word processing document or presentation. The Timeline Wizard will save both a "bmp" file and a "tim" file each time you save a compact timeline.
4. When you make your timeline in the **banner view**, the Timeline Wizard saves only a "tim" file. You can edit this file and print it out, but you cannot insert a banner timeline into a word processing document or presentation.

See also

[Common questions about Timeline Wizard](#)

Common questions about Timeline Wizard

Do I need to add data to every field in the Time Table?

No. The only fields you must fill in are Event Description and Start Year, which are white. All dimmed fields are optional.

How do I delete an event in the Time Table?

1. Move the cursor over the event number until the cursor changes into a right arrow.
2. Click the event number. The event highlights.
3. Click the Delete Event button.
4. You'll see a message "Are you sure you want to delete this event?" Click Yes.

Once I've searched for events, how do I add them to my timeline?

1. In the Search Results box, highlight the event that you want to include. If you want to include all the events, click Select All.
2. Click the Select Events button. The highlighted event(s) will move to the Accept in My Timeline box.
3. When you're done selecting events, click Next. The events listed in the Accept in My Timeline box will be transferred into the Time Table.

I didn't get any search results. What do I do?

- Make sure that you are entering valid historical names, places, events, or dates.
- If you searched with the AND operator, then try changing the operator to OR.
- If you searched for two words and you put them in the same field, try putting them in separate fields, and using the OR operator.

I got over 100 search results. How can I narrow my search?

- Use more specific terms. For example, instead of "war," enter "Revolutionary War."
- If you searched with the OR operator, then try using the AND operator.

Can I include my timeline in an essay or presentation?

Yes, if you save your timeline in a compact format. When you save a compact timeline, the Timeline Wizard makes two files. One file has an extension of .bmp. It contains a picture of your timeline. You can insert a copy of this file into a word processing document or in a presentation. You may also read this file in a graphics program.

See also

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