softease

Getting Started Guide

MINISTRY OF
FOOD
1953 - 1954

RATION

Text**ease** Timeline
A new dimension to sequencing events

www.softease.com/timeline

Foreword

Textease Timeline is just one of the nine tools you will see in the 'Toolbar control' window when you install this software. In addition you will also be able to access **Textease Studio CT** (see below) **CT** and **Textease IdeasMap** for 30 days from installation so you can experiment away and get a real flavour for their classroom potential. If these additional products are not purchased, the demonstration versions will expire after 30 days.

Textease Studio CT is the single biggest Softease development since the company's launch of Textease in 1994. We have listened to thousands of teachers who use Textease every day to drive this development.

Textease Studio CT is a fully integrated set of software tools. This revolutionary principle means that all the tools have the same easy to use interface and, because they all work in a similar way, having mastered one the others are easy to pick up. Textease Studio CT has been carefully thought out to give you **NINE KEY TOOLS** in a single application making it ideal for embedding ICT throughout the curriculum.

Textease Movies CT - produce inspirational and exciting movies in minutes

Textease Draw CT - a revolutionary vector drawing tool that will turn your world around

Textease CT - best in class for creativity and enjoyment

Textease Database CT - the first multi-user database with attitude!

Textease Paint CT - a vibrant paint package to inspire creative young minds

Textease Spreadsheet CT - power and flexibility - you can count on it!

Textease Branch CT - a powerful and imaginative way to sort and classify

Textease Presenter CT - create top-notch presentations to be proud of

Textease Turtle CT - flexible, progressive on-screen turtle graphics

All of the above tools except Textease Movies CT share a common interface and therefore the same desktop icon **CT** .

Community @ Home Licence

Don't forget our Community @ Home licence is a great way to provide pupils and teachers with the same software they have in school for use at home.

For further information about any of our products visit **www.softease.com**, call sales on **01335 343421** or email **sales@softease.com**.

Contents

Introduction

Textease Timeline enables pupils to organise information and sequence events using dates, or any numerical scale to create a detailed, yet easy to use, timeline.

Incorporating the familiar Textease user friendly functionality, Textease Timeline can be used to improve chronological understanding and is an effective tool for placing events, people and memorable occasions into correct time periods. By customising the scale timelines can be created to log a wide range of events; such as events which occur over the duration of a minute, a day, a year, one hundred years or even billions of years; or the timeline could be used to log distances between objects, such as the distance of the planets from the sun.

Pictures, video images and sound can all easily be imported into a timeline. Additional Textease pages can be linked to individual events within the timeline, providing pupils with the opportunity to record further information about an event and add links to web pages.

Getting Going

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Softease' followed by 'Textease Studio CT' and then 'Textease Timeline'.

  Alternatively double click on the 'Textease Timeline' shortcut on your desktop [icon] .

  A Textease page will be displayed, with the 'General' Textease toolbar and the 'Timeline' toolbar (containing the 'Timeline', 'Timeline effects', 'Event' and 'Event effects' buttons (Fig.1)) already open (Fig.2).
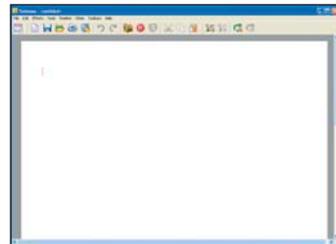

Fig.1

- Additional toolbars can be opened or closed at any time from within the 'Toolbar control' window. (Click on the 'Toolbar control' button [icon] to access this window.)

Fig.2

Remember that you are working within Textease so all the usual functionality of Textease in terms of effects and links etc. are available to you. (See the Textease CT Getting Started Guide for further details. This can be accessed (in PDF format) through the 'Help' menu.)

Creating a New Timeline

- Click on the 'Timeline' button [icon] (on the 'Timeline' toolbar) to open the 'Add timeline' window' (Fig.3).
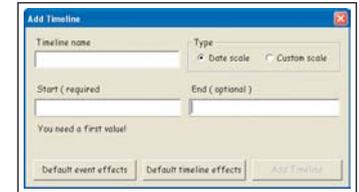- Enter a name for your timeline (for example, "Florence Nightingale").

Fig.3

- Select the type of scale you wish to use:

  Date scale - enter start and end dates for the timeline (for example, 'Start' 1810 and 'End' 1920)

  Custom scale - enter a pair of values and the unit, e.g. to display distances enter 5 Kilometres in 'Start' and 35 Kilometres in 'End'; to display time in terms of days or minutes enter Day 1 in 'Start' and Day 14 in 'End', or 0 Minutes in 'Start' and 60 Minutes in 'End'.

- Click on 'Add Timeline' to place the timeline on the page (Fig.4). (NB. More than one timeline can be created on a page.)
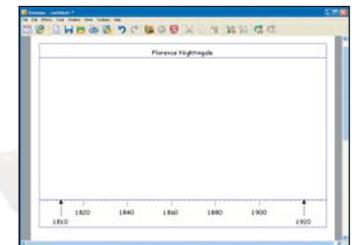

Fig.4

Adding an Event to the Timeline

Add an Event

- To add an event to the timeline, click the 'Events' button [icon] (on the 'Timeline' toolbar). The 'Events' window will open (Fig.5).

Fig.5

- Enter a title for the event into the 'Custom title' box (for example, Born). If an event title is not entered here the event's date range will be shown by default.
- Enter the event's position on the timeline by giving it a 'Start' value (for example, 'Start' value 1820). If an event has a start and end enter the 'End' value too.
  N.B. to indicate that an event is still open, i.e. that it does not have an end date, you can enter ">" in the 'End' box and a double headed arrow will be displayed within the timeline.
- A brief description of the event and/or a picture can also be entered (Fig.6). See 'Resource Bank' on page 17.
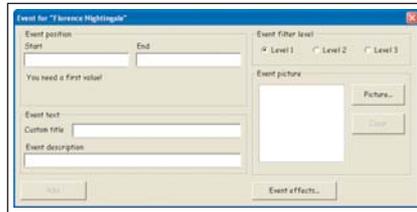

Fig.6

Set a Level for the Event

You can assign one of three levels to your events. Adding different levels to an event can have a number of uses:

- It allows you to categorise different events on a timeline (for example, place core facts on 'Level 1' and additional information on 'Level 2').
- It enables you to view the timeline in smaller sections, by accessing one level at a time (for example, the second and third level events could be switched off to provide a simpler, less cluttered timeline). This feature could be used to differentiate the amount of information that is displayed on different pupils' screens, depending on their individual abilities.
- As pupils' understanding of events develops more levels could be added to the timeline. (For example, 'Level 1' could contain the information they knew at the start of the topic and 'Level 2' the information they have learnt subsequently.

Fig.7

- Click in the circle to the left of a level to select it (Fig.6).
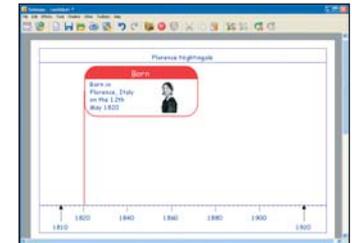- Click on 'Add' to add the event to the timeline (Fig.7).

Customising the Timeline

Timeline Effects

The timeline can be customised in a number of ways.

- Click on the edge of the timeline to select it. A red selection box

will surround it (Fig.8).

- Click on the 'Timeline effects' button (on the Timeline toolbar). The 'Timeline effects' window will open (Fig.9).

- **Show or Hide the Title and Items of the Scale**

  Click in the boxes next to the items' names to add or remove the tick. All unticked items will automatically be hidden from view.

- **Select the Levels Displayed**

  If events have been assigned to a level, each level will be displayed in a different colour (Fig.10). The number of levels displayed can be easily changed. Click on the tick(s) next to the levels that you do not wish to be displayed (Fig.9) so that they are removed. All events in these unticked levels will automatically be hidden from view.

- **Insert Grid Lines**

  Vertical and/or horizontal grid lines can be placed on the timeline. Click in the appropriate box to display a grid.

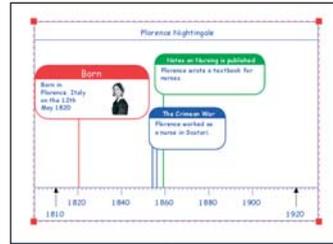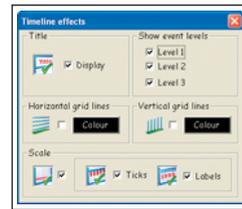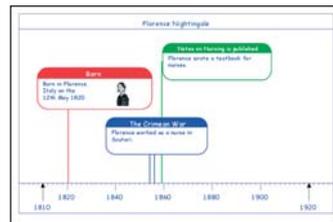- Close the 'Timeline effects' window.

Fig.8

Fig.9

Fig.10

Event Effects

Event boxes can also be customised.

- Click on the event to select it. A red selection box will surround it (Fig.11).

- Click on the 'Event effects' button (on the Timeline toolbar). The 'Event effects' window will open (Fig.12).
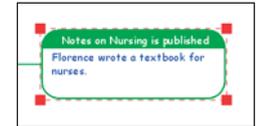
- **Show or Hide Items**

  Click in the boxes next to the items' names to add or remove the tick. All unticked items will automatically be hidden from view.

- **Change the Box and Flag Style**

  Click in the circular box to select the desired box or flag style.

- Close the 'Events effects' window.

Fig.11

Fig.12

Reposition and Resize Event Boxes

The event boxes can be easily repositioned and/or resized to display information more clearly. For example, when an event is added to the timeline some of the description may not be displayed (Fig.13).

- Click on the event to select it. A red selection box will surround it.

- To reposition an event box: click and, keeping the left mouse button held down, drag the event to another location on the page. Its connection to the timeline will remain unchanged.

- To resize an event box: hover the mouse pointer over any corner

Fig.13

of the event selection box until the pointer changes to a sizing arrow. Click on the sizing arrow then, keeping the left mouse button held down, drag the event box outwards or inwards until it is the required size.

Edit Text

As Textease Timeline operates within a Textease page all the usual text effects, such as changing the text font and page colour, can be applied to the timeline and events on it. (See the Textease CT Getting Started Guide for details. This can be accessed (in PDF format) through the 'Help' menu.)

Textease Timeline Special Features and Tools

Adding Information Pages

An additional information page can be linked to individual events. The information page could be used by pupils to record their research and/or to add links to web pages.

- Select the event to link an information page to.
- Click on the 'Event effects' button to open the 'Event effects' window (Fig.12 on page 11).

Fig.14

- Click in the 'Information' box so that it is ticked then close the 'Events effects' window. An 'i' icon will be automatically inserted into the event box (Fig.14).
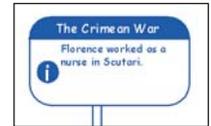- Click on the 'i'. An additional Textease page will open which can be used to add further text and pictures (Fig.15). Any information added to this page will be saved automatically.

Fig.15

- To return to the original timeline close the additional page by clicking on the cross in the top right hand corner.
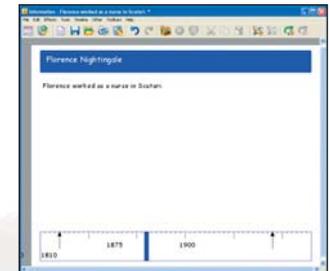
Information pages can also hold a second timeline. For example, on a timeline detailing the last millennium, an information page about the Second World War could contain a new timeline

detailing events that took place during the Second World War period, using the same procedure as before. The new timeline will automatically pick up the Second World War as the timeline title and will tag the correct date range. (NB. Timelines created on information pages can be edited and customised in the same way as the original timeline.)

Creating a Timeline from an Event

A new timeline can also be created from an existing event.

- Select the event then click on the 'Timeline' button to open the 'Timeline' window. The event details will be automatically used to provide a start and end date and a title for the new timeline (Fig.16).

Fig.16

- Click on 'Create from Event'. The new timeline will be placed below the main timeline.

View the Events in a Table Format

The information contained in a timeline can also be displayed in a table format.

- Select the timeline (by clicking on the timeline border so that a red selection box appears).
- Click 'Timeline' on the menu bar, select 'View type' then click on 'Table'. The information from the timeline will now be displayed within a table located below the timeline (Fig.17).

You can create new events, edit events, add pictures (select a picture then drag it into the table) and remove events within the table. The graphic timeline will automatically update as changes are made to the table.

View the Events as a Slide Show

Timeline events, and any additional information pages created, can be viewed as presentation slides.

Fig.17

- Select the timeline (by clicking on the timeline border so that a red selection box appears).
- Click 'Timeline' on the menu bar then 'View slide show'. The first slide will now fill the screen.
- Click on the left mouse button to display the next event (they will be shown in chronological order). Clicking on the right mouse button will bring up a small menu where you can select another slide out of chronological sequence, bring up a pen tool to draw on the slides, or to end the slide show.
- To return to the original timeline press 'Escape' on your keyboard.

Tidy the Timeline

If events have been moved around on the page they may become mixed up or cluttered. The 'Tidy Timeline' function will automatically reposition the events in order that they best fit the scale.

- Select the timeline then click 'Timeline' on the menu bar followed by 'Tidy Timeline'.

Merge Timelines

Two or more timelines on a page can be merged if created using the same scale. The first timeline selected is the one the other timelines will merge into.

- Select the first timeline (using the left mouse button) then use the right mouse button to click on the border(s) of each of the additional timelines you wish to merge into the first. Alternatively, start at the top left corner (just outside the timeline border) and whilst holding down the left mouse button drag the cursor over all of the timelines you want to select.
- Click 'Timeline' on the menu bar then 'Merge timelines'. All the events will be transferred.

Timelines created in different saved files can also be merged by opening up both files and copying the timelines onto the same page. Then follow the above procedure.

Resource Bank

There are a wide range of resources that can be accessed through the 'Resource Bank' . It is divided up into four sections:

Resources – Contains clipart, digital photos, videos, sounds, word banks, curriculum examples and templates.

Digital Pictures – Import images directly from a digital camera or microscope.

Internet – Provides a quick link to the Internet in the same way as clicking on 'Internet Explorer'.

My Resources – In addition to the Textease Resources you can also access you own resources (such as those saved within 'My Documents'). To locate an item either navigate through the folders or use the keyword search.

Keyword Search

- Click in the 'Search' box and type the name of the item you are looking for, for example "house".
- Click on the 'Search' button. All items containing your search word will be displayed within the 'Resource Bank' window.

NB. The search looks for all words that contain the given word, for example if you search for "cat", "cathedral" will be included within the list of items.

Curriculum Examples

A number of curriculum examples using Textease Timeline can be found in the 'Resource Bank' (on the 'General' toolbar).
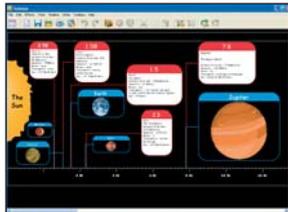
Use Textease Timeline in…

History
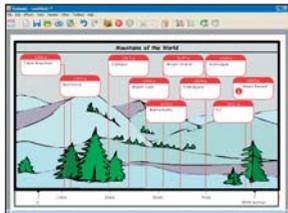to place events, people and changes into correct time periods.

Science
to show different stages in a science experiment or process, and to demonstrate relative distances between objects.
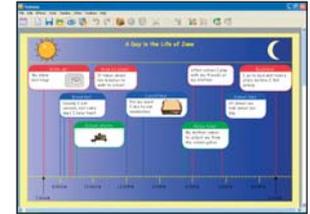

Geography
to demonstrate variation in physical features.

PHSE
to look for similarities and differences in the way people use their time.

PE
to show the spread of performance.

…use across curriculum.

Further Help

This guide and all other 'Getting Started Guides' are available from the 'Help' menu.

Over 70 **cross-curricular examples** for all year groups in KS1&2 are included in the Textease Studio CT 'Resource Bank'. A series of short **'Getting Started' video demonstrations** can also be found on our website (from within the product select 'Help' on the menu bar, then 'On the website' and 'Getting Started videos'). For further examples and ideas on how to use these software tools effectively in the classroom, including a regularly updated 'Top Tips' section, visit our website at **www.softease.com**.

For further information about how Textease can be used to support and extend pupils of all abilities visit www.softease.com/downloads where you can download **'Using Textease to Promote Inclusion and Accessibility'**.

Sharing Ideas
We would love to see examples of how your school has used our software tools to create resources of your own. If you have any examples you would like to share with us, and other schools, please email them to **customercare@softease.com** and we will add them to our website.

Technical Support
Softease products are designed to be easy to use, but from time to time everyone needs some help. You can access online support at www.softease.com/support where you will find a list of frequently asked questions, the answers to which we hope will solve your problem. If you still need help call our Technical Support team between 9am – 5pm, Monday to Friday. Outside of office hours you can email **support@softease.com** and our support team will reply as soon as possible.

To contact the Technical Support team:

Tel: **01335 301200**
Email: **support@softease.com**
Visit: **www.softease.com/support**

Stay Up to Date
Don't forget to sign up for our regular email updates which give details of the latest product releases, twilight seminars in your area, new Top Tips, and lots more. Visit **www.softease.com/register** to submit your contact details.

Online Updates
Your software includes a new feature to make installation of future updates quicker and easier than ever before. The software now comes with an online update button that automatically appears on the toolbar when there is a new version available. This button can only be accessed by administrators, otherwise it will appear greyed out. The online update is downloaded via the internet, and will automatically update any previous version 6 releases installed. See the 'Installation Instructions' for further details.

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Development Team
Development Manager: Steve Taylor
Product Development: Richard Cunningham, Rob Davies, Jane Doran, Mark Harrison, Mark Ingram, Craig Robson, Ian White, Matthew Wilcoxson

Graphic Design: Paul Gowdridge
Educational Consultants: Doug Dickinson, Fiona Panni
Project Manager: Heather Purdom

Minimum System Requirements

Windows 98SE, 300 MHZ, 64 MB (128 MB recommended), 300 MB HDD space (600 MB recommended), resolution of 800 x 600.

Textease Resources
700 MB HDD space.

Additional Requirements
Windows NT requires Service Pack 6.

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Sales:
sales@softease.com
T: +44 (0)1335 343421

Customer Care:
customercare@softease.com
T: +44 (0)1335 301201

Technical Support:
support@softease.com
T: +44 (0)1335 301200

Softease, Market Place, Ashbourne,
Derbyshire, DE6 1ES

F: 01335 343422
www.softease.com