

## Create a Timeline In Inspiration!

While Inspiration is usually used for mapping ideas that have no precise chronology, this software can be used to create a **timeline**.

**Timelines** can be useful for history or social studies units, as well as keeping track of specific steps in a project. There are two types of **timelines** that can be created with Inspiration: basic and traditional.

**To create a basic timeline**, which is well-suited to project tracking, begin with a new document, with the "Main Idea" selected. Using the Create tool, which is in the Diagram toolbar, create as many symbols as you need to cover the many points in the timeline. Each will be linked to the one before it, showing a logical sequence of events. Simply enter the events or tasks into the symbols and you have a **basic timeline**--customize as desired. If this is to be used as a project timeline, you may find checkboxes useful in marking when tasks have been completed. To show checkboxes on each symbol, choose "Show Checklist" from the Tools menu.

**To create a traditional timeline**, more visibly similar to the **standard timelines** of historical events, begin with a new document. There are some cosmetic changes you may wish to make at this point to make the timeline look exactly as you wish. If you wish to change your symbols so that they are borderless text boxes, change a symbol to the symbol that looks like a rectangle with a dashed outline and an 'A' inside it. Choose the "Set Default" item in the Edit menu to set this selected symbol as the default for this diagram. If you wish to change your links so that they are 90-degree angles, rather than diagonal lines, select a link, then click on the Link menu and choose "Auto-90." If you wish to have arrow-less links, choose "None" from the "Arrow Head Ending Point" section of the Link menu. Once you've made your changes to the selected link, use the "Set Default" item in the Edit menu to set this link's attributes as the default for the whole diagram.

Once your cosmetic changes are set, begin by changing the "Main Idea" text into the topic of your timeline. Use the Create tool, which is in the Diagram toolbar, to create your first date/event, linked to the Main Idea. Next, create your end date/event. Space them a suitable distance apart. Now, click on the point above or below the line and begin typing your next date/event. This should create a symbol for this date/event. Link from the first date/event to this one. Repeat this process for subsequent dates/events. Before long, your **timeline** will be complete.