

To access: Use your public library's subscription to World Book Online. Ask the friendly staff at your library if assistance is required.

► Click on Timelines icon

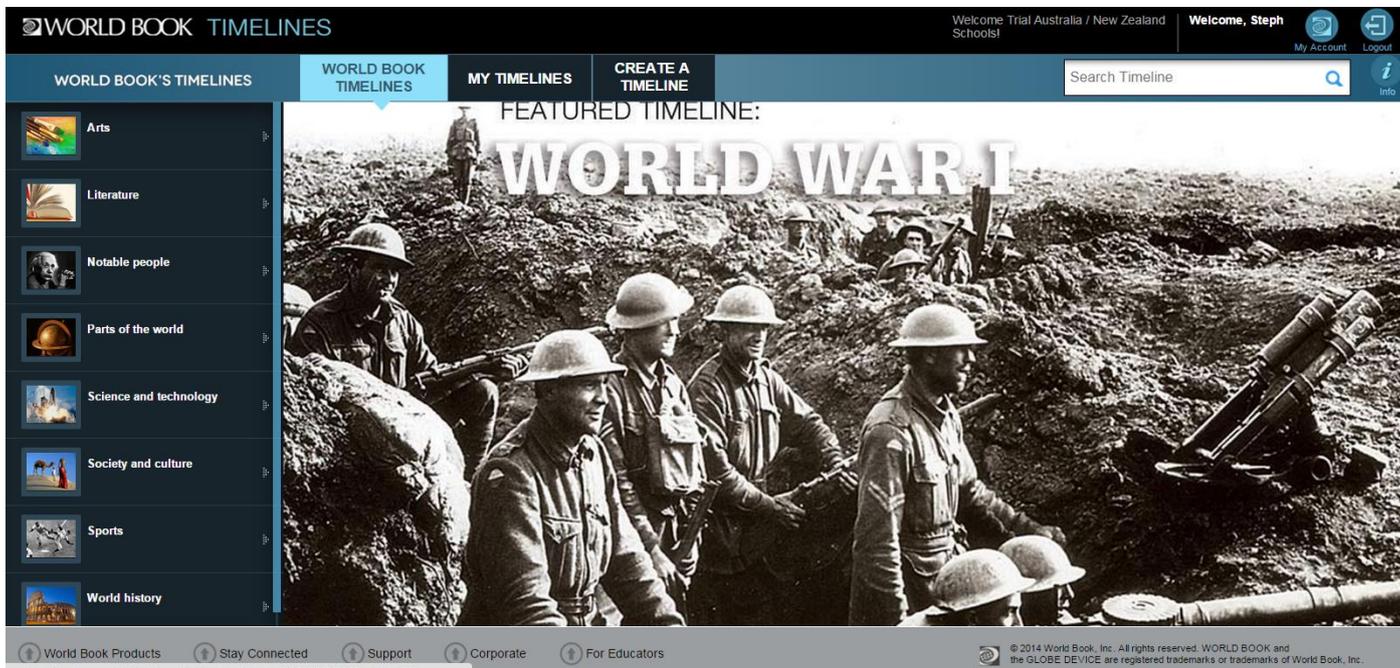


**Create a Timeline:**

To start...login to or create your My Timelines account

To save a timeline to **My Timelines**, users need to be logged in to their World Book account. Accounts are based on individual login IDs and passwords set up by users. My Research account credentials can be used to log in to your World Book account.

Start by logging into your personal Timelines account. If you do not have an account, you can create one by going to Login and Create a World Book account.



## Viewing your Timeline

The screenshot displays the 'MY FAMILY'S HISTORY' timeline in the World Book Timelines app. The main interface features a horizontal timeline axis from 1895 to 1975. Various event cards are placed along this axis, each containing a date, a photograph, and a brief description. For example, one card shows 'Mar. 11, 1922' with a photo of a couple and the text 'Great Grandparents, Albert and Ivy married in Essex, UK.' Another card shows 'Sep. 11, 1914 - Jul. 30, 1917' with a photo of soldiers and the text 'Great Grandfather Albert enlisted in the Rifle Brigade at Stratford.' A zoom slider is visible on the right side of the timeline, with a blue circle '1' highlighting it. Navigation arrows (up, down, left, right) are also present on the right side, with a blue circle '2' highlighting them. At the top right, there is a 'Switch View' button, with a blue circle '4' highlighting it. An 'Event Info' pop-up window is open at the bottom, showing a larger view of the 'Mar. 11, 1922' event, including a photo of the couple and a detailed description. A blue circle '3' highlights the event card in the pop-up. The pop-up also includes 'Previous' and 'Next' navigation options and 'Cancel' and 'Edit' buttons at the bottom.

1. Zoom in or out on a time span of a timeline using the **zoom slider**. The events on the timeline will shift up and down and more or less will be seen on your screen based on the zoom level, which can get as granular as an exact date.
2. View more events by either adjusting the zoom level by clicking or tapping on the plus or minus buttons on the zoom slider or by using the up, down, left, and right arrows.
3. View all information associated with any event, including the short description, notes, and associated media, by clicking or tapping anywhere on it.
4. Select the **Switch View** option near the top right of the page to view your timeline in Print View. Click or tap on any event to view additional images or to edit the event. **Print** your timeline from this screen with or without media by selecting the Print button at the top right of the timeline.

# Create a Timeline

**WORLD BOOK TIMELINES** Welcome Trial Australia / New Zealand Schools! Welcome, Steph My Account Logout

WORLD BOOK'S TIMELINES WORLD BOOK TIMELINES MY TIMELINES **CREATE A TIMELINE** Search Timeline

Create Timeline Info

1

Timeline Image

Choose a timeline background theme:

Description Add Media

Timeline title:

Timeline description (optional):

**WORLD BOOK TIMELINES** Welcome Trial Australia / New Zealand Schools! Welcome, Steph My Account Logout

CREATE EVENT SEARCH EVENTS MY FAMILY HISTORY

1

To begin creating your timeline, select **create event** to add a custom event or **search events** to add events from the World Book database.

**WORLD BOOK TIMELINES** Welcome Trial Australia / New Zealand Schools! Welcome, Steph My Account Logout

CREATE EVENT SEARCH EVENTS

3

Edit Info

Caption:

4

Description Add Media

Start Date: 9 11 1914 BC AD Date is circa (approximate)

End Date (optional): 7 30 1917 BC AD Date is circa (approximate)

Event Description: Great Grandfather Albert enlisted in the Rifle Brigade at Stratford. 132 character limit

Color-code Your Event (optional):

Add Notes (optional): Deemed "no longer physically fit for War Service", Albert was formally discharged from the British Army. After suffering from "trench foot", Albert was forced to have his 1814 character limit

**WORLD BOOK TIMELINES** Welcome Trial Australia / New Zealand Schools! Welcome, Steph My Account Logout

CREATE EVENT SEARCH EVENTS

4

Edit Info

Caption:

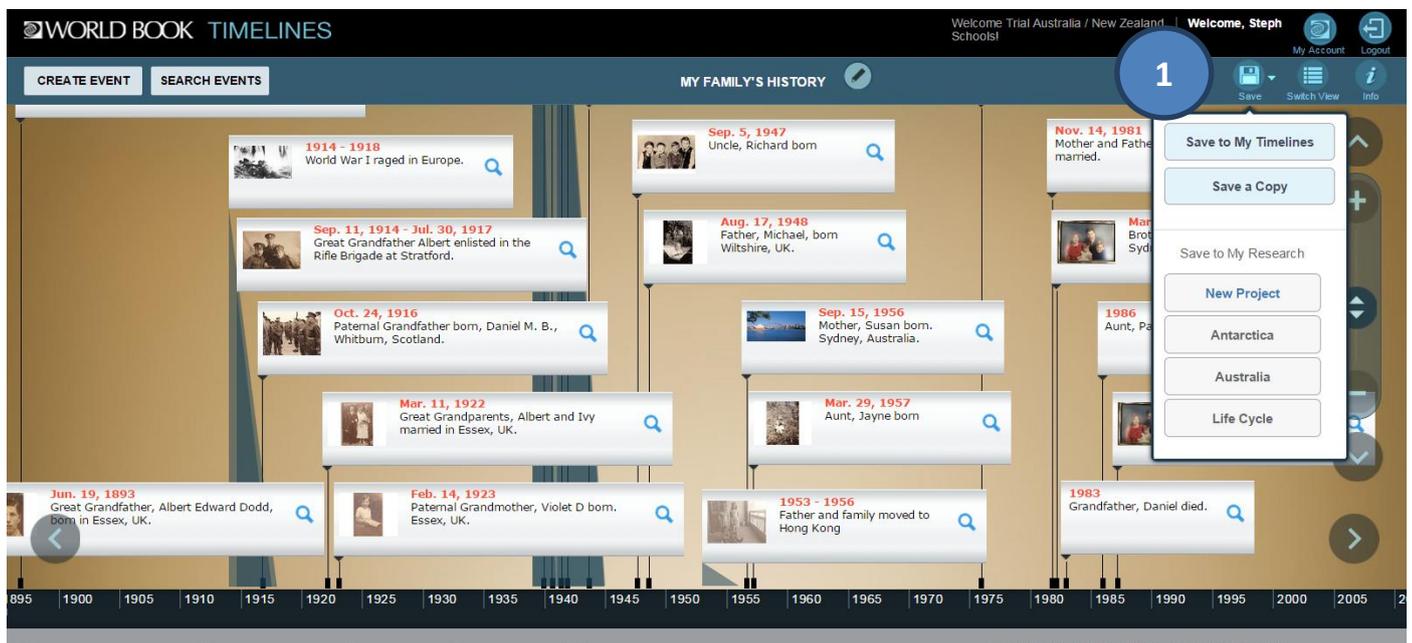
Description Add Media

My Images Upload

All Search Keywords

1. If you would like to create your own timeline, click or tap the **Create a Timeline** button from the home page. Enter a timeline title and optionally choose a different timeline background theme, add a timeline description, and upload or select an image to represent your timeline. (A timeline's title or any of the optional fields can be edited at any time by choosing the pencil icon to the right of the timeline title when viewing the timeline.)
2. To begin creating your timeline, select the **Search Events** button to add events from the World Book database or the **Create Event** button to add a custom event.
3. If you choose to create your own event, enter a start year and event description (200 character limit). You can also enter a start date month and day, enter an end date, colour-code your event, add notes (2,000 character limit), or add media to your event.
4. Select the **Add Media** tab from the Edit Info box to add images, maps, or videos to your event. You can add World Book images and videos or your own images to any event by either uploading a new image (JPG and GIF files under 5 MB) or choosing an image you've previously uploaded to World Book Timelines from My Images.

## Save to My Timelines



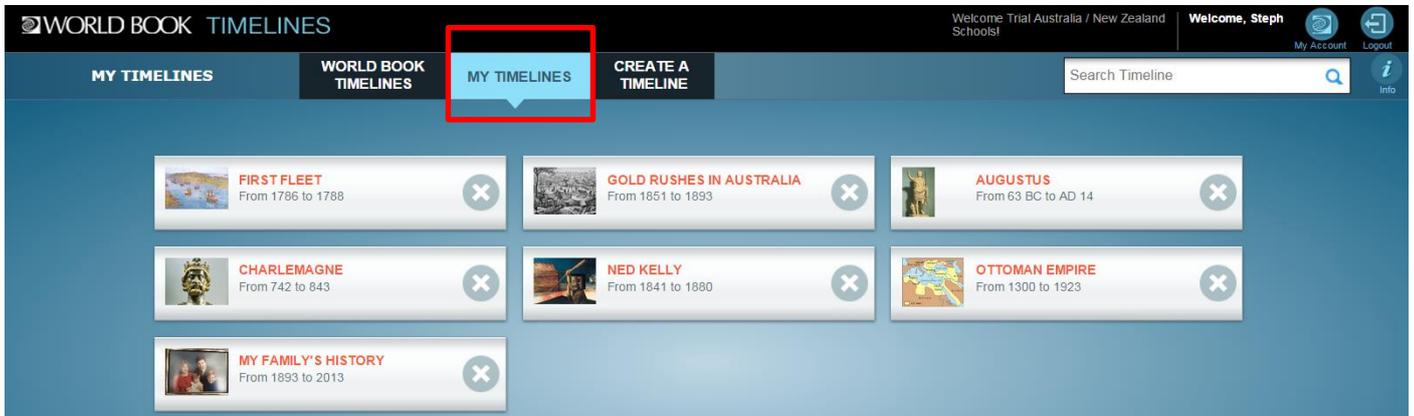
1. Save a timeline by choosing the **Save** button and making a selection from the drop-down menu:
  - **Save to My Timelines** saves a timeline to the user's My Timelines section of World Book Timelines.
  - **Save a Copy** allows users to save a copy of the timeline with a new title to My Timelines.
  - Choosing an option under the **Save to My Research** header will save the timeline to a new or existing My Research project, which is accessible by choosing **My Account** near the top right of the menu bar. The timeline will also automatically be saved to My Timelines.

Your saved timelines will appear in **My Timelines** whether or not you chose to add them to a My Research project. Users can delete timelines by clicking or tapping the "X" on any timeline.

Don't forget that to save a timeline to My Timelines, users need to be logged in to their World Book account using individual login ID and password.

## Viewing and editing your Timeline

To view or edit your Timeline at anytime, click on My Timelines tab, enter in your account details and select the Timeline you wish to view/edit .



The screenshot shows the World Book Timelines website interface. At the top, there is a navigation bar with the following elements:

- Logo: WORLD BOOK TIMELINES
- Account information: Welcome Trial Australia / New Zealand Schools! and Welcome, Steph
- User actions: My Account, Logout, and Info
- Search: Search Timeline

The main navigation menu includes three tabs: MY TIMELINES (highlighted with a red box), WORLD BOOK TIMELINES, and CREATE A TIMELINE.

The main content area displays a grid of seven timeline cards, each with a thumbnail image, a title, a date range, and a close button (X):

- FIRST FLEET**: From 1786 to 1788
- GOLD RUSHES IN AUSTRALIA**: From 1851 to 1893
- AUGUSTUS**: From 63 BC to AD 14
- CHARLEMAGNE**: From 742 to 843
- NED KELLY**: From 1841 to 1880
- OTTOMAN EMPIRE**: From 1300 to 1923
- MY FAMILY'S HISTORY**: From 1893 to 2013