

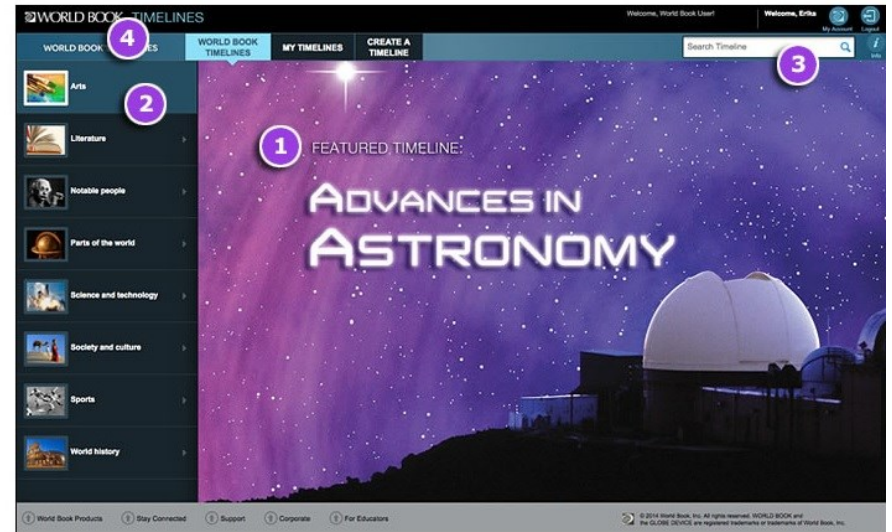
# World Book Timelines

## Home Page

The home page of *World Book Timelines* includes several ways for users to find a timeline of interest to them:

1. Click or tap on the **featured timeline** to be taken directly to that timeline. From there, you can edit it and/or save it to your account.
2. **Browse** the collection of World Book pre-built timelines using the eight top-level topics on the left of the homepage:
  - o Arts
  - o Literature
  - o Notable people
  - o Parts of the world
  - o Science and technology
  - o Society and culture
  - o Sports
  - o World history

Drill down through the subcategories and click or tap on the specific timeline of interest to view the timeline.
3. Use the **search bar** to search for a World Book pre-built timeline using keywords. You can optionally search by keyword and date range by filling in the fields on the optional search range menu that appears when you click or tap the search bar.
4. Click or tap on the **World Book Timelines logo** at the top left of any page to be taken to the timelines homepage, where users can access My Timelines and Create a Timeline.



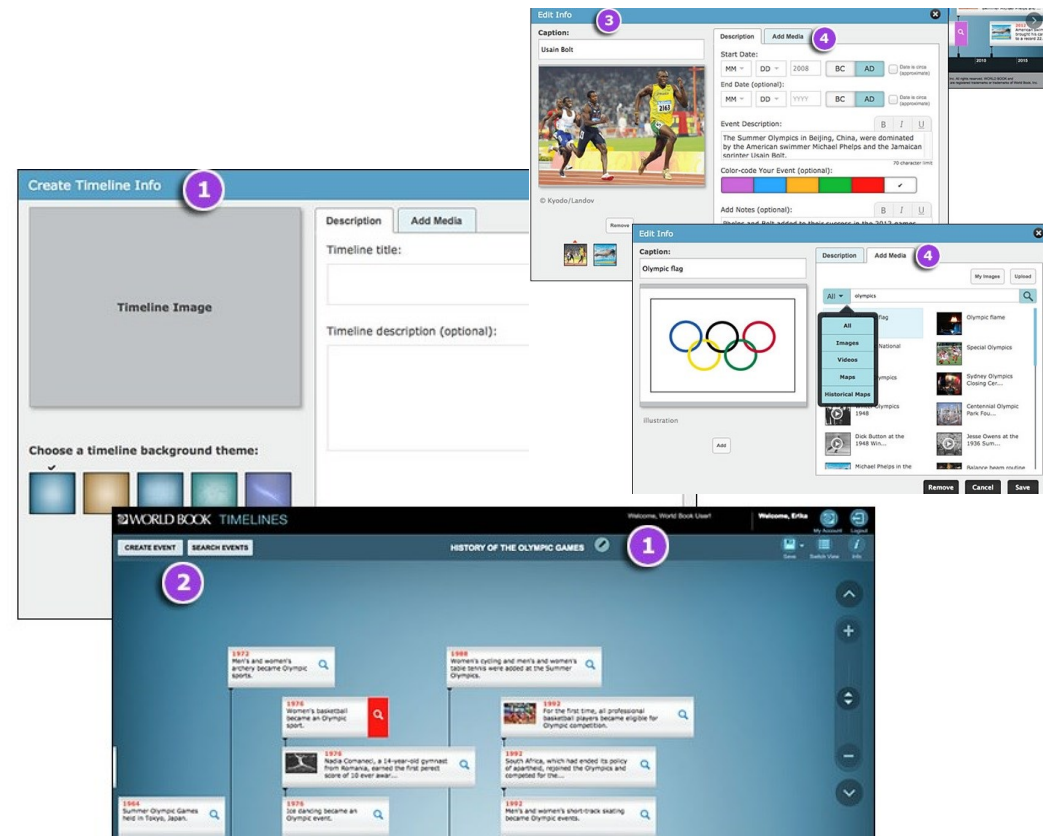
## Viewing a Timeline

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

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, color-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.



## My Timelines

1. 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. To log in, click or tap **Login** at the top right of the menu bar and either type in your credentials to access your account or create a new account.
2. Save a timeline by choosing the **Save** button and making a selection from the drop-down menu:
  - o **Save to My Timelines** saves a timeline to the user's My Timelines section of World Book Timelines.
  - o **Save a Copy** allows users to save a copy of the timeline with a new title to My Timelines.
  - o 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.

