

# Timeline

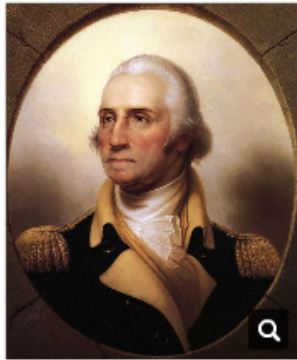
Timeline is an iSpring Visuals interaction that can be used to visualize events that happened along a certain period of time.

- Adding a Period
- Adding an Event
- Duplicating a Period
- Duplicating an Event
- Deleting a Period or an Event
- Moving Periods and Events

## The Presidents of the United States

### George Washington

*"I can only say that I have contributed towards the organization and administration of the Government the best exertions of which a very fallible judgment was capable."*



**1. George Washington** (1732–1799)

Early Republic   Jacksonian Democracy   Sectional Conflict   Reconstruction Era   Golden Age

A timeline is divided into periods. In fact, when you create a new timeline, it already appears with a blank period.

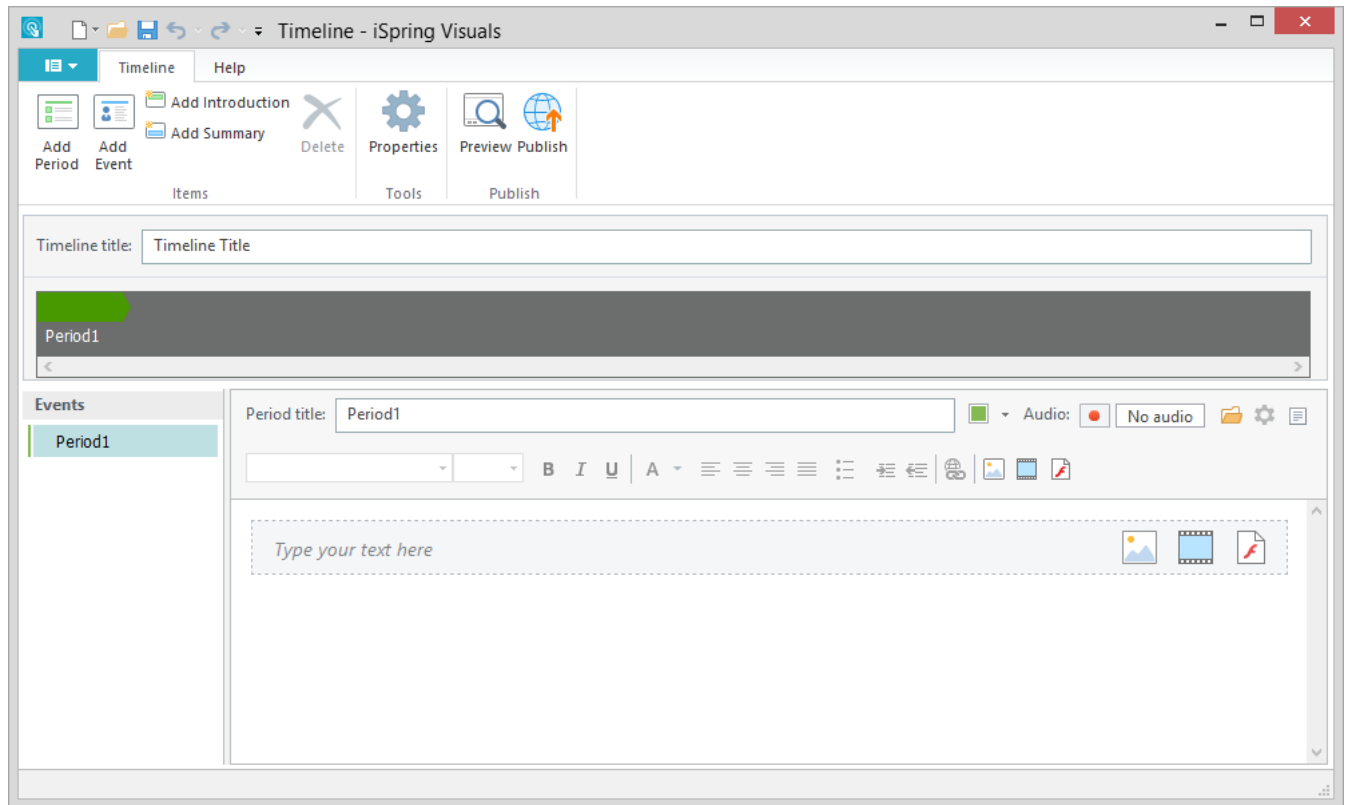
Each period may contain as many events as you want.

So here is the basic structure of a timeline (optional elements are shown in square brackets):

### [Introduction slide]

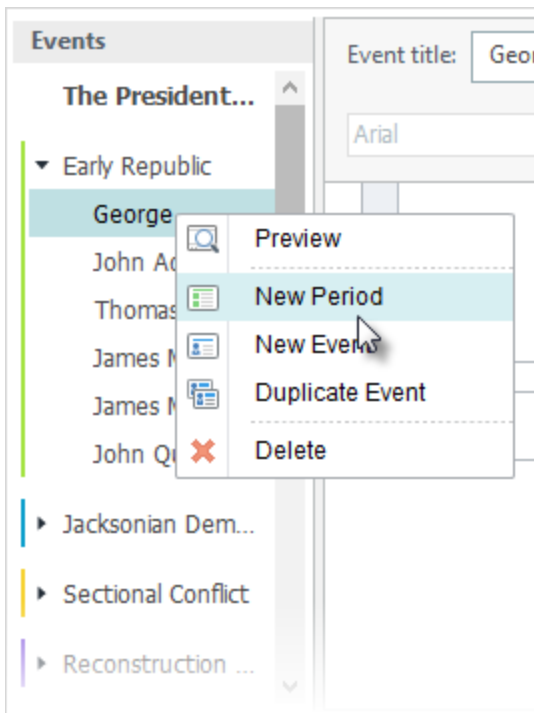
- Timeline
- Period
  - 1
    - [Event 1]
    - [Event 2]
    - ...
    - [Event N]
  - [Period 2]
  - ...
  - [Period N]
- [Summary slide]

When you create a timeline, it already contains one period. Now you can add more periods and events to it and provide a brief or detailed description to each element of the timeline.



## Adding a Period

1. On the toolbar, click the **Add Period** button.  
or  
Right-click any place on the **Events** pane and choose **New Period** in the contextual menu.



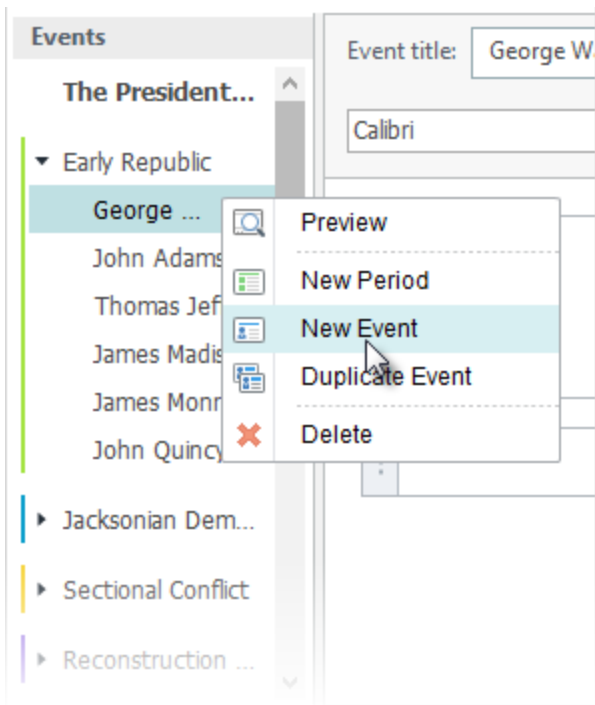
2. Type a period name in the **Period Title** field.
3. Select a color from the drop-down menu.
4. Provide a description, add images, Flash movies, videos and/or audio narration.

## Adding an Event

1. On the timeline, select a period to which you want to add an event.
2. On the toolbar, click the **Add Event** button.

or

Right-click any place on the **Events** pane and choose **New Event** in the contextual menu.

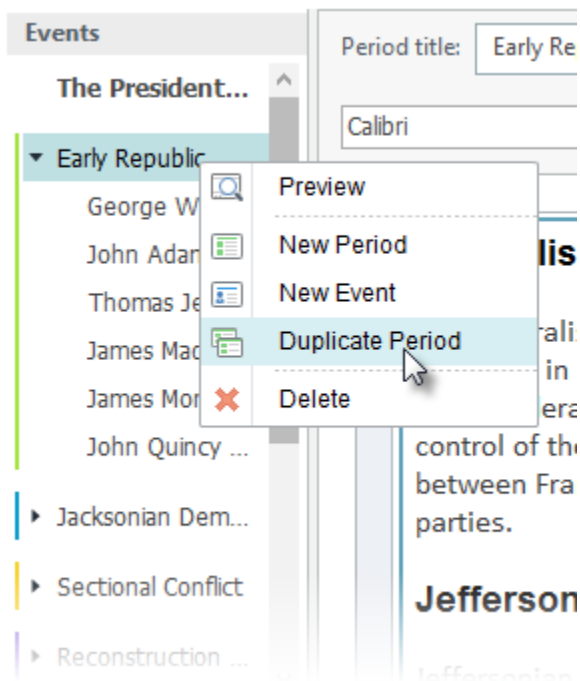


3. Type an event name in the **Event Title** field.
4. Adjust event's position on the timeline.
5. Provide a description, add pictures, Flash movies, videos and/or audio narration.

You can adjust the position of each period and event by dragging and dropping it in the desired location within the Timeline.

## Duplicating a Period

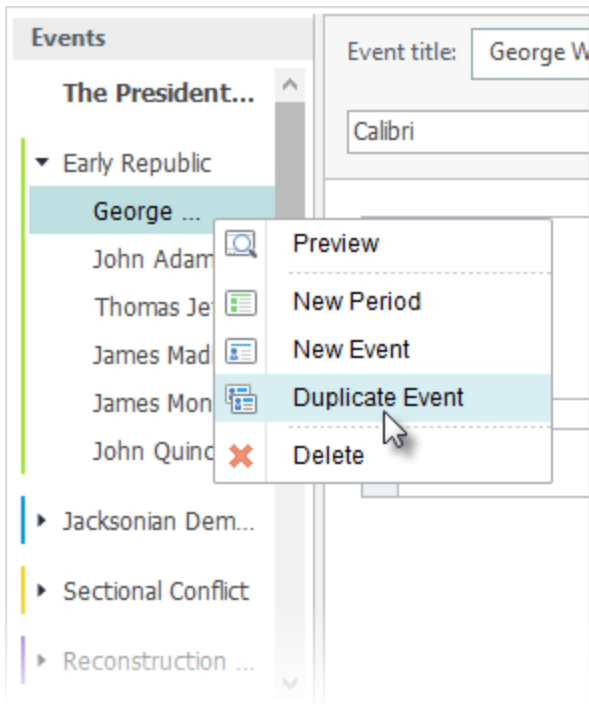
1. Select a period on the **Events** pane.
2. Right-click the selected period on the **Events** pane and choose **Duplicate Period** in the contextual menu.



The selected period will be duplicated along with the texts, images, audio, video and Flash files but without the added events.

## Duplicating an Event

1. Select an event on the **Events** pane.
2. Right-click the selected event on the **Events** pane and choose **Duplicate Event** in the contextual menu.



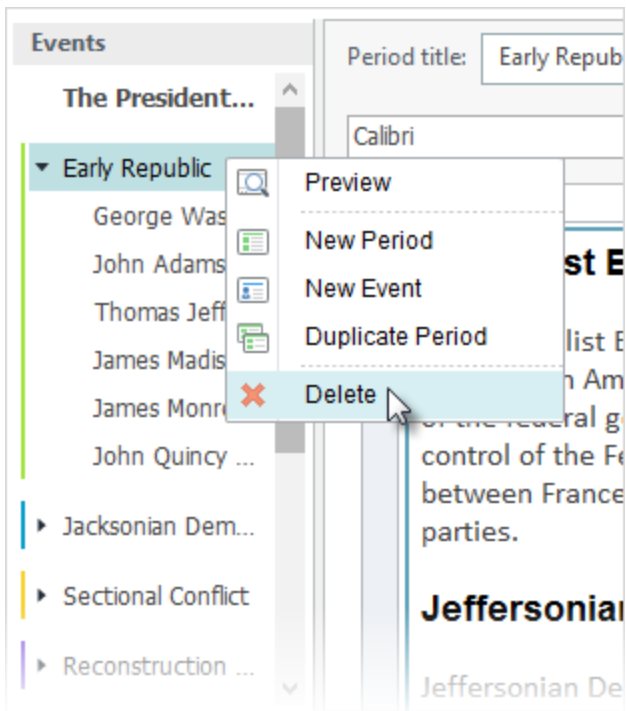
The selected event will be duplicated along with the added texts, images, audio, video and Flash files. Introduction and summary cannot be duplicated.

## Deleting a Period or an Event

1. Select a period or an event, which you want to delete, on the **Events** pane.  
To select several items, click them while holding down the **Shift** or **Ctrl** button.
2. Click the **Delete** button on the toolbar or press the **Delete** key on your keyboard.

or

Right-click the selected periods and events on the **Events** pane and choose **Delete** in the contextual menu.



## Moving Periods and Events

- Drag a period or an event to a desired location in the **Events** pane.

When your timeline is ready, enter its name and proceed to publishing.