

Using & Editing Timelines

Let's look at another powerful research tool in *World Book Student*. Can you find the set of links illustrated below?

Let's click on the **TIMELINES** link. See how the page starts to load? If you are not already logged into your *My Backpack* account, you will see the following pop-up message:

If you see this, click **CONTINUE** and then look for the **MY BACKPACK** link in the upper right:

Better sign in now so that you can enjoy the full benefits of the *World Book* timeline research tools. Do you remember your username and password that we set up earlier?

Signing into your *My Backpack* account takes you to your backpack. We want to go back to timelines. Remember, the **WORLD BOOK STUDENT banner** at the top of the page (top of this handout) acts as a link to **WORLD BOOK STUDENT HOME**. Click on it and then click on the timeline link that we looked at earlier.

See how this time, the page fully loads? In the future, you will want to make sure you have logged into your *My Backpack* account **BEFORE** you try to use the **TIMELINE** feature. But no harm's done; we are learning this site together.

You should now see 2 green boxes, one on the left (shown below) and one on the right.

Notice how you have three menu options. The “+” sign means that those options are collapsed. When you click on a +, that expands the menu choice you have selected.

Let's click on **UNITED STATES**. A pop-up with scrollable choices will appear. It is only visible as long as you mouse over it (sorry, couldn't get a screen capture ☹).

You can scroll down the list (be sure to keep your mouse over it!) by clicking on the **SCROLL DOWN** bar illustrated below:

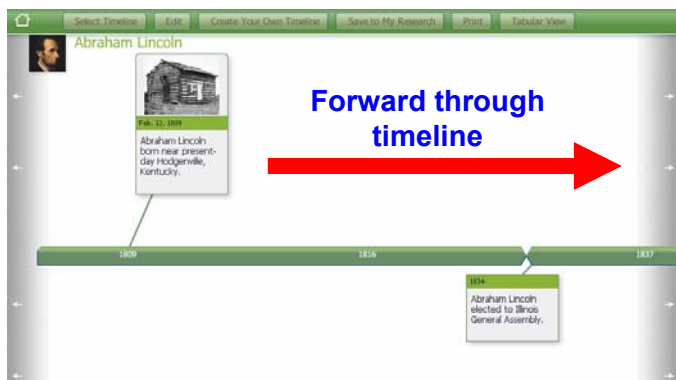


As you scroll down, you may want to return to choices that you have gone past. Use the **SCROLL UP** bar to return to things you have scrolled past:



Please scroll down the list of United States political leaders. Do you see how the list is alphabetized by the person's **LAST NAME**, even though the listing starts with the person's first name?

Scroll down and click on **ABRAHAM LINCOLN**. You will see the timelines illustrated below:



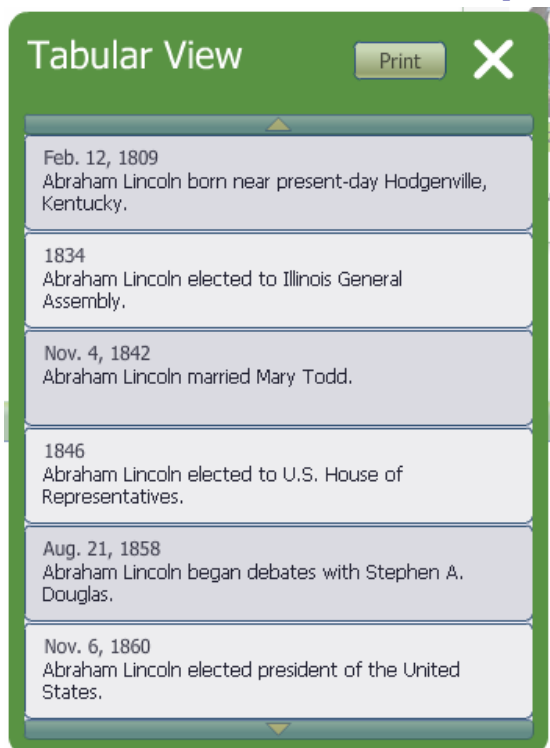
The shaded area with arrows on the **RIGHT** takes you forward through the timeline. The shaded area on the **LEFT** take you back. Notice how you start at the **BEGINNING** of the timeline, so you are not able to scroll to anything earlier than when Abe Lincoln was born on February 12, 1809.

At the top of the timeline is a toolbar that gives you even more options:



It's hard to read in this screen capture, but on your screen you should be able to see a house icon for **WORLD BOOK STUDENT HOME** and then: **SELECT TIMELINE**, **EDIT**, **CREATE YOUR OWN TIMELINE**, **SAVE TO MY RESEARCH** (which is actually *My Backpack*), **PRINT**, and **TAB VIEW**.

Let's click on the link for **TAB VIEW**. This gives us the information from the timeline in a more compact format:



Notice how the **TAB VIEW** uses the same scroll up and down scroll bars we looked at earlier. Like other software, the X in the upper right closes that pop-up window. There is a PRINT button too. **PLEASE BE CAREFUL – LET'S NOT PRINT ANYTHING THAT IS NOT REQUIRED FOR AN ASSIGNMENT.**

If you need hardcopies of information from *World Book*, we should be using the set off **BOOKS**. Subscribing to *World Book Online* is expensive. Please use it responsibly.

Please **CLOSE** that pop-up **TAB VIEW**. Click on the **SAVE TO MY RESEARCH** button. This will place a link in your *My Backpack* account to this timeline.

Now click on the button to **SELECT TIMELINE**. Do you recognize the screen that pops-up? It is the same collapsed menu choices we looked at earlier when we chose **POLITICAL LEADERS – UNITED STATES – ABRAHAM LINCOLN**.

Let's go to that timeline again (repeat steps listed above) and use the shaded arrows on the right of the timeline to **SCROLL FORWARD** through our timeline. What is the date at the end of this timeline and what event does it commemorate? We can edit timelines too. Please click on the **EDIT** button:



In the **DESCRIPTION** box, you can enter a short summary of the event you would like to add. For this exercise, lets add the text: **I CREATED AN EVENT FOR ABE LINCOLN'S TIMELINE!**

Below this is a text box for the date. Note that you can use **BC** (ancient) or **AD** (last 2000 years). Let's enter **2009**. Then you will see pull-down menu for the month, please select the **CURRENT MONTH**. Then you will see a pull-down menu for the day, please select the **CURRENT DAY**. You have the option of "ticking" the box for an **END DATE** (optional). Let's skip this for now. Then click **ADD THIS EVENT**.

Then click **VIEW TIMELINE** (on the right) and scroll forward to be sure that the event you have added is on your edited timeline? Once you confirm this, click on the **SAVE TO MY RESEARCH** (*My Backpack*). Do you remember how to get back there to see if this has been saved?