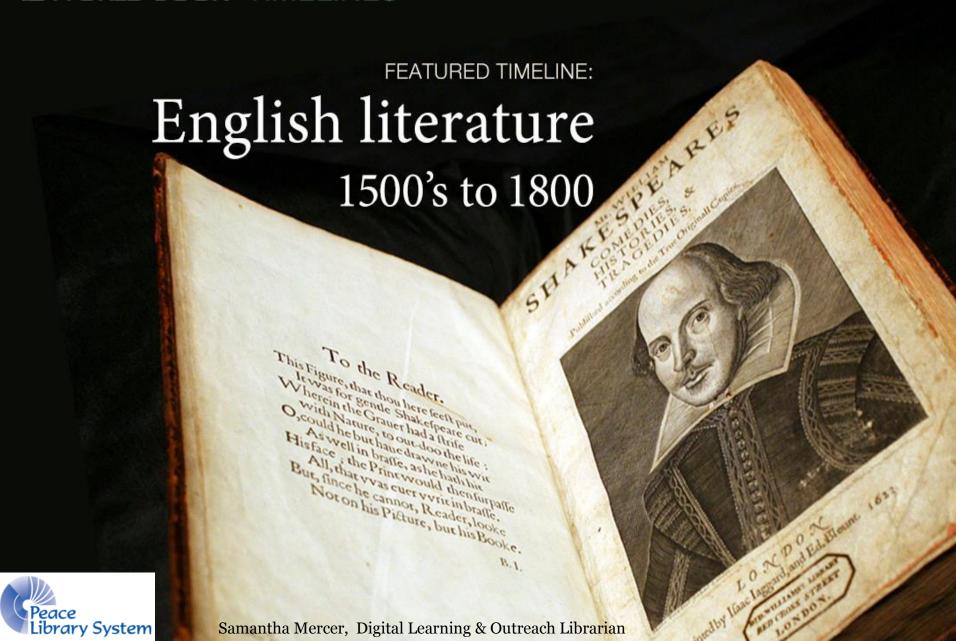
#### WORLD BOOK TIMELINES



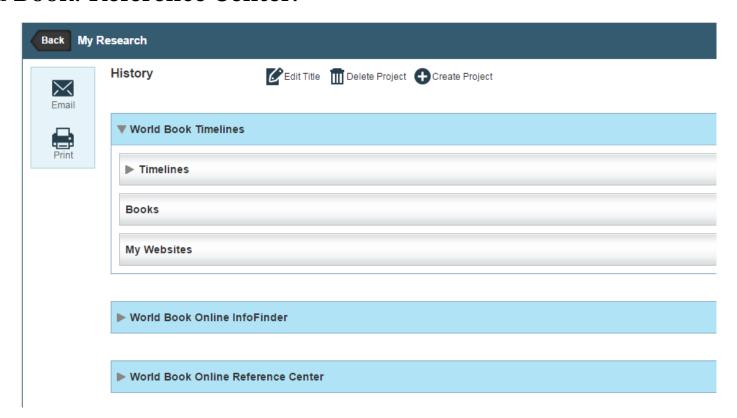
### World Book: Timeline

- World Book: Timeline helps you find and build your own timelines to help present information to others and to learn from them.
- The site allows you to use pre-made timelines as they are, edit pre-made timelines with pre-made events, edit pre-made timelines with new events or create your own timelines from scratch.
- You can add your own images to events or choose from World Book's collection, you can colour code events and add notes as descriptions.



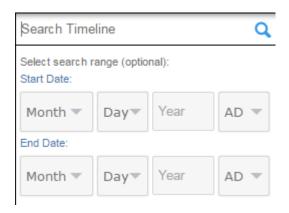
# My Account

Use your account to compile all the websites, books, timelines, articles, images and sounds to one place. Your account is synced to all the World Book resources that require a password. Create a project title and save items you find on Info Finder with the timeline you created using World Book: Timeline and the primary documents you found on World Book: Reference Center.

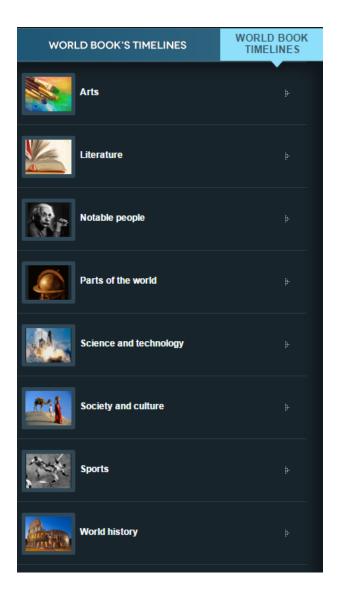


#### Search and Browse

Use the search bar on the top right to find timelines on a certain topic, keyword or time period



Browse through timelines by looking at the feature timeline on the homepage or going through the categories in World Book Timelines



### Search Events

- Select Search Events from the top left of the timeline
- Search by keyword, start date or end date and your results will appear below
- Look through the events and select + beside the events you want to add to your timeline.
- Select the Done button when complete

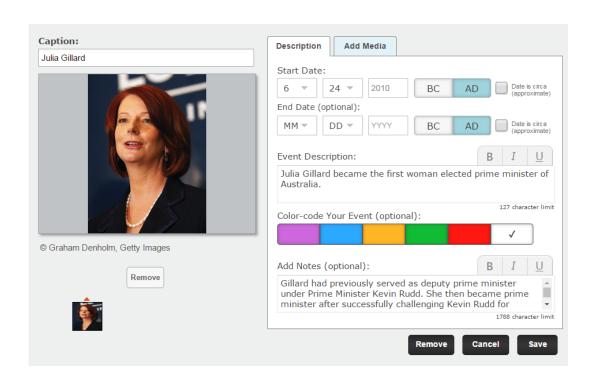


### **Create Events**

- Select Create Event
- Type in the start date, end date (if applicable), event description and additional notes. You can also colour code your events.
- To add photos or multimedia select the Add image box on the left or click the Add Media tab.
  Search the World Book Catalogue or select upload
  - Personal uploads must be no larger than 5MB and be in JPG or GIF format.
- Browse your images, select terms & conditions and click upload
- Add a caption and click Add.

### **Edit Events**

- Select the image you want to edit or delete from your timeline.
- Select Edit
- To remove the event from your timeline, select Remove
- To edit the event, update the desired information and click Save.
- Once done editing and removing events, save your timeline.



## **Create A Timeline**

- Select Create a Timeline, pick a background theme, an image to represent your timeline, a title and a description.
- If you ever want to edit this information, select the pencil icon beside the title
- Select Create Event to create an event and its dates from scratch or select Search Event to see World Book's catalogue of events

 Make sure to save your timelines using the Save button on the top right. You can find them under My Timelines once you have done this.



#### **Edit World Book Timelines**

- If you find a timeline that works mostly for you, you can use it and edit it instead of starting from scratch.
- Select the timeline that interests you and select Create Event to create an event from scratch or select Search Events
- Add the new events/information, colour code your events, update the title if needed and save your updated timeline. You can now find it under My Timelines.



## Questions?

Any questions, comments or concerns are welcome. Please feel free to contact:

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