



User Guide

TimeLaw User Guide Created by:
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New Project

Using the Editor

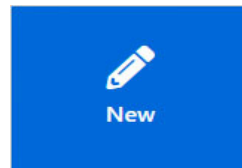
Before you begin:

Gather your media:

- images, videos, and audio files that will be included in the timeline
- (optional) create a list of events and identify which media will be attached to which event.

Step 1 - New Timeline

Launch TimeLaw Application
& Select **"New"**



The File Explorer will open.

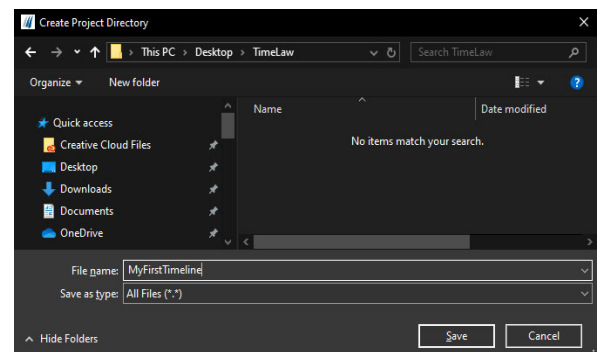
Step 2 - Name and Save

In the File Explorer window, navigate to the folder where you would like to store your project.

Enter the "File Name" and click "Save"
This will create the project directory with all the necessary folders TimeLaw needs for your project.

The process is automated.

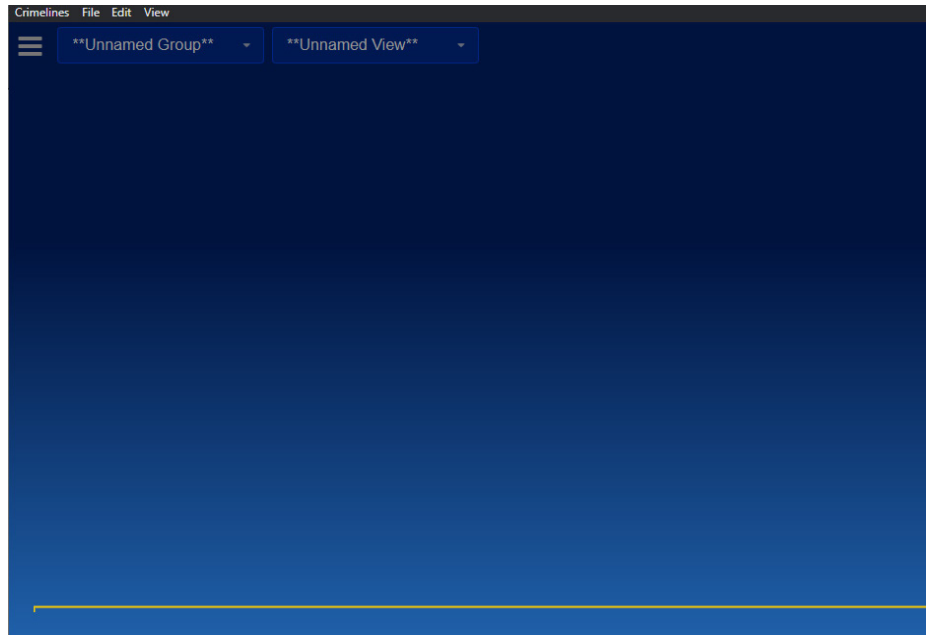
(Going forward, this is where you will find your active project.
The project file is named "[FILENAME].win")



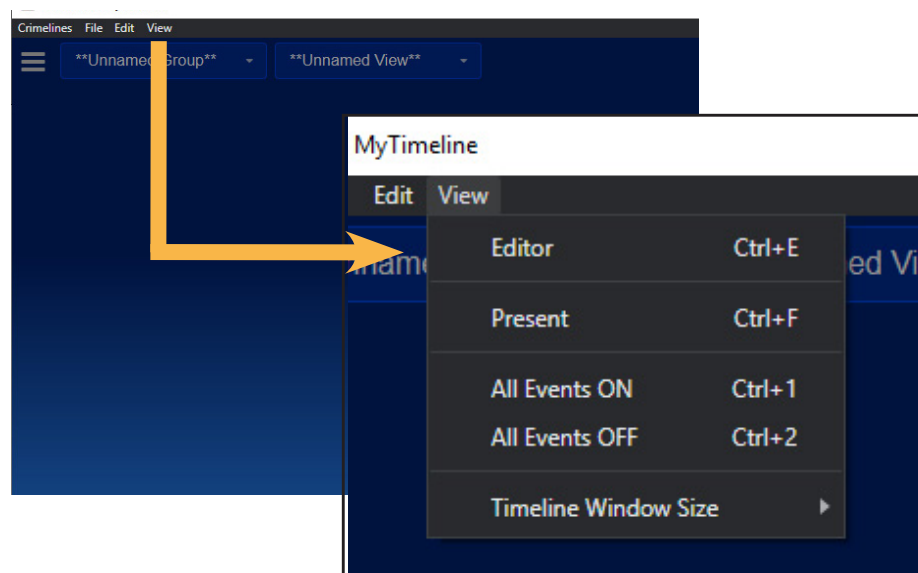
Step 3 - Open the Editor

The application initially opens in the Timeline View.

What you should see is an empty timeline similar to what is shown below:

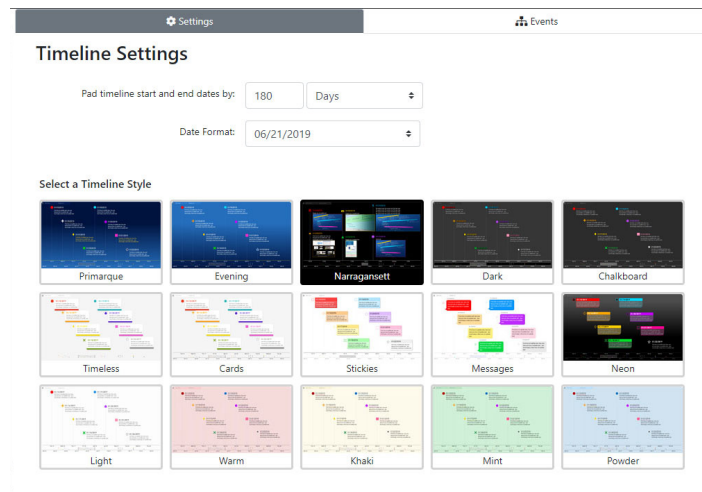


To begin setting up the timeline and adding content we need to open the **Editor**. The Editor can be accessed from the View dropdown in the menu bar, or by using the hotkey combination of **Ctrl+E**



Step 3 - Settings

The Editor will open in the “Timeline Settings” tab



Here you can customize the basic settings for your timeline.

Pad timeline start and end dates by:

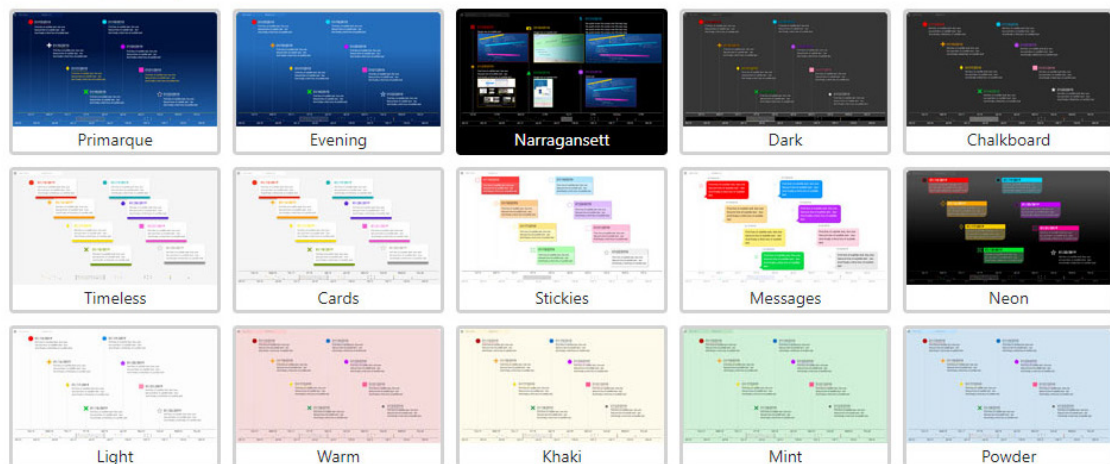
Timelines automatically extend in length to cover all included events. It is almost always a good idea to add in some padding to the beginning and end.

Date Format:

When moving events around in the timeline, the events automatically “snap” to the smallest available unit of time. This keeps the timeline neat and organized. The units can be set to nearest day, hour, minute or second in the Date Format dropdown.

Select a Timeline Style

TimeLaw comes with a several pre-built styles to choose from. If you have request for styling not included here please contact us and we can build a custom style to suit your needs.



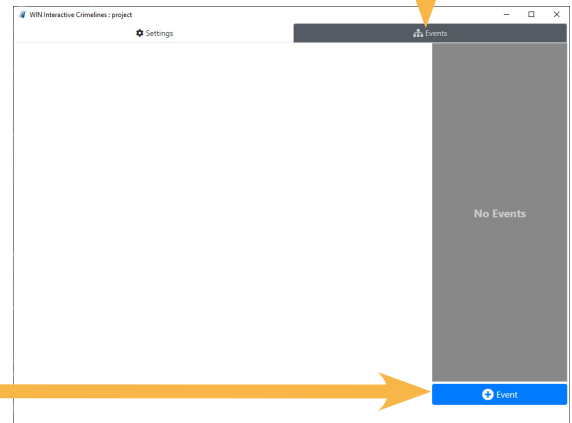
Step 4 - Creating an Event

At the top of the Settings page there are two tabs. To begin entering events click on the “Events” Tab




You should now see a fairly blank window with a blue “+ Event” button in the lower right corner.

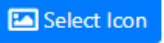
Click to create your first event.



The page will populate with several input fields

Event Start Date 

Event Date (Required) ☐ Span



Title

Body

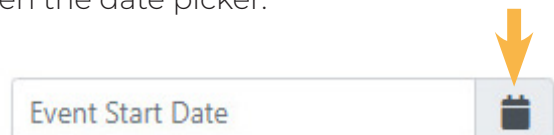
Style: Default Text Align: Left

☒ Hide title when event state is off

Event Media: None

Event Start Date:

This is the only field that is absolutely required for each event. The date can either be typed in using *MM/DD/YYYY HH:MM:SS* format, or by clicking on the calendar icon to open the date picker. (dates with no time default to 12:00)



Event Icon:



Every event has an icon. The icon is the means by which the user can show, hide, move, and select an event in the timeline view. The default icon is a circle and there are 50 included icons to choose from.

Note: Shape Icons are shown as grey in the Editor. In the Timeline they will display with the color and style chosen for the event.

Title:

The title will display as large text either next to, or below, the event icon

Body:

The body text displays directly below the Title in smaller text.

Event Style:

The event style is where you set the color of your event.

Depending on the style chosen in settings this will tint the icon, and/or the title, body, and background of the event.

Text Align:

Left, Right, or Center. The text alignment determines where the text displays relative to the event icon.

A screenshot of the event editor form. It features a grey circle icon placeholder at the top left. To its right is a blue button labeled 'Select Icon'. Below the icon is a text input field labeled 'Title'. Underneath the title field is a larger text input field labeled 'Body'. At the bottom left, there is a label 'Event Style:' followed by a dropdown menu currently set to 'Default'. To the right of this is a label 'Text Align:' followed by a dropdown menu currently set to 'Left'.

Save Event

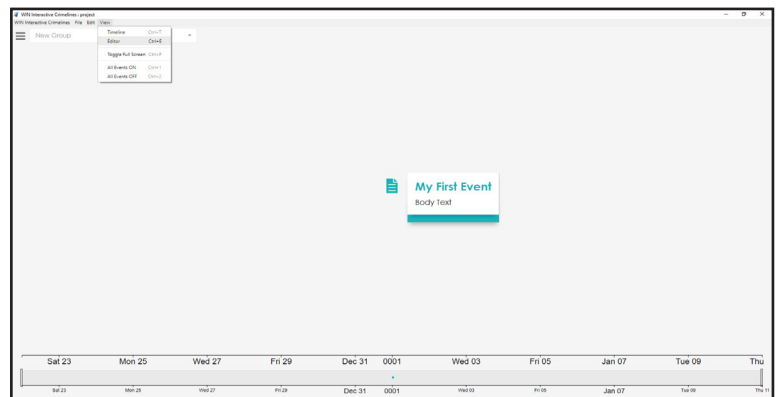
Once you have entered information into the fields, click the “Save Event” button at the bottom of the page.

Your newly created event now appears in the list on the right hand side of the page. To view the event in the **Timeline**:

Click on the Timeline Window

-or-

Use the key combination **Ctrl+E** to switch focus between Editor and Timeline



Step 5 - Adding Media to Events

Back in the Editor (Ctrl+E) select your event from the list on the right. The event fields will display in the main window area.

To add media select the Event Media drop-down in the lower left

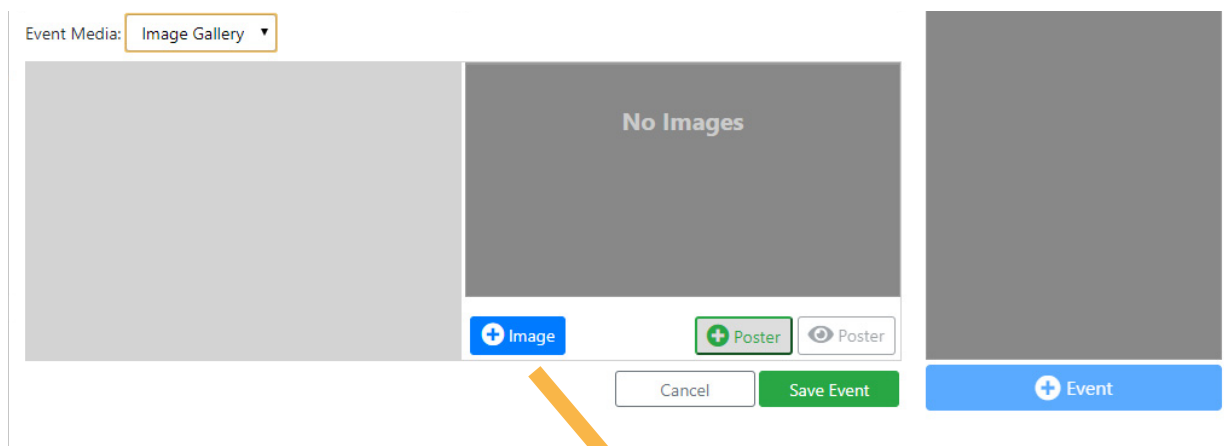
Event Media: None ▼

TimeLaw supports several standard media formats.
Each event can be assigned either an Image Gallery (.png, .jpg, & .tif),
Video (.mp4), or Audio (.mp3 & .wav)

Image Gallery:

Select the “Image Gallery” option to connect images to your event.

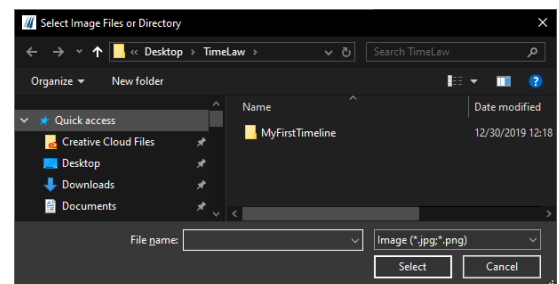
Once selected from the Event Media drop-down, you will see a new panel has been added to the page.



Click on the blue “+ Image” button to begin adding images.

A file explorer (PC) window will open.

Navigate to the images you wish to include and select, shift+click to select multiple images at once.



Once you click on “Select” you may see a prompt asking if you want to copy files over to your project directory. The answer is “Yes”. This will create a new copy of the file(s) in the assets folder of the project..

You should now see the files in list on the right.

Click on an image name to see a thumbnail of that image displayed to the left.

Images can be reordered by clicking on the hamburger icon to the left and dragging the image to its desired position.



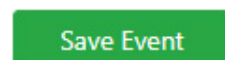
Event's with an Image Gallery can also be assigned a Poster Image. The poster image is visible in the timeline and appears underneath the title and body text. The poster image is optional and is sized based on the timeline style

To add a poster image click on the Green "+ Poster" button.

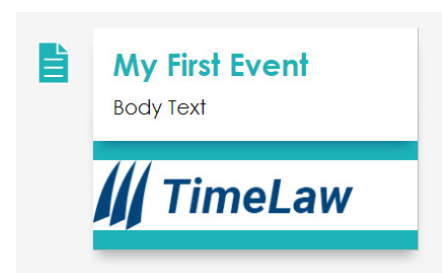
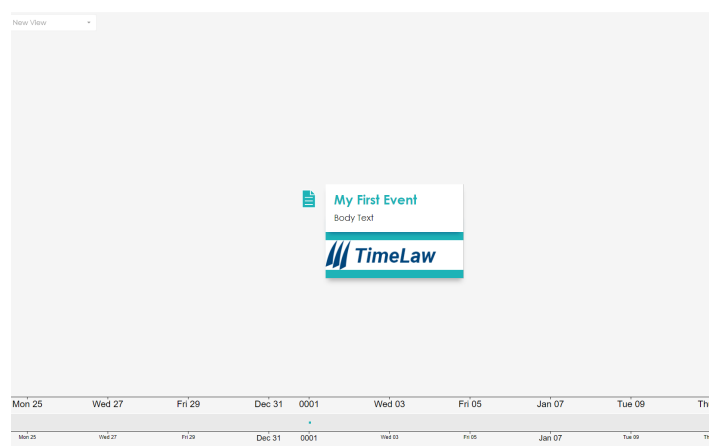


The Window Explorer window will once again open. Navigate to the image you wish to display and select it.

When you have completed your gallery, click on the green "Save Event" button.



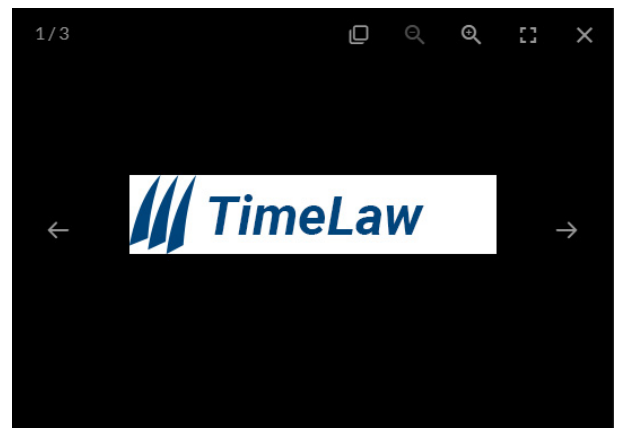
Switch to the Timeline View to view the gallery and poster image. (Ctrl+E)



Clicking on the Title, Body, or Poster Image will launch the Image Gallery.

The image gallery operates as a slide show. Images are advanced either by clicking the on-screen arrows, or by using the left and right arrow keys on your keyboard.

Press “ESC” or “X” (top right corner of window) to close the image gallery.



In the next section we will cover how to set up Views, Groups, and work with events within the Timeline View.

Understanding the Timeline

Working in the Timeline Window

Before you begin:

- a. Be aware that the display on your computer may be a different resolution than the display you use to present
- b. Best practice is to input all events before adding Views.
The following examples assume the user has already entered events

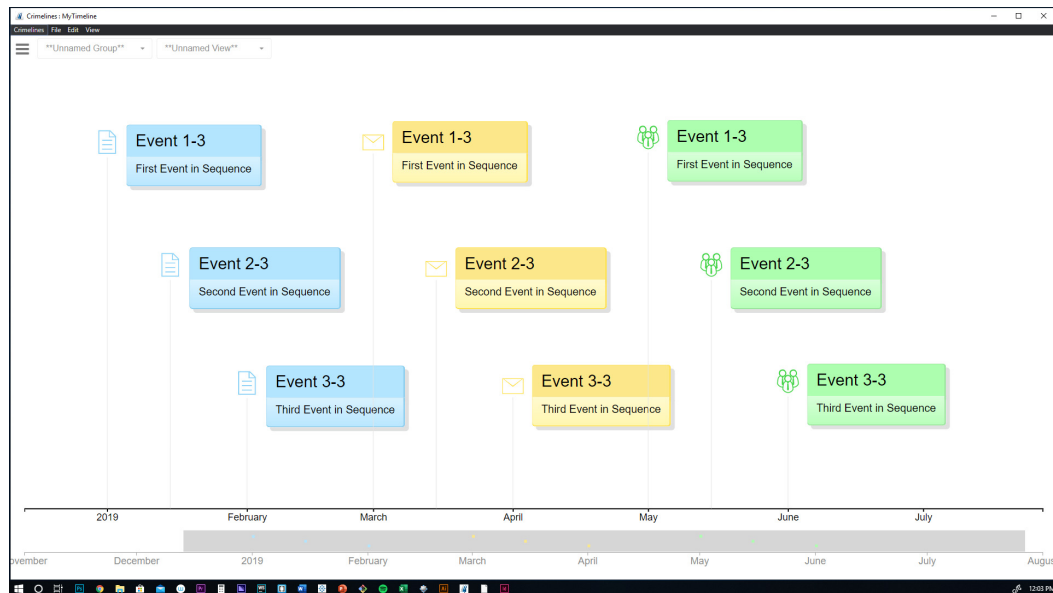
In this section we are going to learn how to:

1. Navigate the Timeline
2. Move and arrange Events
3. Set up and save custom Views
4. Create Groups of Views

Step 1 - Navigation

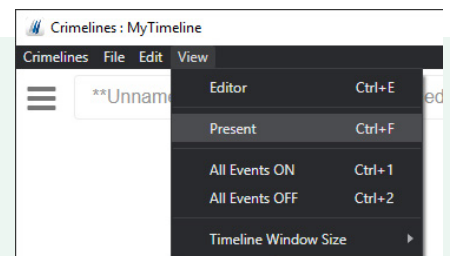
If not already viewing the Timeline, do so now by:

Ctrl+E - key combination switches focus between Editor & Timeline.
Clicking on the Timeline window.



Present :

In the Timeline window, if you would like to maximize the timeline you can either use the key combination **Ctrl+F** (or CMND + F for Mac Users), or choose View > Present from the File menu.



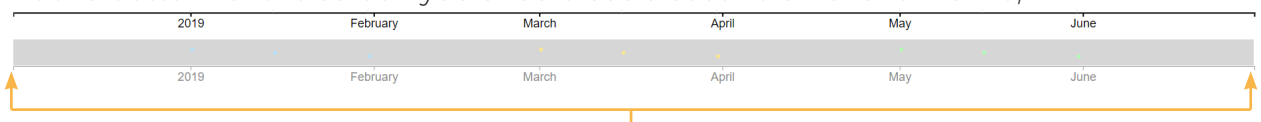
When presenting the file menu, dock, and application border are all turned off. To stop presenting and return these controls, simply hit the **CTRL + F** (or

By default, the Timeline's initial view will display all events. More often than not this view is too crowded. You'll likely want to zoom into a specific time period.

WORKING WITH THE VIEW BOX

To zoom into the timeline:

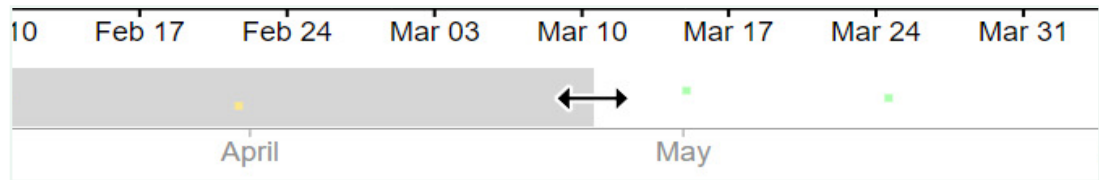
At the bottom of the screen you should see a second smaller timeline,



THE VIEW BOX

You'll notice a highlighted area extending the entire length. (gray in above example) This highlight represents the viewable area of the timeline currently being shown.

- Click on either edge of the **View Box** to drag and resize the viewable area shown.



- Click and drag outside the highlighted area to draw a new viewable area.



- Or use the mouse's scroll wheel to zoom in/out of the timeline

Once the visible area of the timeline has been scaled it is now possible to navigate back and forth through time. There are 3 options available to do so.

Option 1 - Using the bottom timeline.

Click inside the the View Box, drag the mouse to move back and forth.

Option 2- Using the main timeline

Click inside the timeline on an empty area. Drag the mouse left or right to move forward and backwards through time.

Option 3 - Using the keyboard

Using the left and right arrow keys will advance to the next or previous event and center it on the screen.

Option 4 - Using Views

Using the up and down arrow keys will advance to the next or previous View. See below for how to set Views.

Moving & Arranging Events

By default, all events are centered vertically

To move an event:

Place the mouse over an event icon, the mouse icon will change from a cross to a pointer icon.



Event 3-3

Third Event in

SHIFT + CLICK + DRAG

Press and hold down the “shift” key on the keyboard then click on the icon. Keeping both depressed, you are able to move the event with the mouse.

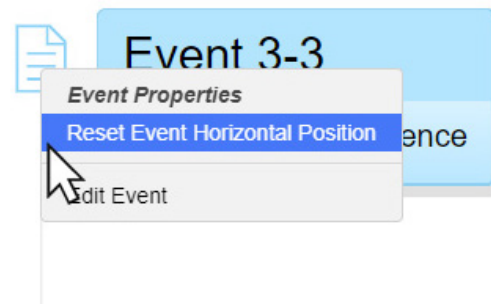
RESETTING THE HORIZONTAL POSITION

Once positioned you may want to reset the horizontal position of the event.

To do so, right click on the event icon.

You will see a set of options pop-up.

Select “Reset Event Horizontal Position” and the event will snap back into its original



Note: When moving events, each event will snap to the nearest unit of time. The units are set in the **Date Format** dropdown in **Settings** tab of the **Editor**.

Once the events are positioned the next step is to set and save Views.

Setting and Saving Views

Views are preset lengths of time created and saved by the user to quickly navigate

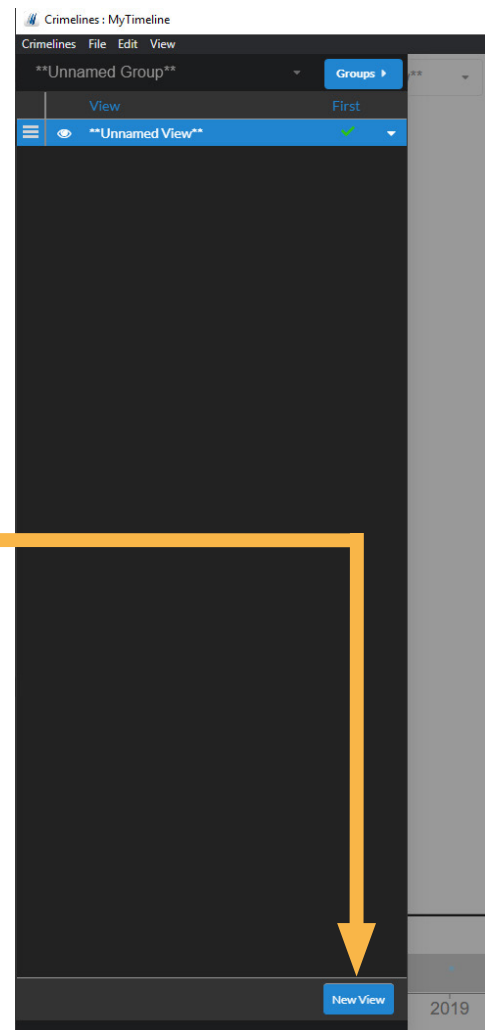
To create a view

1. Use the View Box to scale and /or position the timeline framing a set of events on screen.
2. Click the hamburger icon in the upper left corner of the screen
3. Click on the blue “New View” button in the lower right

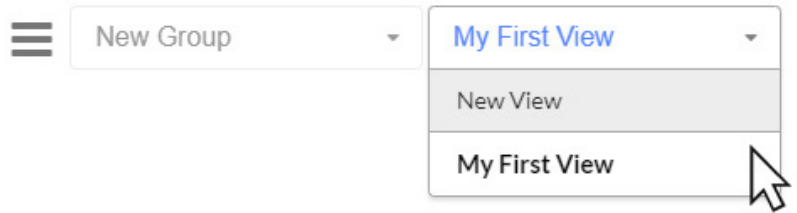


You should now see that an “Unnamed View” has been added to the list

4. Rename this view by clicking on the name
5. Close the menu by clicking back on the timeline.



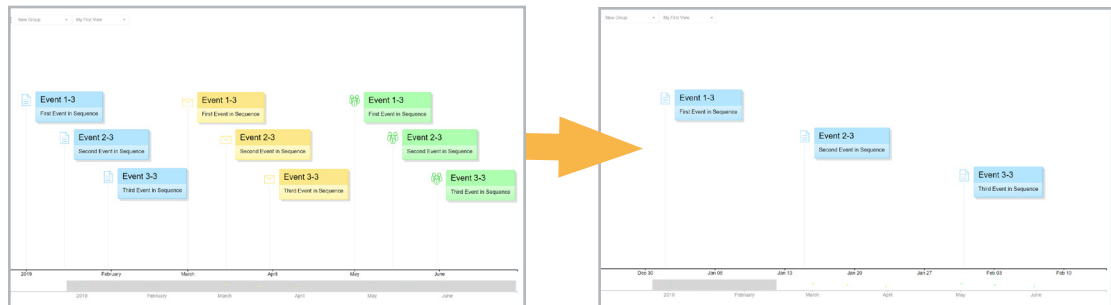
The newly created View should be available from the drop-down menu at the top of the screen



6. Move and/or scale the timeline to show a different set of events.

7. Confirm that the View was saved by selecting it from the drop-down.

Note: the up and down arrow keys on the keyboard advance Views as well



Create some additional Views before moving on to the next step.

Working with Groups

Groups are sets of views that also record the on/off state of each event.

With Groups it is easy to build a single timeline to be used with multiple witnesses

Using Groups

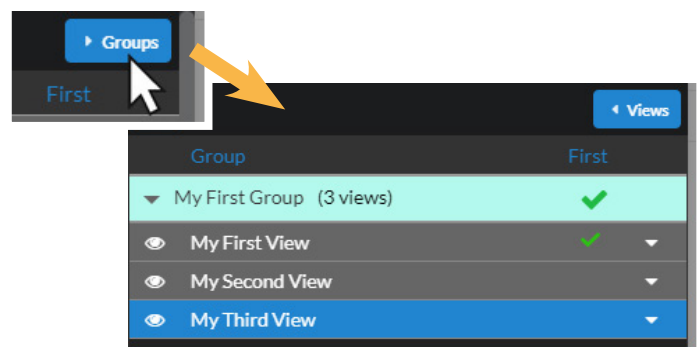
A default Group named “Unnamed Group” is created with every timeline.

The Views created in the previous step were automatically added to this default group.

When working with multiple Groups it is a good practice to name them in a descriptive way. To change the name of our “Unnamed Group” we will once again open the hamburger menu.

At the top of the panel there is a blue “Groups” button

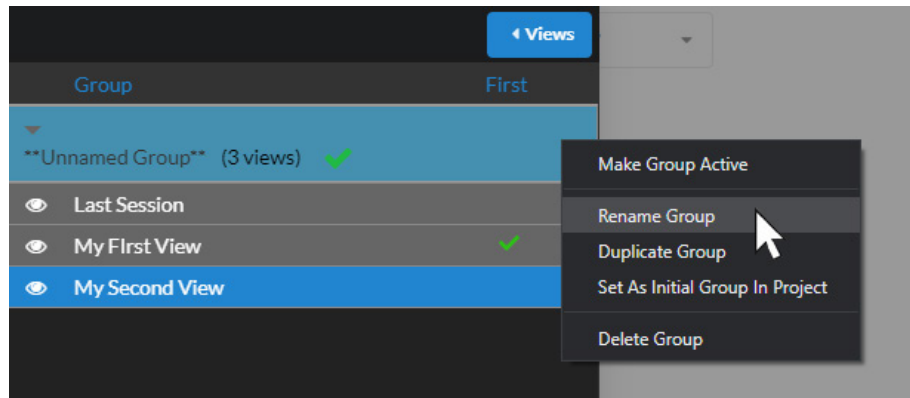
Click this button to switch from the “Views” menu to the “Groups” menu (and vice versa).



The Groups Menu

The Groups menu looks very much like the Views menu, the main difference is all of the views are shown as children of their parent Group.

To change the name of a Group, right click on the Group you wish to change and select “Rename Group” from the drop-down options.



The “New Group Name” pop-up will open.

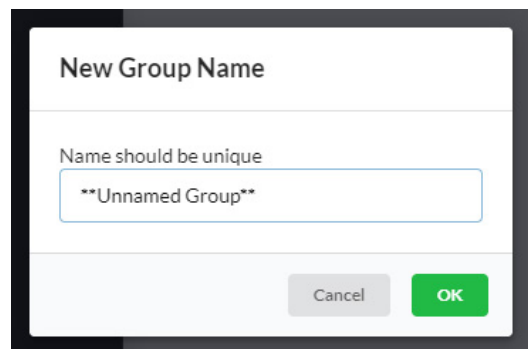
Enter the new name in the field provided and then click “OK”

Creating a New Group

New Group

To Create a new Group, click the “New Group” button in the lower right corner (of the sidebar)..

The “New Group Name” pop-up will open again.

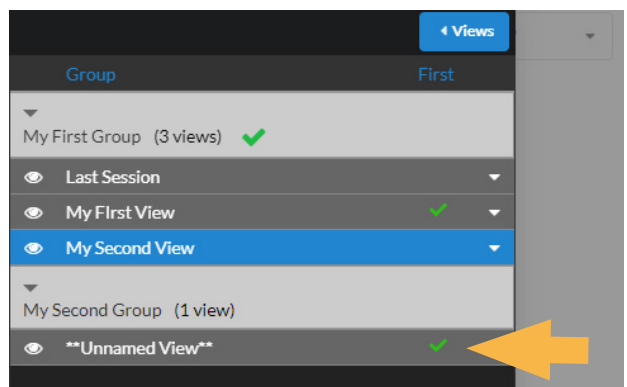


The newly created Group will appear below the existing Group

Notice that this Group already has a View.

This View was automatically created using the current state of the the timeline.

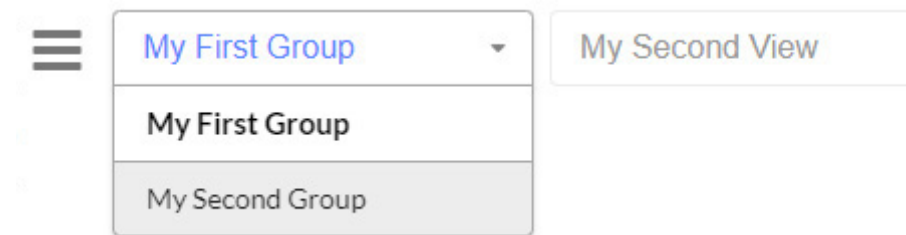
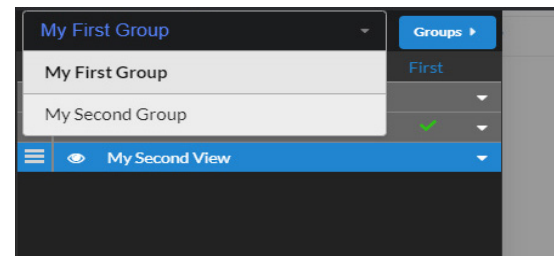
Groups must contain at least one View.



Switch back to the View menu.

The newly created Group should now be listed in the drop-down at the top of the page. Select the new Group to begin adding Views.

You can switch the active Group either from this menu, or by using the drop-down menu in the main Timeline.



Views & Groups

Additional Features

Now that you have some Views and Groups built into your timeline there are some additional features you may be interested in using such as,

1. Editing an existing View (Update View)
2. Setting an Initial View
3. Duplicating Existing Groups
4. Hiding Events within a Group
5. Moving Views from one Group to another

Updating an Existing View

Open the Views panel using the hamburger button in the upper right corner of the screen.



In the Views panel, click the icon next to the View you wish to change. If not already displayed, the timeline will now display (i.e., reset the timeline to) this view.

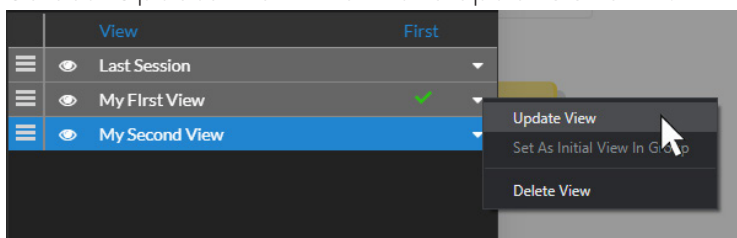


Close the View panel by clicking on the timeline outside the panel

In the timeline, make any changes you wish to this View. When completed, reopen the Views panel.

In the View panel, click the drop-down arrow to the right of the View you just edited.

Select "Update View" from the options shown.



Setting the Initial View

Setting an initial View is useful to continue your timeline where you left off, either when editing, or especially when presenting in court.

Open the Views panel using the hamburger button in the upper right corner of the screen.

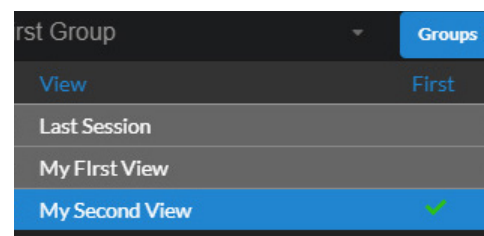
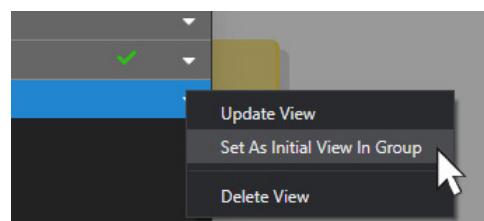


In the Views panel, click the drop-down arrow to the right of the View you wish to assign as the initial View.

Choose "Set as Initial View in Group" from the options shown.

If successful a green checkmark will appear next to the View's name.

The next time you open the project, this view will be the one displayed.



Duplicating Groups

There are scenarios where duplicating a Group of Views is desirable. One example being timelines built for use with several witnesses.

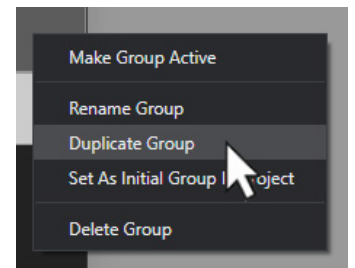
To duplicate an existing Group, open the Views panel using the hamburger button in the upper left corner of the screen.

In the Views panel, click the blue “Groups” button in the upper right to switch over to the Groups panel.

In the Groups panel, right click on the Group you wish to duplicate.

Select “Duplicate Group”.

The New Group Name pop-up will open. Type in the name for the newly duplicated Group and click “OK” when done.



Making Events Invisible - Soft

Every event in the timeline has an on/off visibility state applied to it. By default all events are “on” - visible.

To turn an event “off” invisible/soft you may use one of two methods available.

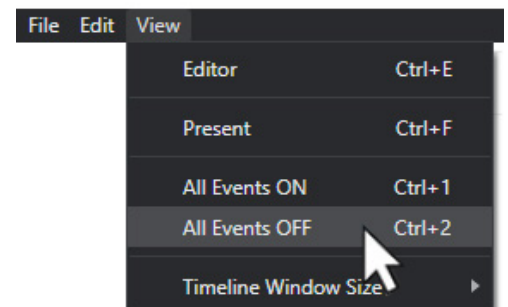
Method 1:

Turn all events to “off” using the menu bar.

On the PC hit the **Alt** key on the keyboard to reveal the menu bar. On an Apple, move your mouse to the top of the screen and the menu bar will appear.

In the menu bar under the “View” drop-down are options to turn “ALL Events OFF” or “ALL Events ON”.

Choosing “ALL Events OFF” will hide the poster image, the subtitle, and title (this can be changed in event settings in the Editor), but leave the event icon visible.



Method 2:

Turn “off” event visibility individually

Events can be individually turned “on” and “off” by single clicking on the event icon.



Notes:

- a. Hovering the mouse over an event that is turned “off” reveals the content of the event at a low opacity.
- b. In the Editor, every event is set to “Hide title when event state is off”. This can be changed on a per event basis
- c. Event “on” and “off” states are stored per Group. When working with more than one Group, turning “off” an event in one group will not turn it “off” in the others. This functionality allows you to set up different timelines with some events on in one and off in another.

Moving Views Between Groups

It is possible to move or copy a View from one Group to another.

In the Groups panel, click on the drop-down arrow to the right of the View you wish to move into another Group.

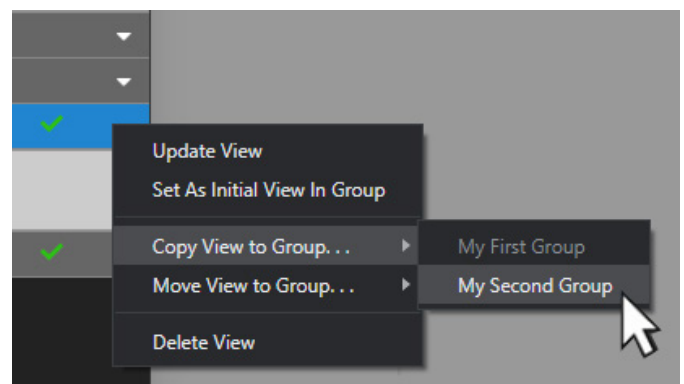
Select the option you wish to use,

“Copy View to Group...”

or

“Move View to Group...”

then select the Group you wish to move or copy to.



New Project

Importing from a Spreadsheet

Step 1 - 3

The beginning steps for building a timeline using a spreadsheet are the same as those creating the timeline solely through the editor. See the first section in the manual “New Project - Using the Editor” for detailed step-by-step instructions.

The basic steps are,

1. Open the TimeLaw application
2. Select “New” from the two options presented
3. Set the padding, time-format, and timeline style.

Step 4 - Exporting and Importing a Spreadsheet

Rather than input every event in the Editor, TimeLaw allows for an Excel spreadsheet, properly formatted, to be imported. The spreadsheet is automatically converted.

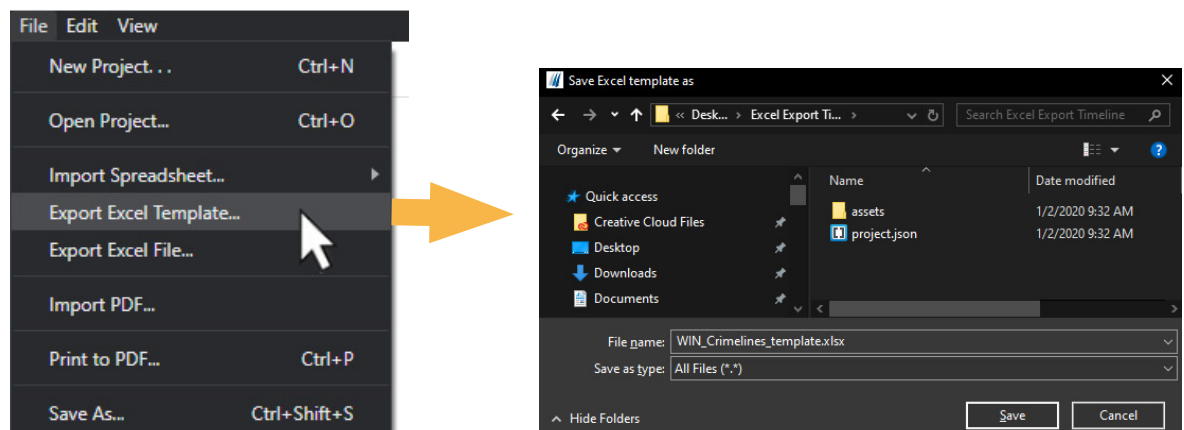
There is a template spreadsheet included with the application.

A clean copy can be exported from the Editor,

In the menu bar select **File > Export Excel Template...**

The Windows Explorer will open.

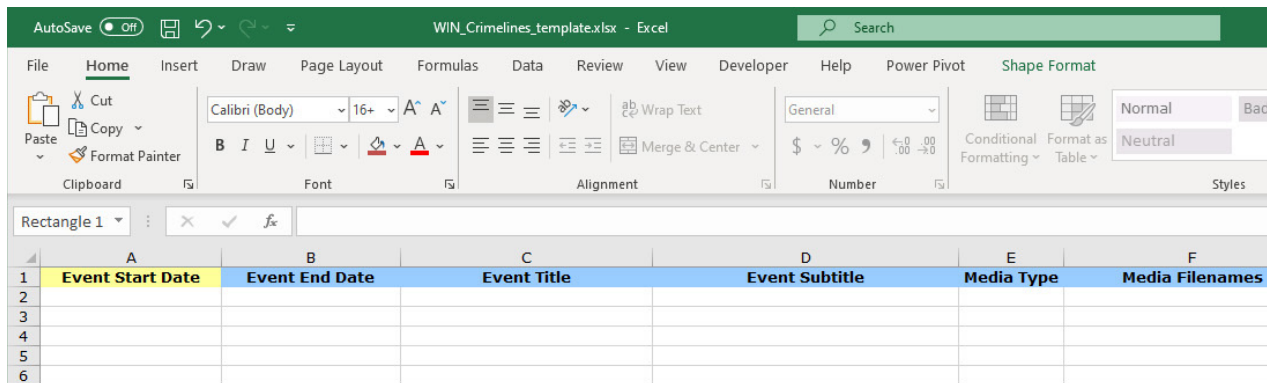
Choose a location to export the file and click “Save”



The Spreadsheet Template

The spreadsheet exported is titled WIN_TimeLaw_template.xlsx and is formatted for Microsoft Excel.

Open the spreadsheet in Excel and you will see a series of column titles. The “Event Start Date” is the only required field, if left blank all other fields will also be blank or set to the default setting when imported back into TimeLaw.



Fill out the spreadsheet adding as much information as you can.

- Event Start - Date** - format should be : mm/dd/yyyy hh:mm
for example: 12/31/1999 12:00 am
- Event End - Date** - Adding an end date creates a special type of event referred to as a “span”. Span events are discussed later
- Event Title -** Short description or the date/time of the event
- Event Subtitle -** This is the body text of the event
- Media Type -** Choose a type from the drop-down or leave blank
note: media types with no media filenames will be ignored
- Media - Filenames** - These files should be added to the assets folder in the project directory. (.jpg, .png, .tif, .mp4, .wav, .mp3). Use ALT + RETURN to link multiple .jpg's or .png's.
- Event Style -** default (gray), red, orange, yellow, green, blue, purple, pink
- Event - Alignment** - Right, Left, Center
- Icon Type -** Shape, Image, Custom
- Icon File -** Name of the icon to use followed by .svg,
example: circle.svg

Importing Spreadsheets into TimeLaw

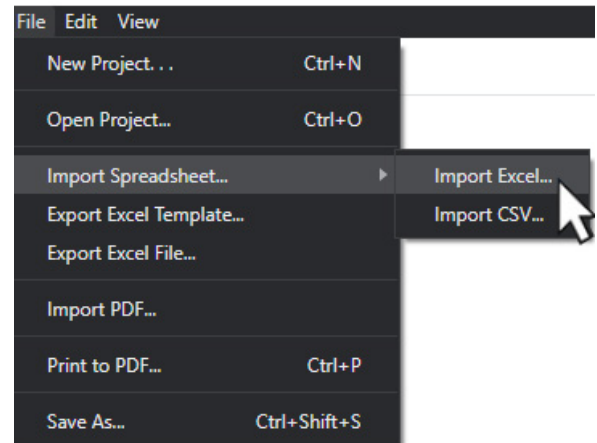
Once the spreadsheet is completed in Excel, save and name it then switch back to TimeLaw

Back in TimeLaw, in the Editor, press the **Alt** key on the keyboard to bring up the File Menu.

Select File > Import Spreadsheet > Import Excel...

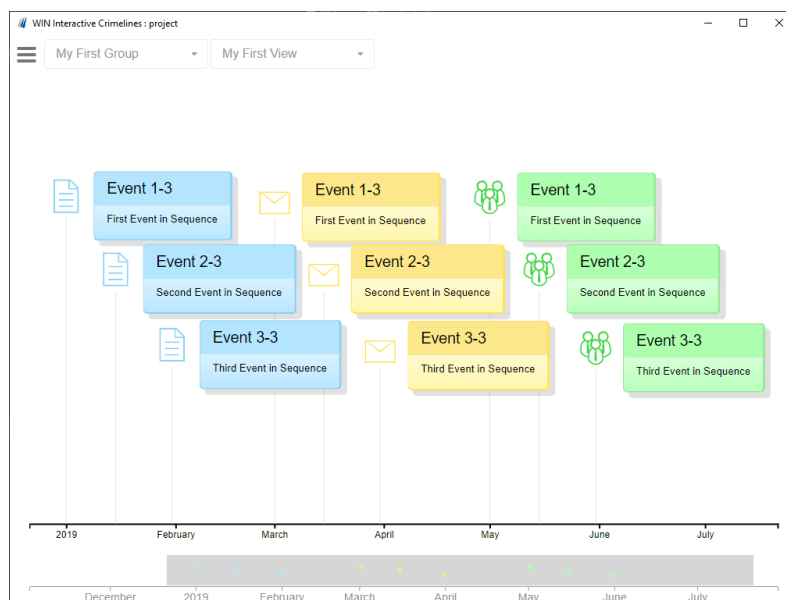
The Windows Explorer window will open.

Navigate to and select the Excel spreadsheet you just saved.



The right-hand list should now be populated with the events from the spreadsheet. Select an event to edit and make changes, or use the blue “+ Event” button to add more events.

When done, switch to the Timeline to review.



Event 1-3	01/1/2019 12:00:00 am	-
Event 2-3	01/15/2019 12:00:00 am	-
Event 3-3	01/31/2019 12:00:00 am	-
Event 1-3	03/1/2019 12:00:00 am	-
Event 2-3	03/15/2019 12:00:00 am	-
Event 3-3	03/31/2019 12:00:00 am	-
Event 1-3	05/1/2019 12:00:00 am	-
Event 2-3	05/15/2019 12:00:00 am	-
Event 3-3	05/31/2019 12:00:00 am	-

A blue button with a white plus icon and the text 'Event'.

Media Content

Adding PDF, Video, & Audio files

In addition to Images, TimeLaw also supports PDF, MP4, MP3, & WAV files.

Adding a PDF:

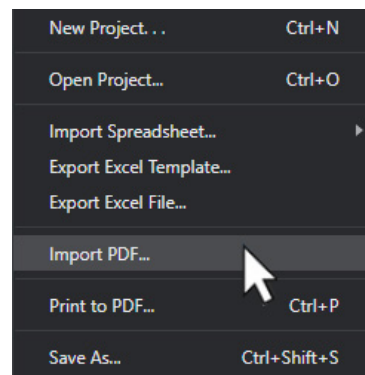
PDF's do not open natively in TimeLaw, they must be imported into the application and processed into images before adding to a gallery.

To import a PDF press the **Alt** key on the keyboard to bring up the File Menu. On an Apple, move your mouse to the top of the screen and the menu area will reveal itself.

Select File > Import PDF...

Then navigate to and select the PDF you wish to import.

Select Open.

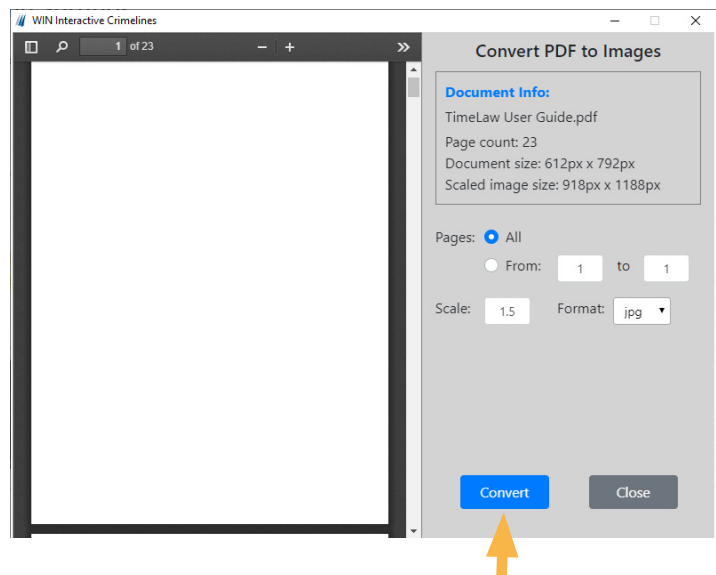
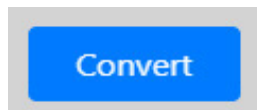


The "Convert PDF to Images" window will open.

Select the page or pages you wish to add to the timeline

Adjust the scale and file type if desired, or leave as default

When ready click "Convert"



The converter will run and place the resulting images into the project's "assets" folder in the following manner

assets/images/Document Name

The original PDF filename will be the folder name where the files are placed. The images will be named the same with the page number appended to each image at the end.

ex. Document Name_001.jpg, Document Name_002.jpg, etc.

The pages can now be added to an Image Gallery.

Adding Video:

Earlier in the manual we covered how to create an Image Gallery. Adding a video to a timeline event is very similar.

In the Editor View (**Ctrl+E**), select the event you wish to add video to from the right hand list.

Event 3-3 01/31/2019 12:00:00 am	⊖
Event 1-3 03/1/2019 12:00:00 am	⊖
Event 2-3 03/15/2019 12:00:00 am	⊖

With the event selected, choose Event Media > Video from the left-hand dropdown menu.

Event Media: None ▾

- None
- Image Gallery
- Video**
- Audio

A new set of options will appear.

Event Media: Video ▾

Aspect Ratio: 16:9 ▾ ☒ Autoplay Video

Playback Range:

Optional. Time should be in seconds

Start Time: 0 End Time: 0

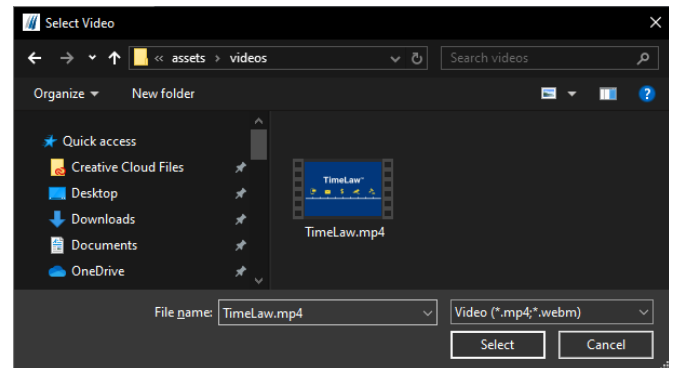
+ Video + Poster 👁 Poster

Cancel Save Event

Click the blue “+ Video” button to add a video file.

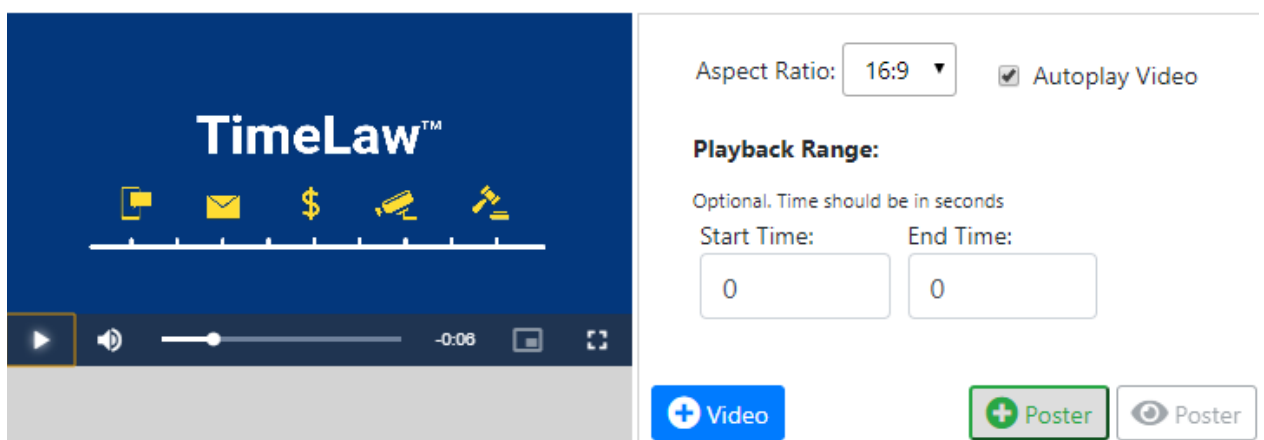
The Windows Explorer window will open.

Navigate to and click the video file you wish to add.



Click “Select”

The video should now be displayed and playable in the editor window.



Make any desired changes to settings and Save the event

Save Event

Video Settings

Aspect Ratio: 16:9 for wide/HD video, 4:3 for tablet/SD video

Autoplay Video: if checked the video will play automatically when selected

Start Time: Time in seconds where the video will begin

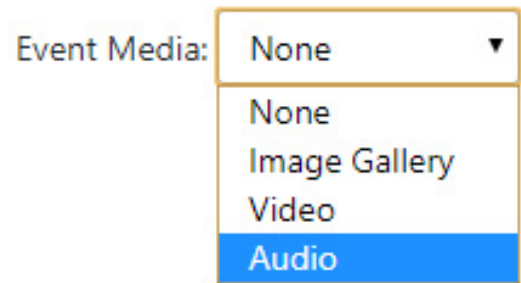
End Time: Time in seconds where the video will stop

Poster: Select a static image from a file, the poster will display on the timeline below the body text.

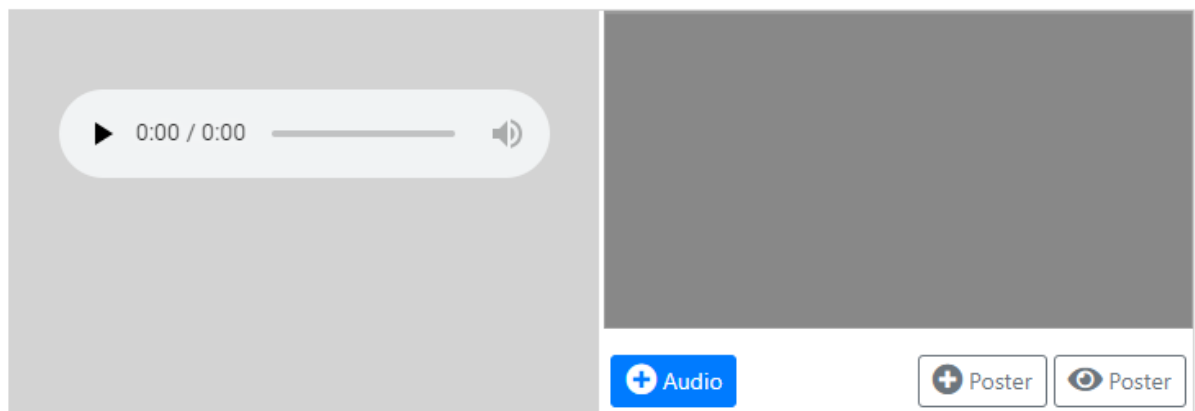
Adding Audio:

Audio is added in a similar manner to Image Galleries or Video

In the Event Media menu select “Audio”



Event Media: **Audio**

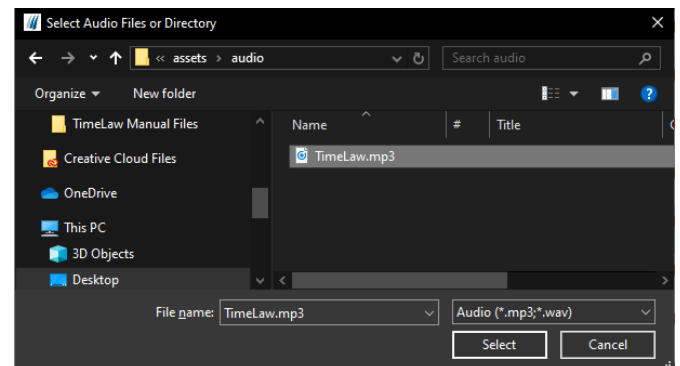
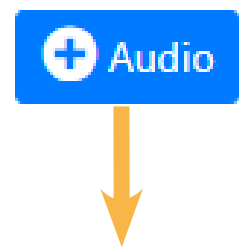


A new set of options will appear

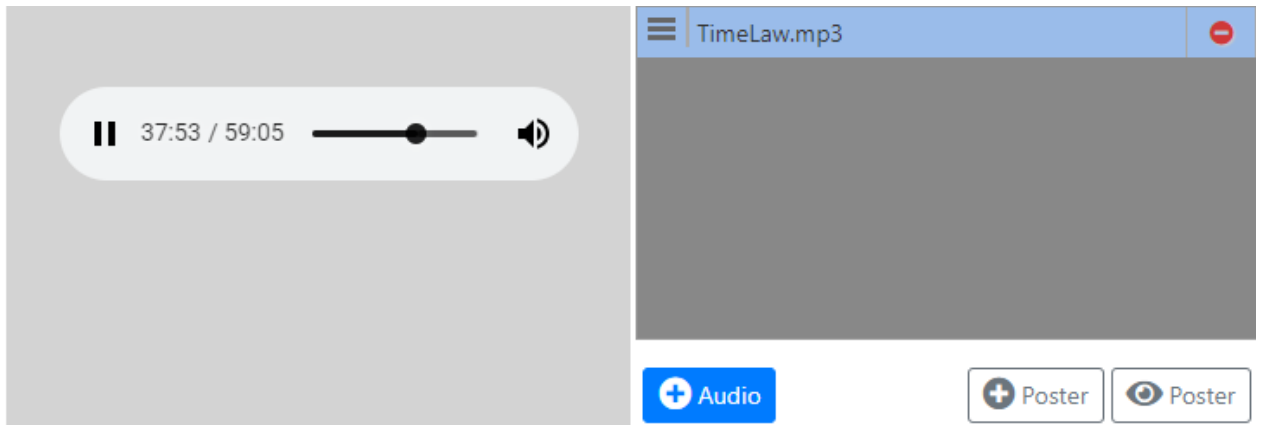
Click on the blue “+ Audio” button to add an audio file.

The Windows Explorer window will open.

Navigate to and click the audio file you wish to add.



The audio should now be displayed and playable in the editor window.
(Sometimes you first need to “Save” the event to playback in the Editor)



Make any desired changes to settings and Save the event

Save Event

Notes on Media

- In the Editor View, events in the right-hand list will display an icon denoting the type of media attached.
- Individual Events can only contain a single type of media, if an event requires for example video and images, it will need to be broken out into two separate events.
- Next to the Poster Image button is another button with an eye symbol. This toggles the poster in the Editor but will not affect the event in the timeline.
- For an event to have a poster image, it must have a gallery, video, or audio file attached as well. An event with only a poster image will not save the image otherwise.
- The Aspect Ratio dropdown for video files manages the height of the video player, if a video is not displaying correctly try using the other setting 4:3 or 16:9.
- Images in a gallery can be reordered by dragging the event using the hamburger icon to the left of the filename.

Timeline Features

Navigate, edit, and access events through the timeline.

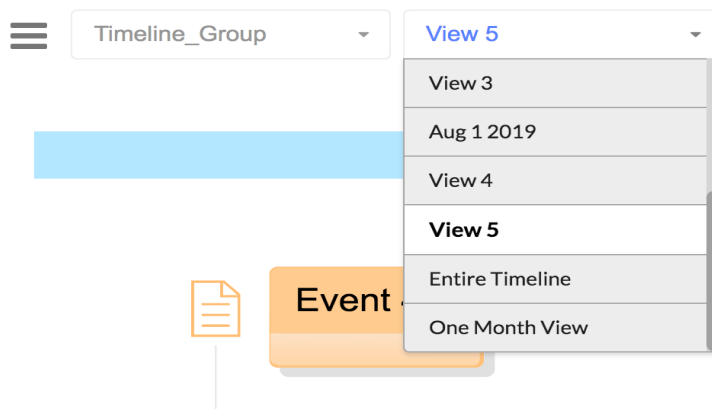
The purpose of creating a TimeLaw timeline is to be able to present the story by showing the relationship between events and being able to then display the media (exhibits) linked to each of the events.

Full Screen

Click CTRL-F (CMND-F for Mac Users) which will toggle the screen between Full Screen Mode and Window Mode. Once in Full Screen mode ... there are various ways to move about the timeline.

Click and Drag

If the View Box is set to less than the full size of the timeline (see View Box explanation above), then the User can **click and drag the View Box**, which will move the view of the timeline. Or the User can **click and drag on the main timeline** to drag the timeline to a previous or later point in time.



View List

The View List is found in the second drop down menu (to the right of the hamburger menu (in the far upper left of the screen)).

Click on the View List drop down menu and you will be able to scroll through and access a list of preset Views. Click on one of the views in that list and you will navigate to that precise location on the timeline.

Arrow Keys

Using the keyboard's **Up & Down Arrow Keys** allows the User to move the View Box from one View to the next View (through the entire list of Views). This allows the User to Navigate the timeline based on the preset Views that are listed in the View List drop down menu. Each press of the key changes the position in the View List.

Using the **Left & Right Arrow Keys** allows the User to move the View Box to the previous or next event (either to the left or right), thus navigating the timeline, one event at a time in either direction. Notice that the size of the View Box remains the same and the position in the View List drop down menu does not change.

Moving Events/Fixing Event Collisions - Shift Click & Drag

Sometimes the User wants to design precisely how events aesthetically appear on the timeline. Sometimes events pile up in a particular area and end up colliding with each other making for a very messy and illegible set of timeline events.

Event aesthetics and event collisions can easily be fixed by repositioning the location of specific events. With the mouse and keyboard, use the SHIFT Key at the same time as using a left mouse click and at the same time as dragging on the Event Icon in order to reposition the Event to a different part of the timeline.

Left Mouse Click on Event Icon

Using the mouse, left mouse click on the Event Icon and the event's visibility is decreased. Decreasing the visibility of an event makes it temporarily "hidden" from view. It can become visible (revealed) by left mouse clicking on the icon.

Right Mouse Click on Event Icon

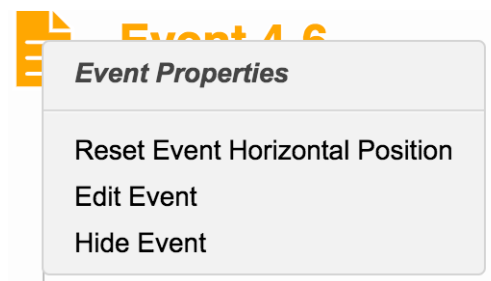
There are three options when the User right mouse clicks (or CTRL Click on Mac OS) on the Event Icon:

Reset Event Horizontal Position - If an event's position has been moved and the event is no longer lined up vertically on the timeline at the precise time of that event, the original "precise time" position can be reset by choosing Reset Event Horizontal Position.

Edit Event - By clicking Edit Event, the User will be able to access the Events Tab Edit Window where changes can be made to that specific event. Once edits have been made the "Save Event" button will become active. Click "Save Event." Upon Saving those changes the User will automatically be returned to the Timeline Window at that event's precise location.

Hide Event - If you want to remove an event completely from the timeline so it will not show on the timeline at all, then choose Hide Event. A Hidden event is shaded in maroon/red in the Event List.

See **Hiding Events in the Timeline** below.



Right Mouse Click on an Event in the Event List

Right mouse clicking on an event in the Event List allows the User to:

Duplicate an Event - make an exact copy of an event







View Event in Timeline - jump from the Event Editor to that precise location of the event in the timeline,

Hide Event - hide the event (indicated by marron/red shading),

Show Event - show an vent that has been previously hidden (indicated by marron/red shading),

Show All Events - set all non-hidden events to visible

Delete Event - permanently remove an Event from the Event List

	Duplicate Event
	View Event in Timeline
	Hide Event
	Show Event
	Show All Events
	Delete Event

Additional Features

Export Options, Event Editing, Span Events, & Hotkeys

TimeLaw projects can be exported to either PDF or Excel format

Printing to PDF

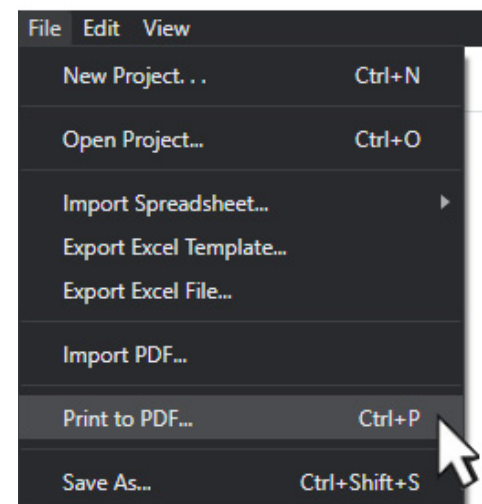
Due to their variable widths, timelines are often not ideally suited for print.

To overcome this TimeLaw offers two distinct options for exporting timelines into PDF format.

To export a PDF, first make sure you are in the Editor window.

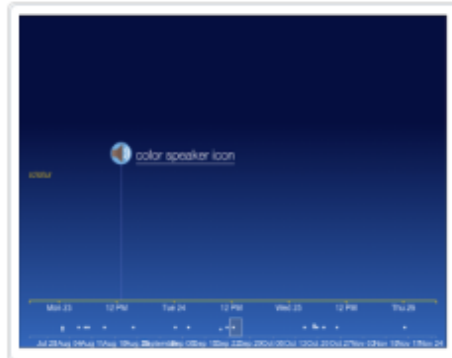
In the Editor, select **File > Print to PDF...** from the menu bar or hit **Ctrl+P** on the keyboard

The Print-To-PDF pop-up window will open.



Print-To-PDF

Views



Events

Event Date	Event Time	Icon	Description	Event Status
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	
2023-05-23 12:00 PM		➔	1 pm - 2 pm: user group meeting. For long, 100	

- ☒ Include All Groups
- ☐ Selected Groups

<input type="checkbox"/>	Groups
<input type="checkbox"/>	My First Group
<input type="checkbox"/>	My Second Group

Done

Print to PDF

Views

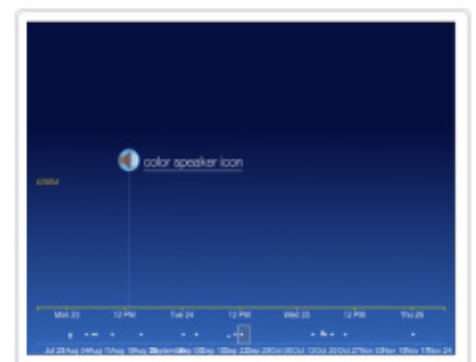
The default setting is to print Views.

This setting captures a snapshot of each user defined “View” that has been set for the timeline.

Each “View” will be its own page in the PDF

Note: Events not in “Views” are ignored

Views



Views cont.

When using the “View” setting, the user has the option of choosing to export either “All Groups” or “Selected Groups”

This is useful for creating separate files for each witness or removing Groups that were not presented at trial.

☒ Include All Groups

- Selected Groups

<input type="checkbox"/>	Groups
<input type="checkbox"/>	My First Group
<input type="checkbox"/>	My Second Group













Events

Selecting the Events option will create a PDF formatted spreadsheet containing each event as a separate row.

Columns include,

- Start Date
- End Date
- Icon
- Description (Title & Body text)
- and Linked Media

- Events

Start Date	End Date	Age	Description	Linked Study
2023-03-01 1 pm			1 year very long baseline. Starting. W0	
2023-03-01 1 pm			Current Report is simply starting part of the primary and secondary visits. Current baseline.	
2023-03-01 1 pm			1 year very long baseline. Starting. W0	
2023-03-01 1 pm	2023-03-01 1 pm		End of peripartum ends onto the next visit of pregnancy.	
2023-03-01 1 pm	2023-03-01 1 pm		1 year very long baseline. Starting. W0	
2023-03-01 1 pm	2023-03-01 1 pm		End of peripartum ends.	
2023-03-01 1 pm	2023-03-01 1 pm		1 year very long baseline. Starting. W0	
2023-03-01 1 pm	2023-03-01 1 pm		End of peripartum ends onto the next visit.	
2023-03-01 1 pm	2023-03-01 1 pm		1 year very long baseline. Starting. W0	
2023-03-01 1 pm	2023-03-01 1 pm		Current Report ends at onset conception following W0.	
2023-03-01 1 pm	2023-03-01 1 pm		1 year very long baseline. Starting. W0	
2023-03-01 1 pm	2023-03-01 1 pm		Current Report ends at onset conception following W0.	

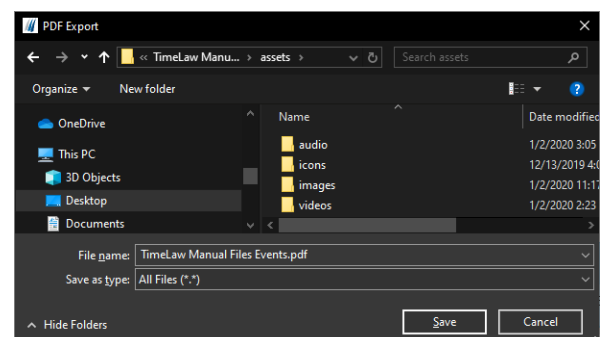
When ready, click the “Print do PDF” button.

[Print to PDF](#)

The Windows Explorer window will open.

Navigate to where the file will be saved.

Click the “Save” button

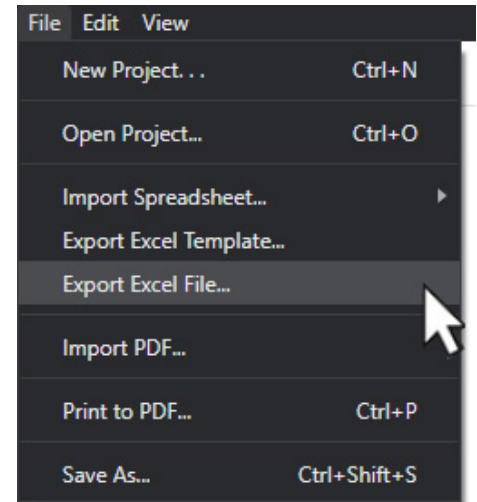


Exporting to Excel

TimeLaw has the ability to export a list of all events in the timeline out to an Excel spreadsheet

To export to Excel, first make sure you are in the Editor window.

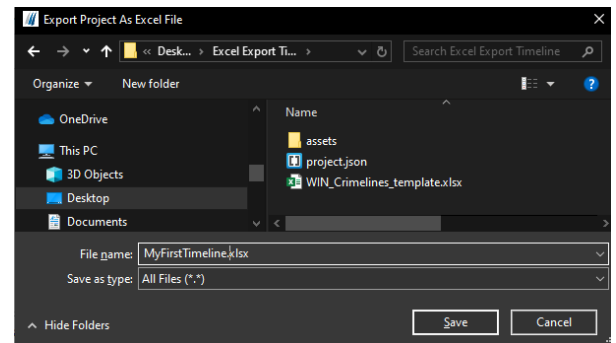
In the Editor, select File > Export Excel File... from the menu bar



The Windows Explorer window will open.

Navigate to where the file will be saved.

Click the "Save" button



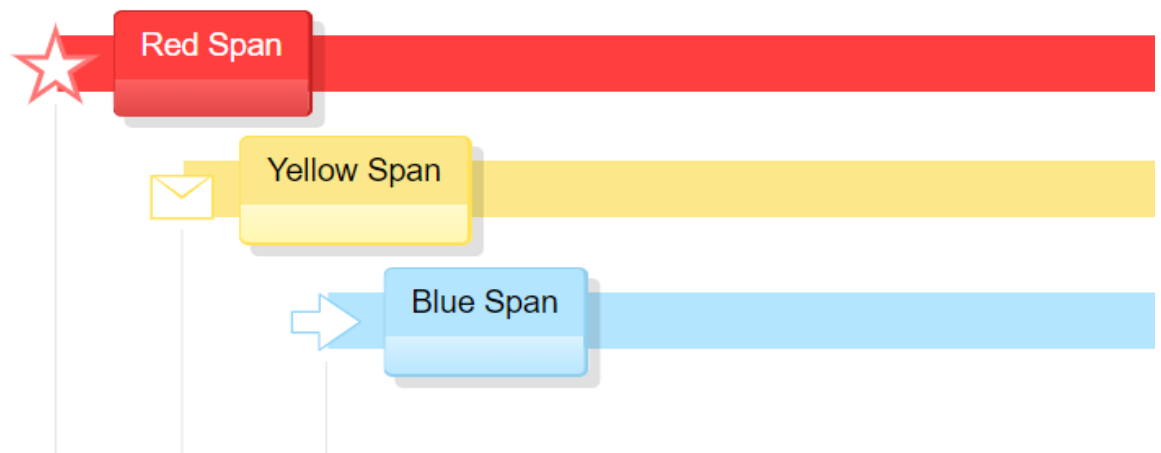
Note: The newly exported Excel file should only be used for record keeping and reference purposes. Editing and reimporting the Excel file will result in unstable behaviour

Span Events

A type of event we have not yet covered is the “Span Event”

The “Span Event” is an event that was ongoing and covered a length of time.

“Span Events” are represented by horizontal lines as shown below,



To create a “Span Event” open the Editor View (Ctrl + E)

Create a new Event

After entering a “Start Time” click the “Span” checkbox below

A screenshot of a software interface for creating an event. It features two date input fields. The first field contains the text '05/31/2019 12:00:00 am' and has a calendar icon to its right. Below this field is the label 'Event Date (Required)'. To the right of the first field is a checkbox labeled 'Span', which is checked, and a mouse cursor is pointing at it. Further to the right is a second date input field containing the text 'Event End Date' and a calendar icon. An orange arrow points upwards towards the 'Event End Date' field.

A new field will appear to the right for the “Event End Date”

Save the event and switch to the Timeline View (Ctrl + T) to view.

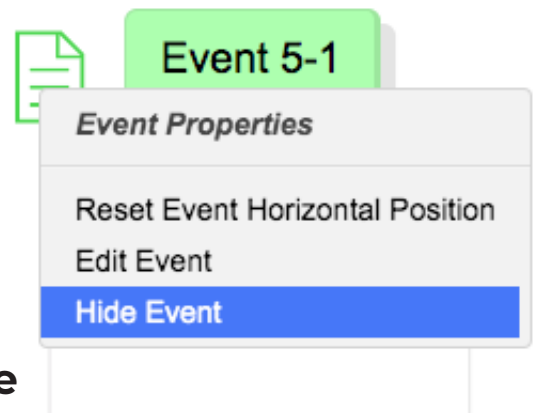
The color of the span will match the color of the “Event Style”

Hiding Events in the Timeline

Select the Timeline Window
and choose an event to edit

Right-click on the event's icon

Choose "Hide Event" from the drop-down.



Showing Events in the Timeline

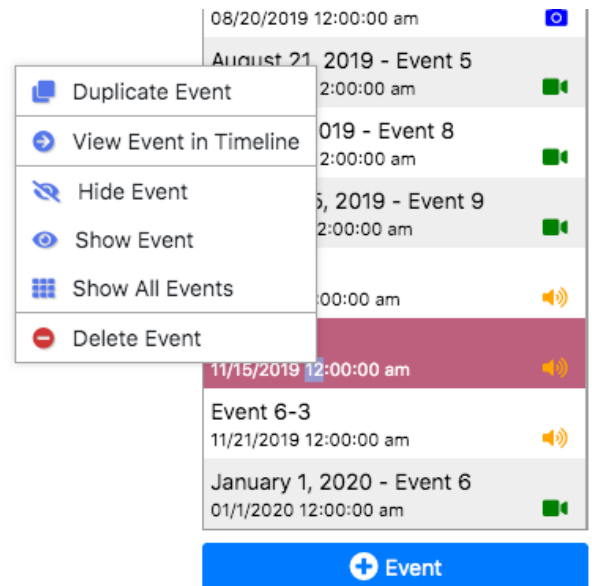
An event that has been hidden on the Timeline remains on the list of events in the Event Editor View.. Hidden events will appear in the Editor View as an event that is highlighted in red.

In order to reveal a hidden event on the timeline, (i.e., un-hide the event):

Select the Event Editor Tab
and identify which hidden event to be revealed.

Right-click on the event in the Event List

Choose "Show Event" from the drop-down.



TimeLaw Specific Hot Keys

Ctrl + F Toggles Presentation Mode Full Screen/Not Full Screen

Ctrl + E Switches focus between Timeline and Editor Windows

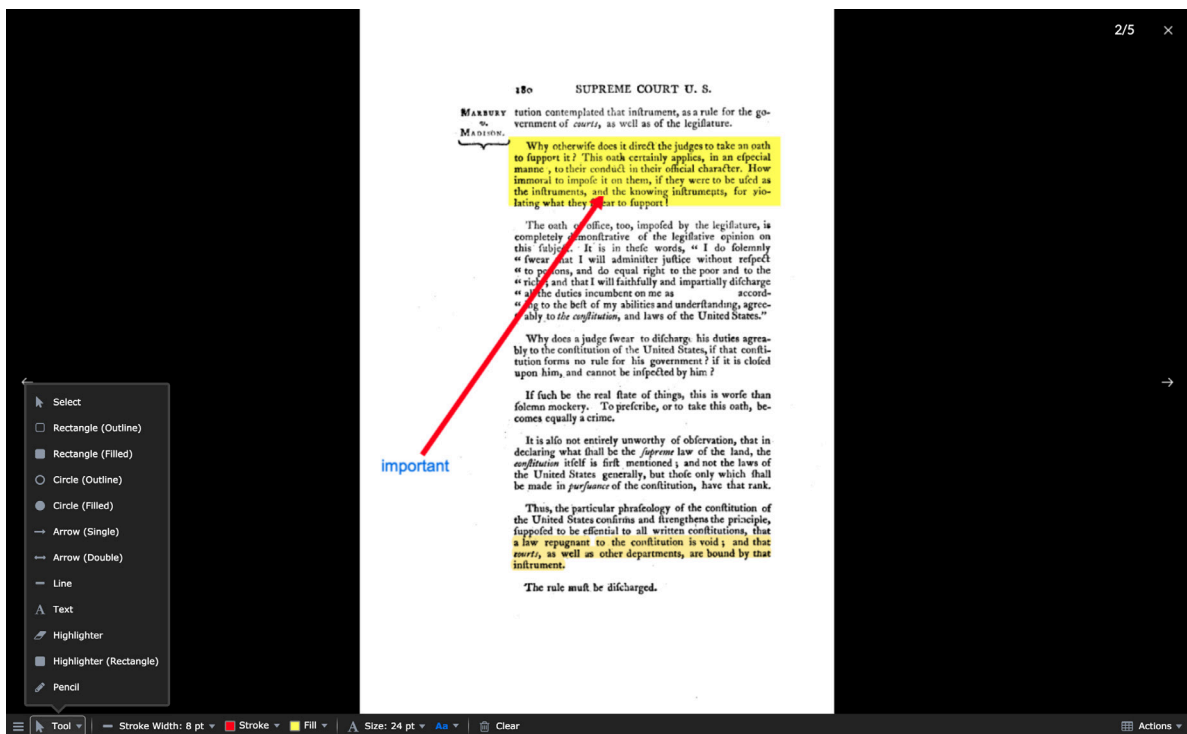
Ctrl + P Launches the Print to PDF pop-up

Esc Exits Media Window

The Media Window

Highlighting, drawing arrows and zooming into documents

The Media Window is launched by clicking on an event in the timeline that has an image linked to it. The Media Window allows for images to be annotated (highlighting, adding arrows, lines, and text, etc.).



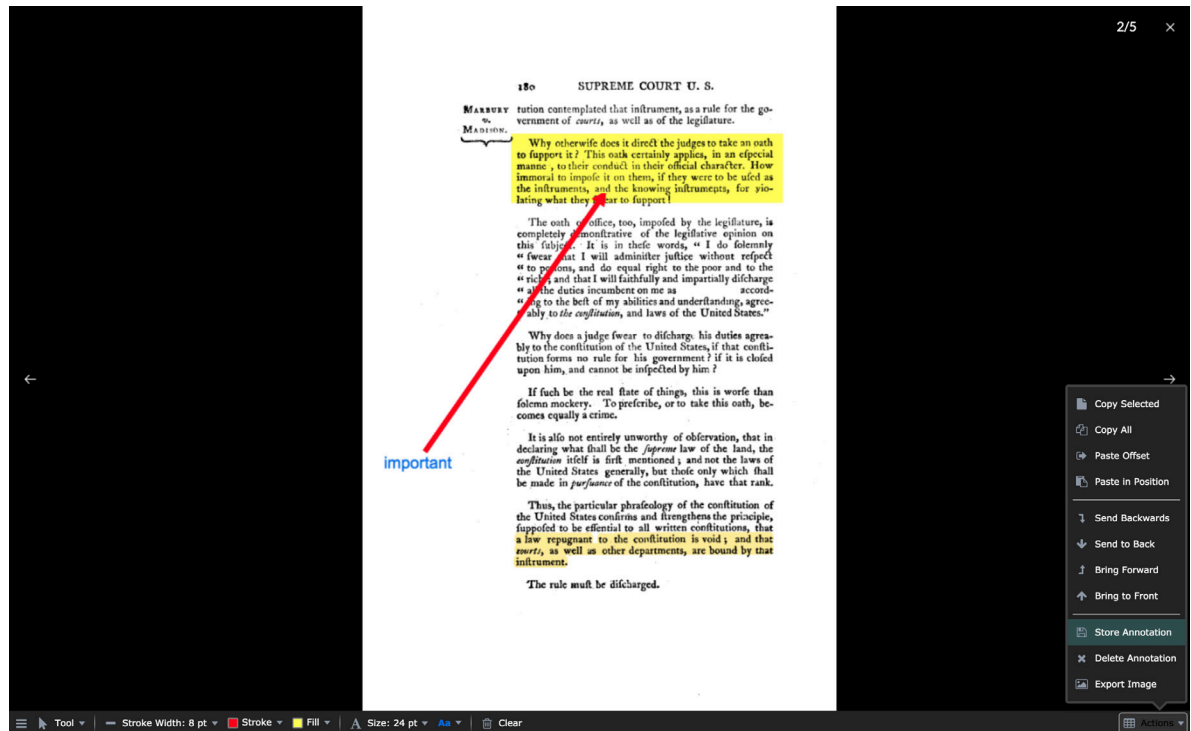
Annotation Tools Toolbar

In the lower left corner of the Media Window, click on the hamburger menu to activate the Annotation Tools toolbar. Click on the Tool's button to reveal the menu. Choose the annotation tool you wish to use. Colors and other parameters can be set here, as well.

Upper Right Corner of Media Window

Click on the X in the upper right corner (or click the ESC key) to close the Media Window.

Click on the 2/5 to toggle between the image position and image name.



Actions

Once the hamburger menu has activated the Annotation Tools toolbar, in the lower right corner of the Media Window, click on the Actions button to choose various actions. Here you can:

- Copy and paste the annotation
- Change the layering order of the annotation objects
- Store the annotation - which will keep your annotations saved to the image
- Delete the annotation
- Export the Image - this is helpful if a document has been annotated by a witness and an electronic copy needs to be created as an exhibit for trial. The exported image can be used as an exhibit in evidence.

Zooming into a Closer View of an Image:

To zoom in, click once on the image in the Media Window, then use the center mouse wheel to zoom in closer or further out from an image. On an Apple trackpad, use a two finger gesture to zoom into or further away from an image.

Clear Annotation

Click Store Annotation (see above) in order to save the current zoom level of the image, Click the Clear button to remove the annotation and then Store Annotation to save the unannotated state of the image.

Double Clicking on an Image

Double clicking on an image will force the image to fit to the screen.

Left and Right Arrow Buttons and Keys

Click the left/right buttons or the left/right arrow keys on the keyboard to view additional linked images.