



Grande Prairie, Alberta

[www.peacelibrarysystem.ab.ca](http://www.peacelibrarysystem.ab.ca)

## Working with World Book: Timeline



Prepared by Samantha Mercer, Digital Learning & Outreach Librarian

August 2017

## Table of Contents

1 About.....	3
2 Software .....	3
3 Account .....	3
3.1 Create .....	3
3.2 Use .....	4
4 World Book Timelines .....	4
4.1 Browse.....	4
4.2 Search.....	5
5 Create a Timeline.....	5
6 Using Timelines.....	7
7 Help.....	7

## 1 About

World Book: Timeline is an eResource put together and run by World Book. Its content offers users the ability to see already made timelines about sports or history or politics as well as the opportunity to create your own timelines using events created by World Book or events you want to create. All your work connects to your World Book account which means you can do research on Info Finder, make a timeline on Timeline and save it to the same account!

Timeline is just one of the many eResources available to you through the World Book portal page that can be found on the Peace Library System's eResources webpage under the heading Encyclopedias and Resources.

As students and kids grow they can continue to use Timeline but also pair it with other World Book resources like Info Finder, Reference Center and encyclopaedias.

## 2 Software

Timeline does not require you to download any special programs or software onto your computers or mobile devices. Simply make sure you have the following plug-ins that are commonly used on websites and pose no security threat:

- Adobe Acrobat
- Java Runtime
- Shockwave flash

Timeline does not have an app but supports users on their mobile devices on the following browsers:

- iOS devices should use Safari Browser (Versions 6.0 or higher)
- Android devices should use Android browser
- Windows devices should use Internet Explorer (Version 11.0 or higher)
- Blackberry devices should use Internet Explorer (Version 11.0 or higher)

## 3 Account

### 3.1 Create

When you come to World Book: Timeline, you will see a button on the top right that says My Account and Login as well as My Timelines. If you select any of these when you are not logged in, World Book will prompt you with a popup window.

1. Select Create a World Book account (you can use the same account on different world book sites instead of creating a new one for each)
2. Fill in the form with your name, account type, username, password and security question
3. Select Submit

## 3.2 Use

You can save relevant timelines that you find or create your own timelines that work with your assignments or interests. When you save these timelines, you can save them exclusively to World Book: Timeline or share it with your account on other World Book sites like Info Finder. You can keep all of your work and data for your project in one place!

1. Select My Account
2. Select the World Book resource you want to use:



3. Add books and websites by selecting the + symbol beside them
4. A popup menu will ask you for the information about the source
5. Add a note to any book, website or timeline by selecting the Add Note button on the right
6. Select edit title to change the project name
7. Select Delete project to remove the project and its saved contents from your account
8. Select Create Project to add a new project to your account
9. Select Switch Projects to change the project you are working on
10. Select Create Pathfinder to share your work with an account or all of World Book users
11. When you find a timeline you want to keep on the website, select  on the top right and select a personal project where you want to save the timeline OR select My Timelines

## 4 World Book Timelines

### 4.1 Browse

On the homepage you will see:

- A. A feature timeline that changes constantly.
  - a. Click on the timeline and you will be brought to it
- B. Use the panel on the left to navigate timelines made by World Book by topic.
  - a. Choose from arts, literature, notable people, parts of the world, science and technology, society and culture, sports and world history
  - b. Each category have their own subdivisions.

- c. For example, if you select World history from the home page, select European history to have a choice between timelines called:
  - i. Black Death: From 550 to 1920
  - ii. Europe: 1500s to Present: From 1500-2008
  - iii. Europe: The Middle Ages: From 476 to 1453
  - iv. Formation of the European Union: From 1967 to 2015
  - v. Gallipoli Campaign: From 1915 to 1916
  - vi. Rome: From 476 to 2009
  - vii. The Reformation: From 1517 to 1648
  - viii. The Renaissance: From 1300 to 1605

All of these timelines can have edits and additions made to them to serve your research

## 4.2 Search

1. Select the search bar on the top right of the screen
2. Type in a keyword and look what is available from the popup menu
3. You can also select date ranges for timelines of a certain time period

## 5 Create a Timeline

1. From the home page, select Create a Timeline
2. Select a background colour, an image to represent your timeline, a title and description
  - a. For images, select Add Media and upload your own image or search through World Book's holdings.
  - b. Select the Add Media tab
    - i. Browse through World Book media by keyword
    - ii. Browse through your own images by selecting My Images
    - iii. Upload your own image by selecting Upload
      1. Select Browse and find the image (must be in JPG or GIF format and under 5 MB)
      2. Select the Terms and Condition box and select Upload
      3. The image will appear on the left with a caption bar on the top and a bar on the bottom for copyright information
      4. Select Add
      5. Select Save
    - iv. Once you have added a picture to World Book, you can select My Images to find it instead of uploading again
  - c. You can add more than one image or video to an event
3. Select Search Events to look through events created by World Book
  - a. You can search by keywords or dates.
4. Select + beside the event you want to add to your timeline
5. To remove an event from your timeline:
  - a. Select the event
  - b. Select Edit

- c. Select Remove
  - d. Select Ok
6. You can identify certain events by using colours. When you go to edit an event, your screen will show this:

Choose a colour from the bottom to make all events from one country or one ruler one colour. For example, you can make a timeline where all the events of World War II done by Germany will be in red, all the events done by Great Britain will be in blue and so on.

7. If you want to emphasize a point or a name, highlight it and select the bold, italic or underline options in the event description and add notes section. For example, I can bold every part of my event that has Peter the Great's name and it will appear like this:

8. Go to the next or previous event in the timeline by selecting the arrows on the left and right
9. Make sure to save your timeline once done

## 6 Using Timelines

1. Select this feature timeline
2. Save it using the save button on the top right
3. Add an event to it by selecting Create Event on the top left
  - a. Events can have images and videos added by selecting Add image or Add Media buttons
  - b. Events must have start dates but do not have to have end dates
  - c. Dates can be BC or AD
  - d. Events can have descriptions and additional notes
4. Add an event to the timeline by selecting Search Events on the top left.
  - a. These events are created by World Book
  - b. If you can't find the event you are looking for, just select Create Event
5. To edit details about an event:
  - a. Select the event
  - b. Select Edit
  - c. Update information
  - d. Select Save
6. To delete an event from your timeline:
  - a. Select the event
  - b. Select Edit
  - c. Select Remove
  - d. Select Yes
7. Select  beside the title on the top centre to change the background colour or the title of the timeline
8. Select Switch View from the top right to change between a horizontal to a vertical display of events

For long timelines, you can zoom in to get a better idea of a certain time period and drag your cursor left or right to move along the timeline, you can zoom out to see the overall trends

## 7 Help

On the bottom menu, Early World of Learning offers help:

1. Select Support
2. Select Help, Online Tutorial or Training Guide (depending on your problem)

All of the links available for help will keep you on a World Book website and pose no security risk.