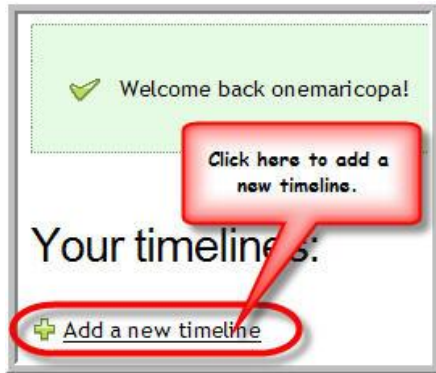


# How to create a Timetoast Timeline

1. Go to <http://www.timetoast.com>
2. Login to your Timetoast account
3. Click to add a new timeline:



4. Enter a title for your timeline, add an image (optional), and click "GO!":



5. Add an event:



6. Enter event information:

The screenshot shows a 'New Event' form with the following fields and callouts:

- Title:** \* 1. What is the name of this event?
- Date:** \* 17 Nov 2008 2. Select the date of the event.
- Description:** 3. Enter a description of the event here.
- Image:** Choose an image 4. You have the option of uploading an image for each event on your timeline here.
- Buttons:** Create Event 5. When you have entered your information, click "Create Event."

7. Your new event has been added to your timeline! Now you have the option of adding more events:

The screenshot shows a timeline interface for 'sample2' with the following elements and callouts:

- Timeline Item:** 18 Nov, 2008, Event 1 for Sample2 Timeline +
- Callout:** Here's what you would see if you click the "+" in your event:
- Event Preview:** 18 Nov, 2008, Event 1 for Sample2 Timeline, Tech Tuesdays workshop!! Woohoo!
- Callout:** Here is your first event that you created in your new timeline!
- Callout:** This is what you would see if you were to click the "+" in your event while you are in "View Timeline" mode. THE WIDE, WIDE WORLD OF WEB2.0
- Callout:** Just keep adding events until your timeline is complete!
- Button:** Add an Event

8. Publish your timeline – this will also allow you to get the embed code for using your creation in Blackboard and/or PBwiki:

The screenshot shows a message box with the text: "Draft timelines can't be shared (change publish status here)". A callout points to the text in parentheses, stating: "Click 'change publish status here' to publish your timeline."