



TimeMap 2 Tutorial

TimeMap 101

Creating TimeMap Visuals in Minutes

TIMEMAP OVERVIEW

TimeMap makes it a cinch to create chronology visuals — so easy that you'll use these graphs as thinking aids, at depositions, in briefs, and in other new ways.

As you enter facts, TimeMap automatically generates a proportional Time Scale and positions Fact Boxes above the dates on which the facts occurred. If you have more boxes than fit comfortably on one page, you can change the number of pages and TimeMap automatically generates a revised Time Scale and repositions your Fact Boxes.

TimeMap also makes it easy to customize your chronology visuals. You can set the color and line style of Fact and Text Boxes. Or, add Text Boxes to serve as a key and emphasize points. To position Fact Boxes above and below your Time Scale, drag the Time Scale to the center of the chart.

JUST THREE THINGS: FACT BOXES, TEXT BOXES, AND A TIME SCALE

TimeMap Visuals are composed of just three types of visual elements: Fact Boxes, Text Boxes, and a Time Scale.

- Fact Boxes create the flags that denote the events in your chronology. You can add as many Fact Boxes to your chart as you want.
- Text Boxes create labels used for titles and legends. Use the default Text Box that says "Enter Title Here" to create a title. Add any number of additional Text Boxes to serve as labels or as a key.
- The Time Scale is automatically created by TimeMap. Each time you enter a Fact Box, TimeMap regenerates the Time Scale based on the facts with the earliest and latest dates.

SECRETS OF TIMEMAP DAVINCIS... REVEALED!

Here's the secret knowledge that separates TimeMap DaVincis from average users.

Secret 1: The quickest way to edit a Fact Box, a Text Box, or the Time Scale is to double-click it and use the features found in the Properties dialog box.

Secret 2: Selecting multiple boxes can make it easier to edit your visual. Don't go from box to box making these changes. Instead press **CTRL+A**, which selects all Fact Boxes, and make the changes once. Or select a group of Fact Boxes by pressing the **SHIFT** key and clicking boxes with your mouse pointer.

Secret 3: A chart brimming with Fact Boxes typically makes a poor communication aid. And even though one TimeMap Visual can be up to 20 pages wide, a chart with over 120 boxes is likely to be a challenge to arrange. If you have a great many events to chart, create separate visuals for different time periods in the history of the dispute. Don't try to jam the whole story into one visual.

Secret 4: In addition to printing your TimeMap Visuals, you can save them as JPEGs, GIFs, and bitmaps then e-mail them to other trial team members. Even though this is incredibly easy (just choose Save As on the File menu), it is sure to impress the heck out of your colleagues. You can also save your visuals as metafiles and use them in other software such as WordPerfect™, Word™ and PowerPoint™.

Secret 5... The Ultimate Secret: TimeMap DaVincis know they can call CaseSoft support at (904) 273-5000 to obtain quick answers to any TimeMap question, not just technical ones. Please call us with any question!

CREATING A TIMEMAP VISUAL

Seven Simple Steps

Here are the steps needed to create a TimeMap Visual. Once you get the hang of it, you'll be able to complete the entire process in a matter of minutes.

1. Add a Title
2. Add Facts
3. Add Text Boxes (Optional)
4. Edit Fact Boxes, Text Boxes, and Time Scale
5. Arranging Visual Elements
6. Futz Around (Mandatory)
7. Print or Save as JPEG, GIF, BMP, or Metafile

We'll review each step in more detail below. Please note that these steps don't represent the one "right" path to getting the job done. They are but one logical way to proceed.

1. Adding a Title

To add a title for your visual, double-click the phrase "Enter Title Here" that appears when you create a new visual. A Properties dialog box appears where you can enter your title. This default chart element is simply a Text Box set to a center position and preloaded with the words "Enter Title Here".




Replace "Enter Title Here" with your title.

As you would expect, you can edit the size and style of the font used to display your visual's title.

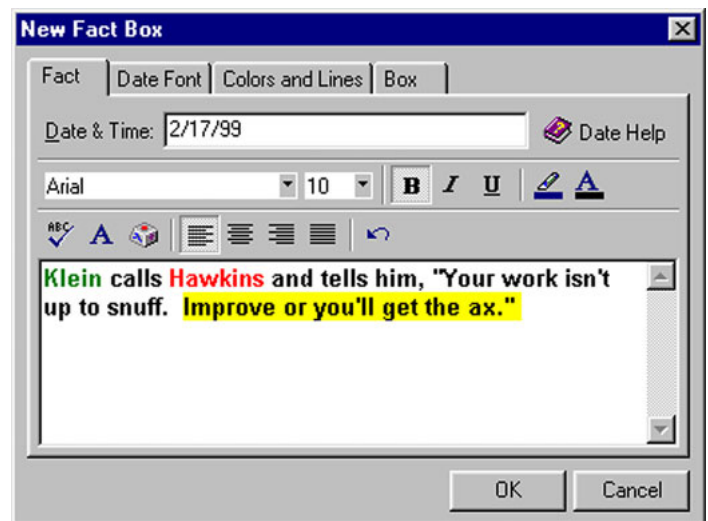
2. Adding Facts

The heart of creating a TimeMap Visual is entering the facts that make up the chronology.

Here are two ways to add Fact Boxes to your chart:

- Click  on the Standard toolbar.
- Use the keyboard shortcut **INS** (the Insert Key).

When you add a new fact, a Fact Properties dialog box appears. Use it to enter the date of the fact and the text describing the fact. Also use it to set desired display properties.



Enter your fact and its date, or date and time.

TimeMap gives you a great deal of flexibility when entering dates. As you would expect, TimeMap supports the entry of complete dates such as 8/1/00. It also permits the entry of dates and times (e.g., 8/1/00 5:25 p.m.), partial dates and times (e.g., 8/??/00 5:?? p.m.), and date/time ranges (e.g., 8/1/00 5:15 p.m. to 8/1/00 5:19 p.m.).


When you're finished adding a fact, TimeMap automatically recalculates the Time Scale and repositions your new fact and all previously entered ones.

If you want to delete a Fact Box, click it and press **DEL** (the Delete key on the keyboard).

3. Adding Text Boxes (Optional)

You can add Text Boxes to your TimeMap Visual to emphasize points or to serve as a key. Text Boxes are optional. On many charts, the title will be the only Text Box you use.

Here are two ways to add Text Boxes to your chart:

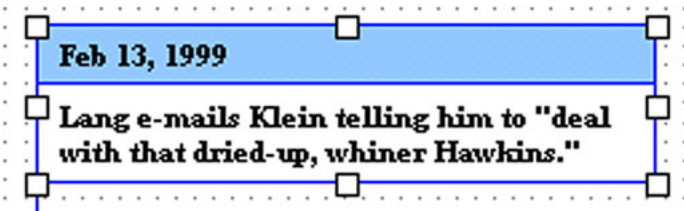
- Click  on the Standard toolbar.
- Select **Text Box** on the Insert menu.

Once you've selected one of these options, click the location on your chart where you want the Text Box to appear. When you do, a Properties dialog box appears. Enter the text you desire, set display properties, and click OK. By default, Text Boxes don't have any border around them. You can add a border and a color fill if you want.

4. Editing Fact Boxes, Text Boxes, and Time Scale

Once you've added Fact Boxes and Text Boxes, you can edit them to polish your visual.

To edit, you must select one or more Fact Boxes and/or Text Boxes. When a box is chosen, selection squares appear at eight points around its perimeter.



Selected boxes display selection squares.

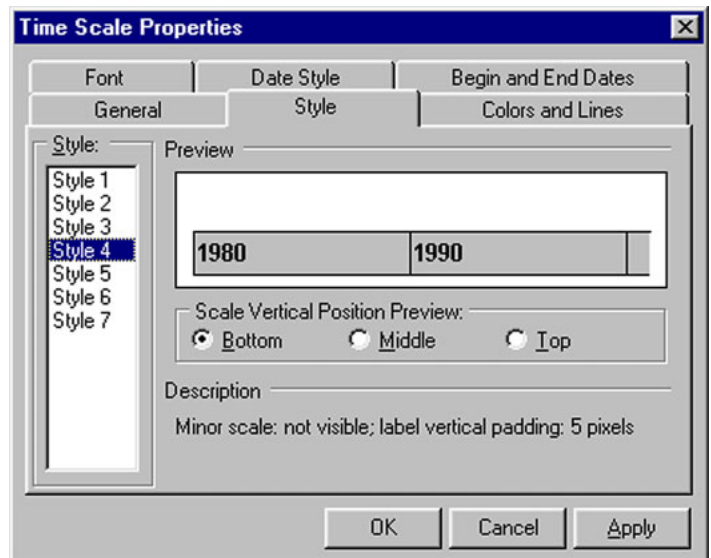
- To select one Fact Box or Text Box, click it.
- Selecting multiple boxes makes it easier to edit your visual. Suppose you want to change the font style and size used for all of your Fact Boxes. Don't go from box to box making these changes. Instead press **CTRL+A**, which selects all Fact Boxes, and make the changes once.
- To select specific boxes, press the **SHIFT** key and click them. Alternatively, click in an open space in your visual and then drag your mouse pointer. TimeMap creates a rubber band as you drag. When you release, all boxes that fall within the bounding area will be selected.

You can change the size of your Fact and Text Boxes.

- To change the width of a box: (1) click to produce the selection squares, (2) float your mouse pointer over the right sizing handle, (3) click and drag.
- To change the height of a box: (1) click to produce the selection squares, (2) float your mouse pointer over the bottom sizing handle, (3) click and drag.

TimeMap also includes features that make it easy to give boxes a standard width and/or height. Select **Size** from the Format Menu.

In addition to editing Fact Boxes and Text Boxes, you can edit the style, color, font, and date format used on your visual's Time Scale. Check out the properties option on the Time Scale menu (or double-click the Time Scale itself).



Select Properties on the Time Scale Menu to set Time Scale display options.



5. Arranging Visual Elements

Now that your Fact Boxes, Text Boxes, and Time Scale are looking good, it's time to arrange their positions on the chart.

Repositioning Fact Boxes: To reposition a Fact Box, drag it left or right off of the vertical line that attaches it to the Time Scale.

Repositioning the Time Scale: You can drag the Time Scale to a new location on your chart and position Fact Boxes above and below it. For example, suppose you want to compare the conflicting stories of two witnesses. You could

drag the Time Scale to the vertical center of the visual. Then you could drag the Fact Boxes depicting one witness's version of events above the scale and the Fact Boxes illustrating the other witness's version below the scale.



Increasing Time Scale Width: The Time Scale can be up to 20 pages wide. To increase the width of the Time Scale, click  (increase pages wide). To decrease Time Scale width, click  (decrease pages wide). This is TimeMap at its finest. One click and TimeMap instantly generates a new Time Scale and moves all Fact Boxes to where they belong.

Inserting Time Scale Breaks: If your chart has long periods of inactivity between facts, you may want to insert one or more Time Scale breaks. Select Insert Time Scale Break on the Insert menu.


6. Futzing

Use TimeMap's Spell Checking feature to help spot typographical errors. Click  to run Spell Checking.

Finally, make any other minor edits. Probably a good idea to burn up a little more time so others on the trial team don't think creating these visuals is toooooo easy.

As you futz (and at all other times), you can take advantage of TimeMap's Undo/Redo feature. To undo an action, click . To redo one, click .

7. Printing Your TimeMap Visuals & Saving Them as a JPEG or Metafile

To print a TimeMap Visual, click  on the Standard toolbar or click **Print** on the File menu.

If your chart is multi-page, the default option is for TimeMap to print markers that indicate where to trim the pages so they can be joined into one continuous visual.

You can also save a TimeMap Visual as a JPEG, GIF, bitmap, or metafile. To do so, click **Save As** on the **File** menu and select the format you desire from the Save As Type box.

Once your visuals are saved as a JPEG, GIF, or bitmap, they can be posted to a Web site, e-mailed to others on the trial team, or used in presentation software. Metafiles can be used in word-processing and presentation software, and can be resized without losing quality.

SUMMARY

Thank you for completing TimeMap 101! We hope you found it helpful. Your feedback on TM101 and any other aspect of TimeMap is welcome. Please contact us at suggestions@casesoft.com with your ideas.

A QUESTION IN CLOSING...

If you're using TimeMap, you're no doubt a believer in the power of visual aids. Have you read our article entitled *Better Visuals Via Brainstorming?* You're welcome to download a copy from www.casesoft.com/download/visuals.pdf.

For more ideas on how to use timelines, please read our article, *Timelines — They're Not Just For Trial Anymore*, available at www.casesoft.com/download/Timeline.pdf.

