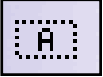


Make a Timeline with Inspiration

1. In Outline view, type in the dates as topics.
2. Go back to each date and put information as subtopics under it.
3. Click Diagram (toolbar).
4. Click Arrange (toolbar). Choose Top Down Tree and Center Stack.
5. View your whole diagram on the screen either by changing the Zoom (the "mountains" in the lower left corner), or pressing command/control-E (Fit to Window)
6. Click on Edit to Select All. Click on the LINK menu and select Auto-90.
7. To remove the arrows from your links, first select all of the links. Then click on the LINK menu, select ARROW DIRECTION, then select NO ARROW.
8. To change the symbols on your timeline to textboxes with no borders, click on the symbol of a rectangle with a dashed line and an A in the middle. 
9. Click and drag your main idea up about an inch.
10. Change the symbol of your main idea.
11. Change fonts, colors, etc. as desired. Click on FILE to PAGE SETUP if you need to change from Portrait to Landscape.

