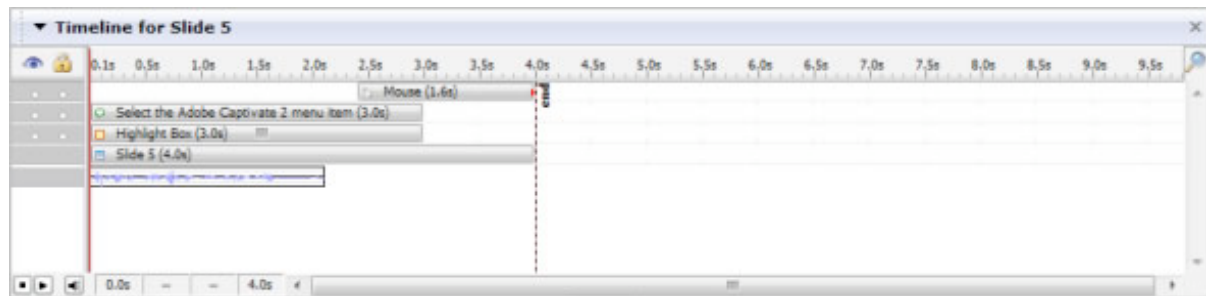


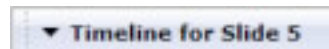
The Timeline

If you need to, click the 'Edit' tab near the top of the screen.

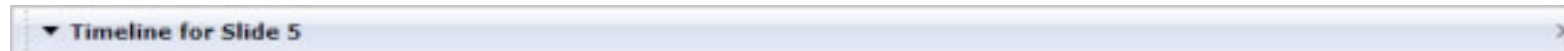
The top pane of the edit view shows the timeline.



You can expand or contract the timeline by clicking on its name or the arrow. This can be extremely useful when you need a larger workspace.



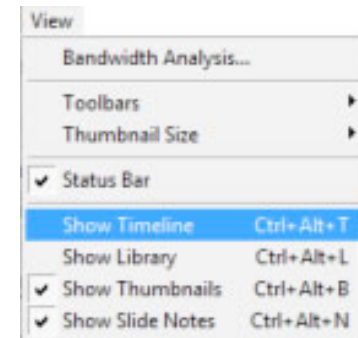
You can close the timeline completely by clicking the 'x' close button.



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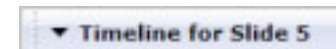
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To restore the timeline, select 'Show Timeline' from the View menu.



You may wish to move the timeline to another location to improve how you work?

If this is the case, then click on the 'move' handle at the left edge of the timeline title bar. You can now drag the timeline to wherever you wish.

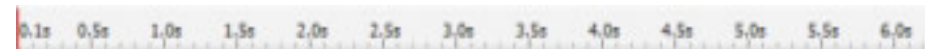


To move the timeline back to its original position, then click and drag the title bar back to the original location – a border will appear where the timeline can be 'docked'.

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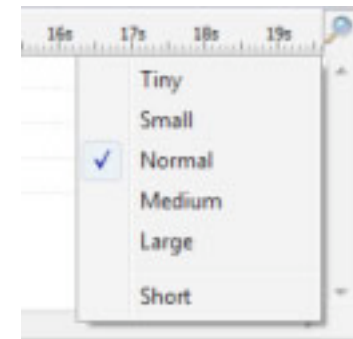
Let's take a look at the timeline in more detail.

At the top of the timeline is a time strip.



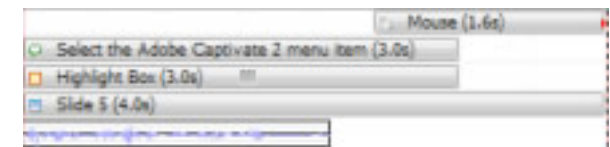
This displays for you in seconds how long each event on your slide lasts for.

At the extreme right of this time strip is a magnifying glass. To view the timeline in more detail, click the magnifying glass. A pop-out menu appears, where you can select the option you wish to use.



TIP – if you have a lot of objects on your slides, then click 'short' from this pop-out menu, and the height of the items is reduced.

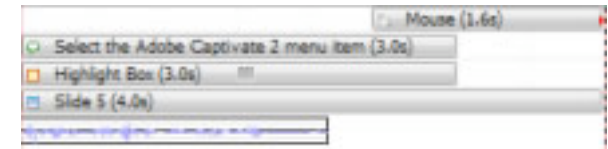
Underneath the time strip are the objects contained on your slides.



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Each object is represented by its own block, and sits on its own layer.

The left hand edge of the block denotes when the object will begin to appear on the slide, and the right hand edge of the block denotes when the object will disappear from the slide.



If there is any audio for the slide, it will be shown at the bottom of the list as the lowest layer.

The layers are hierarchical, so the highest layer is the top object on the slide – this is particularly important when objects overlap.

To the left of the timeline, are two buttons.

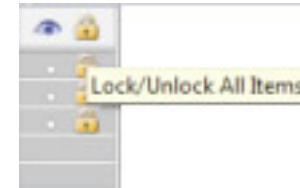
Clicking on the ‘eye’ next to each layer will toggle its visibility.



Clicking the lock next to each layer will lock (and unlock) it. This can be very useful when you want to make sure an object isn't accidentally moved.



TIP – to lock all the layers, click the lock. To hide all layers, click the eye. If you have a lot of objects on a slide it is often easier to lock them all and then unlock the ones you wish, rather than locking them all individually.



To playback the slide, click the 'play' button.



Your slide will be replayed in real time, and you can watch the progress in the timeline.

Click the 'pause' button at any time to pause playback.



Click the 'stop' button to stop playback and return the playhead to zero seconds.