

# TIMELINING



When to use it

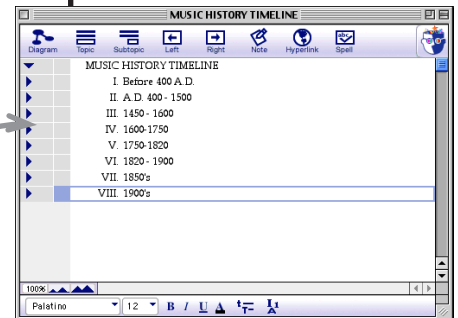
- You want to be able to see when things happened.
- You want to remember the order in which things happened.



How to do it

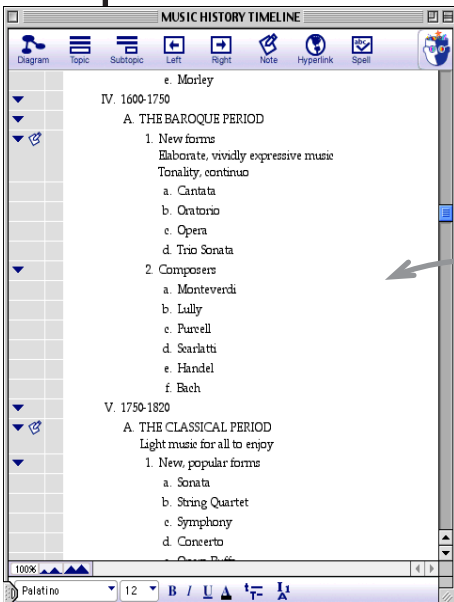
**1** Enter the dates.

Type in the dates as topics.



**2** Add the information.

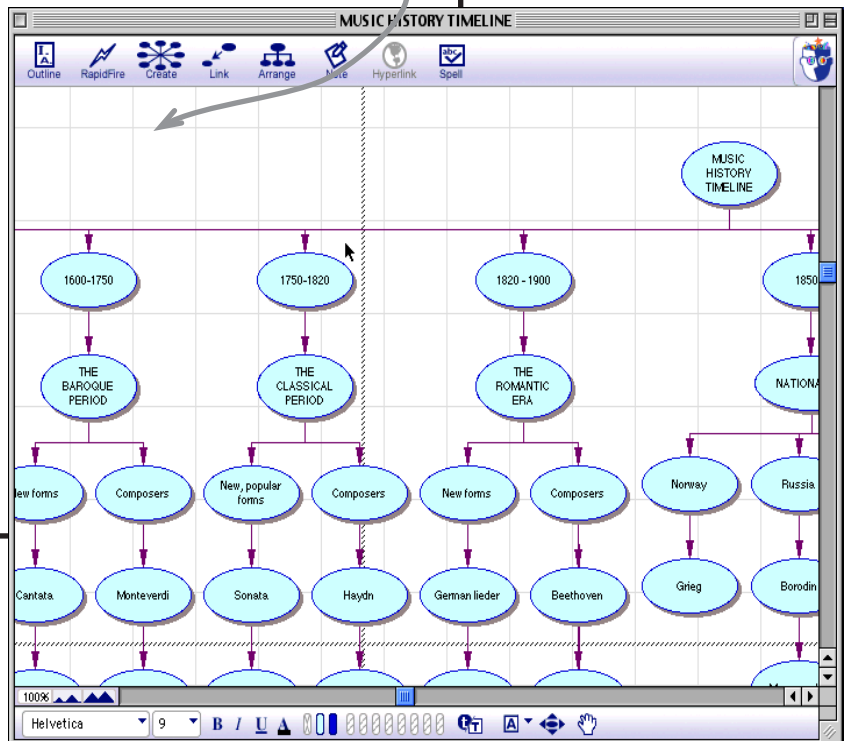
Add the information as subtopics.



**3** Change to diagram.

Change to diagram view.

Select the main idea symbol to arrange the whole diagram.



**4** Arrange the layout.

Choose arrange (in the Symbol menu).

