inData TimelineXpress v4.+

Timeline Design and Presentation Software

User Manual and Reference Guide
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Visit inData on-line: http://www.indatacorp.com
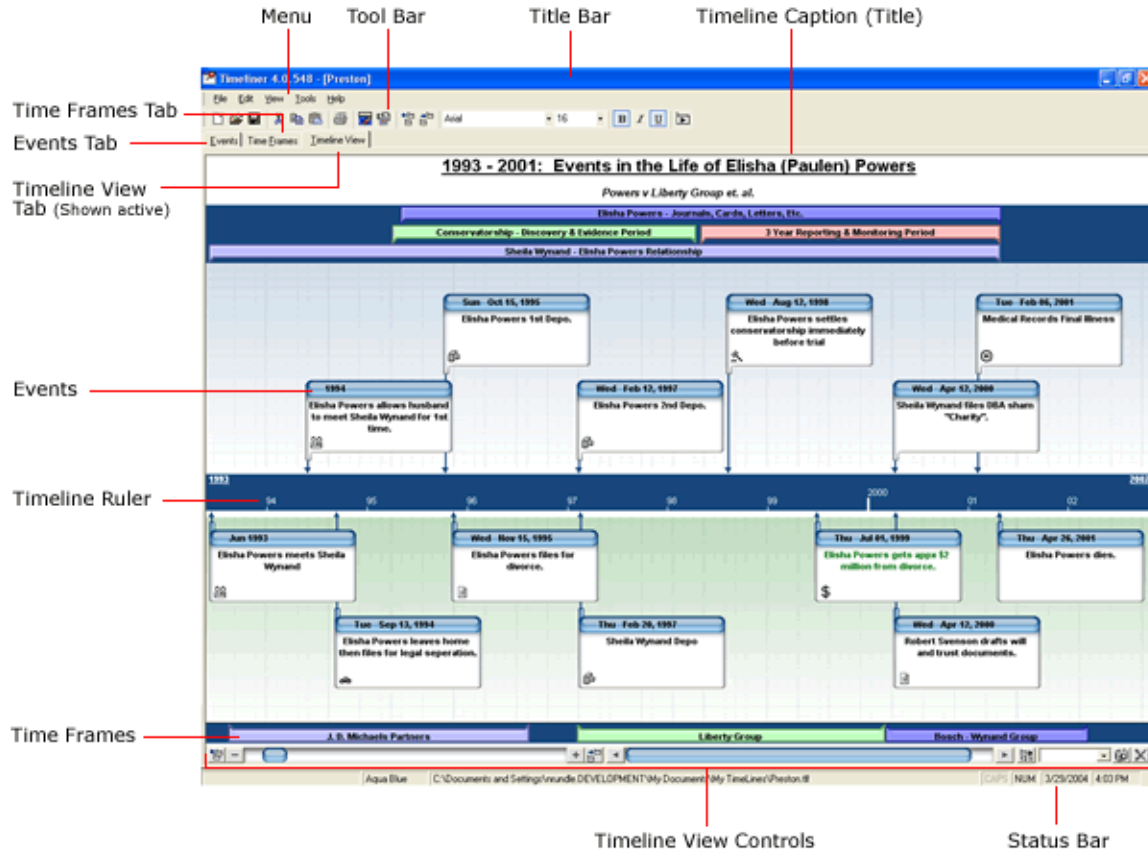
Introducing TimelineXpress v4.7

Create great looking timelines from concept to presentation in minutes. TimelineXpress™ comes with professionally created design schemes that will have the appeal and impact you want.

- **Easy** - Choose a design scheme, add events and time frames. Then present or print your timeline. It's really that easy.
- **Interactive -** Interactive timelines help others to comprehend your chronology of events better than printed timelines alone.
- **Integration** - Integrates with TrialDirector™, CaseMap™ and more...
- **Expandable -** Event significance can be expanded with event pop-up detail panels. The story unfolds on your cue.
- **Zoomable -** To focus attention on a specific sequence of events zoom in, or zoom out to show the big picture. Pan across time, exploring each event
- **Linkable -** Documents, photos, video, and other demonstratives can be linked to any event. Events become more significant and memorable when documented or enriched by images, video and sound.
- **Printable -** Print your timelines! Whether you need them small or super-size, the details will be crisp and professional.
- **Shareable -** Post your timeline to a web page or email a copy to a colleague. TimelineXpress™ can output your timeline for almost any use.
- **Analyze -** See your documents 'story' unfold before you. Loading a document list into TimelineXpress™ will let you see your documents set in proper time frame.
- **Color Coding** - Set the text color or the event background color for issue tracking and highlighting significant facts and events
- **Presentation Window** - Present timelines with TimelineXpress™ fully interactive integrated presentation window
- **Event Walker** - Loading events individually by one click of a button helps to hold the jury's attention to focus on what's important
- **Export As Image File -** Timelines can exported to an image file format, including *.pdf, *.jpg, *.tif, *.bmp and more...
- **Print Event Lists and Time Frame Lists** - Print out list of Events or Time Frame list that make up the timeline for analysis and review
- **Save to HTML File** - Save to HTML File allows you to embed your fully interactive timeline inside a HTML page.

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Application Layout

The TimelineXpress application window consists of Title Bar, Menu Bar, Toolbar, Events Tab, Time Frames Tab, Timeline Viewer Tab (shown active below), Timeline View Controls and a Status Bar.

| Component	Description
Title Bar	Displays the Title of the current Timeline
Menu Bar	Provides the following menus to use while in Timeline: File, Edit, View, Tools and Help.
Toolbar	Provides you with shortcuts to perform menu commands.
Events Tab	Allows the adding, editing and deleting of events to the timeline
Time Frames Tab	Allows the adding, editing and deleting of time frames to the timeline
Timeline View Tab	The Timeline View Tab displays the timeline and has the TimelineXpress View Controls located at the bottom, The Timeline View Controls allow the following: - Zoom fit the page Button - Zoom In Button - Zoom Out Button - Zoom In/Out Scroll Bar - Zoom to no overlap button - Pan Back Button - Pan Scroll Bar - Pan Forward Button - Event Walker - Saved View list - Save Current View Button - Delete Current View Button
Status Bar	The Status Bar shows the file path for the current timeline design, the current open timeline, NUM lock status, CAPS lock status, System Date and System Time.

Getting Started Dialog Window

Opening the Getting Start Dialog Window

When the TimelineXpress is launched for the very first time, the Getting Started Dialog Window is also launched.
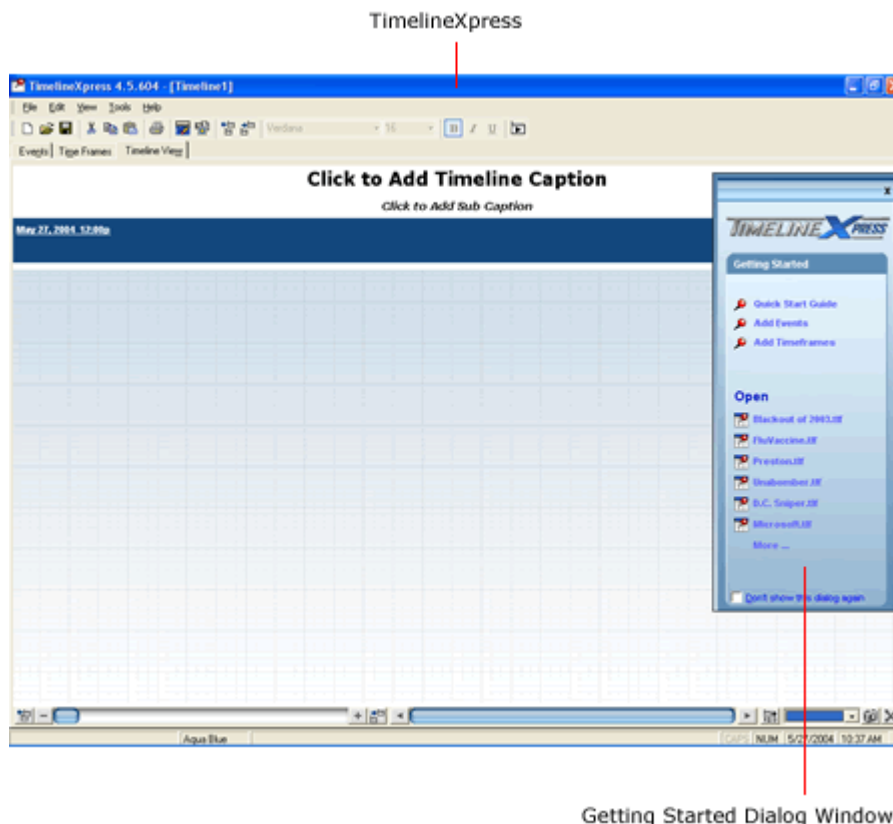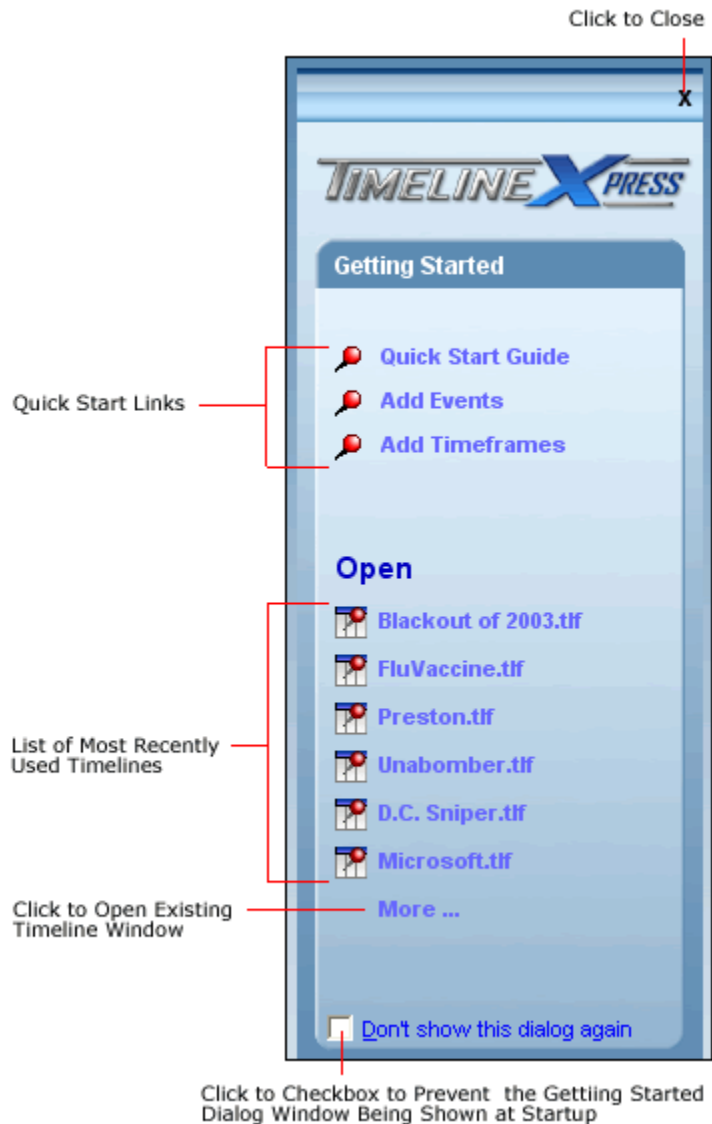

If the Getting Started Dialog Window is not visible

- Select **Getting Started Dialog...** from the View Menu
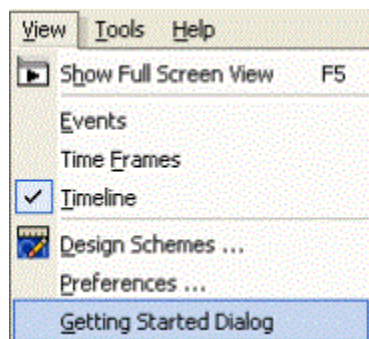
Getting Started Dialog Window Layout

The Quick Start Links area provide shortcuts:

- The **Quick Start Guide** links to Quick Start Guide in the help file
- The **Add Events** links to the Event Tab
- The **Add Time Frames** links to the Time Frame Tab

The Most Recently Used area under **Open** provides links to the most recent open timelines. Clicking a link will open the timeline
 Clicking on **More...** will open the Open Existing Timelines Window

Closing the Getting Start Dialog Window

- To close the Getting Started Dialog Window, click the **[X]** located on the top right side of the window

Click to Close

### Stop the Getting Start Dialog Window Showing Each Time TimelineXpress is Launched

- To Stop the Getting Started Dialog Window being shown every time TimelineXpress is launched, click the check box located at the bottom of the window

Don't show this dialog again

Click to Checkbox to Prevent the Gettiing Started Dialog Window Being Shown at Startup

Open an Existing Timeline

1. Select **Open…** from the File Menu or click the ⬙ Toolbar button
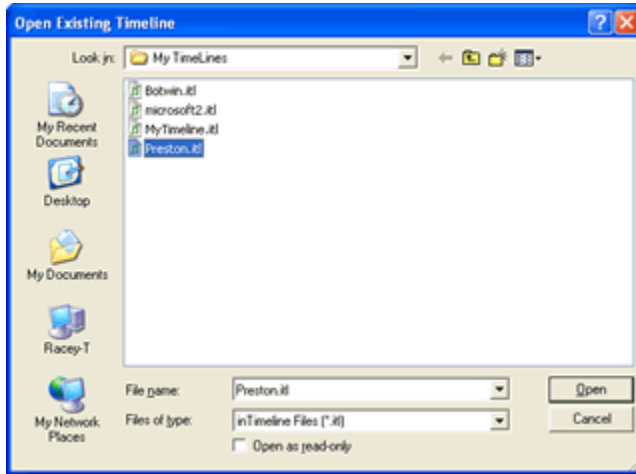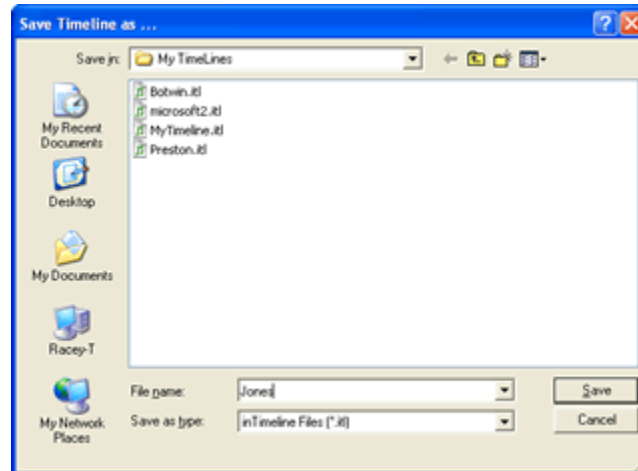

2. Browse to where the timeline is located, by default, timelines are saved to a directory called **My Timelines**
3. Select the timeline
4. Click **[Open]**

Saving Timelines

Saving a New Timeline

1. Select **Save As...** from the File Menu or click the 💾 Toolbar button

2. Browse to where the timeline is to be saved, by default, timelines are saved to a directory called **My Timelines**
3. Enter a name for the timeline in the **File name** field
4. Click **[Save]**

## Saving Changes to an existing Timeline

1. Select **Save ...** from the File Menu or click the 💾 Toolbar button. The timeline will be saved in its current state

Design Schemes

TimelineXpress provides professionally designed and varied schemes which create high quality image timelines. Each design style has several color options to select from and the ability to add a custom background graphic. Design styles are either standard or wide width.
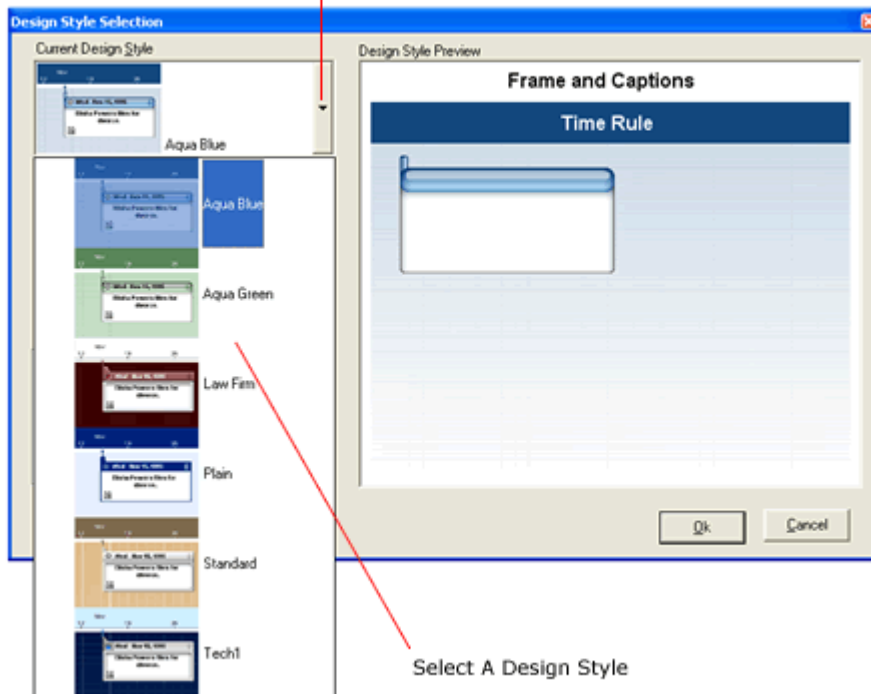
Selecting a Design Style

1. Select **Design Schemes** from the View Menu or click the Toolbar button to open the Design Style Selection window
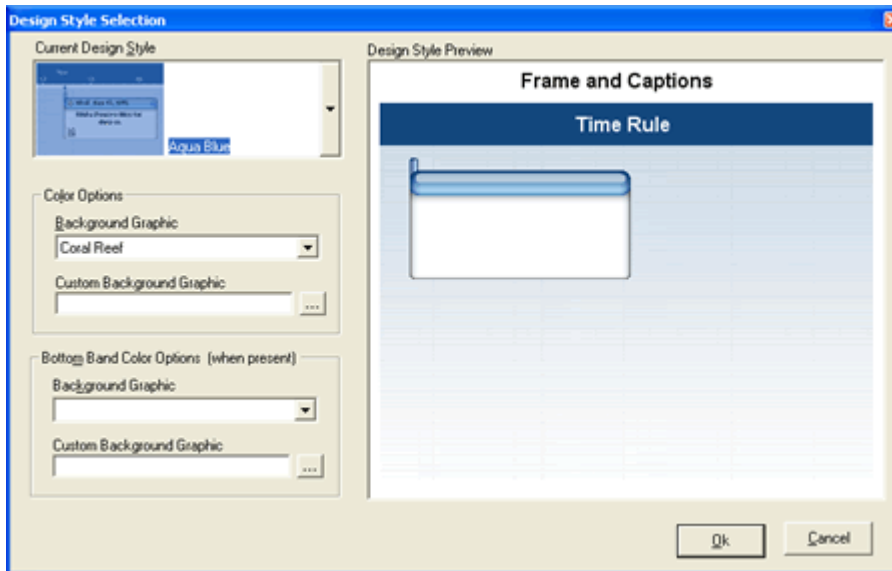
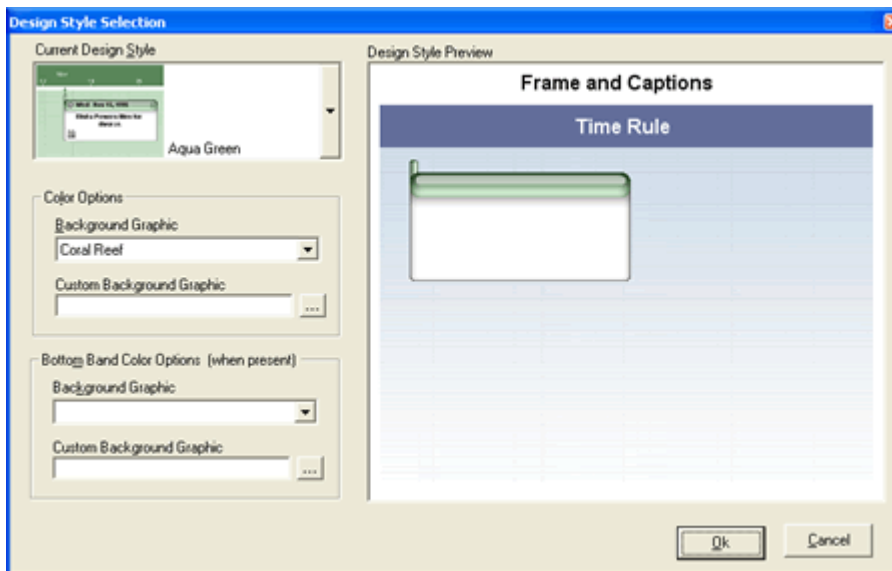2. Click the down arrow located on the right side of the **Current Design Style** to view available styles

3. Select a design scheme from the list, the new design will be shown in the **Design Style Preview** window

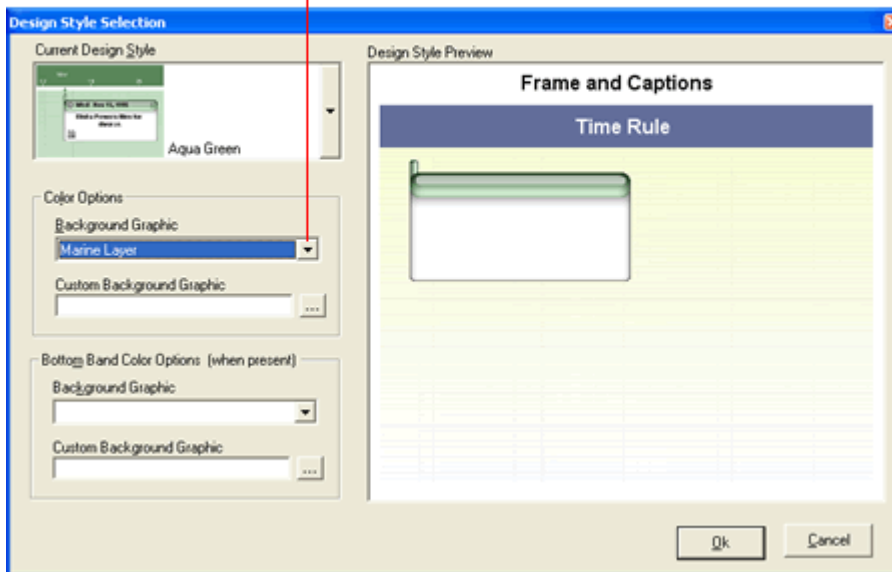4. Click **[Ok]** to keep the changes or **[Cancel]** to keep the existing design scheme

Changing the Color Scheme for a Design Style
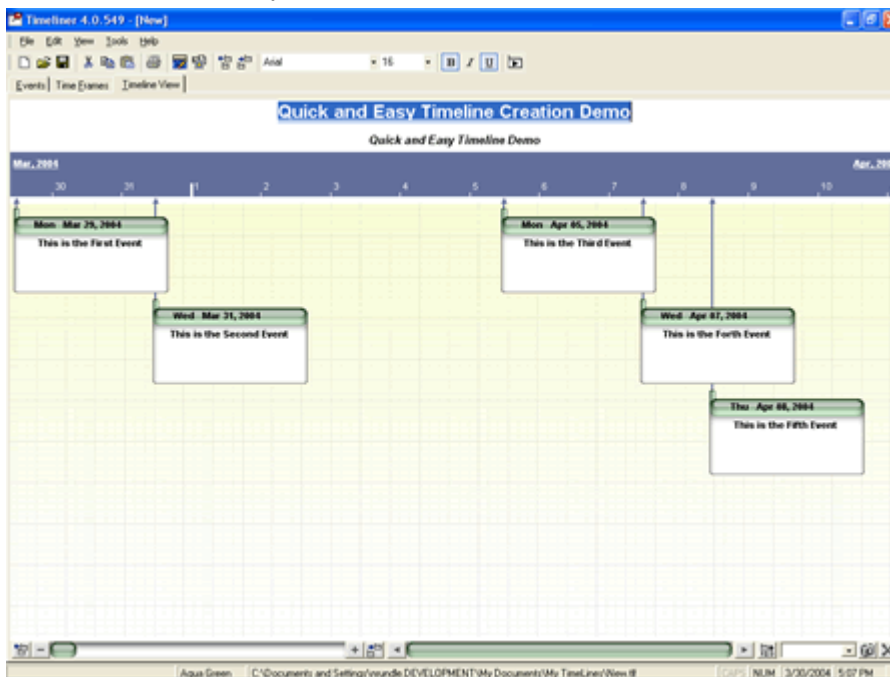
The Color Scheme for a design style can be changed:

Changing the Color Scheme When Using One Band (top)

1. Select a **Background Graphic** from the Color Scheme drop down list:

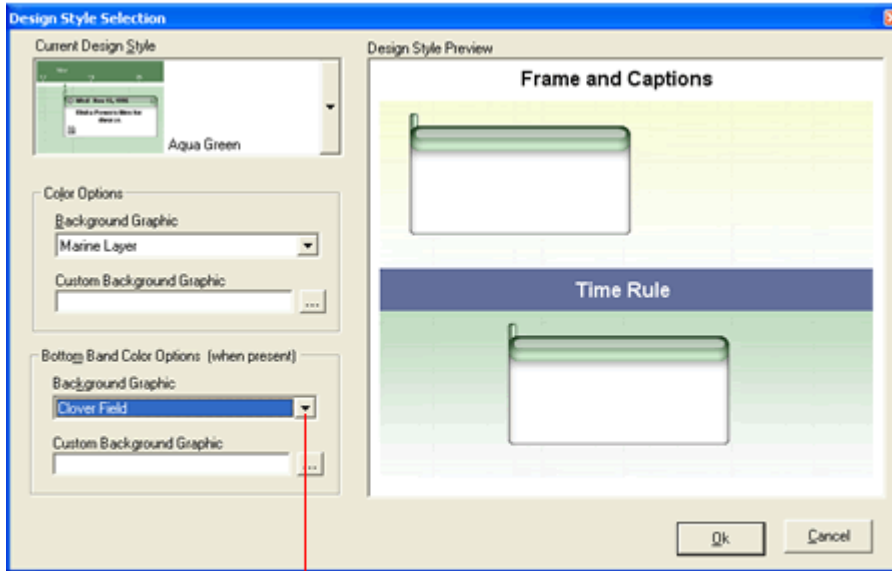Click to View and Select Color Scheme

A timeline for example would look like:

Changing the Bottom Band Color Schemes When Using Two Bands

When there are events placed on both the top and bottom band, the bottom bands color scheme can be changed
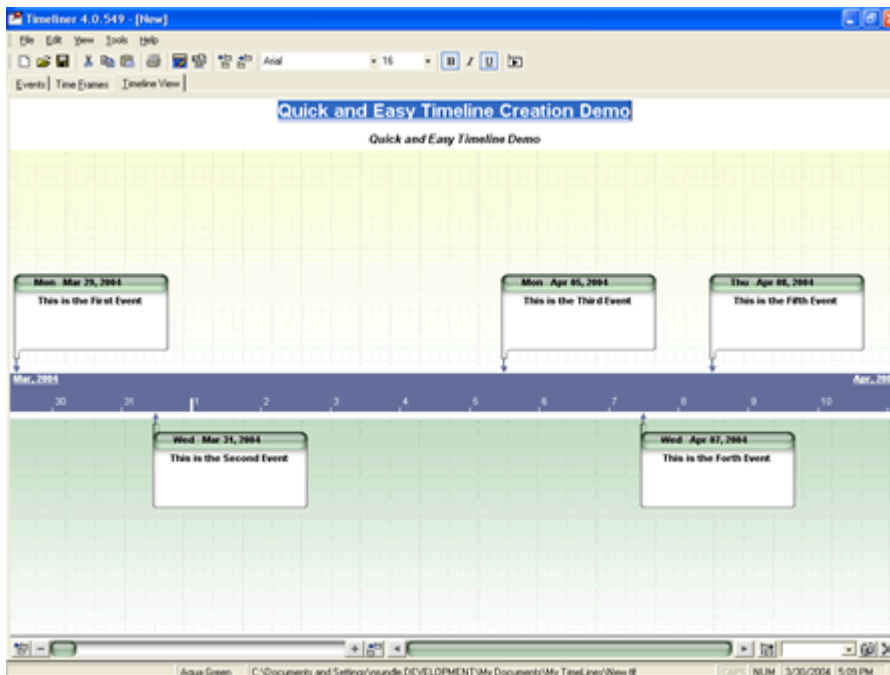
1. Select a **Background Graphic** from Bottom Band Color Options (when present), to change the bottom band color scheme.

Click to View and Select Color Scheme

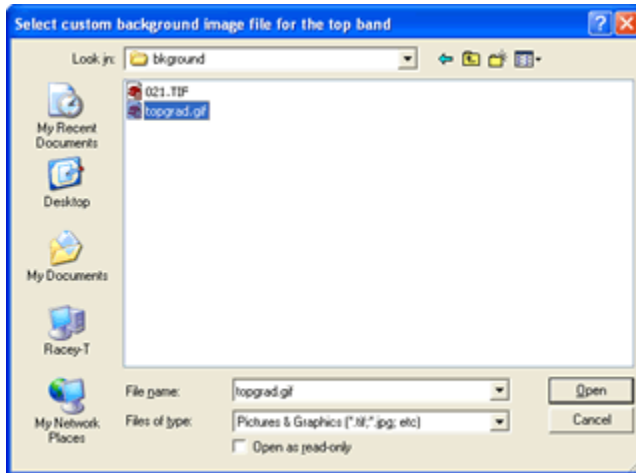2. Click **[Ok]** to keep the changes or **[Cancel]** to keep the existing scheme.

A timeline would look something similar to below:

Custom Background Graphics

Custom backgrounds can be used for both the top band and bottom band (when present)

1. Select the Custom Background Graphic button ⟨...⟩ to open the browse window.

2. Browse to the location of the image file that is to be used for the background.
3. Select the image and click **[Open].**
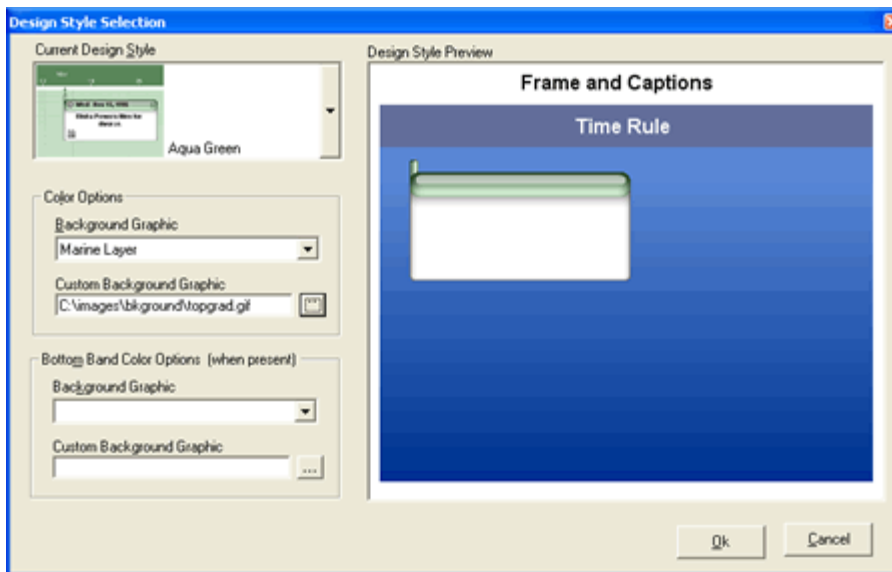
4. Click **[Ok]** to keep the changes or **[Cancel]** to keep the existing scheme.

Note:
Custom Background Graphic for the bottom band is set in the same manner. Events have to be placed on the bottom band for the bottom band to show when viewing a timeline.

Events

Event Date and Time

This Icon, When Present, Indicates that the Event has Linked Exhibits Attached

Click the Icon to View the Exhibits

○ Mon May 03, 2004

This is the First Event

This Icon, When Present, Indicates that the Event has a Popup Description

Click the Iconto View the Popup Description

Event Identity Icon

Event Caption Text
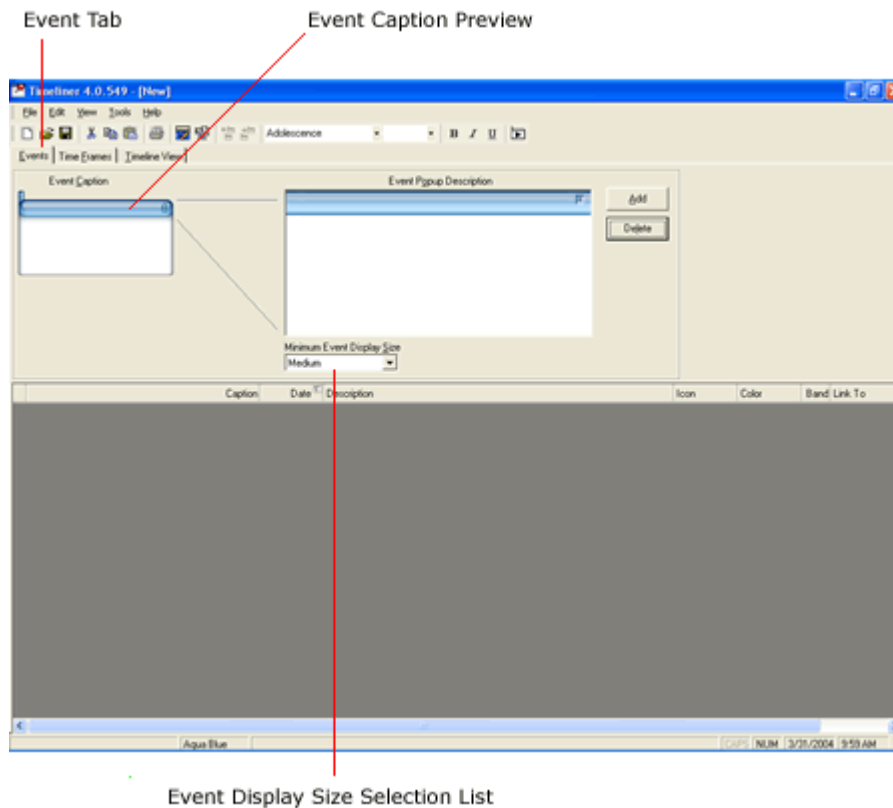
## Create a New Event and Add the Event Caption

1. Select **Events** from the View Menu or click on the **Events** tab

Event Tab

Event Caption Preview

Event Display Size Selection List

2. Select the Events Display Size from the **Minimum Event Display Size** selection list. When the text is added to the Event Caption and it's more than the selected size can display, TimelineXpress will attempt to use the next Display Size up if available. By default Medium is selected, the available sizes are:

    - Small
    - Medium
    - Large
    - Largest

4. Click the **[Add]** button or press **[Insert]** to add a new event to the events list
5. The Caption field for the new event will become active, ready for the event caption text to be entered

Add Button

Event Caption Field
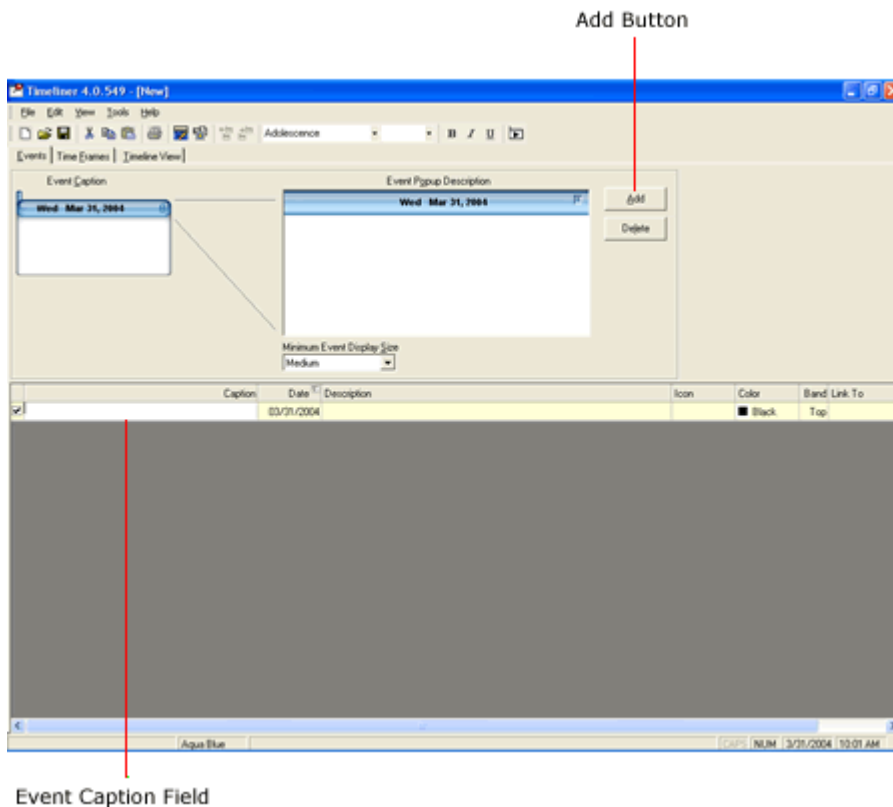
6. Enter the event caption text (press **Ctrl + [Enter]** to add a new line)
7. Press **[Enter]**

Setting Event Caption Text Font and Font Size

The events caption text font and font size can be set, this setting is a global setting for all the event captions text

1. Click on the Event Caption Preview, a blue box will appear to show it is active

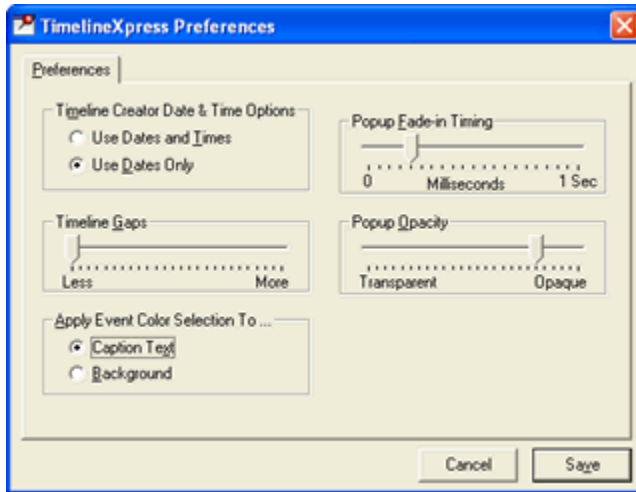Click on the Event Caption Preview
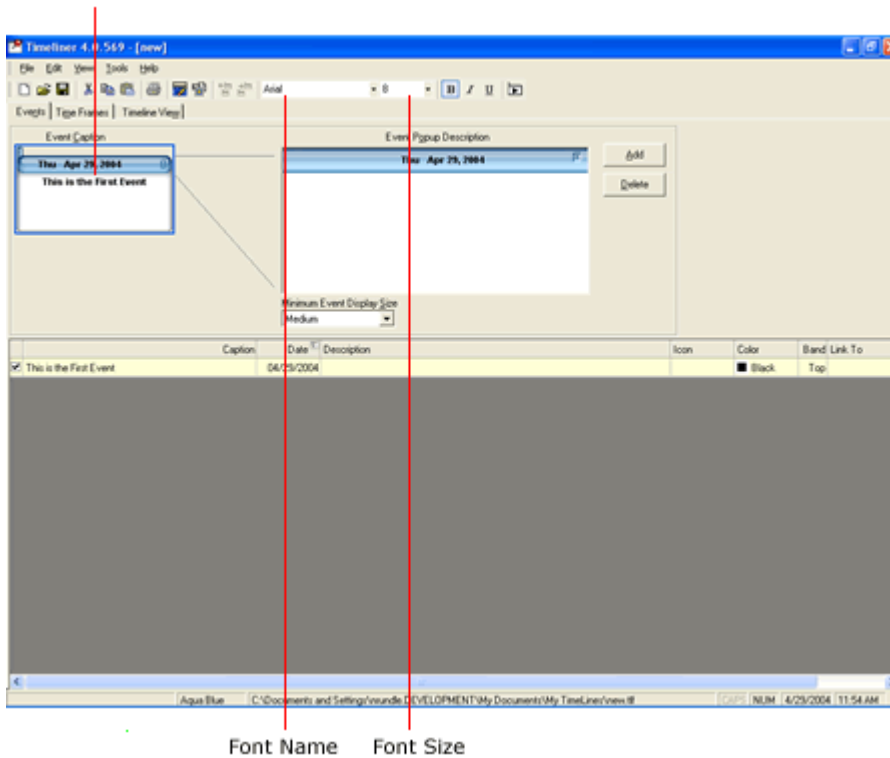
Font Name   Font Size

2. Set the Font Name
3. Set the Font Size

Using Date Only Events

Events can be created using only Dates. When this option is selected to create events (active by default) a default time of 12:00:00PM is automatically assign to all of the events. To set **Use Dates Only** preference:

1. Select **Preferences** from the View Menu

2. Select the **Use Dates Only** from the Timeline Creator Date and Time Options
3. Click **[Save]**

A date can be entered either by using the Date Picker or by typing a date into the date field.

To enter a date using the Date Picker:

1. Double click anywhere on the date field
2. Click the ▽ located on the right side of the Date Field
3. Use the Date Picker to select a date for the Event

Text Appears in the Event Caption Preview

Date Picker   Click to Open Date Picker
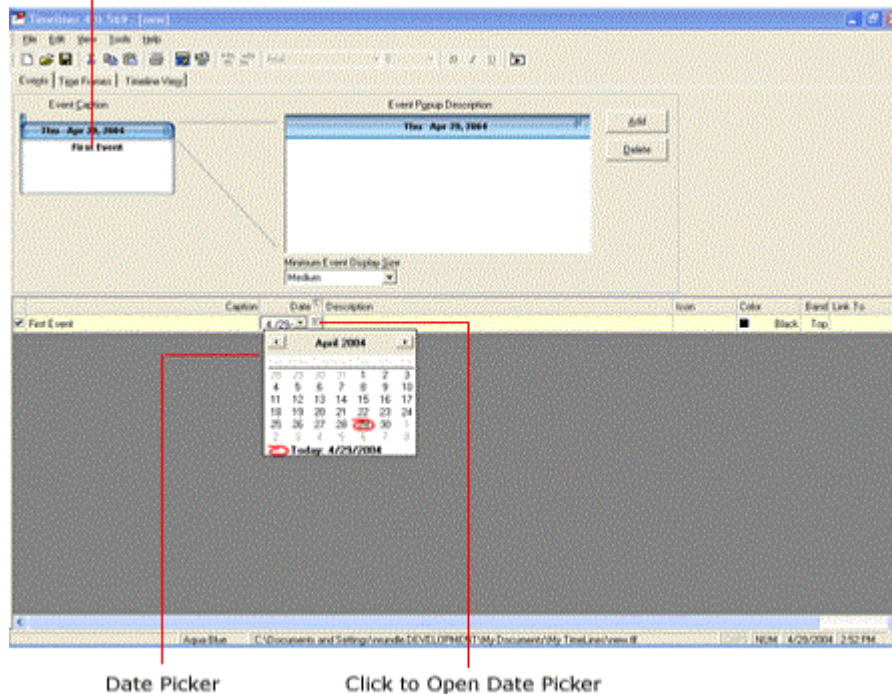
When typing a date double click on the date field and enter a date using one of the following supported formats:

- **MM/DD/YYYY** format
- MM**/DD/YY** format. The year for the date will be translated to this century
- **?** wild card. The wild card can be used to replace unknown day and/or month of the events date. The wild card will assume the middle day of the month, or the middle month of the year:
    - ??/03/2004 would become 06/03/2004
    - 06/??/2004 would become 06/06/2004
- Yearly Seasons
    - **Spring** [March to May]. Entering the keyword Spring and the year will place the event in the middle day of April for that year
    - **Summer** [June to August]. Entering the keyword Summer and the year will place the event in the middle day of July for that year
    - **Fall** [September to November]. Entering the keyword Fall and the year will place the event in the middle day of October for that year
    - **Winter** [December to February]. Entering the keyword Winter and the year will place the event in the middle day of January for that year

- Month segments
    - **Early** Entering the keyword Early and the month will place the event on the 5th day of the specified month
    - **Mid** Entering the keyword Mid and the month will place the event on the 15th day of the specified month
    - **Late** Entering the keyword Late and the month will place the event on the 25th day of the specified month
- Yearly Quarters
    - **1st Quarter** [January to March]. Entering the keywords 1st Quarter and the year will place the event in the middle day of February for that year
    - **2nd Quarter** [April to June]. Entering the keywords 2nd Quarter and the year will place the event in the middle day of May for that year
    - **3rd Quarter** [July to September]. Entering the keywords 3rd Quarter and the year will place the event in the middle day of August for that year
    - **4th Quarter** [October to December]. Entering the keywords 4th Quarter and the year will place the event in the middle day of November for that year
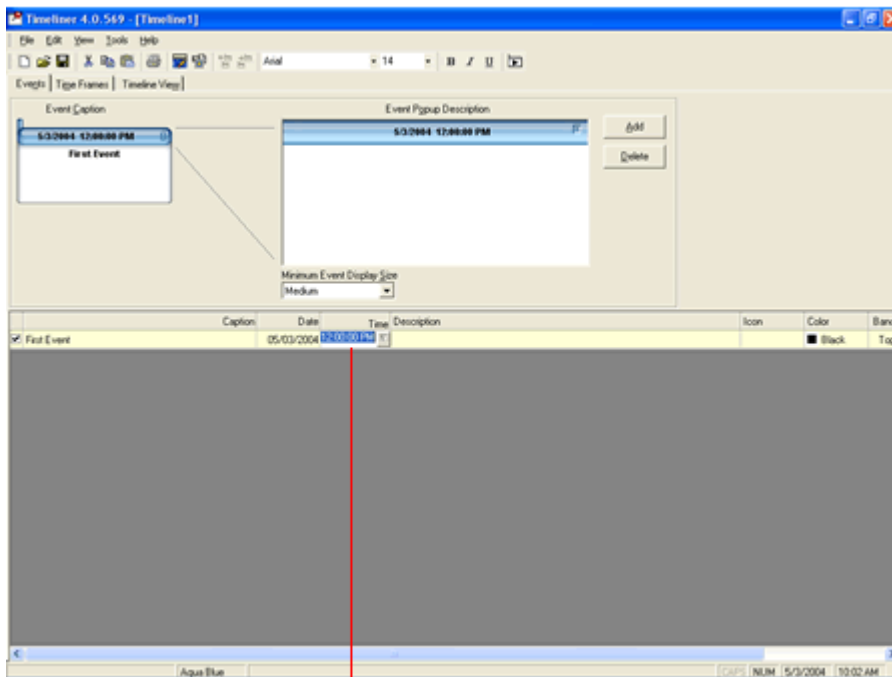
Using Dates and Time Events

A time can be assigned to an Event Date. The **Use Dates and Times** Property must be set on the timeline preferences. This is a global property, which affects Time Frames.

1. Select **Preferences** from the View Menu
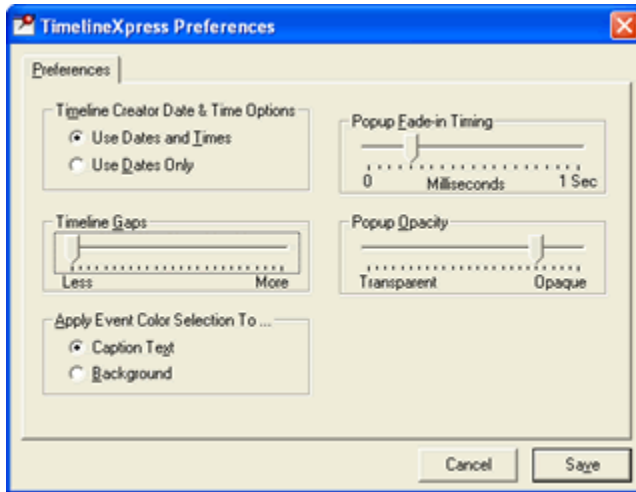
2. Select the **Use Dates and Times** from the Timeline Creator Date and Time Options
3. Click **[Save]**

Time Field

> **Note:**
> When this option is selected the time field becomes visible and default time of 12:00:00PM is automatically assign to the event.

A time can be entered either by using the Time Setter Tool or by typing a time into the Time field. Time is stored in HH:MM:SS (Hours:Minutes:Seconds) AM or PM format

To enter a time using the Time Setter Tool

1. Double click anywhere on the Time field,
2. Click the ▽ located on the right side of the Time field.
3. Highlight the part of the time that is to be set (HH or MM or SS)
4. Use the up control to increase the time or the down control to decrease the time
5. Highlight the next part of the time to be set and adjust it
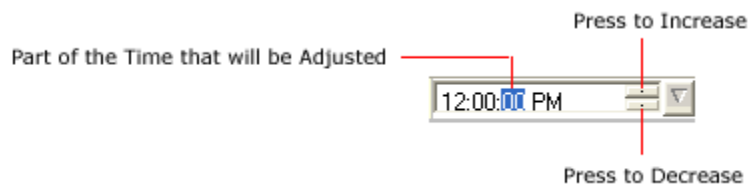
6. Press **[Enter]** to set the Time

When typing a time, double click on the Time field and enter a time using one of the following supported formats:

- **H:M:S** - Will be converted to standard time adding either AM or PM
- **HH:MM:SS AM**
- **HH:MM:SS PM**
- **HH:MM:SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding either AM or PM
- **H.M.S** - Will be converted to standard time adding either AM or PM
- **HH.MM.SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding AM or PM
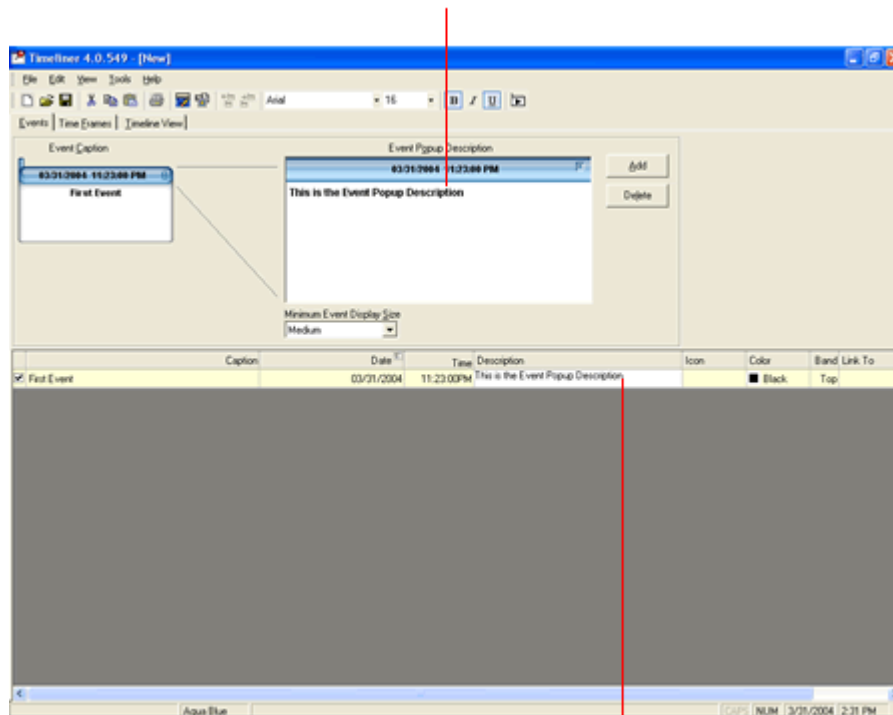
Adding Event Popup Descriptions

Event Popup Description are optional. The event popup description can then be viewed in presentation mode by clicking the small paper clip icon located on the right side of the event title bar.

To add an Event Popup Description:

1. Double click in the Description field
2. Enter the description and press **[Enter]**
3. The Description will appear Event Popup Description preview window


The Description will Appear in the Event Popup Description Preview

Description Field

Setting Event Popup Description Text Font and Font Size

The events popup description text font and font size can be set, this setting is a global setting for all the event popup description text

1. Click on the Event Popup Description Preview, a blue box will appear to show it is active

Click on the Event Popup Description Preview
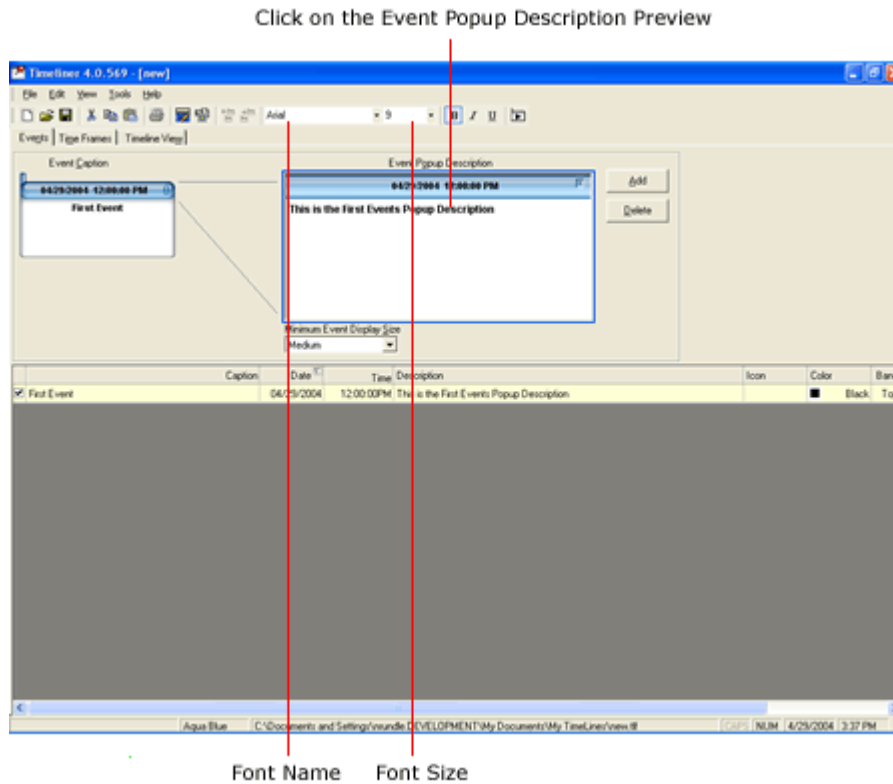
Font Name   Font Size

2. Set the Font Name
3. Set the Font Size

Adding an Identity Icon to an Event

Icons are optional and can be used as visual aid to identify the event. The icon appears on the bottom left side of the event.

To add and Icon to an Event:

1. Double click in Icon field
2. Click the ▽ located on the right side of the Icon field.
3. Select an icon from the dropdown list

The Icon Appears Here

Icon Field
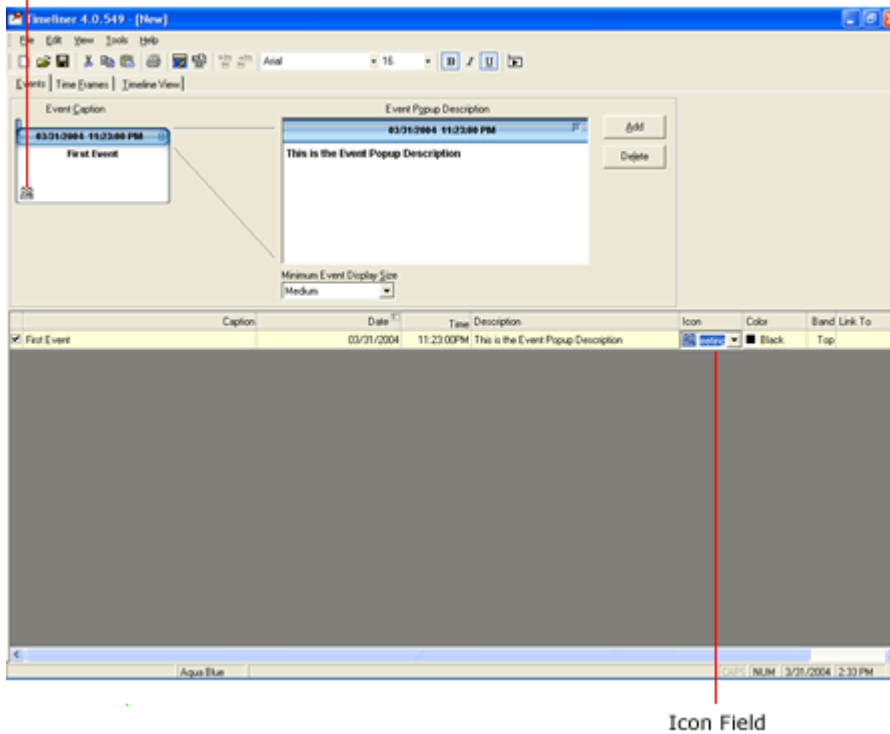
Setting Event Text Font Colors

By default the event caption text font color is set to black when created. The color can be changed and used to color code and emphasize particular events. Colored fonts are placed on a white background.

To check that setting the color will be applied to the text:

1. Select **Preferences** from the View Menu
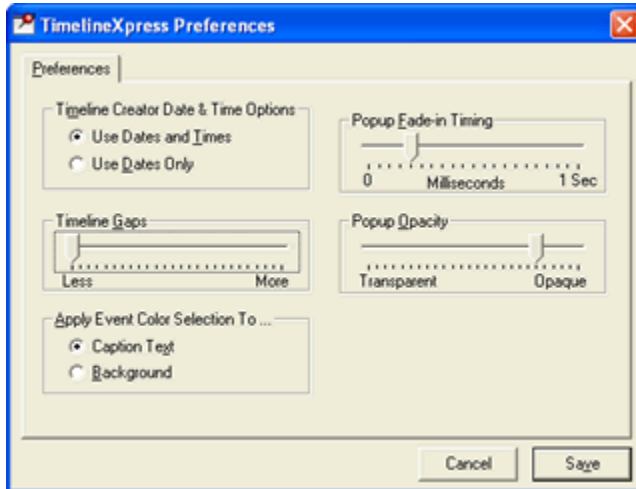
2. Select the **Caption Text** from the **Apply Event Color Selection To...** Options
3. Click **[Save]**

To set the font color:

1. Double click in Color field
2. Click the ▽ located on the right side of the color field.
3. Select a font color for the event caption from the dropdown list

Colored Font Event Caption
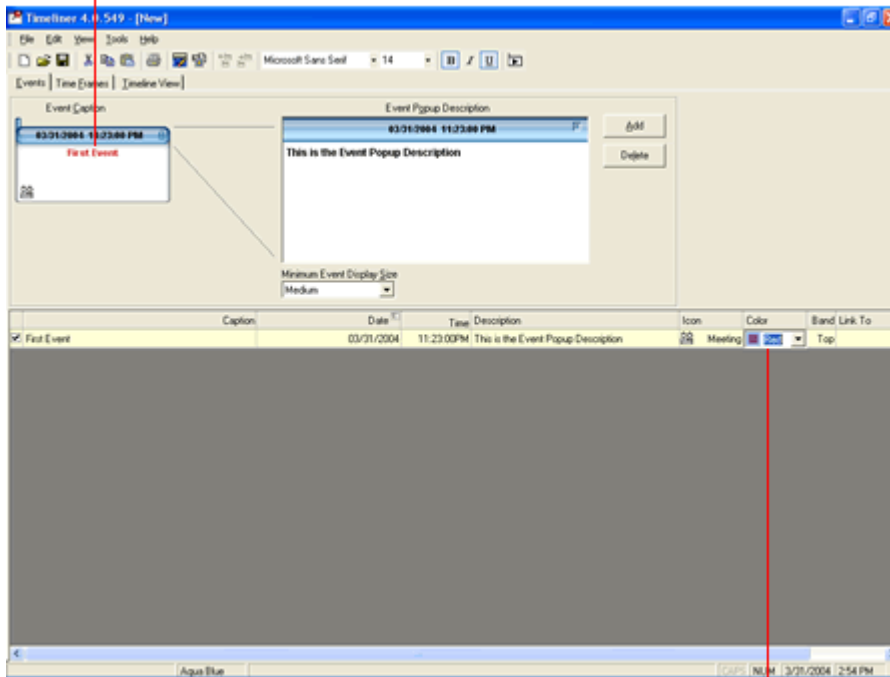
Color Field

## Setting Event Background Contrast Colors

By default the event caption background color is set to white when created. The color can be changed and used to color code and emphasize particular events. White fonts are placed on colored backgrounds.

To check that setting the color will be applied to the background

1. Select **Preferences** from the View Menu
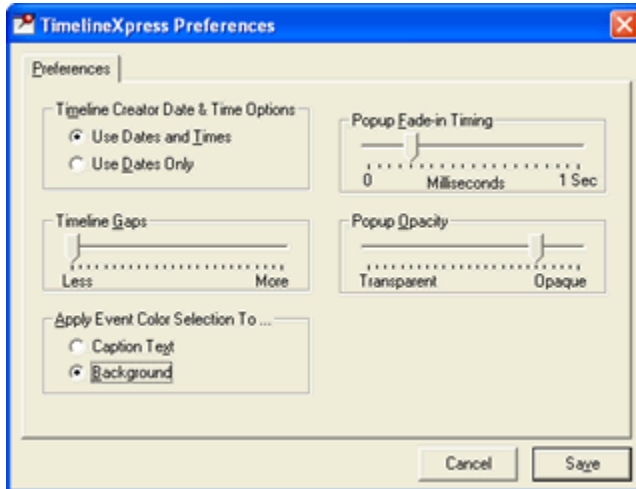
2. Select the **Background** from the **Apply Event Color Selection To...** Option
3. Click **[Save]**

To set background contrast color:

1. Double click in Color field
2. Click the ▽ located on the right side of the color field.
3. Select a background color for the event caption from the dropdown list

Colored Event Caption Background
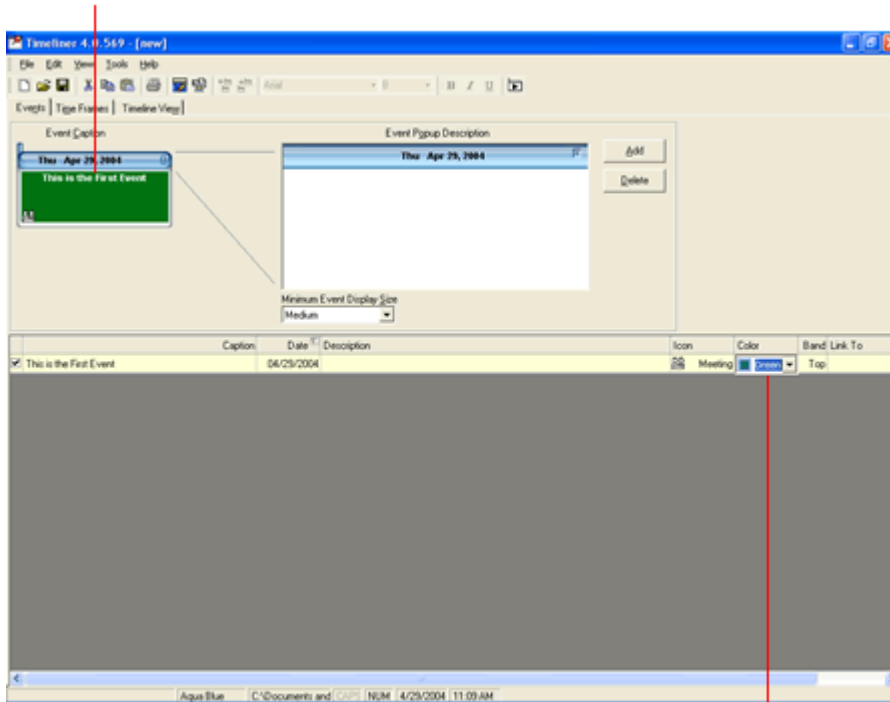
Color Field

Set the Band

The event can appear either on a top or bottom band. By default top band is selected, if bottom band is selected, the chronological time line moves to the middle and time events are displayed on either side:

1. Double click in Band field
2. Click the ▽ located on the right side of the Band field.
3. Select Top or Bottom from the dropdown list
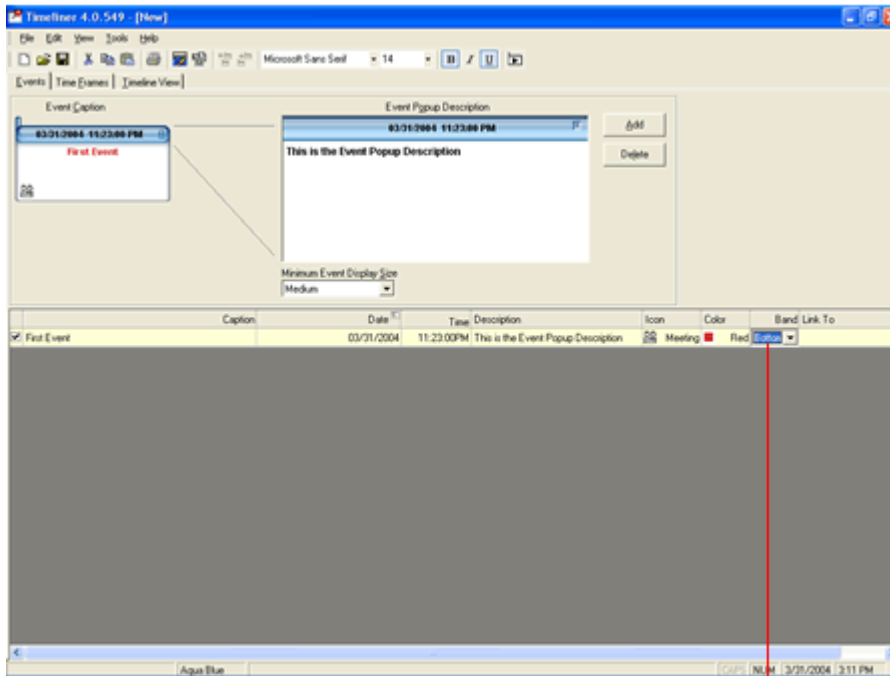
Band Field

Adding Link to Events

Exhibits can Linked to events and then managed using the Event Exhibits Manager
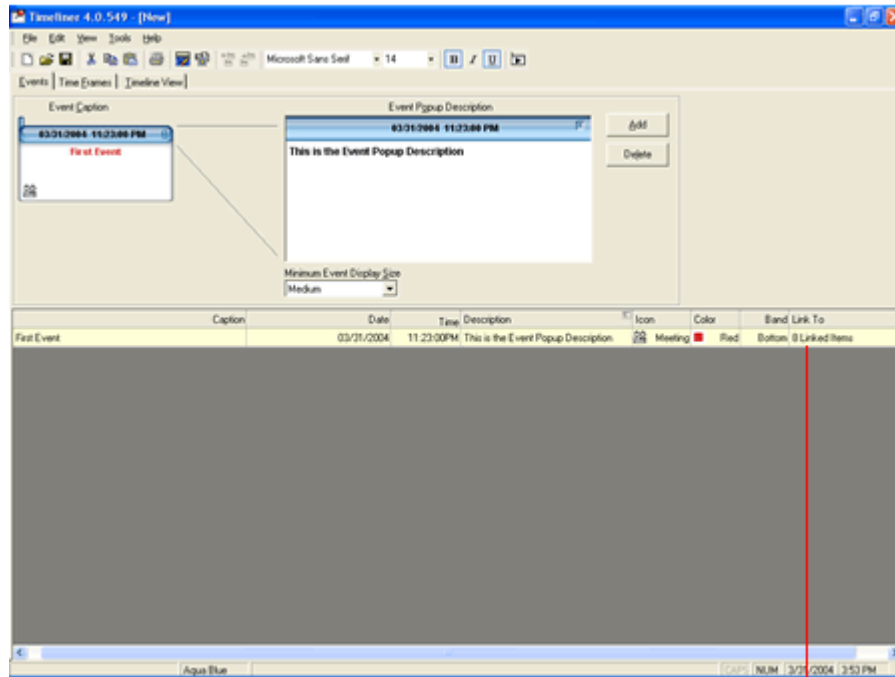
Link To Field

1. Double click in Link To field
2. Click the [icon] located on the right side of the Link To field to open the Event Exhibits Manager.

3. Exhibits can be added to each event, using the **[Add]** button, or Drag-drop method from Windows Explorer
4. Click **[Close]** when finished.

    A full detailed explanation of the Event Exhibits Manager can be found under
    Exhibits Manager

Hide Events without Deleting

When a new Event is created, by default it is tagged as visible.

To hide an Event(s) when in Timeline View or Presentation mode without deleting, uncheck the box located on the left of the Event Caption Field

Show/Hide Event Check Box(s)
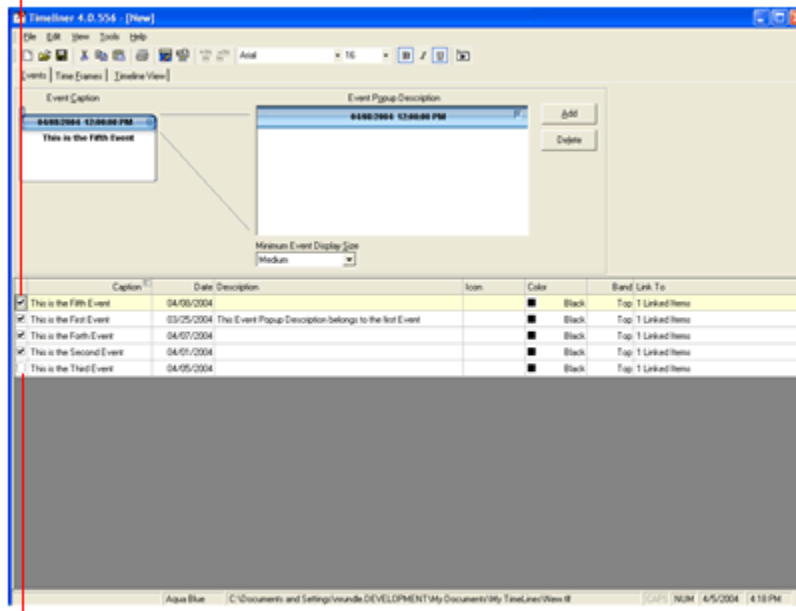
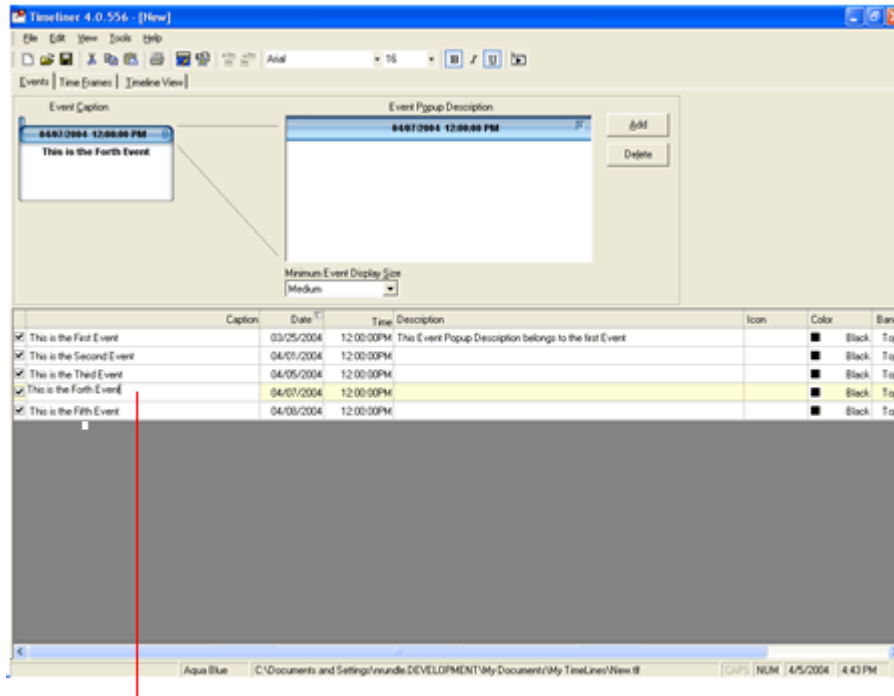Uncheck Box(s) to Hide Event When in Timeline View or Presentation Mode

Note:
To show the Event after hiding, recheck the Show/Hide Event Checkbox

Editing Events

1. Select **Events** from the View Menu or click on the **Events** tab

Edit Selected Event Field

2. Select the Event field that is to be edited
3. Edit the Field
4. Click anywhere outside of the edited field, the Edit will be applied.
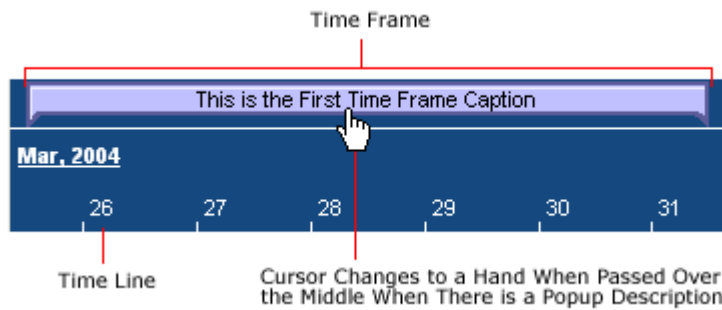
Delete Events

1. Select **Events** from the View Menu or click on the **Events** tab
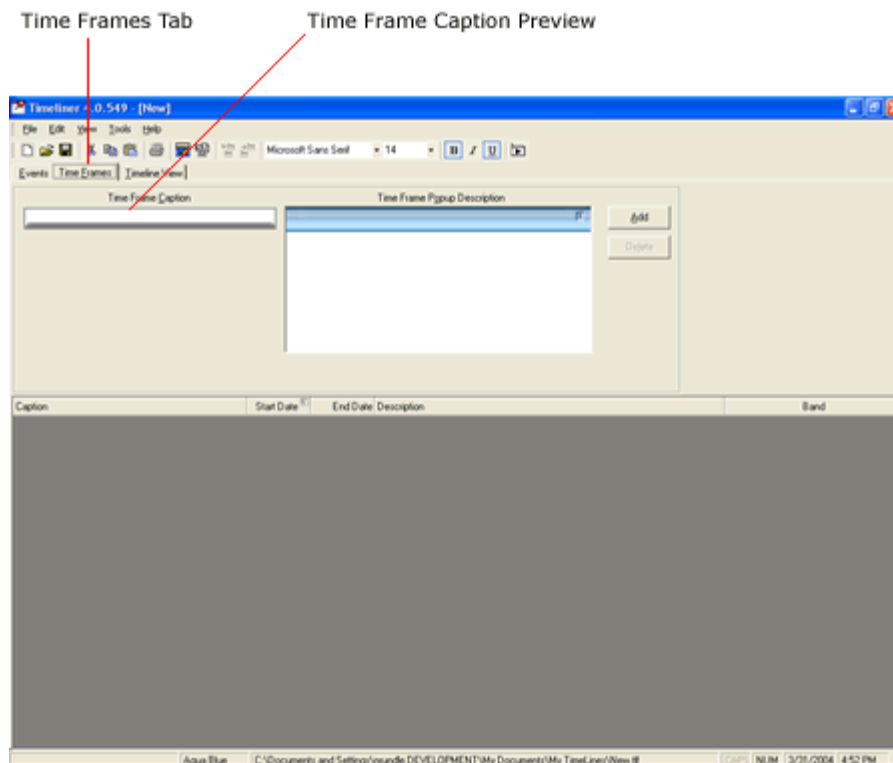2. Select the Event(s) from the Event List
3. Click the **[Delete]** button
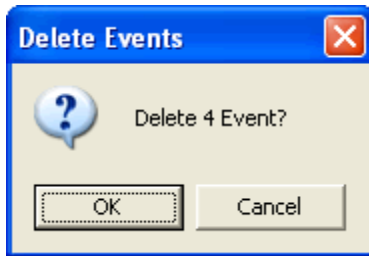
4. Click **[Ok]** to delete the events

Time Frames

Create a New Time Frame and Add the Time Frame Caption

1. Select **Time Frames** from the View Menu or click on the **Time Frames** tab

2. Set the Font Name and Font Size
3. Click the **[Add]** button to add a new Time Frame to the Time Frame list

4. The Caption field for the new Time Frame will become active, ready for the Time Frame caption to be entered:
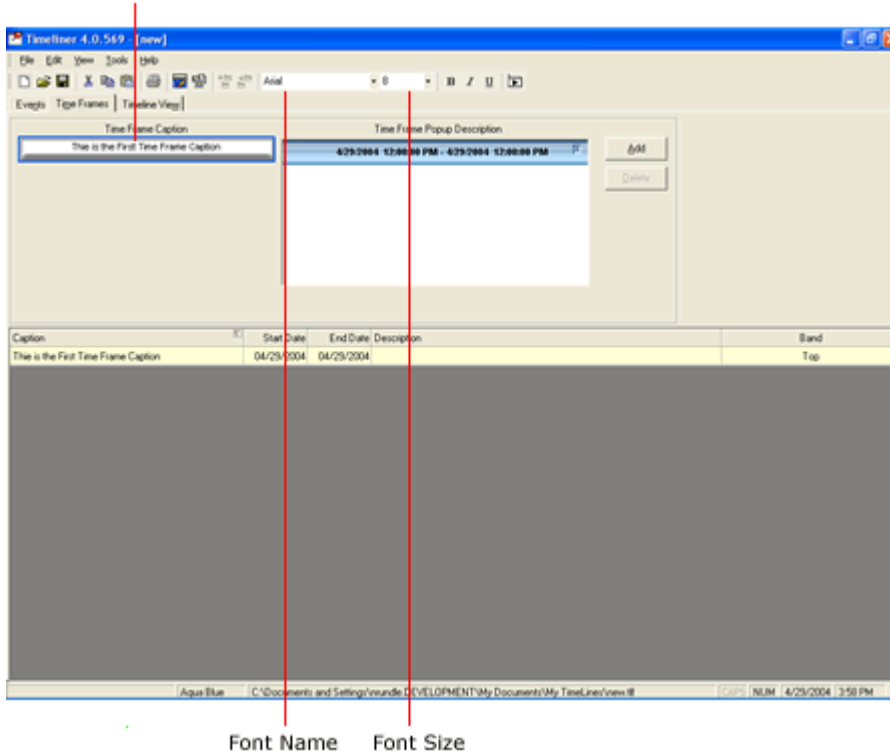

Time Frame Caption Field
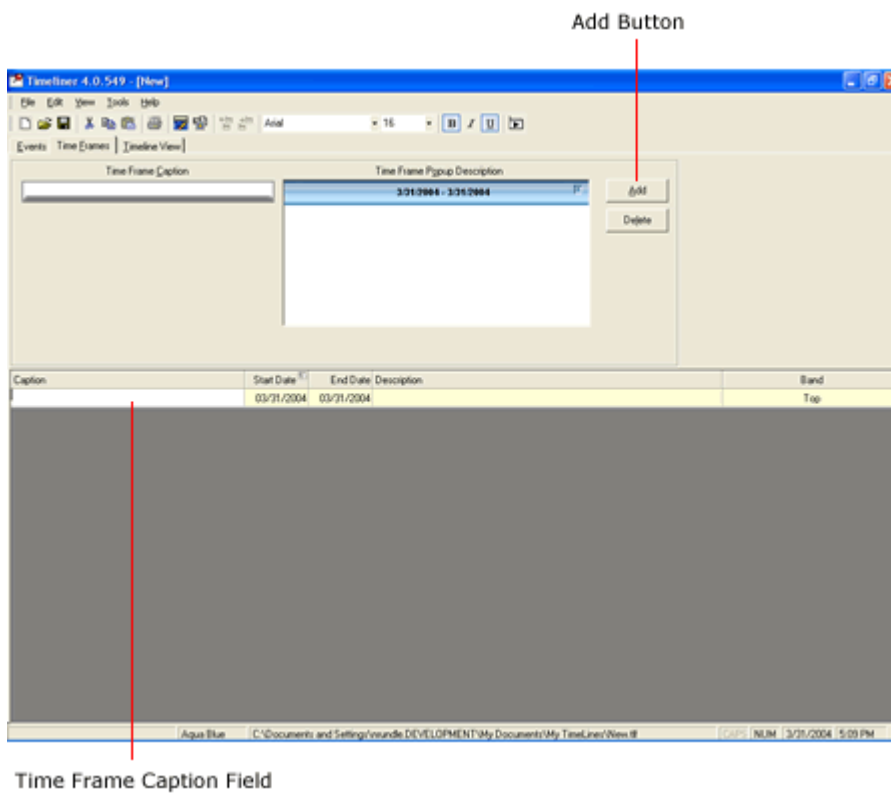
5. Enter the caption event and press **[Enter]**

Setting Time Frame Caption Text Font and Font Size

The time frame caption text font and font size can be set, this setting is a global setting for all the event captions text

1. Click on the Time Frame Preview, a blue box will appear to show it is active

Click on the Time Frame Caption Preview


Font Name   Font Size

2. Set the Font Name
3. Set the Font Size

Setting the Start Date

A Start Date can be entered either by using the Date Picker or by typing a date into the Start Date field.

To enter a Start Date using the Date Picker:

1. Double click anywhere on the Start Date field
2. Click the ▽ located on the right side of the Start Date field
3. Use the Date Picker to select a Start Date for the Time Frame

Text Appears in the Time Frame Caption Preview

Date Picker   Click to Open Date Picker
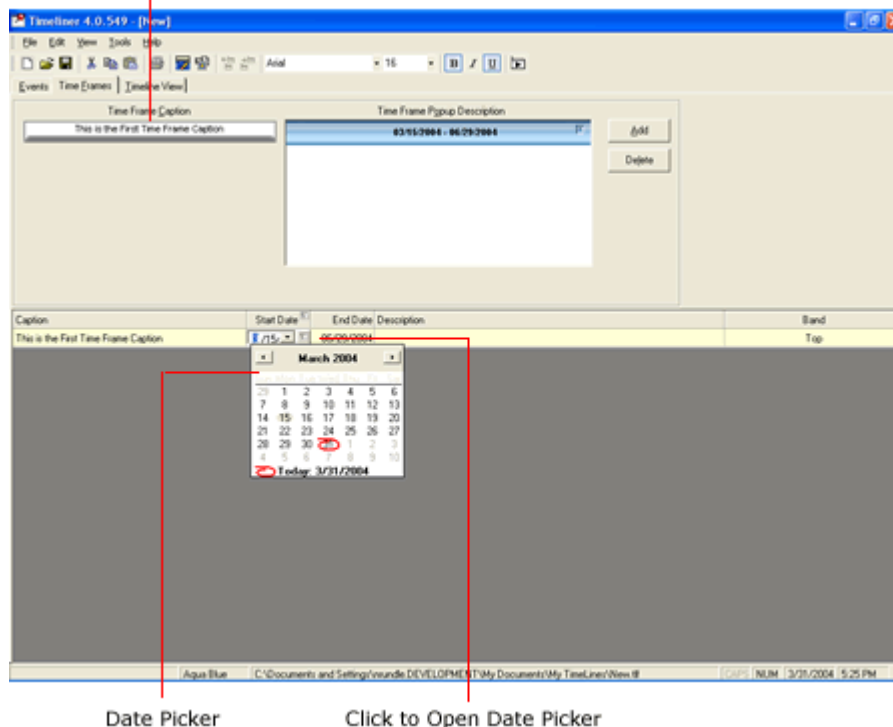
When typing a Start Date, double click on the Start Date field and enter a date using one of the following supported formats:

- **MM/DD/YYYY** format
- **MM/DD/YY** format. The year for the date will be translated to this century
- **?** wild card. The wild card can be used to replace unknown day and/or month of the Time Frame Start Date. The wild card will assume the middle day of the month, or the middle month of the year:
  - ??/03/2004 would become 06/03/2004
  - 06/??/2004 would become 06/06/2004
- Yearly Seasons
  - **Spring** [March to May]. Entering the keyword Spring and the year will place the Time Frame Start Date in the middle day of April for that year
  - **Summer** [June to August]. Entering the keyword Summer and the year will place the Time Frame Start Date in the middle day of July for that year

- **Fall** [September to November]. Entering the keyword Fall and the year will place the Time Frame Start Date in the middle day of October for that year
- **Winter** [December to February]. Entering the keyword Winter and the year will place the Time Frame Start Date in the middle day of January for that year
- Month segments
  - **Early** Entering the keyword Early and the month will place the Time Frame Start Date on the 5th day of the specified month
  - **Mid** Entering the keyword Mid and the month will place the Time Frame Start Date on the 15th day of the specified month
  - **Late** Entering the keyword Late and the month will place the Time Frame Start Date on the 25th day of the specified month
- Yearly Quarters
  - **1st Quarter** [January to March]. Entering the keywords 1st Quarter and the year will place the Time Frame Start Date in the middle day of February for that year
  - **2nd Quarter** [April to June]. Entering the keywords 2nd Quarter and the year will place the Time Frame Start Date in the middle day of May for that year
  - **3rd Quarter** [July to September]. Entering the keywords 3rd Quarter and the year will place the Time Frame Start Date in the middle day of August for that year
  - **4th Quarter** [October to December]. Entering the keywords 4th Quarter and the year will place the Time Frame Start Date in the middle day of November for that year

Setting the End Date

An End Date can be entered either by using the Date Picker or by typing a date into the End Date field.

To enter an End Date using the Date Picker:

1. Double click anywhere on the End Date field
2. Click the ▽ located on the right side of the End Date field
3. Use the Date Picker to select an End Date for the Time Frame
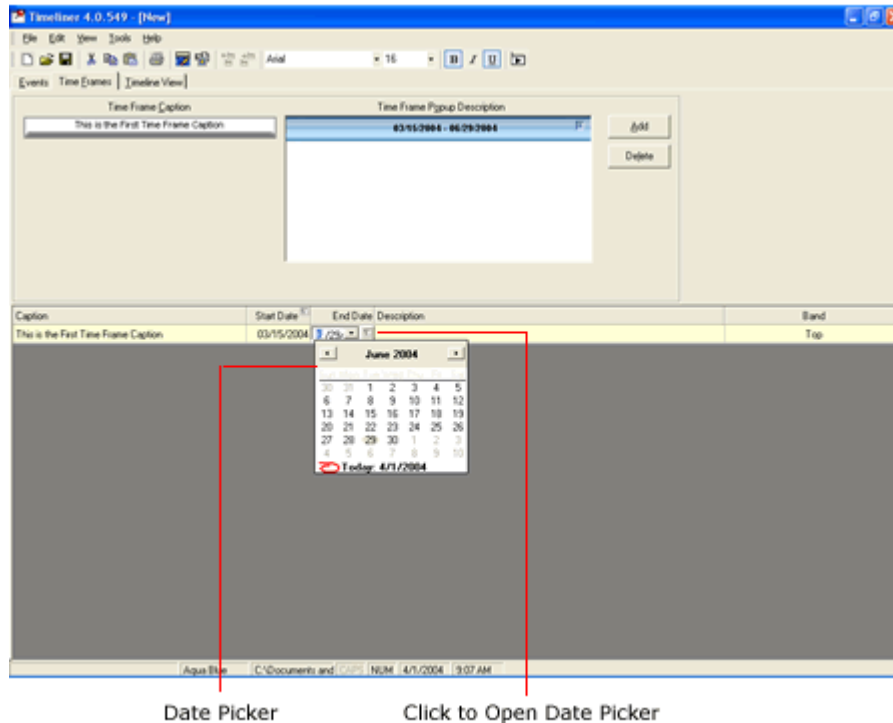
Date Picker   Click to Open Date Picker

When typing an End Date double click on the End Date field and enter a date using one of the following supported formats:

- **MM/DD/YYYY** format
- **MM/DD/YY** format. The year for the date will be translated to this century
- **?** wild card. The wild card can be used to replace unknown day and/or month of the Time Frame End Date. The wild card will assume the middle day of the month, or the middle month of the year:
    - ??/03/2004 would become 06/03/2004
    - 06/??/2004 would become 06/06/2004
- Yearly Seasons
    - **Spring** [March to May]. Entering the keyword Spring and the year will place the Time Frame End Date in the middle day of April for that year
    - **Summer** [June to August]. Entering the keyword Summer and the year will place the Time Frame End Date in the middle day of July for that year

- **Fall** [September to November]. Entering the keyword Fall and the year will place the Time Frame End Date in the middle day of October for that year
- **Winter** [December to February]. Entering the keyword Winter and the year will place the Time Frame End Date in the middle day of January for that year
- Month segments
  - **Early** Entering the keyword Early and the month will place the Time Frame End Date on the 5th day of the specified month
  - **Mid** Entering the keyword Mid and the month will place the Time Frame End Date on the 15th day of the specified month
  - **Late** Entering the keyword Late and the month will place the Time Frame End Date on the 25th day of the specified month
- Yearly Quarters
  - **1st Quarter** [January to March]. Entering the keywords 1st Quarter and the year will place the Time Frame End Date in the middle day of February for that year
  - **2nd Quarter** [April to June]. Entering the keywords 2nd Quarter and the year will place the Time Frame End Date in the middle day of May for that year
  - **3rd Quarter** [July to September]. Entering the keywords 3rd Quarter and the year will place the Time Frame End Date in the middle day of August for that year
  - **4th Quarter** [October to December]. Entering the keywords 4th Quarter and the year will place the Time Frame End Date in the middle day of November for that year

Setting Start Time and End Time

A Start Time and End Time can be assigned to a Time Frame Date. The **Use Dates and Times** Property must be set on the timeline preferences. This is a global property, which affects Events.

1. Select **Preferences** from the View Menu
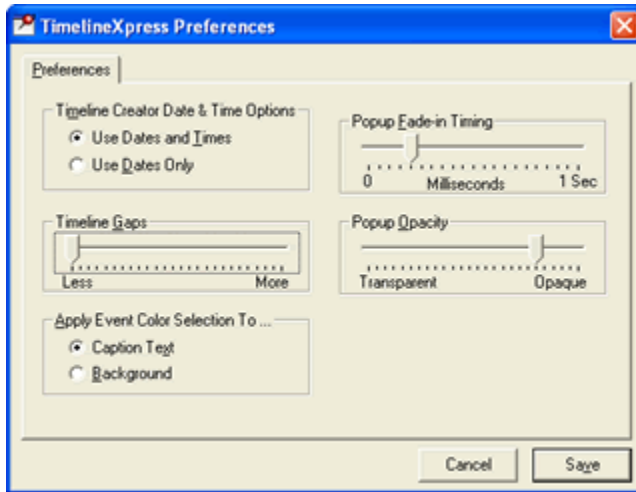
2. Select the **Use Dates and Times** from the Timeline Creator Date and Time Options
3. Click **[Save]**
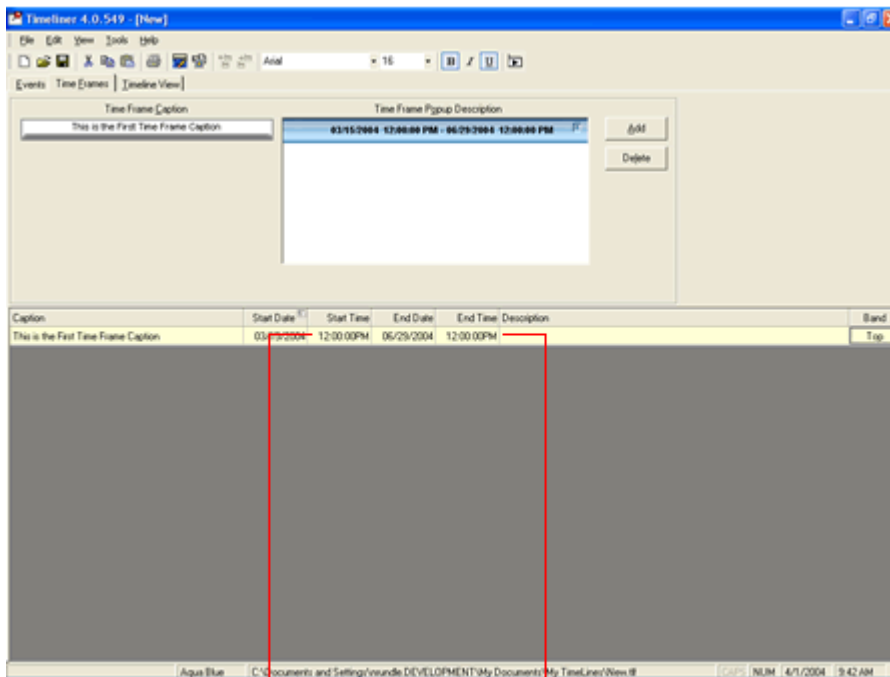
Start Time Field   End Time Field

Note:

When this option is selected the Start Time and End Time fields become visible and default time of 12:00:00PM is automatically assign to the event.

Entering a Start Time

A Start time can be entered either by using the Time Setter Tool or by typing a time into the Start Time field. Time is stored in HH:MM:SS (Hours:Minutes:Seconds) AM or PM format

To enter a Start Time using the Time Setter Tool

1. Double click anywhere on the Start Time field,
2. Click the ▽ located on the right side of the Start Time field.
3. Highlight the part of the time that is to be set (HH or MM or SS)
4. Use the up control to increase the time or the down control to decrease the time
5. Highlight the next part of the time to be set and adjust it
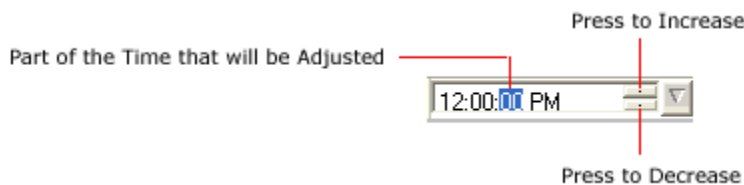
6. Press **[Enter]** to set the Time

When typing a time, double click on the Start Time field and enter a time using one of the following supported formats:

- **H:M:S** - Will be converted to standard time adding either AM or PM
- **HH:MM:SS AM**
- **HH:MM:SS PM**
- **HH:MM:SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding either AM or PM
- **H.M.S** - Will be converted to standard time adding either AM or PM
- **HH.MM.SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding AM or PM

Entering an End Time

An End Time can be entered either by using the Time Setter Tool or by typing a time into the End Time field. Time is stored in hh:mm:ss (Hours:Minutes:Seconds) AM or PM format

To enter an End Time using the Time Setter Tool

1. Double click anywhere on the End Time field,
2. Click the ▽ located on the right side of the End Time field.
3. Highlight the part of the time that is to be set (hh or mm or ss)

4. Use the up control to increase the time or the down control to decrease the time
5. Highlight the next part of the time to be set and adjust it

6. Press **[Enter]** to set the Time

When typing a time, double click on the End Time field and enter a time using one of the following supported formats:

- H**:M:S** - Will be converted to standard time adding either AM or PM
- **HH:MM:SS AM**
- **HH:MM:SS PM**
- **HH:MM:SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding either AM or PM
- **H.M.S** - Will be converted to standard time adding either AM or PM
- **HH.MM.SS** - Where the hours can be entered under the 24 hour clock format and will be converted to standard time adding AM or PM

Adding Time Frame Popup Description

Time Frame Popup Description are optional. The Time Frame Popup Description can then be viewed in presentation mode by clicking the middle of the Time Frame bar

To add a Time Frame Popup Description:

1. Double click in the Description field
2. Enter the description and press **[Enter]**
3. The Description will appear Time Frame Popup Description preview window

The Description will Appear in the Time Frame Popup Description Preview
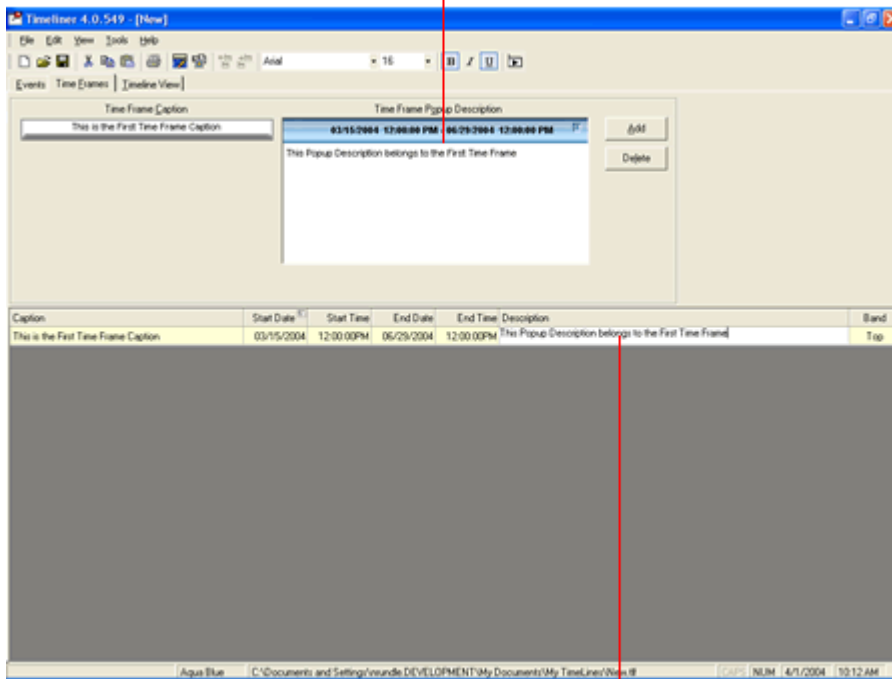
Description Field

Setting Time Frame Popup Description Text Font and Font Size

The time Frame popup description text font and font size can be set, this setting is a global setting for all the event popup description text

1. Click on the Time Frame Description Preview, a blue box will appear to show it is active

Click on the Time Frame Popup Description Preview
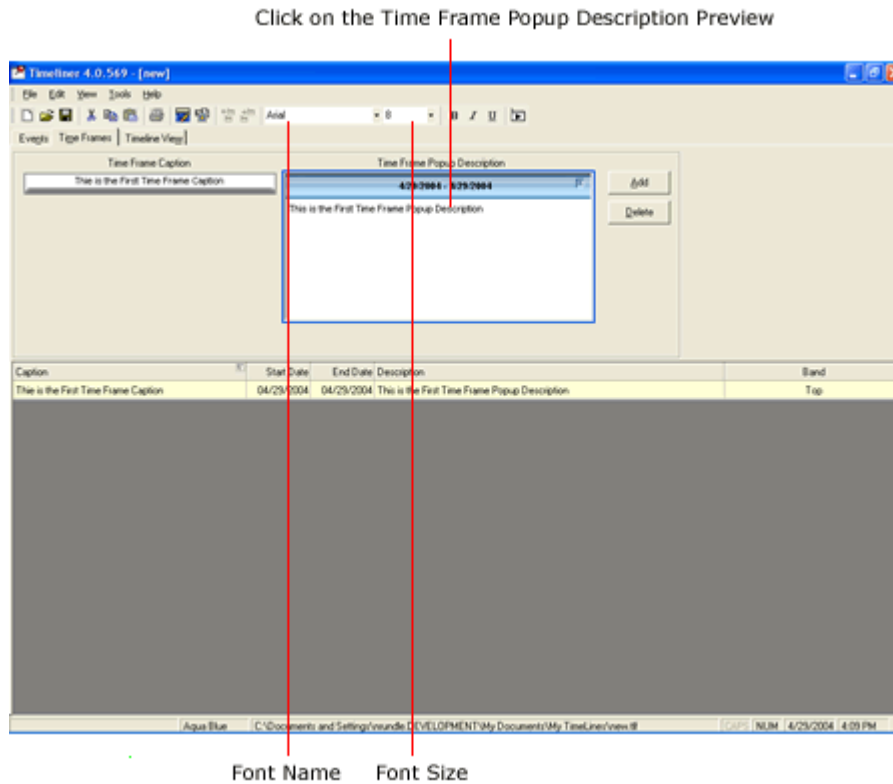
Font Name   Font Size

2. Set the Font Name
3. Set the Font Size

Set the Band

The Time Frame can appear either on a top or bottom band. By default top band is selected.

1. Double click in Band field
2. Click the [ ] located on the right side of the Band field.
3. Select Top or Bottom from the dropdown list
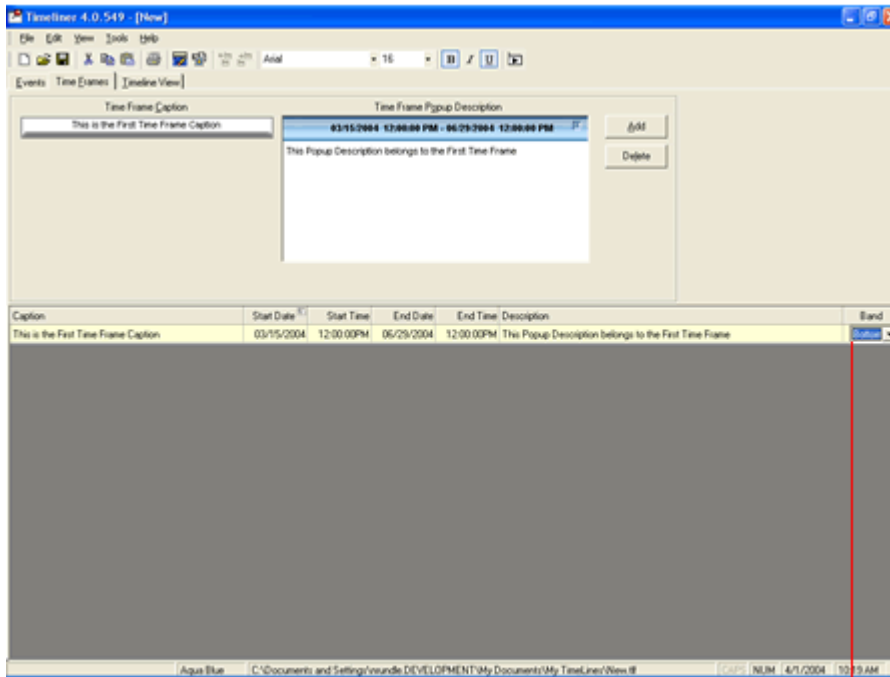
Band Field

Editing Time Frames

1. Select **Time Frames** from the View Menu or click on the **Time Frames** tab
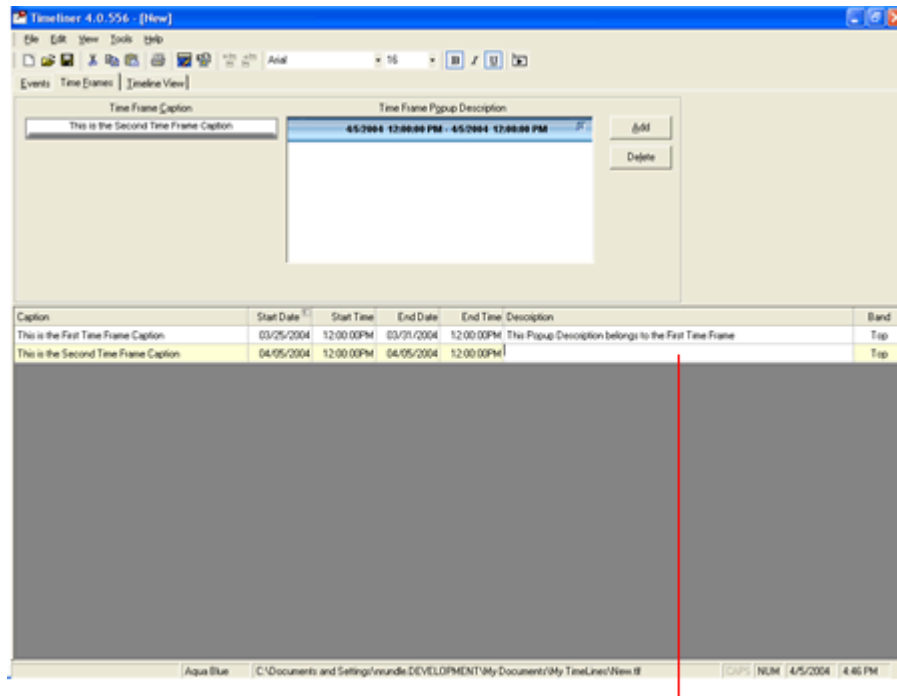
Edit Selected Time Frame Field

2. Select the Time Frame field that is to be edited
3. Edit the Field
4. Click anywhere outside the edited field, the Edit will be applied.

Deleting Time Frames

1. Select **Time Frames** from the View Menu or click on the **Time Frames** tab
2. Select the **Time Frames(s)** from the Time Frames List
3. Click the **[Delete]** button
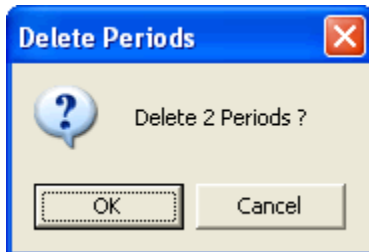
4. Click **[Ok]** to delete the events

Timeline View

The Timeline View is extremely feature rich interactive view of a timeline, which includes:
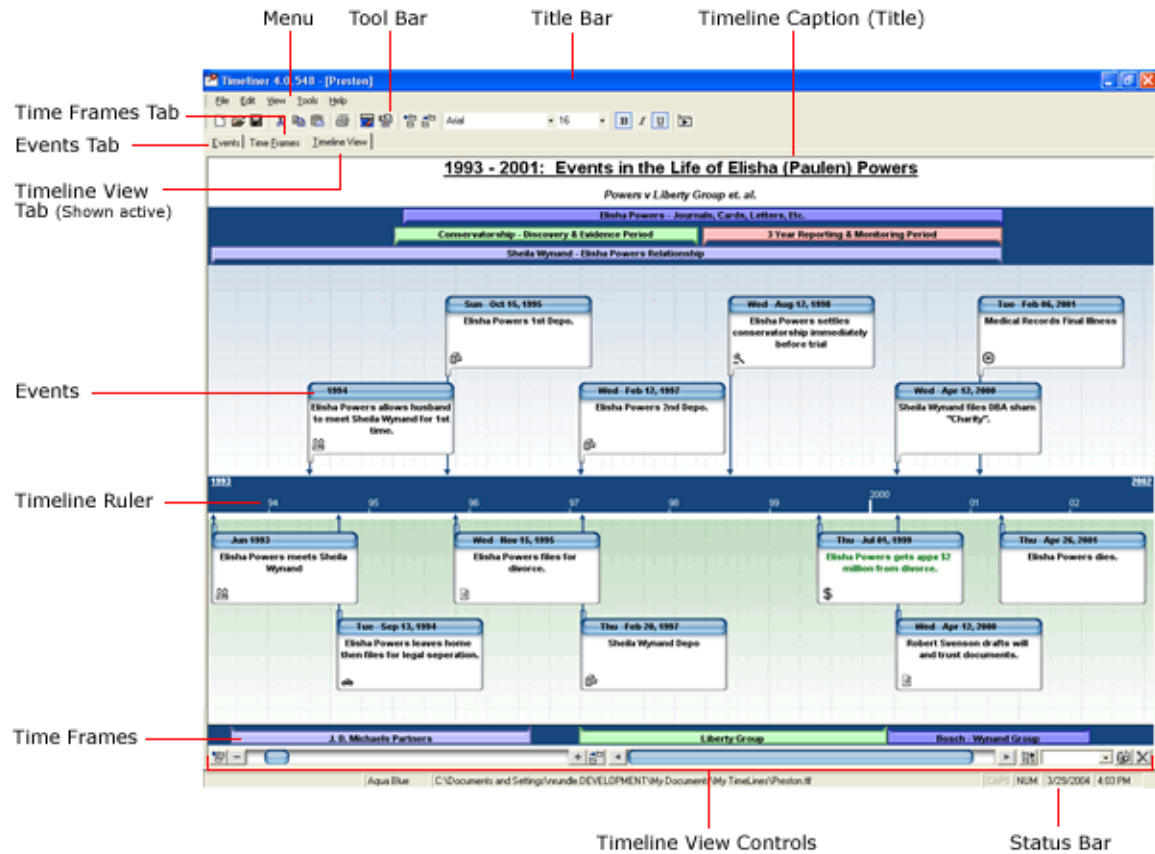
Adjusting the Time Scale

1. Place the mouse anywhere on the Timeline Ruler.
2. Hold the Left Mouse button down and drag side-ways to Zoom In on period of Timeline Ruler.
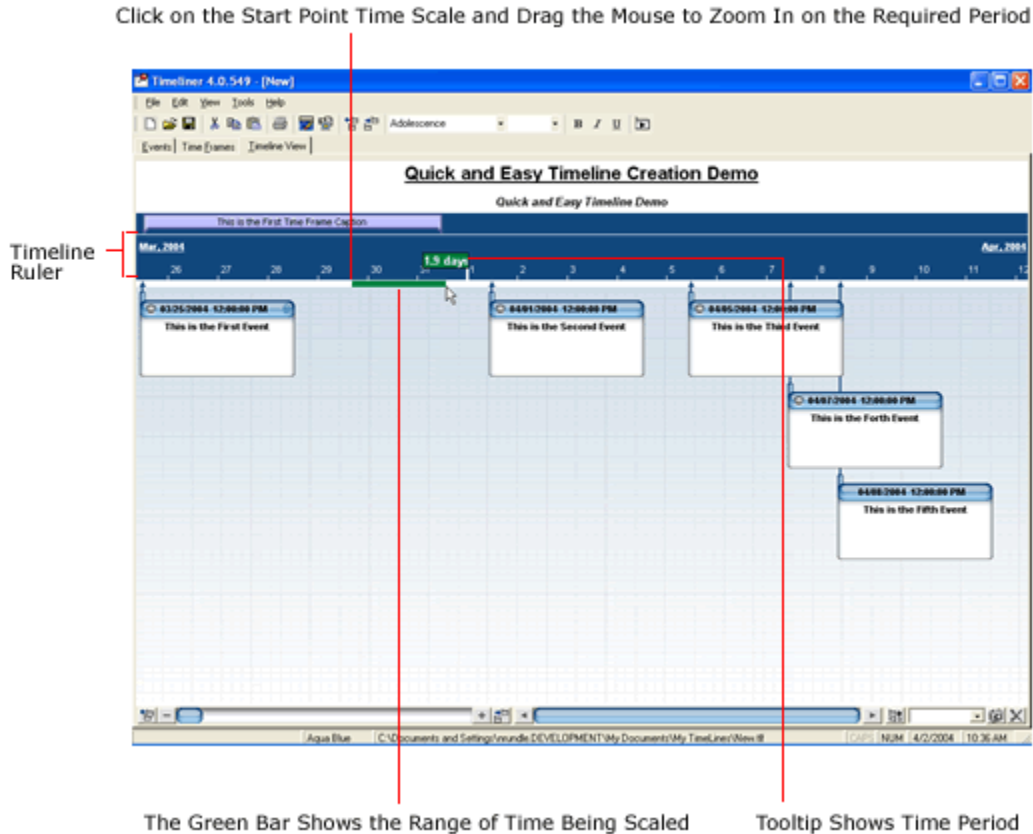
3. Once the Time Scale Range has been reached, release the mouse button.
4. Depending on the number of Events and whether or not a Time was set, the events will become more spread out. Use the Pan controls or the mouse to scroll along the time line to view the Events.

Scaling Out

To Scale out again either use the ⬜ button or the ⬭ slider located on the viewer controls.

Resetting to its Original Time Scale

Double clicking the left mouse button anywhere on the timeline will restore the entire timeline to its original state before any events were moved.

Panning Timelines

To pan back and forth to see events that are spaced out along the timeline that may span multiple pages, use one of these methods:

- Hold the Left mouse button down on the timeline and drag to move back and forth along the timeline.
- Use the Pan Back, Pan Forward and the Pan slider bar to move back and forth along the timeline.
- Right click on the timeline and select **Pan to Left End** or **Pan to Right End** from the context menu to move to either end of the timeline

Moving Events to a New Position on the Timeline

1. Clicking the left mouse button in the middle of the event header

Click and Hold the Left Mouse Button Here to Move the Event
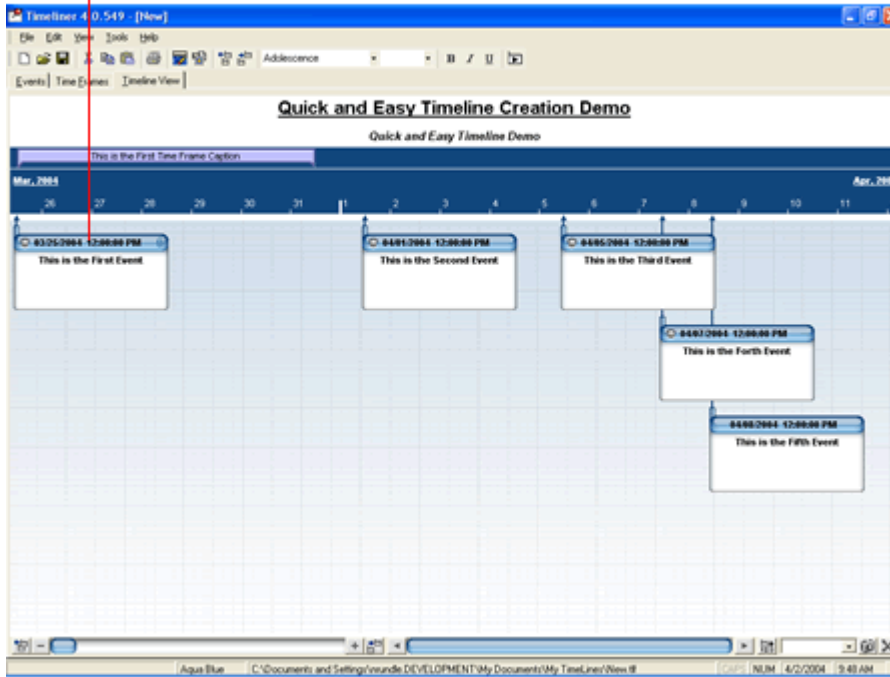
2. Drag the event to the required position

Release the Left Mouse Button Here Once the Event has Reached the New Position
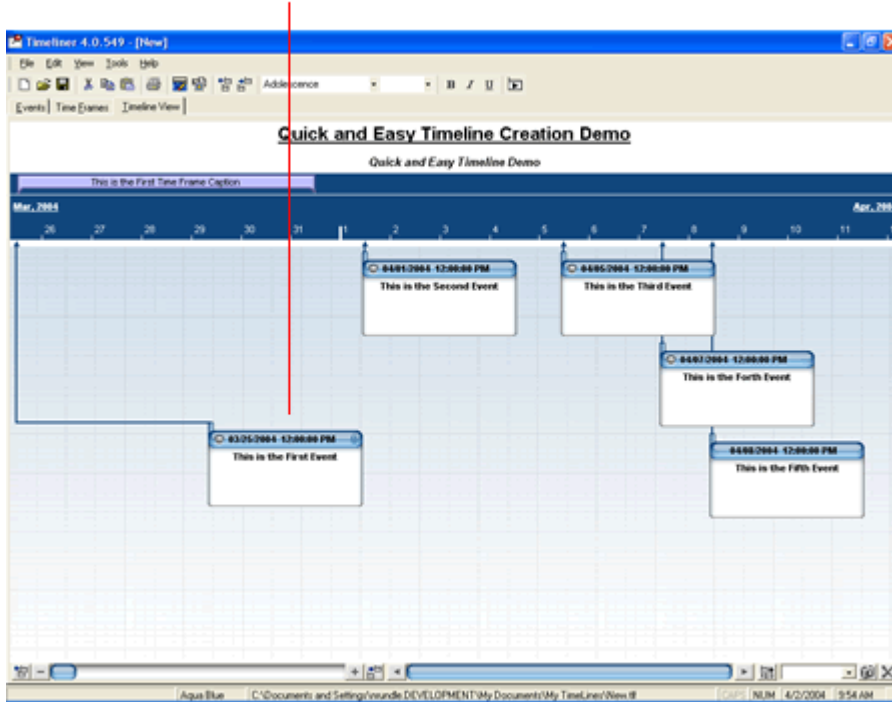
3. Release the mouse button when the event has reached its new position

Moving Events Back to Their Original Position

- Single events that have been moved can be returned to their original position by right clicking on the header.
- Double clicking the left mouse button anywhere on the timeline will restore the entire timeline to its original state before any events were moved.

Time Scale Gaps

Once a timeline is created, there may be long periods of time between events. When either viewing or printing, it may be desirable to remove the empty time periods by inserting Gaps

When a Gap is Present, clicking anywhere in the middle of it reveals the Start and End dates:

Clicking on a Gap Reveals the Start and End Date Range

Thu Apr 01, 2004   to   Mon Apr 05, 2004

Time Scale
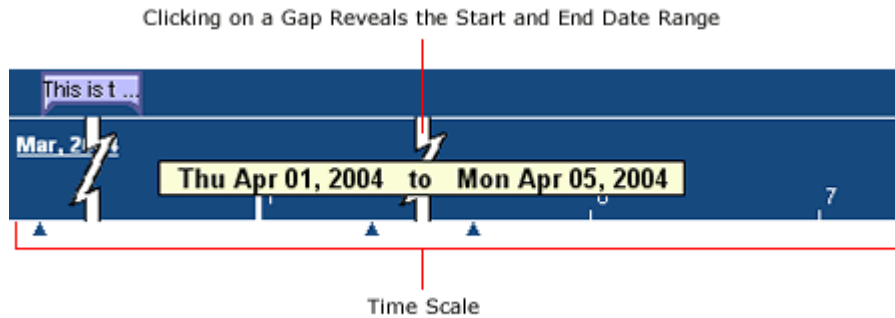
Inserting Gaps

1. Select **Preferences** from the View Menu

Increase the Number of "Gaps" by Sliding Towards the More End
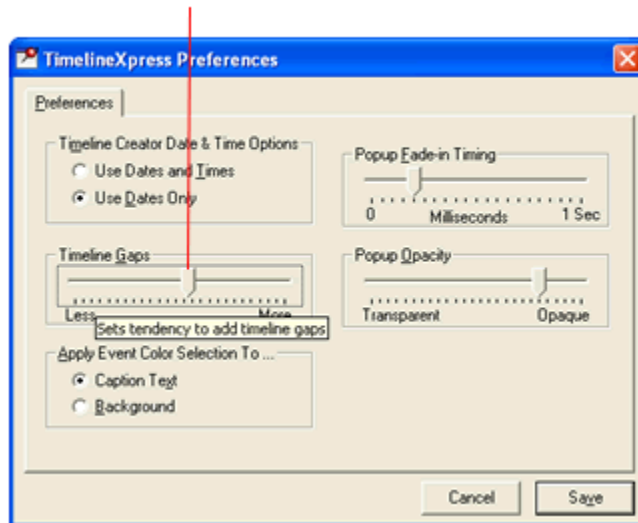
2. Adjust the Timeline Gaps by moving the slider. Moving the slider up towards the **more** will increase the number of Gaps that will be calculated onto the timeline view

Time Scale Gaps
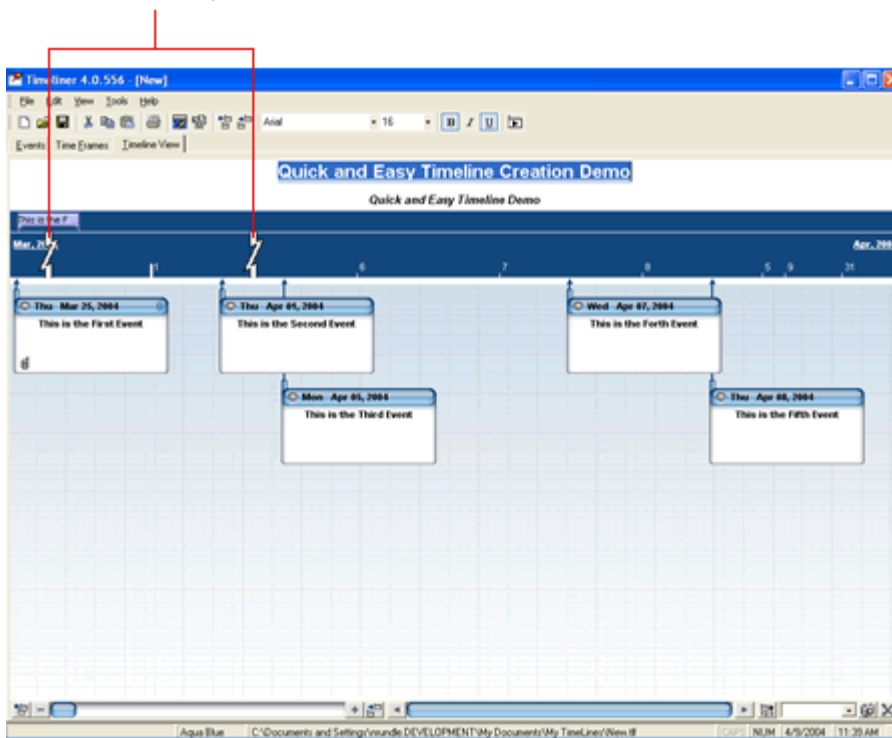
Removing Gaps

1. Select **Preferences** from the View Menu

Decrease the Number of "Gaps" by Sliding Towards the Less End
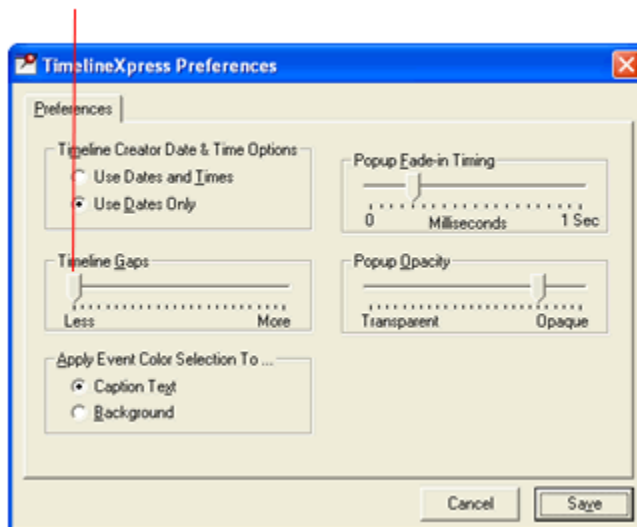
2. Adjust the Timeline Gaps by moving the slider. Moving the slider up towards the **less** will decrease the number of Gaps that will be calculated onto the timeline view
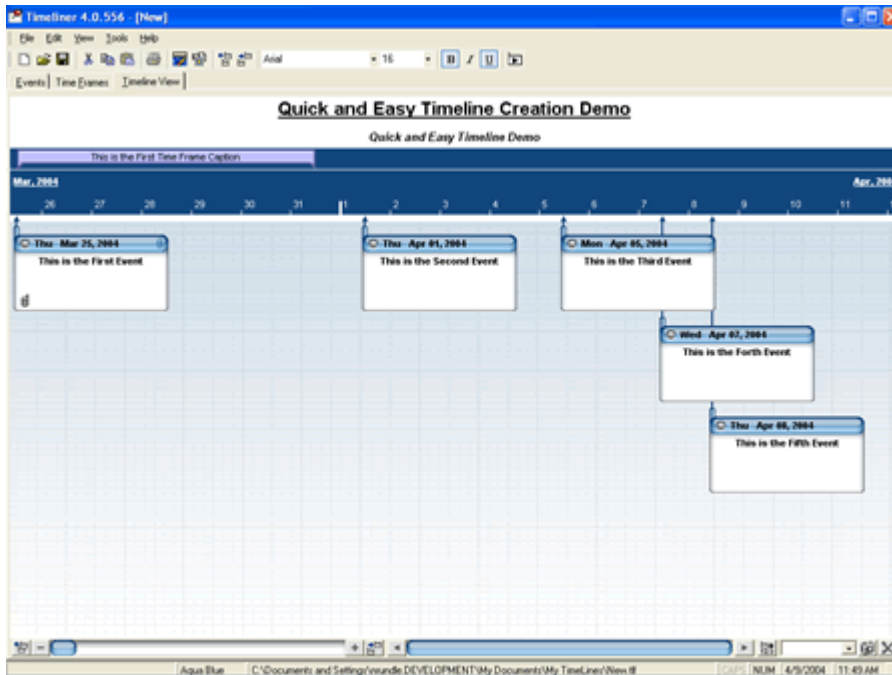
Viewing Attached Document and Photo Exhibits

Events that have linked document and photo exhibit(s) attached have an icon, such as ⬤, located on the left hand side of the Event header. To view the attached document and photo exhibits from within the Timeline View.

1. Click the icon of the event header that the exhibit(s) are to be viewed

2. The Exhibit Viewer will be Launched:
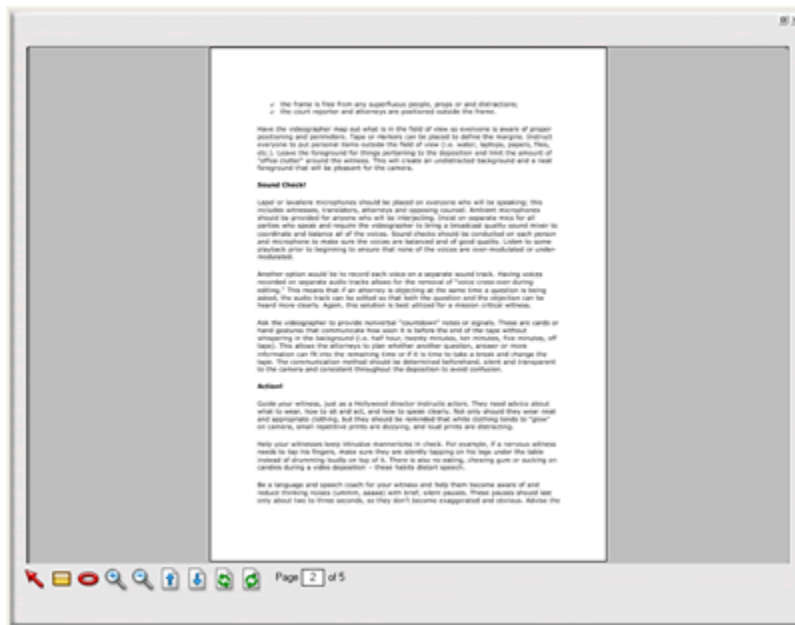
If there is more than one exhibit attached, use either the ⬆ or ⬇ buttons to scroll back and forth on the attached exhibits. Alternatively by entering the page number in the page number text field Page [1] of 11, the corresponding exhibit will be loaded into the viewer.

Viewing Attached Multimedia Exhibits

Events that have linked multimedia exhibit attached have an icon, such as ⬤,
located on the left hand side of the Event header. To view the attached multimedia
exhibit from within the Timeline View.

1. Click the icon of the event header that the exhibit are to be viewed
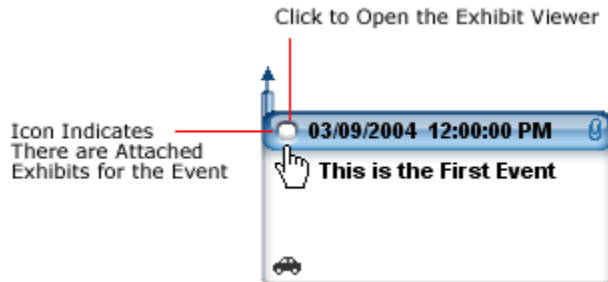
2. The Multimedia Exhibit Viewer will be Launched:

• Multimedia Viewer Controls Overview:
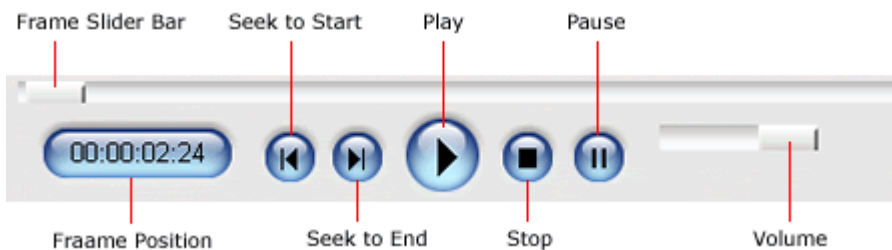
Viewing Event Popup Descriptions

The Events can have Event Popup Descriptions attached to them:

Viewing an Event Popup Description

1. Click the icon of the Event header that the Popup Description is to be viewed
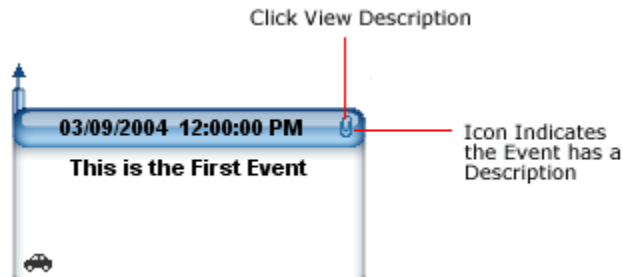
2. The Popup Description Box will be launched for that event

Moving the Popup Description Box on the Screen

It may be necessary to move the Popup Description box.

1. Click on the Event Popup Description Header and hold down either the left or right mouse button.
2. Drag the Popup Description Box to its new location
3. Release the Popup Description in its new position

Closing a Popup Description Box

Either:

*   Click the **[X]** located on the top left hand side of the Popup Description Header Box
*   Double click the center of the Popup Description Header Box

Zooming In and Out of Attached Exhibits

The View Item window has built in Zoom in and Out controls.

Opening the Attached Exhibits Viewer

1. Click the icon of the event header that the exhibit(s) are to be viewed

2. The Exhibit Viewer will be Launched:
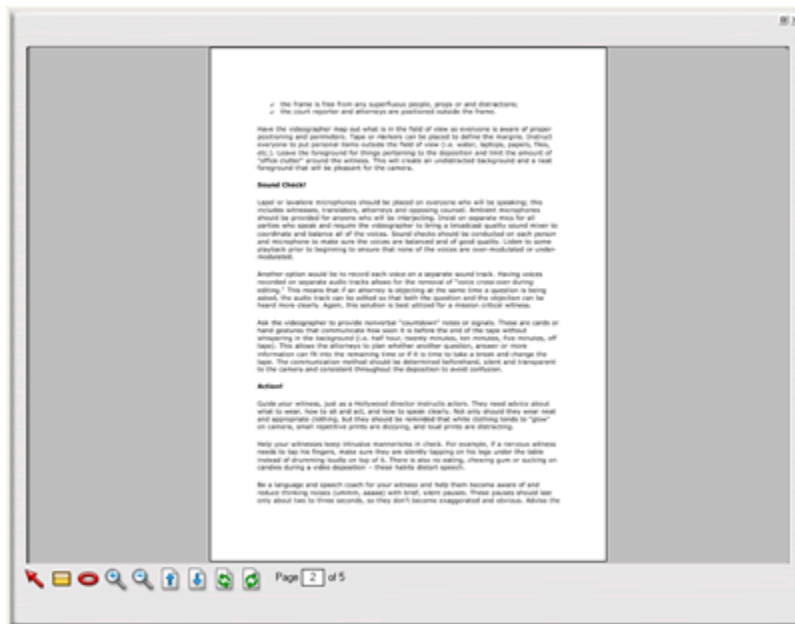
Zooming In

Either:

- Select the button and hold down until the desired Zoom has been achieved
- Hold the left Mouse button down and drag over the area of the item that is to be magnified

Zooming Out

Either:

- Select the button and hold down until the desired Zoom out has been achieved
- Double click the left Mouse button anywhere on the item and the item will be returned to its original size

Viewing Time Frame Start and End Dates

The Start and End times for a Time Frame can be viewed when in the timeline view or presentation mode:

Viewing the Start Date

1. Click and hold the left mouse button down over the start of the Time Frame, the Start time will be shown

Click and Hold Down the Left Mouse Button Down at the Start of the Time Frame to View the Start Time of the Time Frame
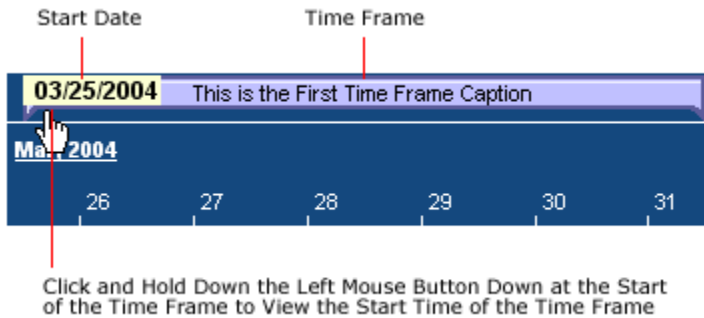
2. Release the Mouse button when finished viewing the Start Date

Viewing the End Date

1. Click and hold the left mouse button down over the End of the Time Frame, the End time will be shown

Click and Hold Down the Left Mouse Button Down at the End of the Time Frame to View the End Time of the Time Frame
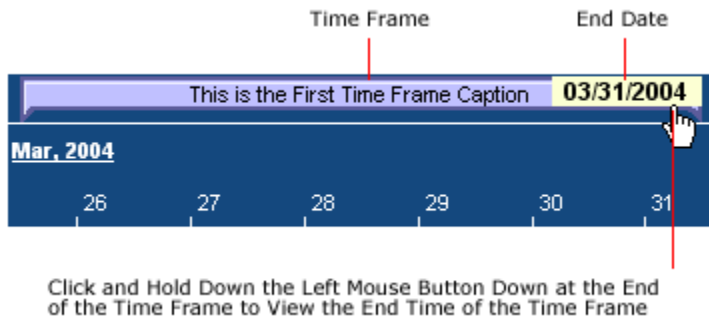
2. Release the mouse button when finished viewing the End Date

Viewing Time Frame Popup Descriptions

The Time Frames can have Event Popup Descriptions attached to them.

Viewing a Time Frame Popup Description

1. Click the right mouse button anywhere on the Time Frame
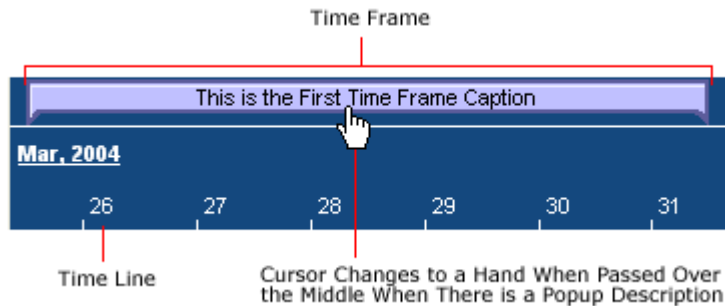
2. The Popup Description Box will be launched for that Time Frame

Moving the Popup Description Box on the Screen

It may be necessary to move the Popup Description box.

1. Click on the Time Frame Popup Description Header and hold down either the left or right mouse button.
2. Drag the Popup Description Box to its new location
3. Release the Popup Description in its new position

Closing a Popup Description Box

Either:

- Click the **[X]** located on the top left hand side of the Popup Description Header Box
- Double click the center of the Popup Description Header Box

Timeline View Controls

The Timeline View is feature rich in interactive controls:
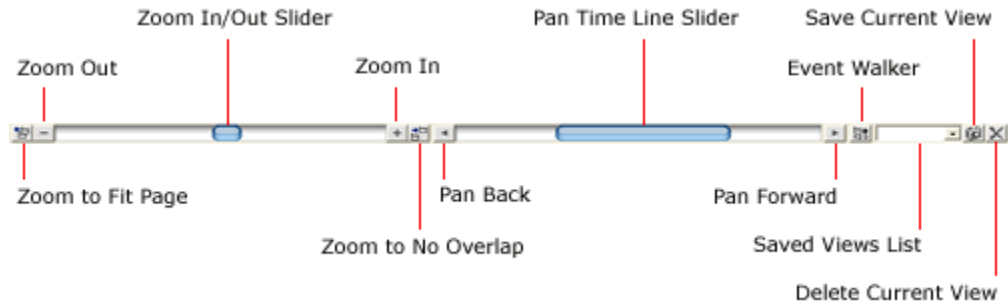
Zoom Out

- The ⬜ button will zoom out the time line scale

Zoom In

- The ⬜ button will zoom in the time line scale

Zoom In/Out Slider

- The Zoom In/Out Slider button will zoom in and out the time line scale
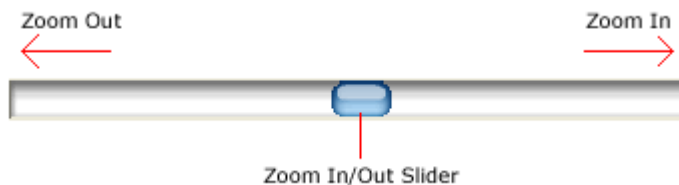
Zoom to Fit Page Button

- The 🔲 button will adjust the timeline to fit the events onto one page

Zoom to No Overlap Button

- The 🔲 button will adjust the timeline with no events overlapping

Pan Back Button

- The ◀ button pans the timeline back along the time scale

Pan Forward Button

- The ▶ button pans the timeline forward along the time scale

Pan Time Line Slider

- The Pan timeline slider moves the timeline back and forward along the time scale

Pan Back   Pan Forward

Pan Time Line Slider
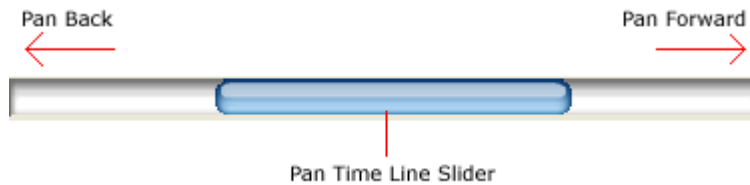
Event Walker Button

- The ⊞→ button activates Event Walker.
- Clicking the Event Walker the first time clears the all the events off the timeline
- Left mouse clicking on the Event Walker button will add an event at a time and move the Timeline to that event
- Right mouse clicking on the Event Walker button will remove an event at a time
- To restore all the events at any one time, double click anywhere on the timeline

Save This View Button

1. Click the 📷 button which is located on the right side of the Status bar

Save Timeline View

Enter the name for this saved view

OK

Cancel

View 1
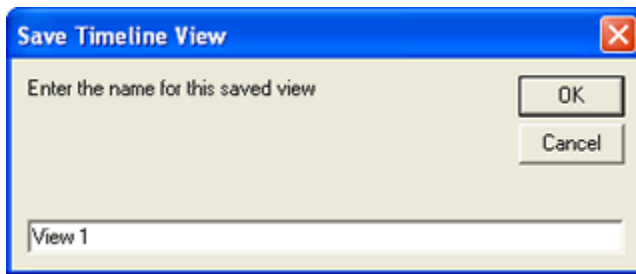
2. Enter a Name for the View
3. Click **[Ok]** to create the saved view

Saved Views List

Views that have been created can be viewed from the Saved Views list

1. Select and click on the view from the Saved Views dropdown list

J.D. Michaels Partners
View 2

2. The view will automatically be loaded when selected

Delete This View Button

Views can be deleted:

1. Select and click on the view from the Saved Views dropdown list located on the Status Bar to make it active

2. Click the button located on the right side of the Status Bar
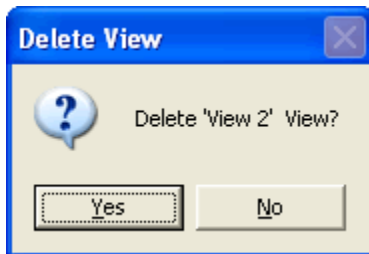
3. Click **[Yes]** to delete the selected view

Timeline Views

TimelineXpress views are snapshots of the timeline. Views can be used during presentation and can be printed

Creating Views

1. Adjust the timeline as required

2. Click the button which is located on the right side of the Status bar
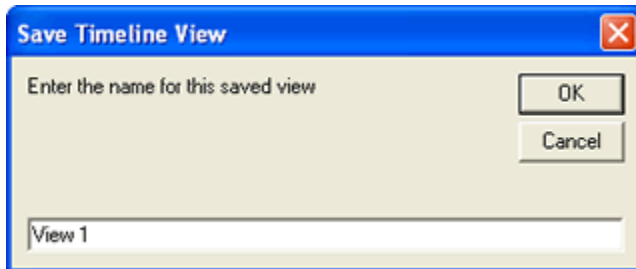
3. Enter a Name for the View
4. Click **[Ok]** to create the saved view

Loading Views

Views that have been created can be viewed

1. Select and click on the view from the Saved Views dropdown list located on the Status Bar

2. The view will automatically be loaded when selected

Deleting Views

To delete a view

1. Select and click on the view from the Saved Views dropdown list located on the Status Bar to make it active

2. Click the [X] button located on the right side of the Status Bar

3. Click **[Yes]** to delete the selected view

Events Exhibits Manager Overview

The Events Exhibits Manager allows exhibits to be attached to events

Opening the Events Exhibit Manager

- Select **Event Exhibit Manager** from the tools menu
- Click the [icon] Toolbar button
- Right Click on the timeline and select **Event Exhibit Manager** from the context menu
- Dragging an exhibit onto the **Link To** field for the event on the Event Tab
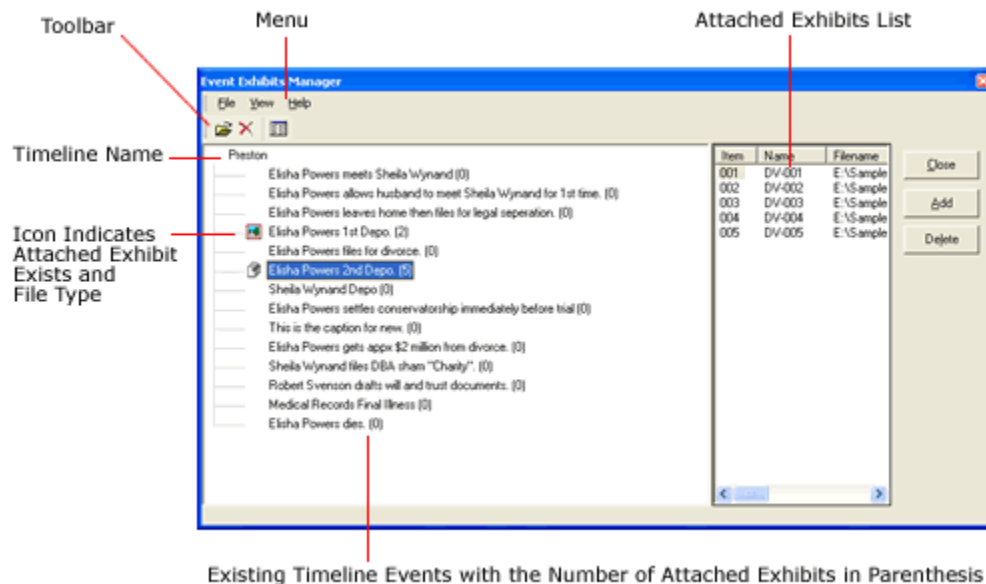
View Events Attached Exhibits as a Detailed List

The attached exhibit list can be views as detailed list.

To view the attached exhibits as a detailed list do one of the following

- Select **Detail** from the view Menu
- Enter **[F6]**
- Click the ⊞ Toolbar button and select **Detail**

View Events Attached Exhibits as Thumbnails

The attached exhibit list can be viewed as thumbnails.

To view the attached exhibits as thumbnails, do one of the following

- Select **thumbnail** from the view Menu
- Enter **[F5]**
- Click the ⊞ Toolbar button and select **thumbnail**

Add Exhibits Manually

1. Open the Event Exhibits Manager using one of these methods:

    -   Select **Event Exhibit Manager** from the tools menu

    -   Click the ![icon] Toolbar button

    -   Right Click on the timeline and select **Event Exhibit Manager** from the context menu

    -   Dragging an exhibit onto the event on the Event Tab

2. Select the event from the event list that the exhibit(s) is to be added to
3. Use one of the following methods to open the **Select file to be linked with the current event** window:

    -   Select **Add linked items** from the File menu
    -   Click the **[Add]** button

    -   Click the ![icon] Toolbar button

    -   Right click anywhere in the Event list and select **Add Files to be linked to the Current Event** from the context menu
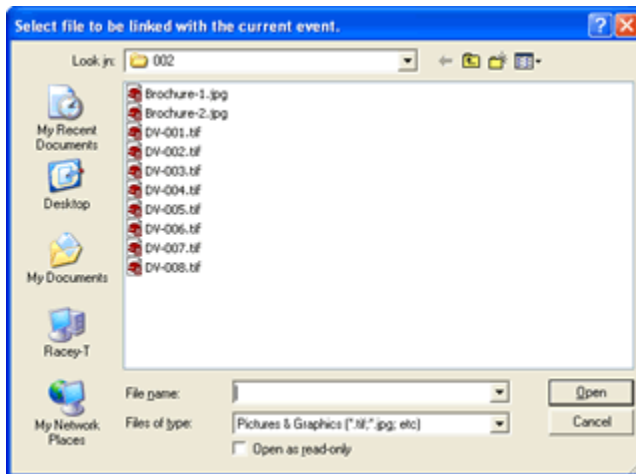
4. Navigate to the file(s)
5. Select the file(s)
6. Click **[Open]** to add the files to the Event

> Note:
> When the files are added they are given a unique Item ID

7. Verify the Exhibits have been associated correctly
8. Click **[Close]** to close the Event Exhibit Manager

9. The Events that have attached exhibits will have an icon on the left hand side of the event title bar

Icon Indicating That The Event Has Attached Exhibits

Add Exhibits Using Drag-drop Methods

Using the Windows Explorer and Event Exhibit Manager

1. Open Windows Explorer
2. Navigate to the where the files are to be attached reside and select them
3. Open the Event Exhibits Manager using one of these methods:

   - Select **Event Exhibit Manager** from the tools menu
   - Click the [icon] Toolbar button
   - Right Click on the timeline and select **Event Exhibit Manager** from the context menu

4. Drag the Exhibit(s) on the Event in the Event list that the exhibit(s) will be associated with
5. Verify the Exhibits have been associated correctly
6. Click **[Close]** to close the Event Exhibit Manager
7. The Events that have attached exhibits will have an icon on the left hand side of the event title bar

Icon Indicating That The Event Has Attached Exhibits

Wed Nov 15, 1995

Using the Drag Directly onto the Event Method

1. Open Windows Explorer
2. Navigate to the where the files are to be attached reside and select them
3. Drag the Exhibit(s) onto the Event, the Exhibit Manager will automatically open with the exhibits attached to the Event.
4. Verify the Exhibits have been associated correctly
5. Click **[Close]** to close the Event Exhibit Manager
6. The Events that have attached exhibits will have an icon on the left hand side of the event title bar

Icon Indicating That The Event Has Attached Exhibits

Wed Nov 15, 1995

Adding TrialDirector Item to Current Event

1. Open the Event Exhibits Manager using one of these methods:

   - Select **Event Exhibit Manager** from the tools menu
   - Click the Toolbar button
   - Right Click on the timeline and select **Event Exhibit Manager** from the context menu
   - Dragging an exhibit onto the event on the Event Tab

2. Select the event from the event list that the TrialDirector Item is to be added to
3. Right click anywhere and select **Link Current Event to a TrialDirector Item**
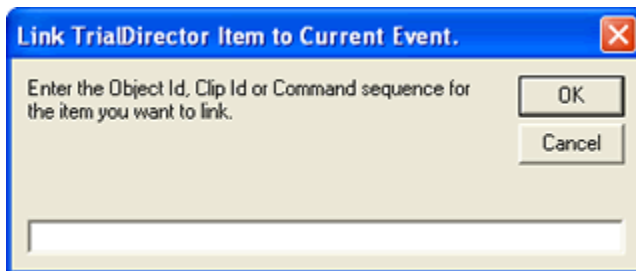
4. Type in the Object ID, Clip ID or TrialDirector command sequence
5. The Events that have attached exhibits will have an icon on the left hand side of the event title bar

Removing Attached Exhibits

1. Open the Event Exhibits Manager
2. Select the event from the event list that the exhibit(s) are attached
3. Select the exhibit(s) from the exhibit list that are to be removed
4. Select addition files that are to be removed by holding down the **[Ctrl]** key and clicking on the required file(s)
5. Select **Remove from the File** Menu, or Click the **[Delete]** button, or click the ✗ Toolbar button. The exhibits will be removed from the list

Remove linked items from this event. ⊠

❓ Remove selected items?

    [Yes]   [No]
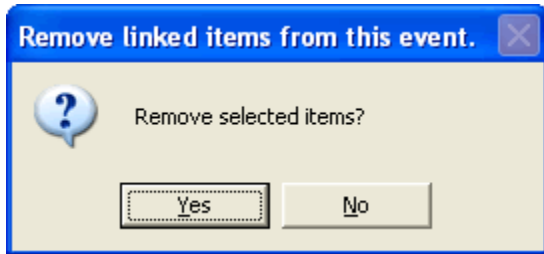
6. Click **[Yes]** to remove the Exhibits or **[No]** to cancel.

Viewing Attached Document and Photo Exhibits

To view attached exhibits from within the Events Exhibits Manager

1. Open the Event Exhibits Manager
2. Select the event from the event list
3. Select attached Exhibit from the attached exhibits list
4. Right click and select View Item from the context menu, the following window will appear
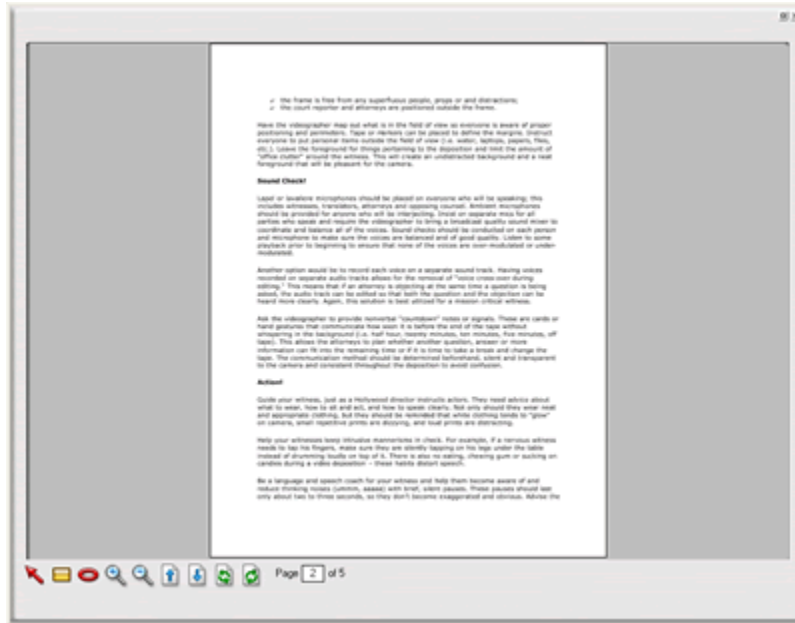
If there is more than one exhibit attached, use either the ⬆ or ⬇ buttons to scroll back and forth on the attached exhibits. Alternatively by entering the page number in the page number text field Page 1 of 11 , the corresponding exhibit will be loaded into the viewer

Annotating Attached Exhibits

The annotation tools on the View Item Toolbar can be used to draw arrows, ellipses, and create image highlights. To add Annotations to Attached Exhibits:

Opening the Events Exhibits Manager

1. Open the Event Exhibits Manager
2. Select the event from the event list
3. Select attached Exhibit from the attached exhibits list
4. Right click and select **View Item** from the context menu, the following window will appear
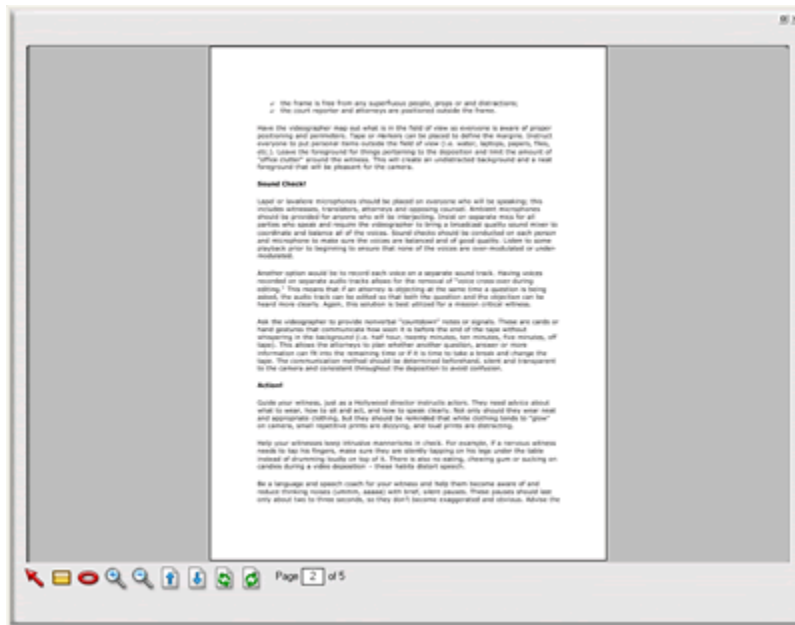
Draw an Arrow

To draw an arrow pointing to an important point on an item, select the Arrow tool. Position the cursor, where you want the head of the arrow to appear. Drag the cursor away from the head in any direction to the length you want the line of the arrow to be.
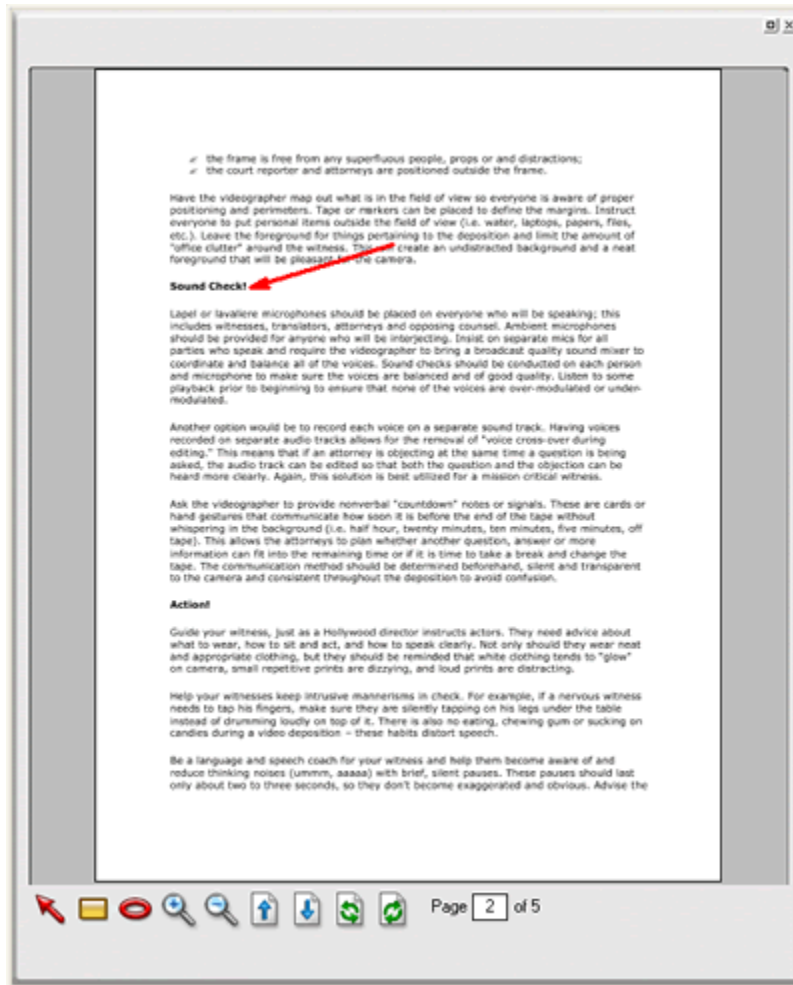
Draw an Ellipse

To circle or place an ellipse around an important point on an item, select the Ellipse tool. Click and drag the cursor to draw an ellipse around the area.
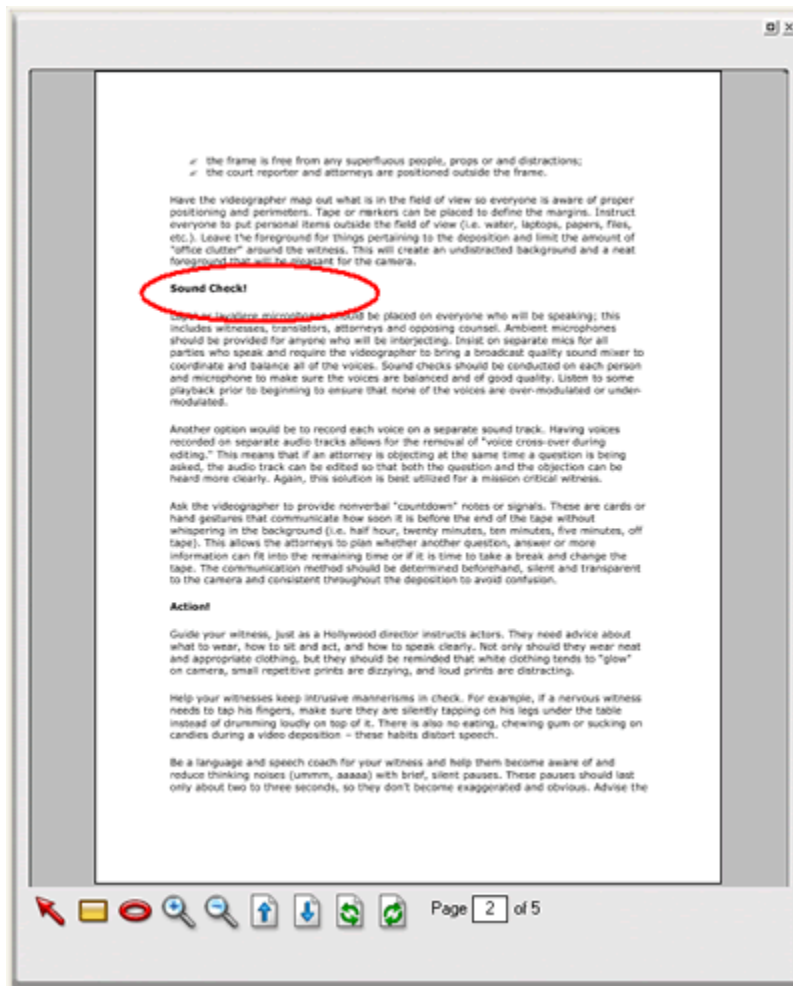
Highlight an Image

To highlight an important point on an item, Click and drag the cursor in a rectangle around the area you want to highlight.
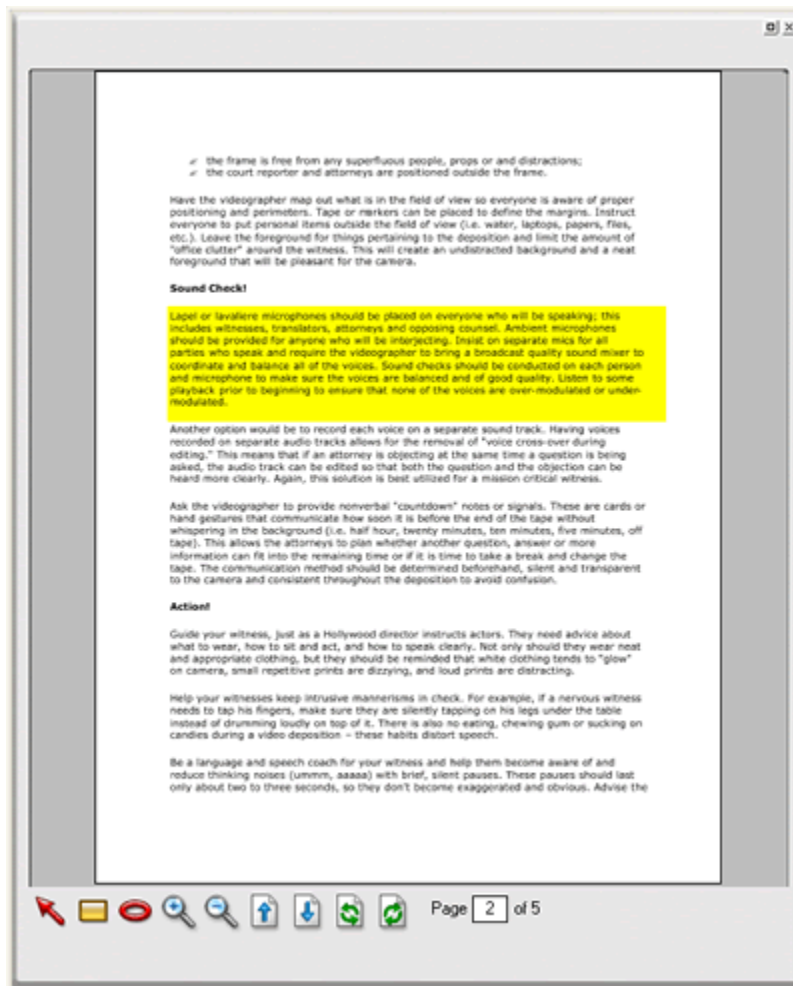
Removing Annotations

Hold **[Ctrl]** down and right mouse click on the annotation that is to be removed

Zooming In and Out of Attached Exhibits

The View Item window has built in Zoom in and Out controls.

Opening the Events Exhibits Manager

1. Open the Event Exhibits Manager
2. Select the event from the event list
3. Select attached Exhibit from the attached exhibits list
4. Right click and select **View Item** from the context menu, the following window will appear

Zooming In

Either:

- Select the button and hold down until the desired Zoom has been achieved
- Hold the left Mouse button down and drag over the area of the item that is to be magnified

Zooming Out

Either:

- Select the button and hold down until the desired Zoom out has been achieved
- Double click the left Mouse button anywhere on the item and the item will be returned to its original size

Closing the Events Exhibits Manager

Either:

- Select **Close** from the file Menu
- Click the **[Close]** Button

Attached Exhibits File Types

The following is a partial list of File types that can be used as attached exhibits:

File Extension	Description	Item type
.TIF	Group 3 Tagged Image File Format	IMAGE
.TIF	Group 4 Tagged Image File Format	IMAGE
.TIF	LZW Compressed TIFF	IMAGE
.TIF	Huffman Compressed TIFF	IMAGE
.TIF	Packbits Compressed TIFF	IMAGE
.TIF	Multi-Page TIFF	IMAGE
.BMP	Windows OS/2 Bitmap	IMAGE
.JPG	Joint Picture Experts Group (JPEG)	IMAGE
.GIF	CompuServe Graphics Interchange	IMAGE
.ICO	Icon File	IMAGE
.PCT	Macintosh Pict	IMAGE
.PCX	Zsoft Paintbrush	IMAGE
.PNG	Portable Network Graphics	IMAGE
.TGA	Truvision Targa	IMAGE
.MSP	Microsoft Paint	IMAGE
.WMF	Windows Meta File	IMAGE
.WPG	Word Perfect Bitmap	IMAGE
.MPG	Motion Picture Experts Group (MPEG-1)	MULTIMEDIA
.MPEG	Motion Picture Experts Group (MPEG-1)	MULTIMEDIA
.M2P	Motion Picture Experts Group (MPEG-2) ¤	MULTIMEDIA
.MPG	Motion Picture Experts Group (MPEG-2) ¤	MULTIMEDIA
.MP2	Motion Picture Experts Group (MPEG-2) ¤	MULTIMEDIA
.MPA	MPEG Elementary Audio Stream	MULTIMEDIA
.MP4	MPEG Video - ISO Standard ¤	MULTIMEDIA
.MP3	MPEG Audio Layer-3	MULTIMEDIA
.AVI	Audio Video Interleave	MULTIMEDIA
.WMA	Microsoft Windows Media Audio ¤	MULTIMEDIA
.WMV	Microsoft Windows Media Video ¤	MULTIMEDIA
.ASF	Microsoft Advanced Streaming Format	MULTIMEDIA
.WAV	Windows Waveform Sound	MULTIMEDIA
.MOV	Apple Quicktime ¤	MULTIMEDIA
.MID	Musical Instrument Digital Interface (MIDI)	MULTIMEDIA

.TLF	TimelineXpress File ¤	OTHER
.DOC	Microsoft Word Document ¤	OTHER
.XLS	Microsoft Excel Spreadsheet ¤	OTHER
.PDF	Adobe Portable Document format ¤	OTHER
.HTM	Internet Explorer Web page ¤	OTHER
.HTML	Internet Explorer Web page ¤	OTHER
.TXT	ASCII Text Transcript ¤	OTHER
.ASC	ASCII Text Transcript ¤	OTHER
.V1	ASCII Text Transcript ¤	OTHER
.AMI	Amicus Text Transcript ¤	OTHER
.CO	Cult 3D Object ¤	OTHER
.SVG	Adobe Scalable Vector Graphic ¤	OTHER
.SWF	Macromedia Flash Movie ¤	OTHER

¤Requires DirectShow compatible Codec
¤ WMV/WMA 8 Requires Media Player 7.1 or higher
¤ Quicktime and MPEG4 files require Quicktime player v6 or higher, plays back through Quicktime player
¤ Requires Associated program to be installed and playback through parent application or browser plug-in
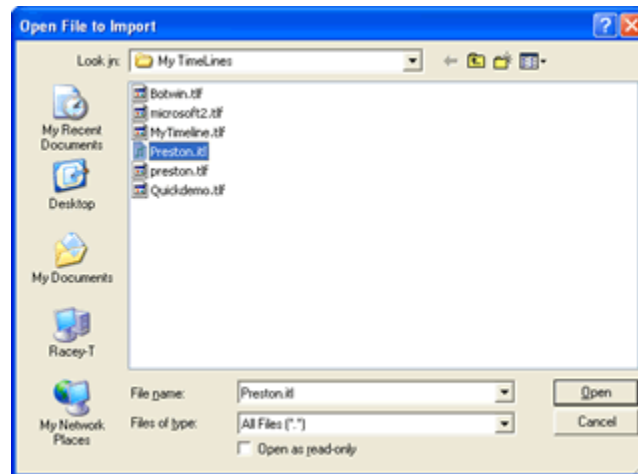
All other product names and logos are trade and service marks of their respective companies.
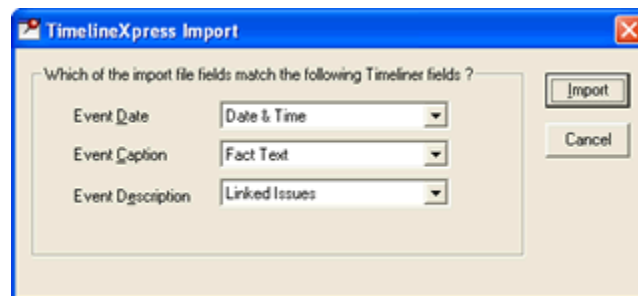
Importing Files

Any ASCII comma-delimited file that has recognizable Date, Event and Description fields that match up to TimelineXpress's Event Date, Event Caption Field and Event Description fields can be used.

1. Select **Import...** from the File Menu

2. Browse to the file that is to be imported and select it
3. Click **[Open]**
4. Using the Import Wizard, TimelineXpress will attempt to match the nearest available fields in the import file to the following available TimelineXpress fields
   - Event Date
   - Event Caption
   - Event Description

5. Click **[Import]**, the fields will be loaded into TimelineXpress

Export as Image File...

The following formats are supported for exporting a timeline as an Image:

- Adobe Portable Document Format (*.pdf)
- JPEG - JFIF Compliant (*.jpg)
- Tagged Image File Format (*.tif)
- Truevision Targa (*.tga)
- Windows or OS/2 Bitmap (*.bmp)
- Zsoft Paintbrush (*.pcx)

Note:

When the image type is to be a *.pdf, the *.pdf file resolution, paper size and color quality are dependent on the capabilities of your default printer. For best results, select a color printer as your default printer.

1. Select **Export as Image File...** from the File Menu
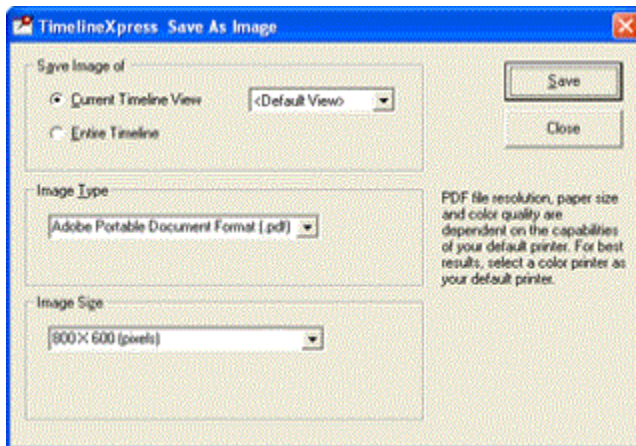
2. Set the **Save Image of** property by selecting either:
   - Current Timeline View and selecting the view from the views dropdown list
   - Entire Timeline
3. Set the **Image Type**
4. Set the **Image Size**
5. Click **[Save]**

6. Browse to where the Image is to be saved and enter a **File name**

7. Click **[Save]** to create the Image File

Full Screen Presentation Window

TimelineXpress has an integrated Timeline Full Screen Presentation Window for presenting timelines

Opening the Full Screen Presentation Window

1. Select **Show Full Screen** from the View Menu or click the Toolbar button or pressing the **[5]** key
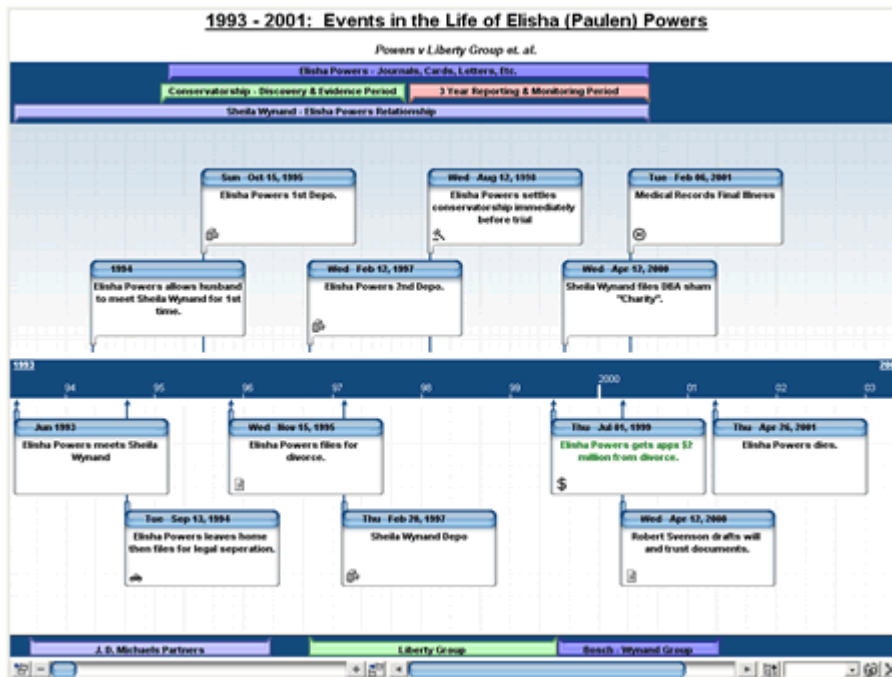
Note:

The Full Screen Presentation Window has the same controls and interactivity as when viewing a timeline in Timeline View.

Closing the Full Screen Presentation Window

Press the **[Esc]** key

Print Preview

TimelineXpress's Print Preview allows you to see the layout of the timeline and views **before** printing. This feature is particularly useful when you wish to make adjustments to the timeline for printing purposes

1. Select **Print Timeline Preview...** from the File Menu
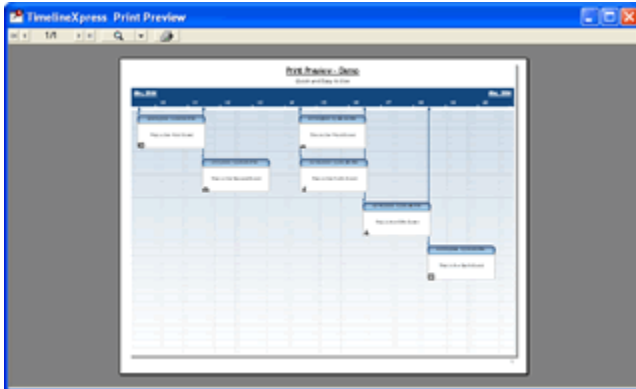
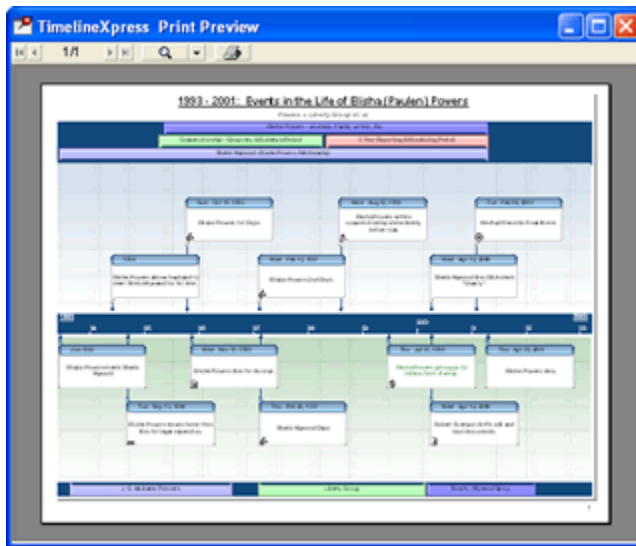2. If the preview is acceptable, press the ⊕ Toolbar button to print

Printing Timelines

TimelineXpress allows you to print the Current Timeline View, A Saved Timeline View, or the Entire Timeline

1. Select **Print Timeline** from the File Menu or click the 🖨 Toolbar button or right click anywhere on the timeline and select **Print** from the context Menu
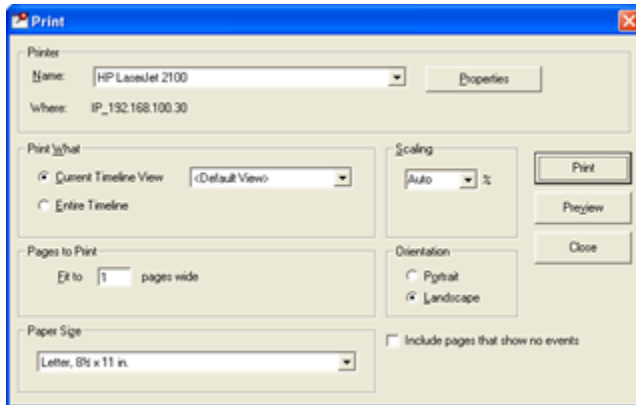
2. Select the **Printer** and Set the **Printer** Properties as required
3. From the **Print What** Select either:
    - **Current Timeline View**, then select the View to be printed from the dropdown list, the current active view is selected by default
    - **Entire Timeline**
4. Set the **Pages to Print**, by accepting the default number or entering a number for the **Fit to** ⌷1⌷ **of pages wide** Property
5. Set the **Page Size** Properties
6. Set the **Scaling** Property, changing this property will affect the layout and detail shown when printed
7. Set the **Orientation Properties** by selecting either:
    - **Portrait**
    - **Landscape**
8. Check **include pages that show no events** if the print is to show the entire view, including empty pages
9. Click the **[Preview]** button **Before** printing

10. Adjust the Printing properties if necessary until the preview is acceptable, for example, adjusting the scale will produce the following effect
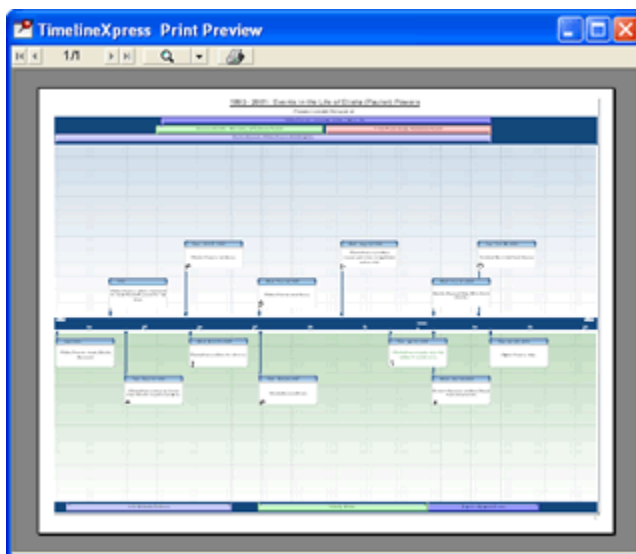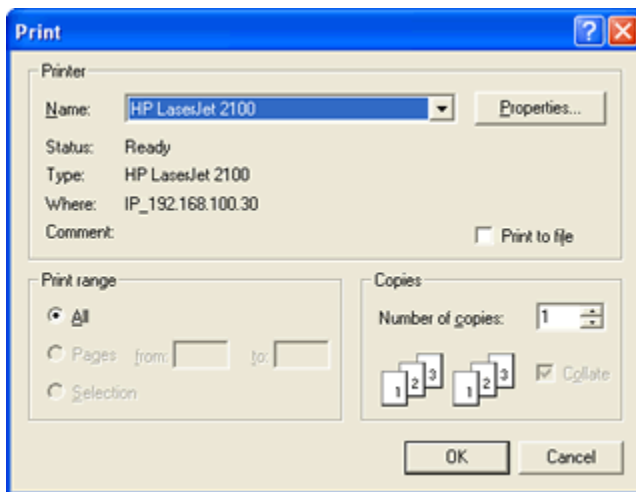

11. Click **[Print]** button to print the Timeline

Printing Events List

TimelineXpress allows you to print the list of events

1. Select **Print Events List** from the File Menu

2. Select the **Printer** and Set the **Printer** Properties as required. **Note**: The list is always Landscape
3. Select the **Print range**
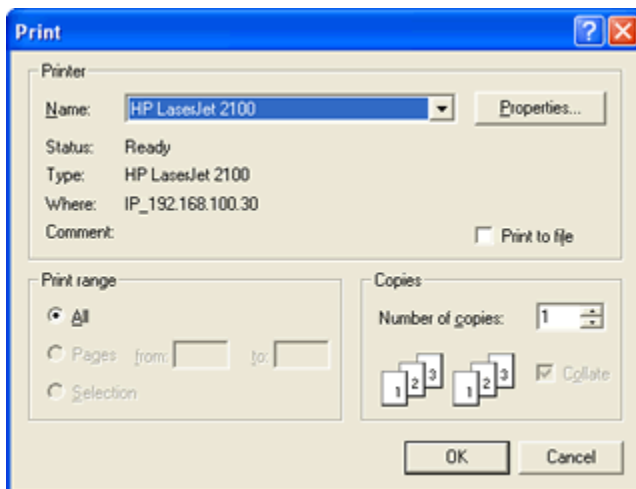4. Select the **Number of Copies**
5. Click **[Ok]**

Printing Time Frames List

TimelineXpress allows you to print the list of Time Frames

1. Select **Print Time Frames List** from the File Menu

2. Select the **Printer** and Set the **Printer** Properties as required. **Note**: The list is always Landscape
3. Select the **Print Range**
4. Select the **Number of Copies**
5. Click **[Ok]**

Preferences

Setting TimelineXpress options

1. Select **Preferences** from the View Menu
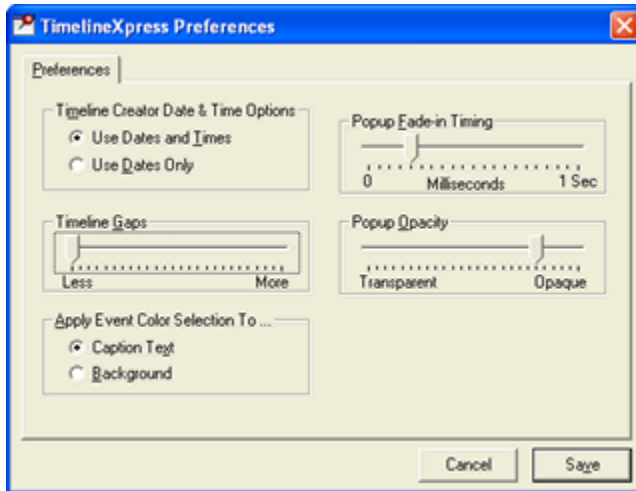
2. Set the following options as required
    - Timeline Creator Date and Time options
        - Use Dates and Times
        - Use Dates Only
    - Timeline Gaps
    - Popup Fade-in timing from 0 to 1 second (Millisecond increments)
    - Popup Opacity - Transparent to Opaque
    - Apply Event Color Section To...
        - Caption Text
        - Background

3. Click **[Save]** to keep the changes

Application Integration

TimelineXpress integrates with a number of 3rd party applications as with TrialDirector. Integrating with other applications commonly used by attorneys and their staff, creates a powerful analytical and presentation tool.

Using Timelines with TrialDirector

TimelineXpress and TrialDirector effortlessly to provide powerful, feature rich presentations.

Using Timelines with DocumentManager

A TimelineXpress can be added and displayed to DocumentDirector Item Viewer using Microsoft Object Linking and Embedding (OLE) technology.

CaseMap

TimelineXpress gives you the ability to import and use CaseMap comma-delimited fact report files to create timelines.

DocumentManager Integration

The DocumentManager Item Viewer uses Microsoft Object Linking and Embedding (OLE) technology to display TimelineXpress files.
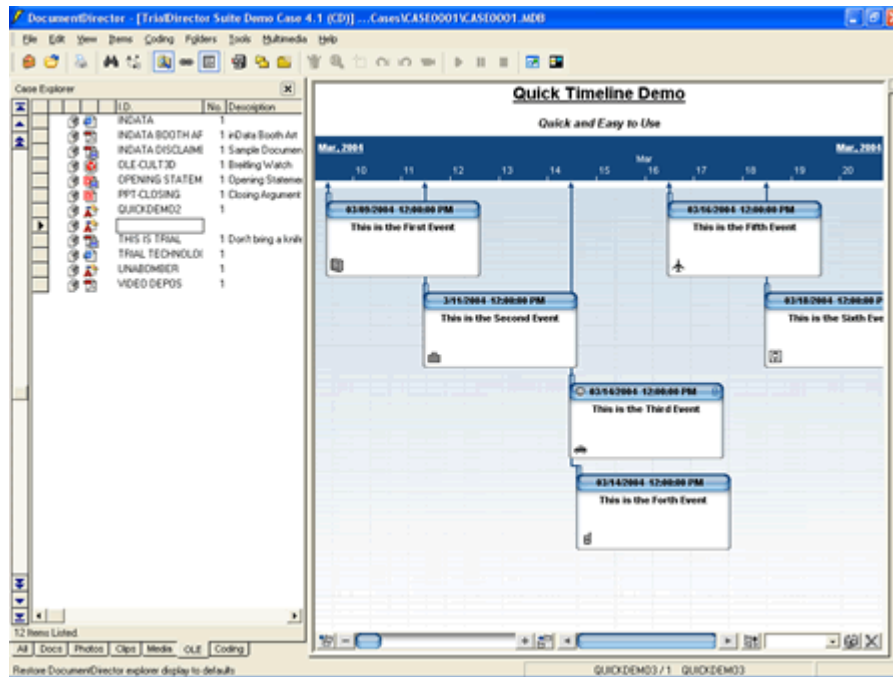
A TimelineXpress file can be added by

- Drag and Dropping Timeline files into the Case
- Manually Import Items

Note:

See the TrialDirector Suite Help Files for further information on how to add OLE files to DocumentDirector

TrialDirector Integration

A TimelineXpress file can be loaded into TrialDirector the same way as any other TrialDirector item. Adding timelines to TrialDirector creates a powerful, enhanced, interactive presentation tool.
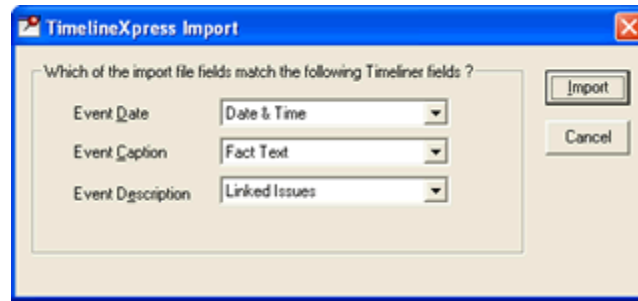
Timelines can be presented full screen:
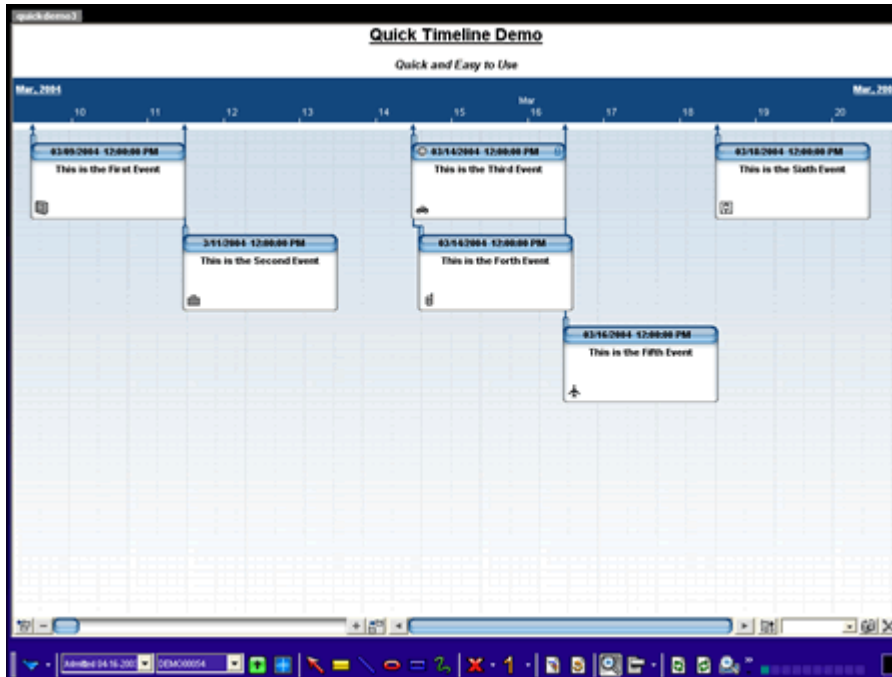
Timelines can be presented alongside other exhibits:
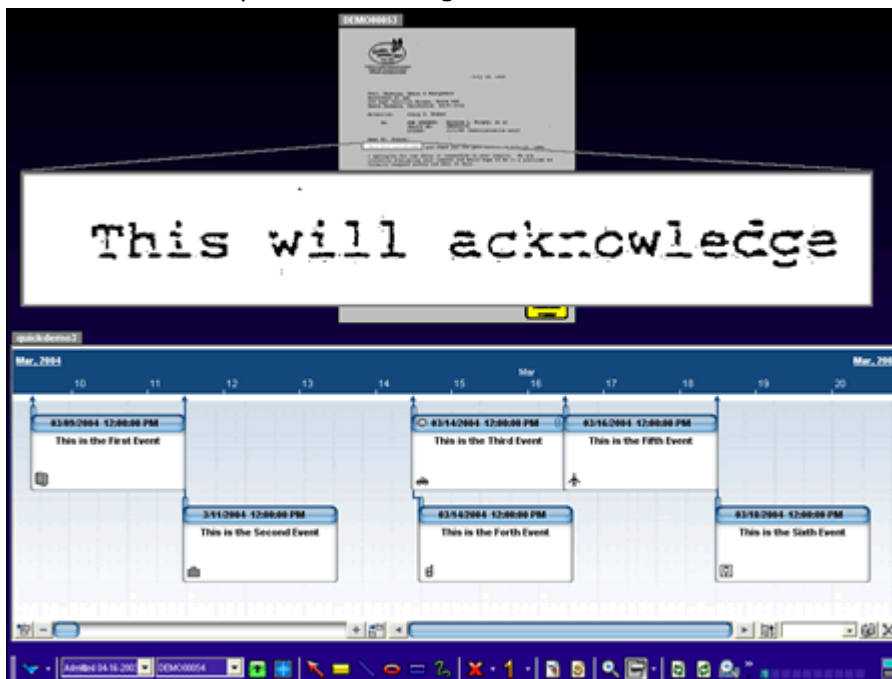
CaseMap Integration

TimelineXpress gives you the ability to import and use CaseMap comma-delimited fact files to create timelines

1. Select **Import** from the File Menu
2. Browse to the location of the CaseMap Text file is located
3. Select it and Click **[Open]**

4. The fields should automatically matched, adjust them by using the dropdown list for each field if necessary
5. Click **[Import]**
6. The selected fields will be imported to build the timeline
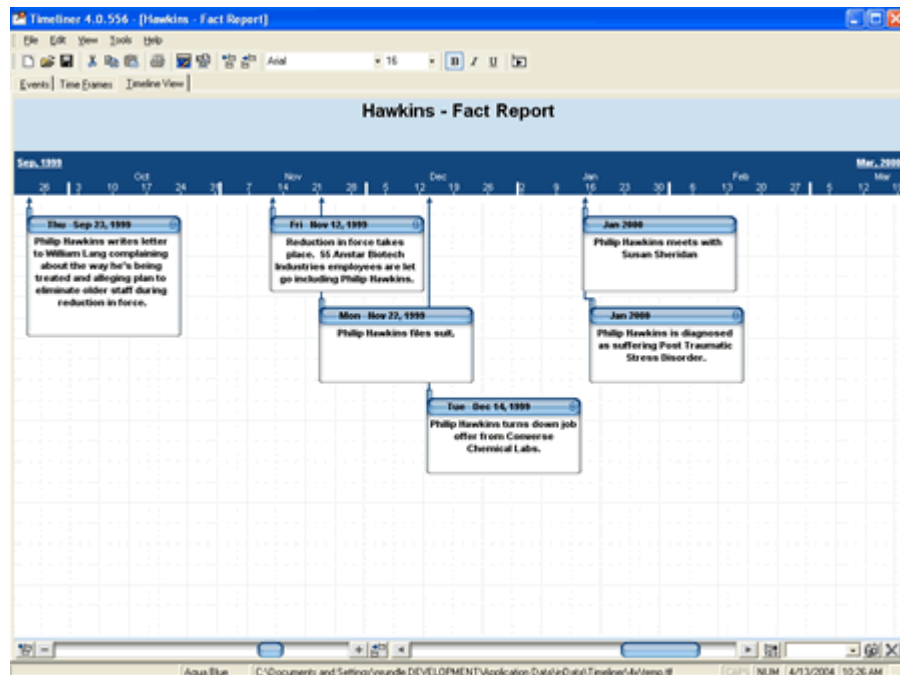
Keyboard Shortcuts

Below is a table of the TimelineXpress keyboard shortcuts using the 10-key pad and arrow keys.

| Keyboard Shortcut	Description
[9] Key	Zoom Fit to Page
[5] Key	Zoom To Fit No Overlap
[8] Key	Zoom In On Timeline
[2] Key	Zoom Out On Timeline
[4] Key	Pan Zoomed Timeline Towards Start
[6] Key	Pan Zoomed Timeline Towards End
[+] Key or [Up Arrow] Key	Zoom In On Timeline
[-] Key or [Down Arrow] Key	Zoom Out On Timeline
[Left Arrow] Key	Pan Zoomed Timeline Towards Start
[Right Arrow] Key	Pan Zoomed Timeline Towards End
[Shift] + [Left Arrow] Key	Accelerated Pan Zoomed Timeline Towards Start
[Shift] + [Right Arrow] Key	Accelerated Pan Zoomed Timeline Towards End

Automated Updates

Periodically inData releases updates to TimelineXpress

Manually Checking for Available Updates

1. Close out of TimelineXpress **before** updating
2. Select **inData TimelineXpress | TimelineXpress Update** from Start | Programs
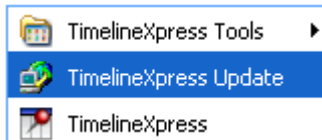
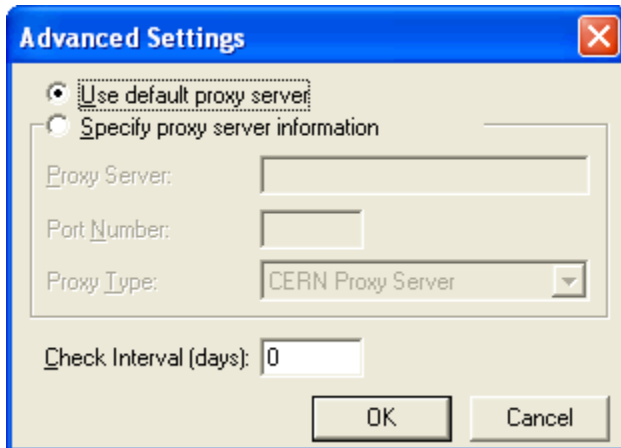3. Click **[Next]** when the following window appears:
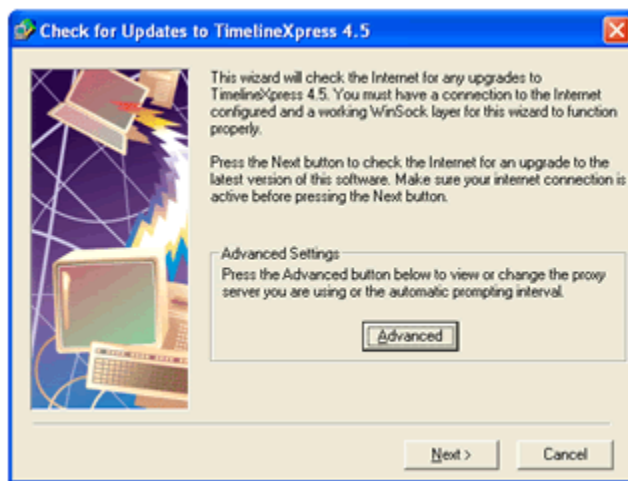
4. If there are updates available they will be downloaded and installed. No registration is required.

Advanced Settings

1. Select **inData TimelineXpress | TimelineXpress Update** from Start | Programs

2.   Click **[Advanced]**

3.   From this dialog box this following can be set
     - **Use Default proxy server**. Use this setting if you do not know what your proxy server settings are.
     - **Specify proxy server information**. If you need to connect through a proxy server and you know what your settings are then use this option to set the proxy server settings. Refer to your Network Administrator for further information
     - **Check Interval (days)**. The time interval of how often an automated check is made to the update server is made. A check can be made manually anytime by following the Manually checking for Available Updates