

TIMELINING



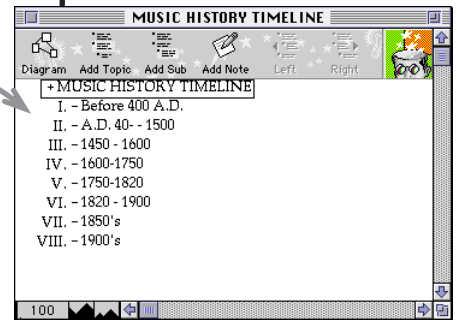
When to use it

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

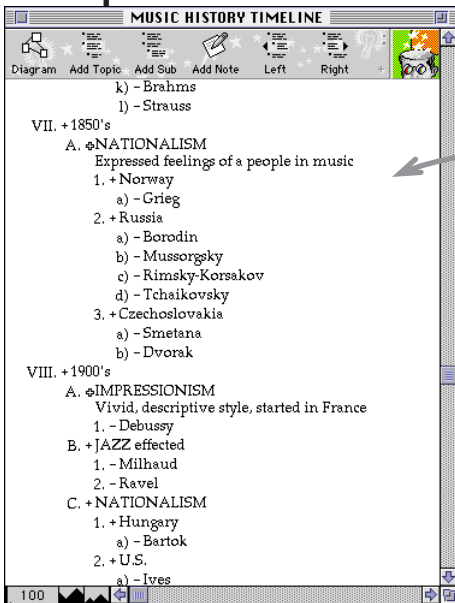


How to do it

1. Type in the dates as topics.

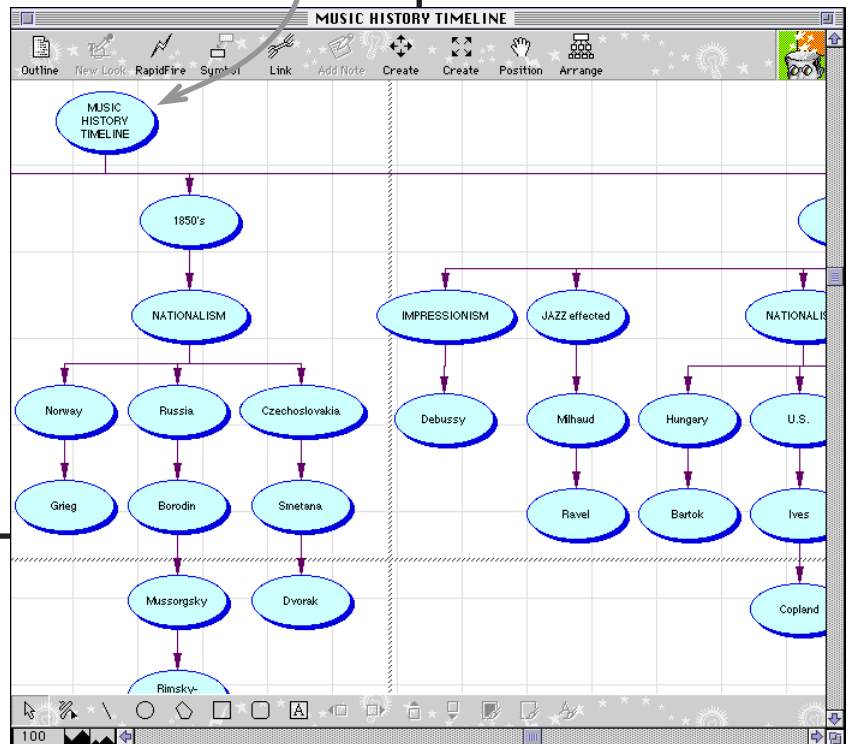


2. Add the information as subtopics.



3. Change to diagram view.

Select the main idea symbol to arrange the whole diagram.



4. Choose arrange (in the Symbol menu).

