
Aeon Timeline

The timeline tool for creative writing, project and case management



User Guide



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Getting Started

Key Concepts: Parts of a Timeline

Events

A timeline is composed of a series of events: an occurrence that happens at a particular time and place for a given duration.

Events are represented graphically on the timeline with their title, color, date and duration. Events have a number of additional properties that can be configured, including notes, tags (keywords), other properties, and relationships with entities, which can be viewed on the timeline by expanding an event.

Entities

Aeon Timeline allows you to associate events with people, locations, projects, story arcs, and more – collectively known within Aeon Timeline as **entities**. Entities have a name and a type (e.g. Person, Location) as defined in the chosen template, and can have relationships with any number of events.

Entities can also have start/birth and end/death dates or events, from which Aeon Timeline can calculate ages.

Relationships

Relationships represent a connection between an event and an entity. This may represent a particular person was present at an event, or an event belongs to a particular story arc or project.

Relationships are *many-to-many*, meaning each event can have relationships with multiple entities, and each entity may have relationships with multiple events.

When specifying a relationship, you also specify the **role** that the entity fulfils for that event. Many entity types may only allow a single role, but some types may have multiple roles – for instance, a person may be a participant in an event, or just a witness. Roles are defined in the timeline's template.

Groups

Aeon Timeline can visually divide events into a number of groups based on their relationships with particular entities. If you choose to group by Person, for instance,

there will be a separate group created to represent each person. Likewise, you may group by story arc or location or project.

An event can be displayed in multiple groups.

Templates

Each time you create a new timeline, you will do so by choosing an initial template. Templates define the following information about a timeline:

- The timeline style (absolute date, relative date, numeric) and calendar
- Entity types and their roles
- Additional properties users can create for an event
- Colors to be associated with an event (and their name)

Aeon Timeline ships with a range of standard templates for fiction writers, project managers, legal practitioners, and historians. The initial template can be edited via Timeline Settings, and saved as a custom template for you to use in future.

Filter

Aeon Timeline allows the user to apply a filter to reduce the number of events shown on the timeline at once. Events can be filtered based on their relationships, tags, dates, duration, colour, and property values.

Individual filter components can be combined together using either AND or OR logic to create more complex filters.

Getting Started: Creating Your First Timeline

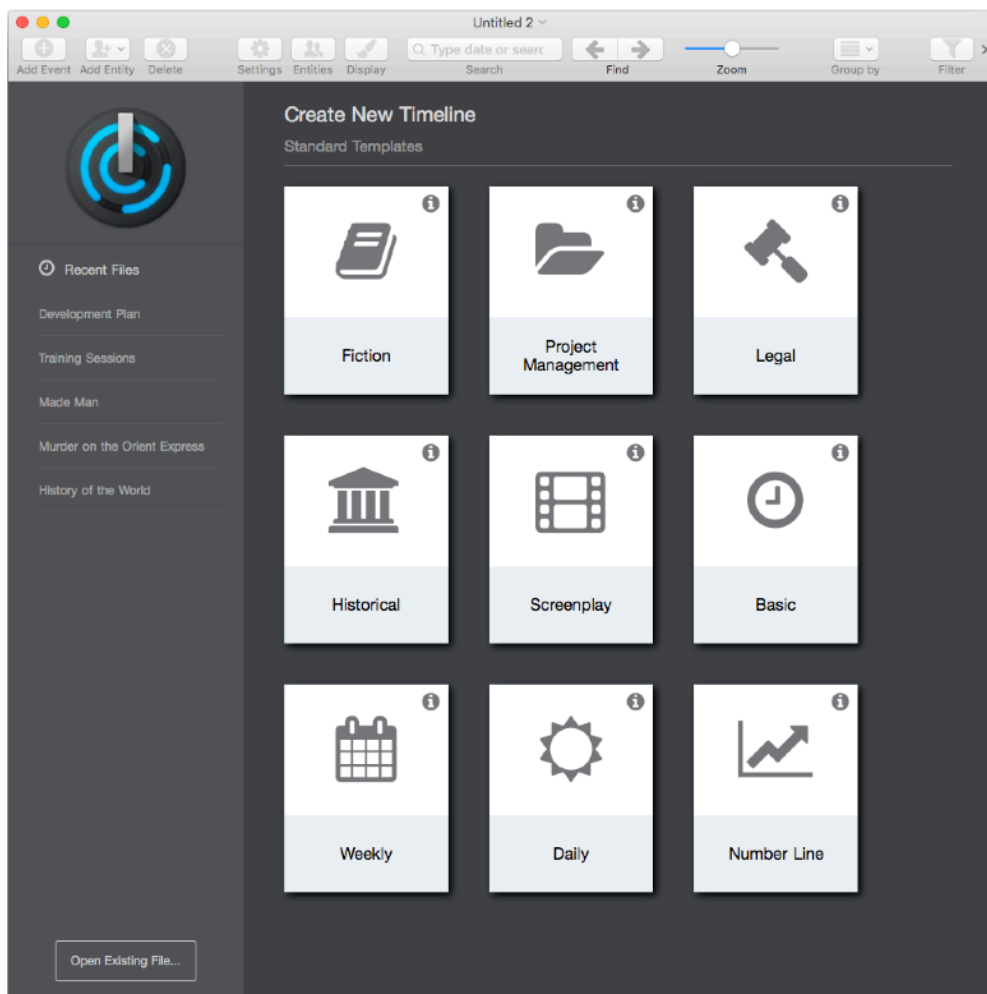
Choosing a starting template

Aeon Timeline uses editable templates to give you complete flexibility in tracking the data you want to track. You can choose from a number of pre-configured standard templates as a starting point for your new timeline, depending on your intended use.

When Aeon Timeline first opens, you will be presented with the Welcome Screen. The main area of the window will show you the available templates.

Hover your mouse over the *i* symbol on any of the timelines to read a short description of the template. Double click on a template to create a new timeline using that template as your base.


Don't panic, you can edit your chosen template any time!



The Welcome Screen

Creating your first event

To create an event in your timeline, you can do any of the following:

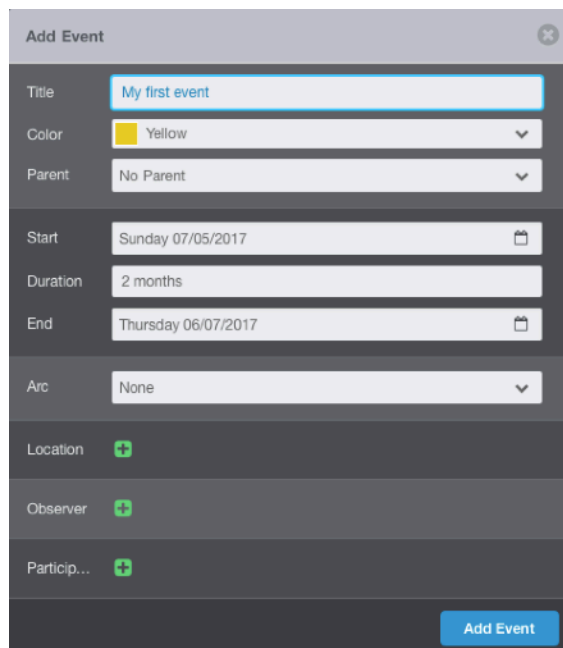
- Click on the Add Event icon in the toolbar 
- Choose **Add Event** from the **Timeline** menu.
- Double click on the date you want to place your event.

All of these options will bring up the Add Event Dialog. Enter a title for the event, select a color, and modify the date and duration as required. All of these values can be changed later in the Inspector on the right-hand side of the screen. You can ignore the other fields for the moment.

When you have entered all of the information, click **Add Event** at the bottom of the dialog.

Generally speaking, double clicking on the timeline will be the quickest way for you to add subsequent events, as the date field will be pre-populated based on where you clicked.

You can move existing events by dragging them around the timeline, or by selecting the event and then editing event details in the Inspector.



The screenshot shows the 'Add Event' dialog box. It has a title bar 'Add Event' with a close button. The form contains the following fields:


- Title:** A text input field containing 'My first event'.
- Color:** A dropdown menu showing a yellow color swatch and the text 'Yellow'.
- Parent:** A dropdown menu showing 'No Parent'.
- Start:** A date input field showing 'Sunday 07/05/2017' with a calendar icon.
- Duration:** A text input field containing '2 months'.
- End:** A date input field showing 'Thursday 06/07/2017' with a calendar icon.
- Arc:** A dropdown menu showing 'None'.
- Location:** A field with a green plus icon.
- Observer:** A field with a green plus icon.
- Particip...:** A field with a green plus icon.

At the bottom right, there is a blue button labeled 'Add Event'.

The Add Event Dialog window


Adding Entities and Relationships

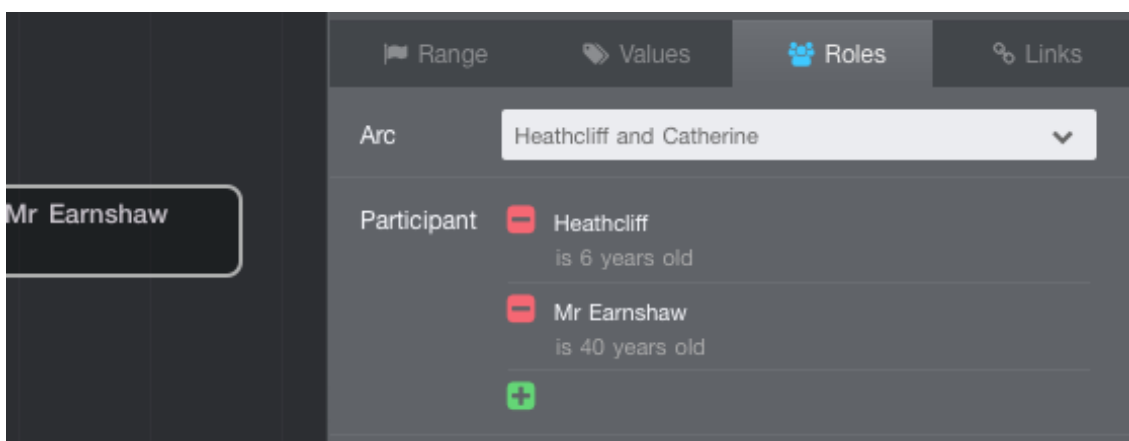
As you add more events and your window fills up with events, you may wish to add further elements to your timeline to help keep everything organised.

To add your first entity to your timeline, click on the **Add Entity** toolbar icon  and select a type (e.g. Person). This will bring up the **Add Entity Dialog**. Enter a name for your new entity and click **OK**.

Once you have added an entity, you will be able to associate it with events via the **Roles** tab in the Inspector:

1. Click on an event to select it.
2. In the Inspector, click on the Roles tab.
3. Create a relationship between the selected event and your entity by:
 - For roles that allow a single entity only per event, select your entity from the dropdown menu.
 - Otherwise, click on the green + symbol and select your entity from the dropdown list.

If you want Aeon Timeline to calculate a person's age for you, give them a birth date or birth event when creating the entity, or add it later by clicking on the Manage Entities toolbar icon .




The Roles tab on the Inspector.

The Person entities “Heathcliff” and “Mr Earnshaw” have been associated with the current selected event.

Divide your event into groups

Now that you have events associated with entities, you can use those relationships to divide your timeline display into multiple groups.

Click on the **Group by** toolbar icon  and select a type you wish to group by (e.g. Person). In your timeline view, you will have a separate group for each entity, and events will be divided according to the relationships you have created.

Note that events may appear in multiple groups if they have relationships with multiple entities (e.g. if two different people are associated with an event). An additional group is added at the bottom to hold any events that are associated with none of the groups (e.g. an event that has no people allocated to it yet).



A timeline with its events grouped by Person

The age of each person along the timeline is shown at the start of each group.

Where to next?


The basics we have covered here are often enough for new users to get started using Aeon Timeline. For some users with small and simple timelines, this may be all they ever need.

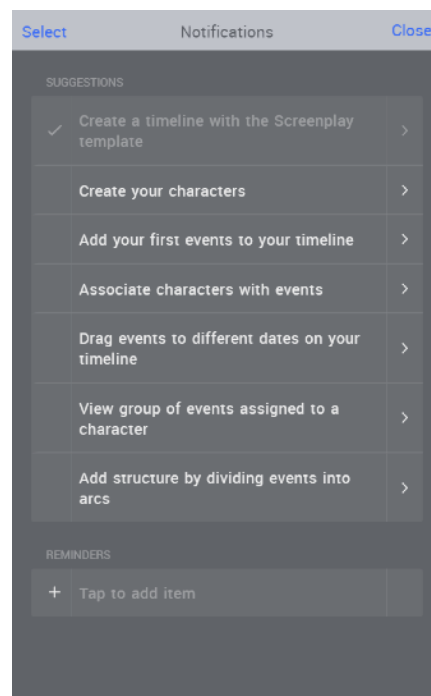
There are a lot of advanced features within Aeon Timeline that you may want to explore down the track, but it is often best to let it evolve naturally – wait until you feel like your timeline is getting too complex or cluttered, or you feel like you need a particular feature, before you seek it out.

A few areas you may want to review as your timeline develops are:

- Navigation options to help you move around and find content within your timeline as it grows
- Look at Timeline Settings to edit the timeline template
- Look at Display Settings to change the appearance of the timeline
- Event dependencies, if you want to tie event dates together
- Nested events, if you want to be able to show or hide more detailed timeline events as you change zoom.
- Filters, if you want to be able to focus on a subset of your overall timeline
- Importing, exporting, and syncing, if you want to exchange timeline data with other applications

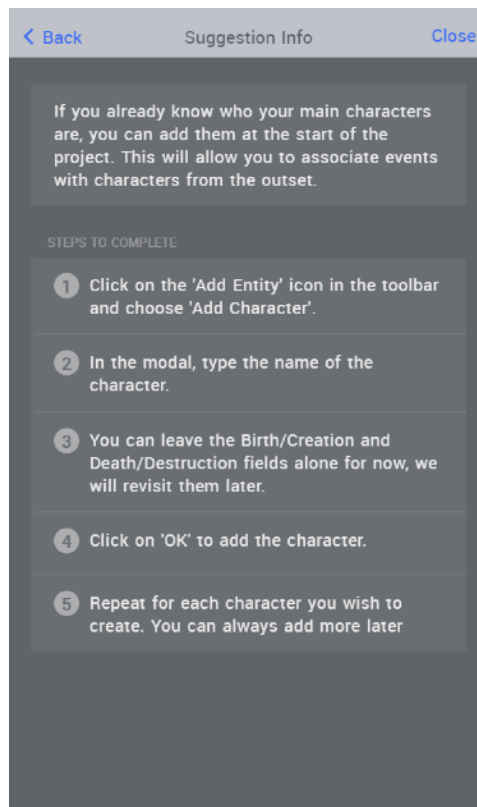
Notifications and Suggestions

When you first start using a timeline template, Aeon Timeline will provide you with helpful suggestions on the best way to get started. These are provided in the Notifications window, which can be accessed via the  symbol on the toolbar.



The Notifications Window

When you open the Notifications window you will see a list of suggestions on what to try next.



Steps on how to complete a suggestion

Click on the suggestion to read more information and detailed steps about how to complete the task. Suggestions will be ticked when completed. Once all tasks are completed you can clear the list.

If you already know how to use Aeon Timeline, or decide that you do not want to complete certain tasks, you can delete them from the suggestions list. Click on **Select** in the top left corner, select the tasks you want to delete, and click **Delete**.

User Interface

The Main Interface: Timeline View

Components of the Aeon Timeline interface

The image below highlights the main components of the Aeon Timeline interface, including:

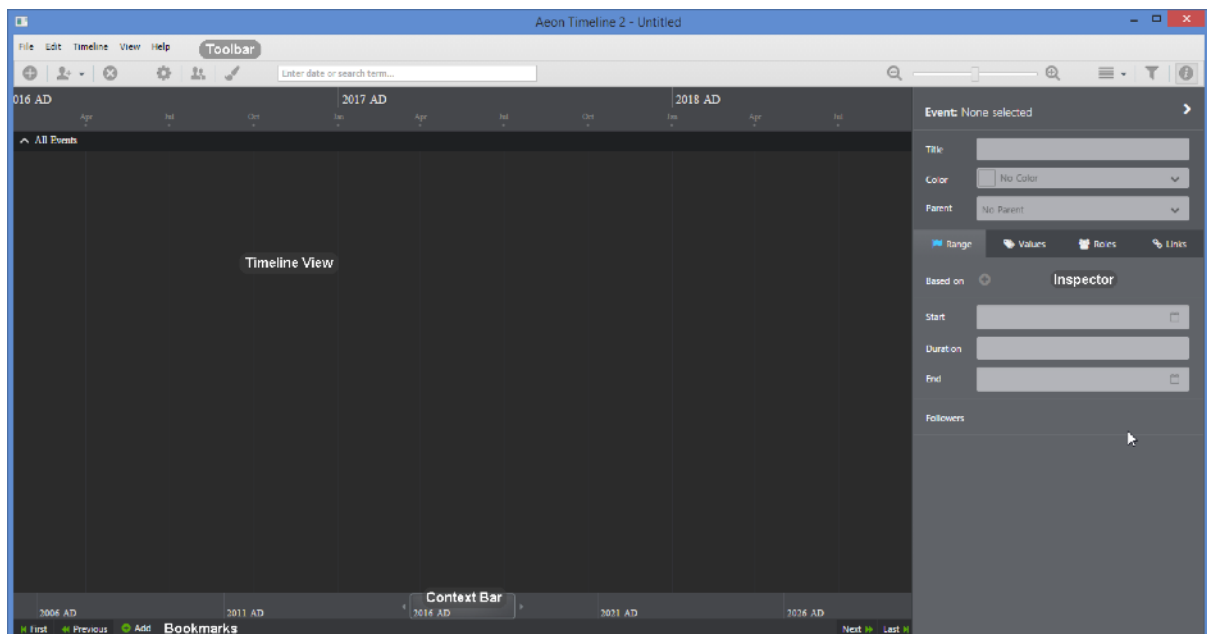
Toolbar: Provides access to regularly used functionality

Timeline View: The largest area of the interface, which shows your timeline content including events and groups for entities.

Inspector: Used to edit and view additional information and values for the selected events.


Context Bar: A horizontal scrollbar that allows the user to navigate the timeline and provides additional context of events surrounding the current viewing area.

Bookmarks: Shortcuts to scroll and zoom the timeline to a specific date or time.



The main components of Aeon Timeline

Grouping Events

Click on the Group by button  on the toolbar to set how events should be grouped on the timeline.

You can divide events into groups based on any entity type, and change this grouping at any time (e.g. you can choose to group by Project or Employee, Story Arc or Character).

Manipulating events in the timeline

There are many ways you can manipulate events directly inside the timeline.

Selecting events

- Click on an event to select it (and unselect all others)
- Hold down **⌘** (Mac), **Ctrl** (Windows), or **Shift** (both) when clicking on an event to add or remove that event from the current selection (this is used to select multiple events)
- Click and drag a rectangle over a number of events to select all events in that rectangle

Moving events to a new date

- Move all selected events by dragging them left or right on the timeline. A line will show you where the events will be moved to, and a tooltip will show the distance the events will be moved by, and if a single event is selected, the new start date it will be set at.
- If dragging a single event, if you move it close to the x-axis location of the start or end of another event, the event will “snap to” that location. This is indicated by a shorter line and “Snap to XXX” displayed in the tooltip.

Changing events duration/end date

- Hold down **Alt** while dragging events left or right to alter their end date instead of their start date. As with moving an event, a line will show you where the event’s **end date** will be moved to, and a tooltip will show the change in duration, and if a single event is selected, the new end date it will be set at.

- If dragging a single event, if you move it close to the x-axis location of the start or end of another event while holding down **Alt**, the event's **end date** will “snap to” that location. This is indicated by a shorter line and “Snap to XXX” displayed in the tooltip.

Moving/Copying events to a new group

- If you drag an event vertically into another group, a new relationship will be added to that event for the entity you dropped it on.
- If the entity type/role allows only a single entity per event, the event will be removed from the old group (i.e. the drag becomes a “move”)
- If the entity type/role allows multiple entities per event, the event will be added to the new entity without affecting the original entity (i.e. the drag becomes a “copy”).

Moving events to a new parent

- Hold down **⌘** (Mac) or **Ctrl** (Windows) while dragging an event to drop it onto a new parent event. The dragged event will become a child of the target event.
- Hold down **⌘** (Mac) or **Ctrl** (Windows) while dragging an event out of a parent to the main timeline to remove it from its parent. The dragged event becomes a top-level event.

Measuring distance between events

- Hold down **Alt+Shift** to measure the distance between two events.

Showing/hiding event details

- Click on the green > arrow to show more information about an event.
- Click on the green < arrow to hide information about an event.
- Use the keyboard shortcut **⌘+Right** (Mac) or **Ctrl+Right** (Windows) to show event details for the selected events
- Use the keyboard shortcut **⌘+Left** (Mac) or **Ctrl+Left** (Windows) to hide event details for the selected events

Note: you can decide which event details are visible when you expand an event in Display Settings.

Manipulating groups in the timeline

Collapse/Expand Groups

Groups can be collapsed to reduce the amount of clutter and vertical space for the timeline. The location of events within the groups is still visible when you scroll, but you will need to expand the group to see the event content.

- Click on the up/down arrows next to an entity name to collapse or expand a group.
- Use the keyboard shortcut **⌘+Shift+Up** (Mac) or **Ctrl+Shift+Up** (Windows) to collapse all groups.
- Use the keyboard shortcut **⌘+Shift+Down** (Mac) or **Ctrl+Shift+Down** (Windows) to expand all groups.

Re-order Groups

- Groups can be re-ordered by clicking on the entity name and dragging it up or down the timeline. A blue line will indicate the current drop location.

Note: The last “No XXX” group cannot be moved and will always be displayed at the bottom.

Zooming and scrolling on the timeline

Use the following options to navigate around the timeline.

Horizontal scrolling

- Use a horizontal scrolling gesture on trackpads or mice that support horizontal scrolling
- Hold down **Shift** while scrolling with a regular vertical mouse wheel to invert it and scroll horizontally instead.
- Use the context bar to adjust the scroll position (see section on Context Bar below).

- Type a date into the search bar and hit Enter.
- Click on a bookmark.

Vertical scrolling

- Use a scroll gesture on a trackpad or a scroll wheel on a mouse
- Click and drag the vertical scroll bar on the right edge of the Timeline View
- Use the navigation bubbles on the right-hand edge of the Timeline View to jump directly to a group (hover your mouse over the bubble to find the group you are looking for).

Zooming

- Use pinch gestures to fluently zoom in and out
- Hold down ⌘+Scroll Wheel/Gesture (Mac) or Ctrl + Scroll Wheel (Windows)
- Use the zoom slider in the toolbar
- Adjust the zoom using the Context Bar (see section below).

The first two options will center the zoom operation around your current mouse position.

Note: you can set the minimum and maximum allowed zoom in the Range section of Timeline Settings.

Manipulating the context bar

The Context Bar acts as a tricked-up horizontal scroll bar for your timeline. The lens highlights your current position within the timeline, while the remainder of the bar shows you current events in your current view and the surrounding timeline.

Scrolling the timeline

- Drag the context lens to the left or right to scroll the timeline. The context bar will automatically scroll when you get to the edge of the screen.
- After you release the context bar, it will animate back to the centre of the screen after a short delay.

- Alternatively, click anywhere on the context bar to scroll directly to that date.

Adjusting timeline zoom

- To adjust the zoom of the context bar, click and drag the left or right edge of the context lens to stretch or contract it. The timeline will adjust to the zoom level you specify when you release.

Relationship View

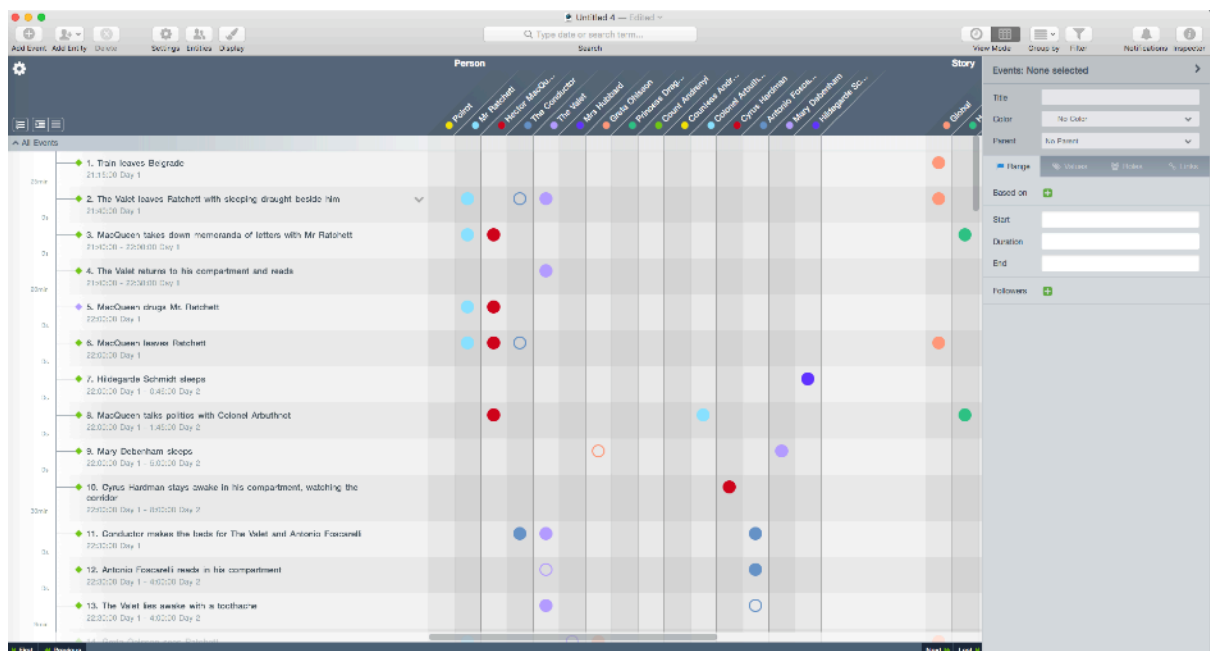
A Vertical View

For the Relationship View, we have optimised our use of space by turning our usual horizontal timeline on its side, creating a table-like view with events are listed in rows down the left side of the view, and entities are represented as columns along the top.

Relationships between entities and events are represented with icons drawn at the intersection between these rows and columns. Click on any intersection to set or remove the role for that relationship.

This layout allows us to fit more events and entities on the screen with minimal visual clutter.

Users are able to control which entities are displayed and their order, and of course apply filters to events, so that only information of interest is displayed.



The Relationship View

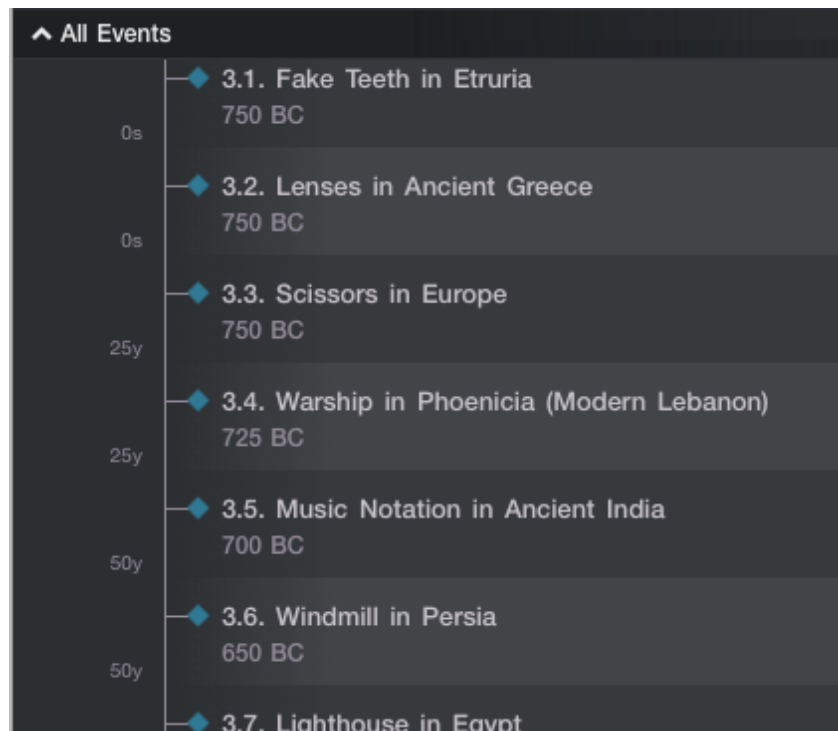
Incorporating date/time elements

To clean up the Relationship View, we have tossed out the usual linear time representation of our standard Timeline View, opting instead for a sorted list approach.

Although the linear mapping of time has gone, that date and time information is still visible on the relationship view in several locations:

- The date and time range is listed underneath each event
- The offset between successive events is marked on the left-hand side of the view

Both of these options can be turned off if you have no interest in the date/time information, or want to fit the maximum number of events and entities on the screen.



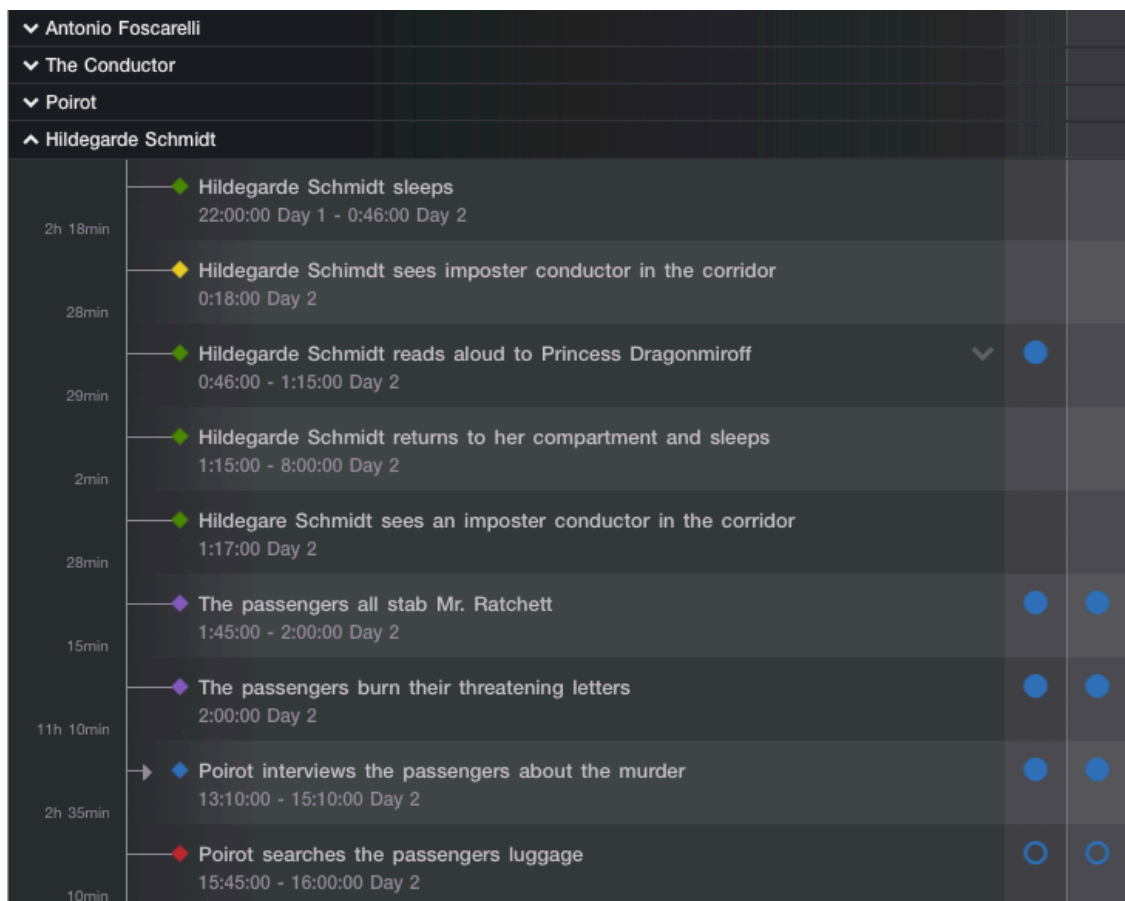
The vertical alignment of events in Relationship View.

View All or Group By Type

As with our standard Timeline View, the Relationship View still allows you to choose whether to group events by type (e.g. group by character, place, project, employee, etc.) or to show all events in a single list.

When displayed as a single list, the events will be listed chronologically from the earliest event at the very top of the view to the latest event at the very bottom

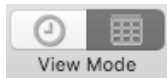
When grouping events by type, each individual group will be sorted instead. As with the Timeline View, you can collapse and expand groups so that you can concentrate on only the views you want.




Events grouped by type in Relationship View

How to use Relationship View

You can switch between Timeline View and Relationship View by choosing “Timeline View” or “Relationship View” from the **View** menu, or by using the View Mode toolbar icons (Mac version shown):

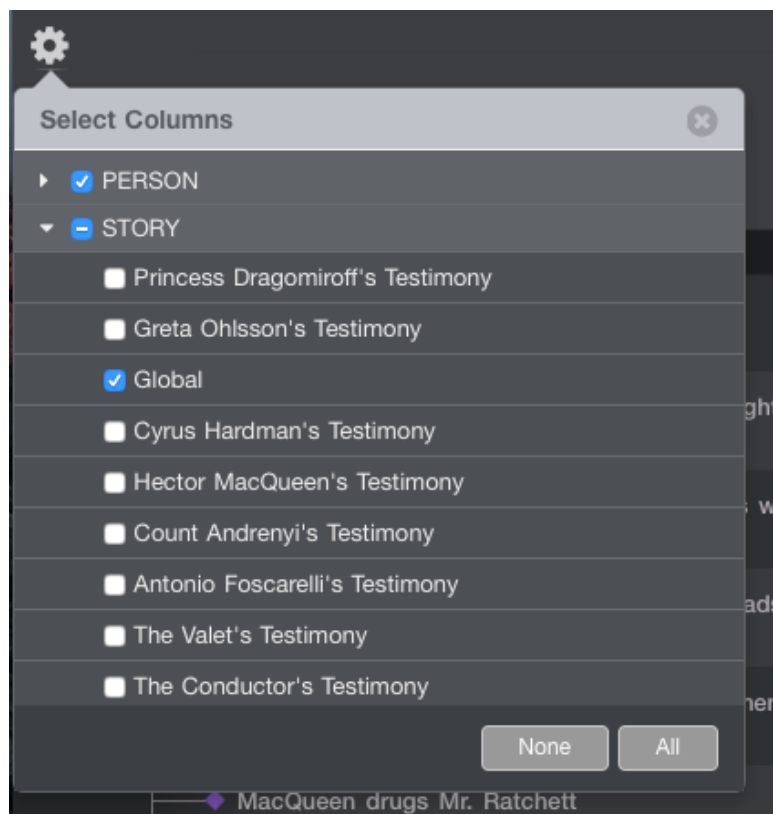


Choosing which entities to display as columns

The settings icon  in the top-left corner of the Relationship View allows you to select which entities are shown as columns in the Relationship View.

Changing column order

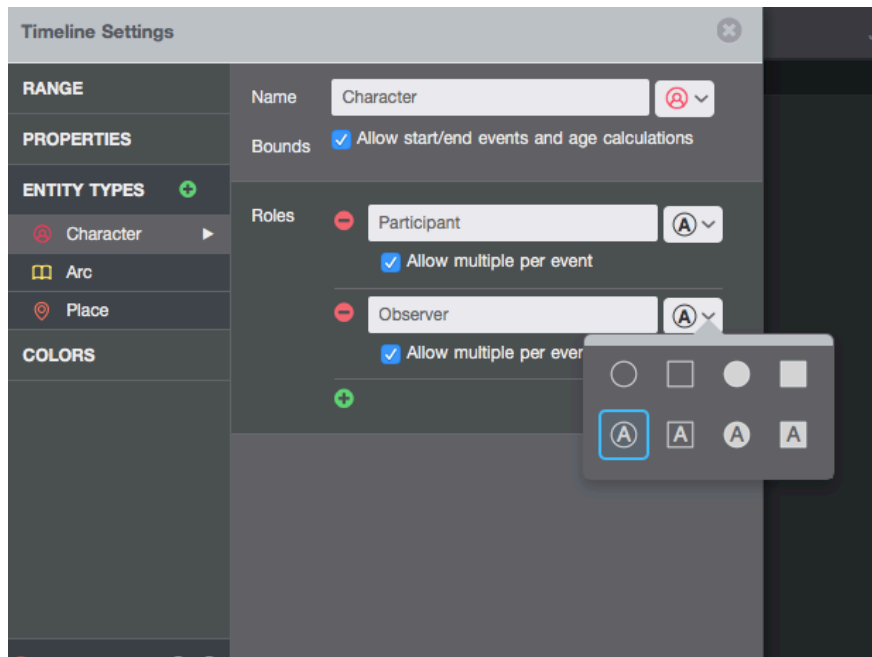
You can re-order entities within their groups by dragging them into a different order in the Relationship View itself. You can also drag the group names at the top to re-order the groups themselves.



Choosing which entities are show as columns in the Relationship View

Choosing icons for types and roles

You can now choose your own custom icons for Entity Types and Roles via Timeline Settings. The chosen role icon will be used to mark relationships at intersections in the Relationship View.



Choosing an icon to use in Relationship View

Changing relationship between Events and Entities

Click on the intersection between any event and entity to configure the relationship between those items.

When you click on an intersection, a dropdown menu will allow you to choose which **Role** you want the **Entity** to perform for the given **Event**. Available roles, and the icons used for those roles, are configured via Timeline Settings.

You can of course continue to edit relationships via the Inspector also.



Choosing the relationship between an entity and an event

Entity Ages

When Event Dates are configured to be shown in Display Settings, the Relationship View will also show the age of an entity for each relationship (provided such ages can be calculated).

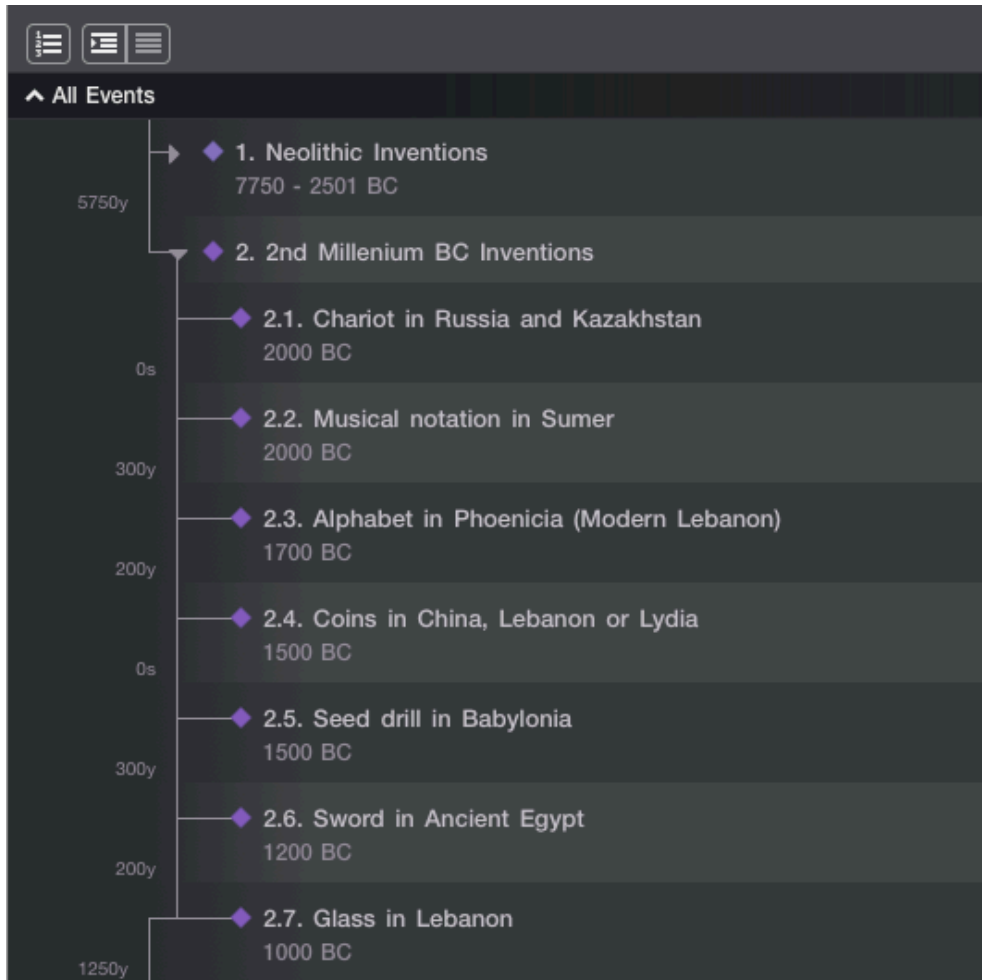
To conserve space, ages are not shown when event dates are turned off, but you can still find out a character's age by hovering your mouse over the relationship icon.

Parent/Child Events

Relationship View provides two options when showing parent/child events:

- **Tree View:** Child events are nested under parents in an expandable tree structure, allowing you to see more or less information as required. As child events are shown underneath their parent, they are internally sorted, but cannot be sorted relative to other events.

- **Flattened List:** All events are shown in a single flattened list, allowing you to view all events in chronological order, including events that belong under different parents.



Parent and child events displayed in Tree View

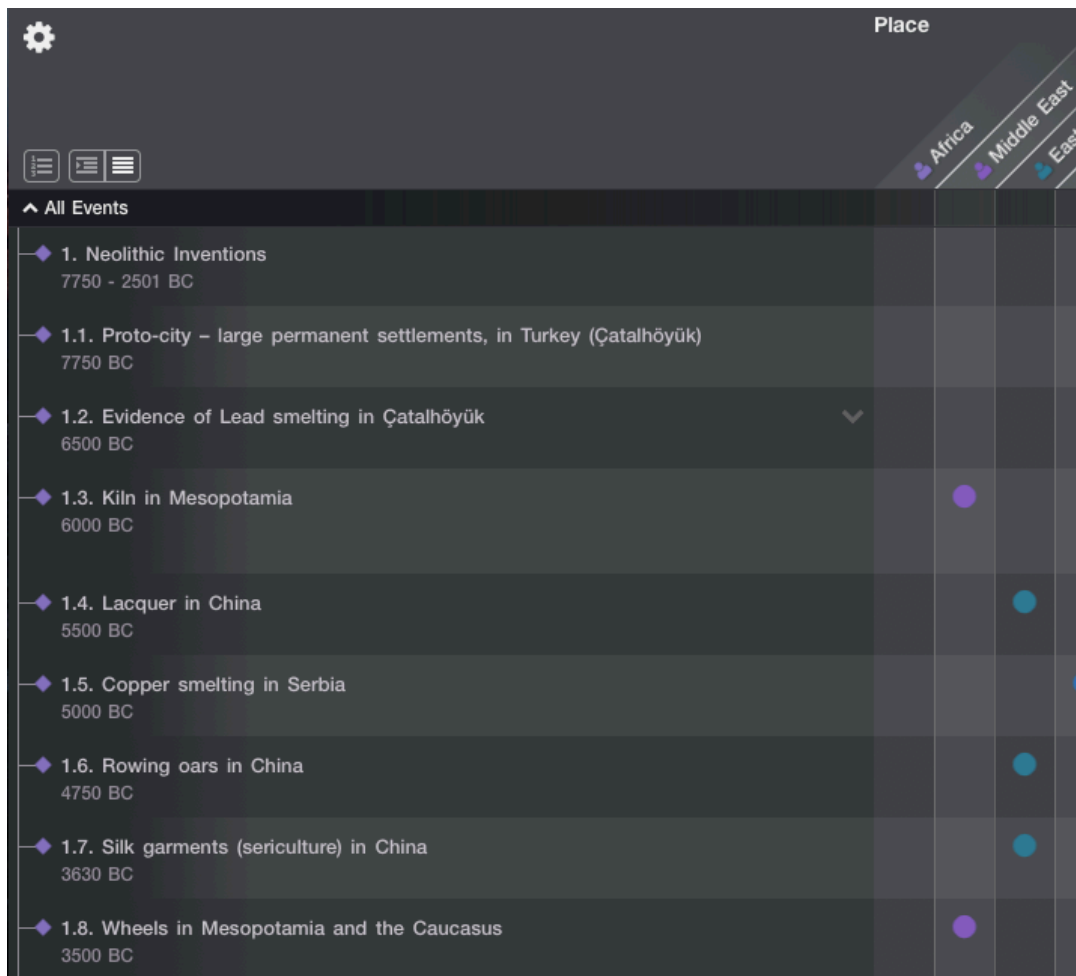
You can use the button group shown on the Relationship View to toggle between these two options:



Toggle Offsets

If you are working on a smaller screen, you can remove the offsets from the left-hand side of the view by clicking on the **Show/hide offsets** button:






Relationship view with the offsets turned off

The Inspector

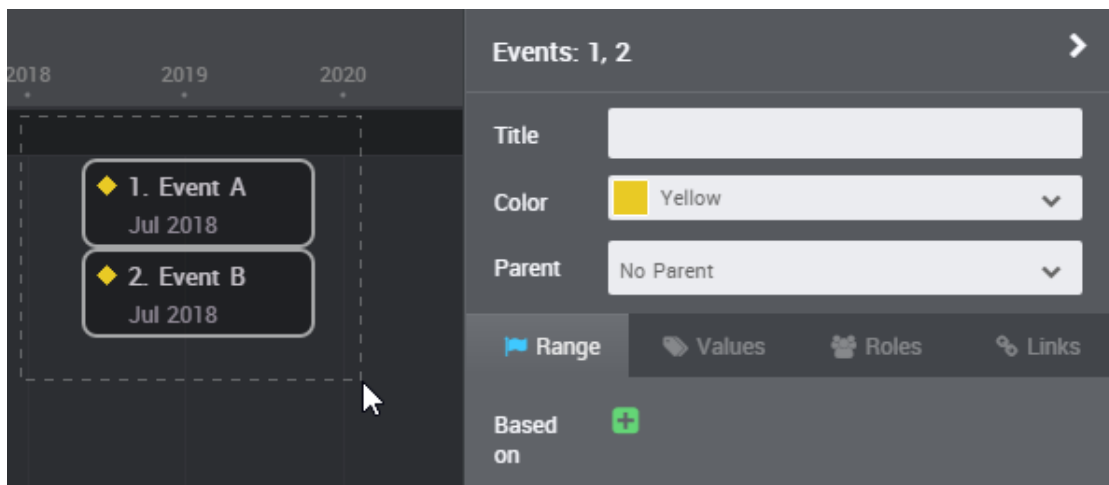
Editing Selected Events

You can open or close the Inspector by clicking on the Inspector icon  on the toolbar.

You can use the Inspector to update all fields, values and relationships for the selected event.

The Inspector allows you to edit values for multiple selected events at the same time:

- When multiple events are selected, the Inspector will show any values or relationships that are common for all selected events.
- Values that differ between selected events will be shown as blank.
- You can still edit those events, in which case all events will be set to the new value that you enter.



Selecting multiple events

Basic Event Details

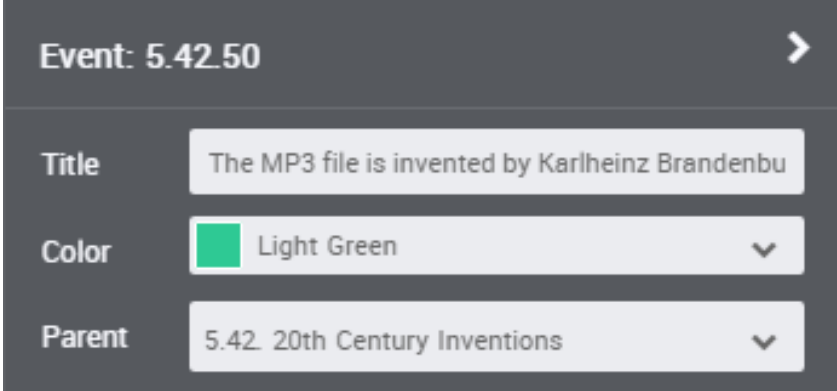
The top section of the Inspector shows the following information:

Selected Event IDs: This shows the IDs of all selected events. Clicking on an ID will scroll that event into view on the timeline.

Event Title: The title of the selected events.

Color: The color of the selected events.

Parent: The parent event of the selected events (see Nested Events).



The screenshot shows a dark-themed interface for the 'Event: 5.42.50' inspector. It features three main fields: 'Title' with the text 'The MP3 file is invented by Karlheinz Brandenbu', 'Color' with a light green color swatch and the text 'Light Green', and 'Parent' with a dropdown menu showing '5.42. 20th Century Inventions'. Each field has a corresponding label on the left and a right-pointing arrow on the right.

The basic event details show at the top of the Inspector

Range Tab

The range tab allows you to specify the start, duration, and end for an event.

Internally, Aeon Timeline records events Start Dates and Duration, with the End Date calculated from those two values. This allows an event to retain the same duration as it is dragged around the timeline.

If you enter an end date, Aeon Timeline will calculate the necessary duration for the event to stretch from the start date to your entered end date, and will then store this value internally.

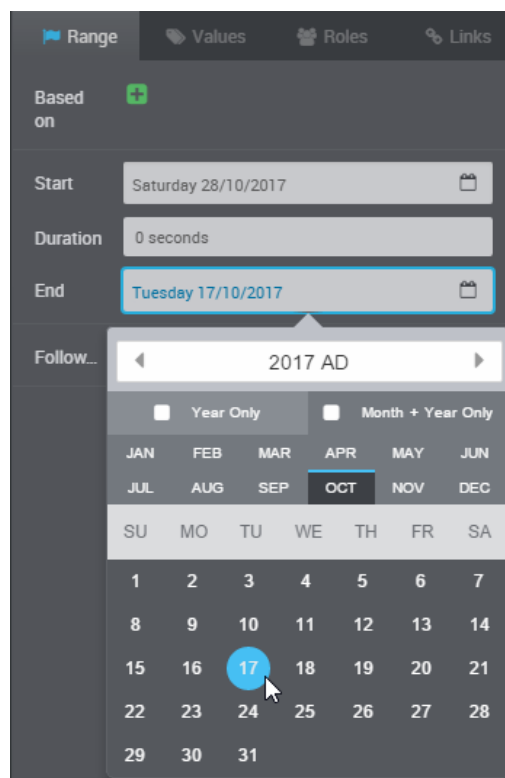
Subsequently changing the start date will cause the end date to be recalculated.

Using the Date Picker

Aeon Timeline uses a flexible date picker control that allows you to type dates in many different formats and with a range of precisions, such as:

- 2012 (year-only)
- 2012 BC (year-only, different era)
- March 2012 (month+year only)
- 23 March 2012 (date, long format)
- 23/3/2012, 3/23/2012, 2012-3-23 (date, various short formats)
- 23 March 2012 2:30pm (date and time, minute precision)
- 23 March 2012 14:30 (date and time, 24-hour format)
- 23 March 2012 14:30:27 (date and time, second precision)

You can also click on the calendar icon to view a popover calendar display to select a date.



The Date Picker

Using the Duration Control

For date based timelines, enter your preferred duration as a value followed by a unit. Possible unit values are **years**, **months**, **weeks**, **days**, **hours**, **minutes**, and **seconds** (e.g. “2 years” or “15 weeks”).

Combinations of units is also allowed (e.g. “2 years 3 months”).

You can type **y**, **m**, **w**, **d**, **h**, **mi**, **s** as a shorthand and the Duration Picker will automatically complete the rest of the unit.

Event Precision

The precision for an event will be determined by the maximum precision of the start date and duration that you enter.

For instance, if you enter a start date of *2012* and a duration of *3 years*, Aeon Timeline will only display year information on the timeline (i.e. *2012-2014*).

Conversely, if you enter *2012* and *2 months*, the event precision is now months, and a date value of *January – February 2012* will be shown instead.

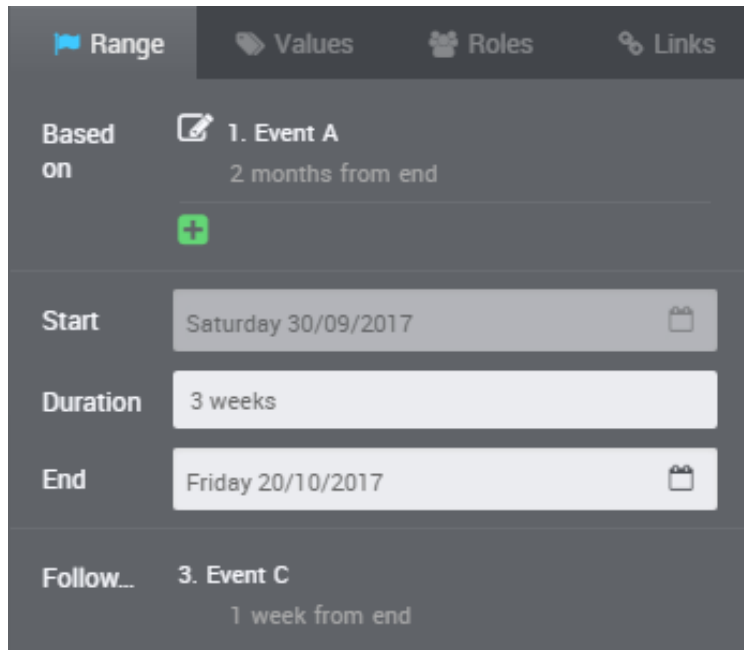
Dependencies

The range tab also shows you information about any dependencies associated with an event.

The **Based on** list shows any dependencies that are used to calculate the selected event’s start date. You can add further dependencies by clicking on the **add (+)** icon, or edit the existing dependencies by clicking on the **edit** icon. If you wish to delete a dependency, click on the **edit** icon and then click on the **Remove** button in the ensuing popover.

The **Successors** list is a read-only list that shows any events whose start date is calculated from the selected event.

In either case, clicking on the title or a predecessor or successor event will scroll the timeline to that event and select it (the Inspector will then change to showing values for the newly selected event).



The dependencies of an event in the Inspector

Values Tab

Tags

The tags field allows you to add and delete tags from the selected events. Existing tags will be suggested to you as you begin to type.

If you need to edit the value of a tag globally wherever it appears, use the Manage Tags dialog.

Property Values

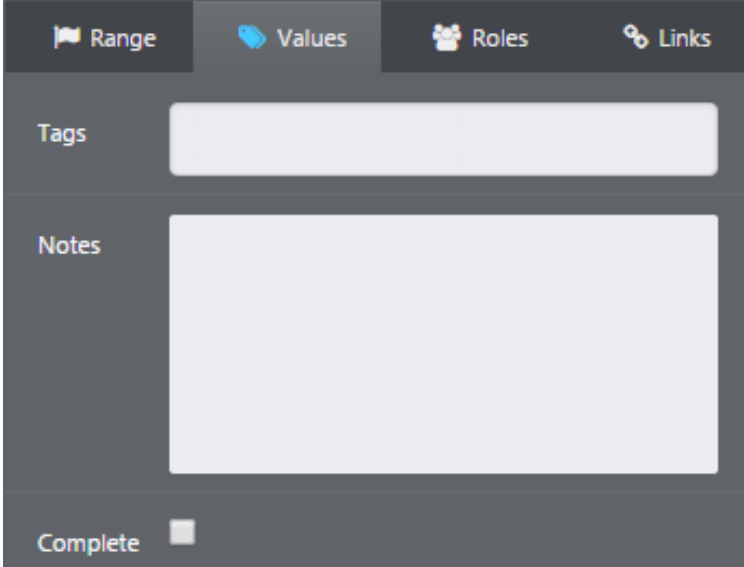
The remainder of the tab allows you to set any other property values for the selected events.

Available properties for events depends on your chosen template, and can be changed via Timeline Settings.

The type of the property determines how the property is displayed in the timeline:

- Single-line Text fields are displayed as a single line text input
- Multi-line Text properties are shown as a multi-line text area

- Yes/No properties are shown as a checkbox
- Numeric (Integer, Decimal, Currency and Percentage) properties are displayed as a number text field.
- List of options properties are shown as a drop down list.



The Values Tab

Roles Tab

The Roles tab allows you to configure relationships between events and entities. This is done by choosing which events are responsible for particular roles within an event.

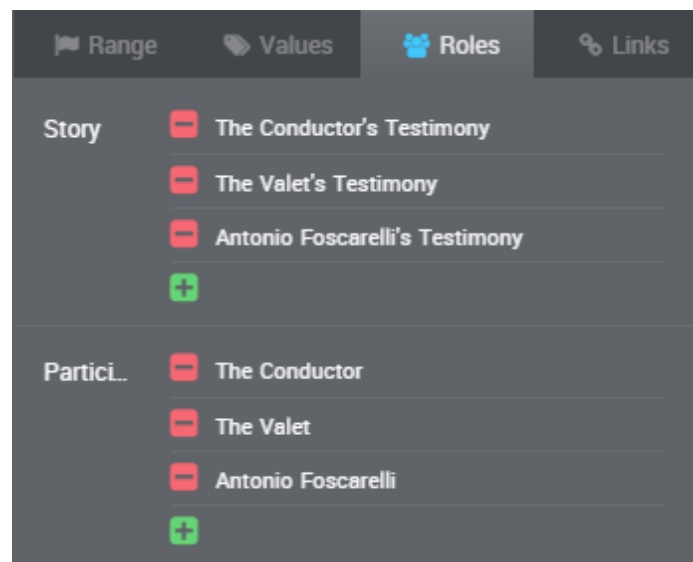
Each **entity type** (e.g. *Person*, *Project*, *Location*, *Story Arc*) is able to perform one or more **roles** for an event (e.g. a *Person* can be a *Participant* in an event, or a *Witness*). The available entity types and roles for events depends on your chosen template, and can be changed via Timeline Settings.

If a role is configured to allow only a single entity per event, it will be shown in this tab as a drop-down list. In such cases, you can select a single entity from the dropdown to perform that role, or select **None** if you want that role to be vacant.

If a role is configured to allow multiple entities per event, it will be shown in this tab as a list. In such cases, you can:

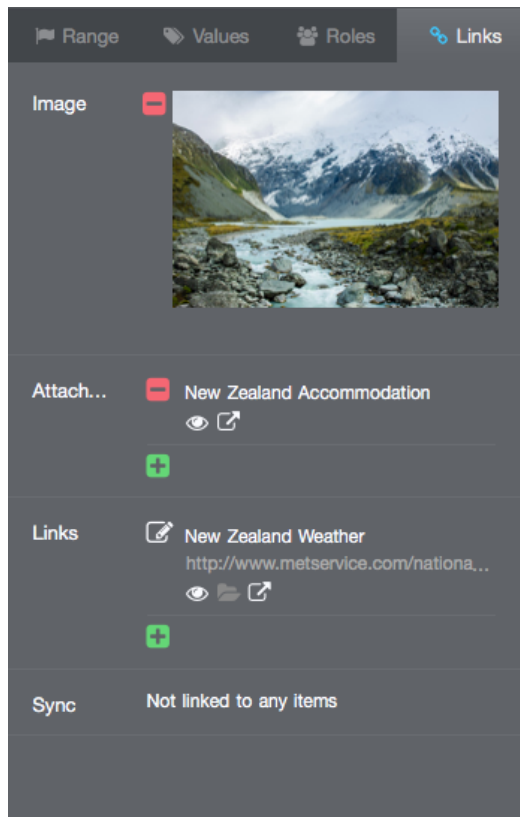
- Click on the + icon and select an entity name to create a new relationship (if you have a lot of entities, you can type the first few characters of the entity into the search box to narrow down the options).
- Click the + icon and type a brand new name to create a relationship to a brand new entity with that name
- Click the – icon to remove an existing relationship.

If an entity has a birth date or birth event, Aeon Timeline will automatically calculate the age for the entity at the selected event and show it underneath the entity name in the list.



The Roles tab

Links Tab



The external links tab

Events can have links with images and documents on the local computer, a network drive, or over the internet. These are added as “Links” in the Links tab.

Events can also have images and documents embedded in the timeline file. These are added as “Attachments” in the Links tab.

You can also add an image as a specific type of attachment under the “Image” heading. This will display the image in the inspector, and if the timeline is configured to show images, it will be shown on the timeline when the event is expanded (the green arrow is clicked).

In this tab, you can:

- Add new links/attachments by clicking on the + symbol, and then either typing a title and URL/path for the file, or by clicking on the Browse button and selecting a file.

- Edit existing links by clicking on the edit icon and then changing link details.
- Remove existing links by clicking on the edit icon and then clicking Remove.
- Remove attachments and images by clicking the minus symbol.

The icons underneath each link allow you to perform the following additional actions:

- **Mac-only:** View it inside Aeon Timeline using its **Quicklook** plugin
- Reveal the link in Finder (Mac) or Windows Explorer (Windows)
- Open the file in its default application

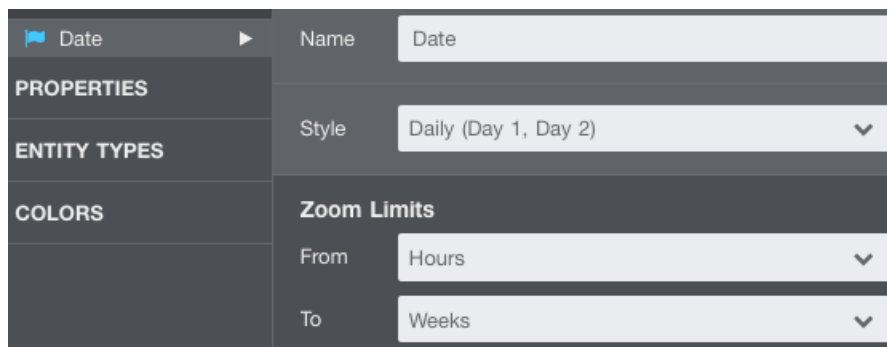
Under the Sync heading, it will show any Scrivener documents that are linked to the selected event.

Navigating the Timeline

Zoom

Aeon Timeline allows you to zoom in and out of your timeline to the time scale you wish to see: anything from billions of years to individual minutes and seconds.

You can set the minimum and maximum zoom levels allowed for your timeline via Timeline Settings, and fluently zoom in and out using pinch gestures, ⌘ + scroll wheel/gesture (Mac), Ctrl + scroll wheel (Windows), or by adjusting the zoom slider on the toolbar.

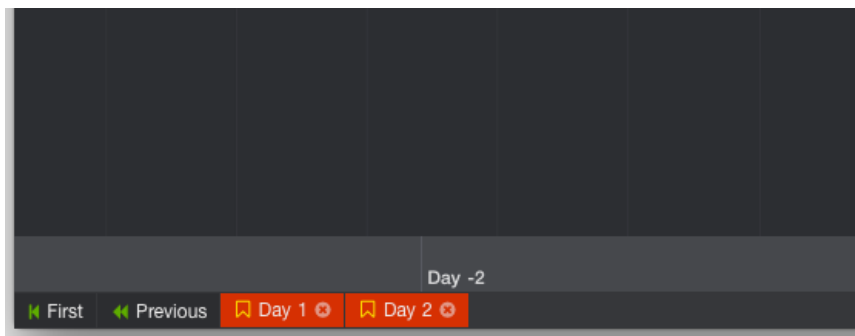


Setting the zoom limits

Bookmarks

For timelines that cover large time periods with several key moments interspersed throughout, bookmarks allow you to quickly jump between different time periods. If you have a particular time you want to bookmark, scroll to that time period, zoom to your desired time scale, and then add a bookmark for that location.

Each time you click on the bookmark, your timeline will zoom and scroll back to your desired setup.

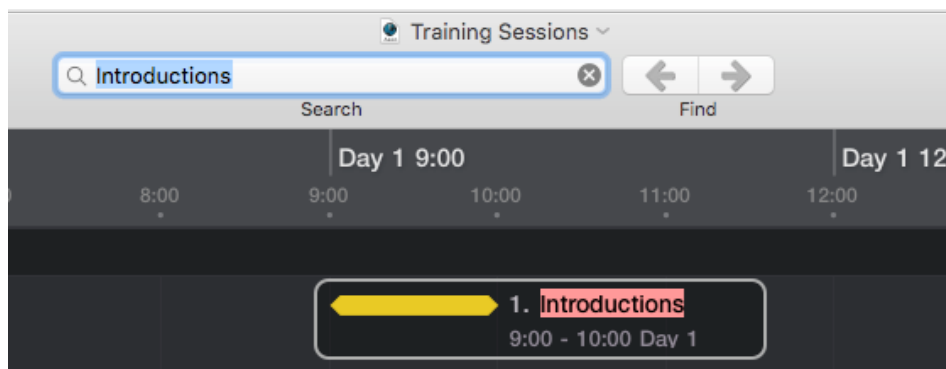


Bookmarks on the timeline

Search

Activate the search bar by hitting ⌘F (Mac) or Ctrl+F (Windows), type a search term and hit enter to select the next event that matches your search and scroll it into view. You can jump between multiple matching selections using Find Next and Find Previous.

For fast navigation to any point in time, simply type a date into your search field to scroll your timeline directly to that date.



Searching for events

Context Bar

The Context Bar acts as a tricked-up horizontal scroll bar for your timeline. The lens highlights your current position within the timeline, while the remainder of the bar shows you current events in your current view and the surrounding timeline.

Drag the lens to scroll the timeline, or click on any other location on the Context Bar to jump directly to that date. You can also adjust your zoom by resizing the lens from its left or right edge.

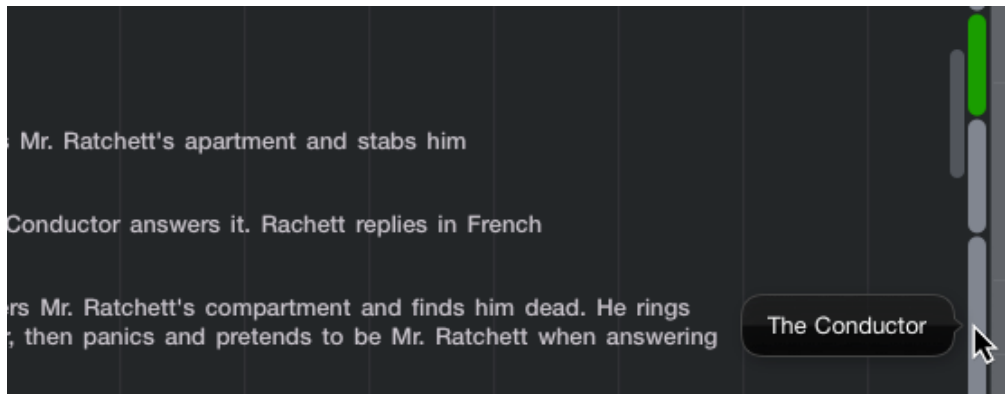


The Context Bar

Scroll To Group

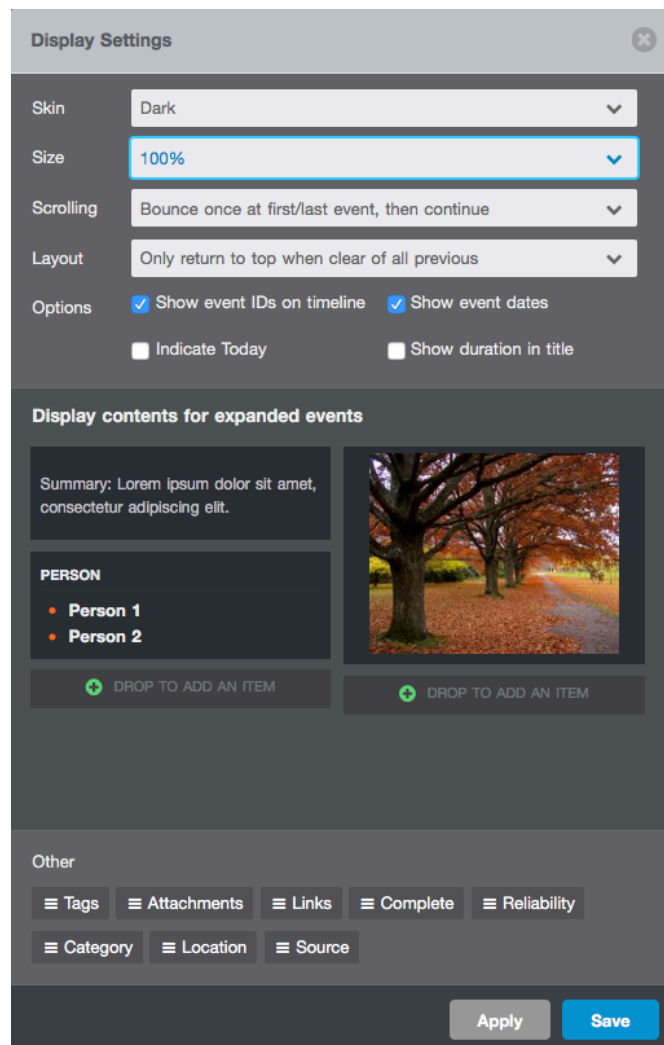
With events divided into groups based on your chosen Entity Type, it is important to be able to navigate quickly between groups. Rather than scrolling vertically to hunt down your desired group, you can use the navigation bubbles on the right-hand edge of the screen to quickly jump between groups.

Hover your mouse over each bubble to see the Entity Name associated with each group, and click on the bubble to scroll your timeline to the top of that group.



The timeline grouped by Entity Type. The bubbles on the right can be used to quickly jump between groups.

Display Settings



The Display Settings window

Skin

Different themes for your timeline.

Size

Different zoom levels for the entire user interface rather than just the timeline.

Scrolling

- **Do not constrain scrolling** – Scrolling left and right is unlimited and unbounded

- **Bounce once at first/last event, then continue** – Scrolling left and right will stop at the first and last events, but still allows the ability to continue
- **Restrict scrolling to first/last event** – Scrolling can be done up until the first and last event.

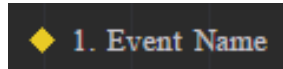
Layout

- **Use minimum space possible**
 - Events will be displayed at the top-most vertical space that will fit them.
 - This uses the least space, but events are interleaved and related events may be separated vertically by others
 - Event positions are inconsistent when zooming (they are likely to shuffle around to very different vertical locations when you change the zoom)
- **Cascade unbroken groups from top**
 - Each event will be displayed underneath the previous one, until there is enough room to return to the top and have all later events displayed in an unbroken chain.
 - This avoids interleaving events, and uses much less space than the last option (but more than the first)
 - Event positions are inconsistent when zooming (they are likely to shuffle around to very different vertical locations when you change the zoom)
- **Only return to top when clear of all previous**
 - Each event will be displayed underneath the previous one, until an event's start position is further right than the right-most edge of all previous events.
 - This is more stable and consistent when zooming (events won't jump around so much), but can create very long chains (and a lot of vertical height) for large timelines.

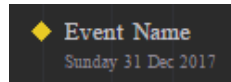
Options

- **Show event IDs on timeline** – The event ID is shown on individual

events:



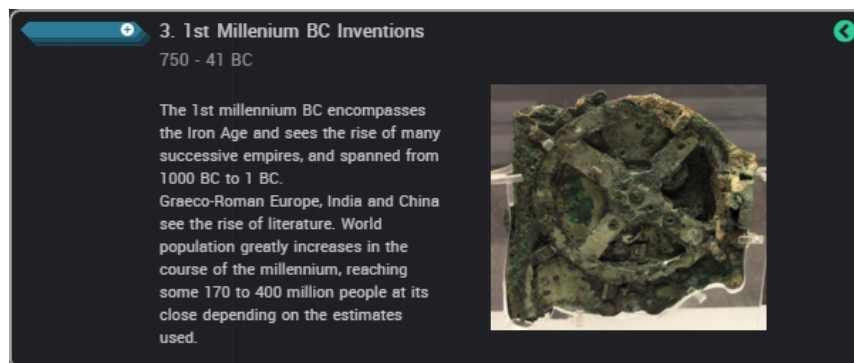
- **Show event dates** – The date of the event is shown on individual events:



- **Indicate Today** - shows a vertical line on the timeline that marks the current date. This line will update in realtime.
- **Show duration in title** - if the event has a duration greater than 0, then it will displayed in the title of the event.

Display Contents

These items are the layout template of you expanded events. You can drag in and out different properties of your events. To **add** and **remove** items, drag-in and drag-out respectively. To **move** items, drag an item on to another to swap positions.



An expanded event. The details that are displayed when you expand an event can be determined in the Display Settings window

Dates and Calendars

Representing Dates and Durations

How End Dates are Calculated

Internally, Aeon Timeline records events Start Dates and Duration, with the End Date calculated from those two values. This allows an event to retain the same duration as it is dragged around the timeline.

If you enter an end date, Aeon Timeline will calculate the necessary duration for the event to stretch from the start date to your entered end date, and will then store this value internally.

Subsequently changing the start date will cause the end date to be recalculated.

Event Precision

Some events may be precise to a given year only, while others specify a date and time down to the exact second. There are several reasons you may want to do this:

- An event may be a historic event where the exact date or time is unknown, only an approximate value such as a year.
- An event may take place over an entire day, week, month, or year, so specifying more precise time doesn't make sense.
- A fiction writer may not need precision down to exact dates/times, in which case making up these values is an unnecessary distraction and clutters up the timeline with unnecessary information.

Aeon Timeline allows you to specify varying levels of precision for each event, so you can mix and match events that are specified to the second with events that only contain a year.

How event precision is calculated

The precision for an event will be determined by the maximum precision of the start date and duration that you enter.

For instance, if you enter a start date of *2012* and a duration of *3 years*, Aeon Timeline will only display year information on the timeline (i.e. *2012-2014*).

Conversely, if you enter *2012* and *2 months*, the event precision is now months, and a date value of *January – February 2012* will be shown instead.

How imprecise events are displayed

Although more precise date information is not displayed on the timeline, the event still must be positioned on the timeline relative to other events. Aeon Timeline uses the following rules to determine where an event should be displayed:

Start Dates

- If time is not specified, default to the beginning of the specified day (represented as 00:00:00).
- If the day of the month is not specified, default to the beginning of the month.
- If the month is not specified, default to the beginning of the year.

End Dates

- If the time is not specified, default to the end of the day (represented as 24:00:00, see below)
- If the day of the month is not specified, default to the end of the month.
- If the month is not specified, default to the end of the year.

Representing End Dates and Midnight

There is an ambiguity in the way we naturally talk about dates, and a precise mathematical representation of the dates themselves.

A brief example

Let's assume we have an event that starts in January and lasts for 3 months.

Mathematically, this would mean a start date of "2016-01-01 00:00:00" and an end date of "2016-04-01 00:00:00".

But for most people, a natural interpretation of this would be January – March 2014 (i.e. it lasts for 3 months, and those 3 months are January, February, and March).

This is because we typically refer to end dates inclusively, at least for precisions of days or larger.

How Aeon Timeline represents end dates

Aeon Timeline mirrors this natural approach when talking about dates – the end date is always considered to be inclusive.

So an event that starts in April and lasts a year goes from April 2016 – March 2017 and **not** April 2016 – April 2017.

To ensure consistency and avoid confusion throughout the application, we extend this policy for all precisions throughout our interface. Thus, the same example at varying precisions would be:

- 2015 – 2016
- January 2015 – December 2016
- 1 January 2015 – 31 December 2016
- 1 January 2015 00:00:00 – 31 December 2016 24:00:00

As can be seen, we represent the end time as 24:00:00 instead of the mathematically identical 1 January 2017 00:00:00.

The use of 24:00:00 is a less common but legal representation of a date, and is necessary to deliver consistent handling of dates at all precisions.

Absolute and Relative Timeline Styles

Most timelines will use absolute dates, meaning that you specify an exact date or year for each event on your timeline.

However, Aeon Timeline supports several other timeline “styles” that allow you to specify times relative to a theoretical “zero”. Uses for such relative timelines include:

- Planning a fiction story without needing to think about specific dates and times
- Planning a project or development schedule based on weeks before you know a definite kick off date.

- Planning a seminar or training workshop that you will repeat many different times.
- Planning screen or stage time in a movie, where you want to map out scene times over a period of several hours.

Setting the Timeline Style

The timeline style is set in the **Range -> Date** section of **Timeline Settings**, and can be set to the following values:

Regular Dates: Dates are represented in the normal way as absolute values (a specific day/month/year)

Weekly: Weeks count forward from zero, i.e. Week 0, Week 1, Week 2. Events can be specified as occurring on a specific day or time during that week – e.g. “10:00 Monday Week 6”.

Daily: Days count forward from zero, i.e. Day 0, Day 1, Day 2. Events can be specified as occurring at a specific time during that day – e.g. “10:00 Day 3”.

Time: Time counting forwards or backwards from zero, e.g. 02:32:34 or -12:45:00.

Setting the “Zero Date”

When changing from regular dates to any of the weekly formats, or vice versa, you will be asked to specify the date to be used as “zero” in your conversion. All existing dates in your timeline will be converted based on their relative offset from this zero date.

For instance, if you convert from *Regular Dates* to *Daily* using a zero date of “1 Jan 2016”, existing dates would be converted as follows:

- **1 Jan 2016** becomes “Day 0”.
- **3 Jan 2016** becomes “Day 2”.
- **5 Jan 2016 12:00pm** becomes “Day 4, 12:00pm”
- **3-7 Jan 2016** becomes Day 2-6.

Custom/Fantasy Calendars

What Are Custom Calendars?

By default, Aeon Timeline ships with an implementation of our standard Western Gregorian calendar, with 12 months in a year, 7 days in a week, and eras marked as BC and AD.

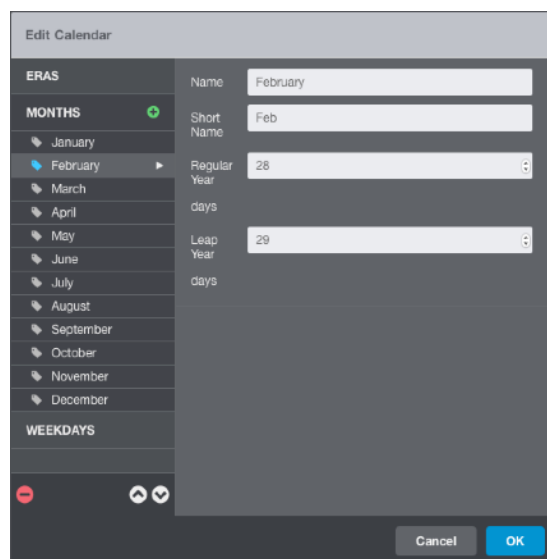
Aeon Timeline allows users to create their own custom calendars for use in projects. Uses for this include:

- Changing the names of existing elements (e.g. using BCE and CE, or renaming weekdays and months to another language)
- Re-creating other historic calendars such as the Julian calendar.
- Creating your own fantasy calendar with your own fantasy world.

Editing Calendars

Calendars are created and edited as part of **Timeline Settings**. Once you have created your calendar, you can choose **Save as Custom Template** in Timeline Settings to save the edited template (including your calendar) as a new custom template option. It will then be available to choose for new projects in the Welcome screen.

Note that calendars can only be edited for new timelines. Once you add an event or entity to a timeline, you will no longer be able to edit the calendar.



The Edit Calendar window

Components of a Calendar

When designing a custom calendar, it is composed of the same elements that are used in a standard calendar. As such, a calendar has the following components:

Era

An era represents a block of years numbering from 1 to a maximum value. Eras can count forwards or backwards (starting from 1), and usually last for a specific number of years.

In all calendar systems, there must be one backwards era of infinite length, and one forwards era of infinite length (equivalent to our BC and AD) , so that any point in time can be correctly labelled. In some calendar systems these may represent pre-historic times and unknown future times.

Eras can be set to include “leap years”. These are calculated using the rules of our standard Western calendar (every 4th year except every 100th, but including every 400th).

Years

Normally, this is used to represent the number of days for a planet to orbit the sun. However, in more general terms, this represents a number of days that are grouped together.

A year is composed of a number of months. You cannot set the duration of years directly, instead the duration of a year is determined by the sum of the days in all months.

Months

A month is given a name (such as January), an abbreviated name (such as Jan), and a length in days for both normal and leap years.

In the standard calendar, months approximate the length of a lunar cycle, but in a custom calendar they could be used for other purposes, such as setting up a different month for each “season”.

Although all calendars must contain at least one month, you can setup a single month that lasts the duration of a year and effectively ignore the value, if desired.

Days

In the standard calendar, a day represents the amount of time it takes for the Earth to rotate on its Axis (approximating the length of time between sunsets).

In creating a custom calendar, you can specify the number of hours in a day.

You can also specify the number of days in a week, and give a name (such as Monday) and abbreviated name (such as Mon) to each day.

To link your days with the rest of the calendar system, one day must be specified as the first day of the final era (this is the equivalent of specifying that the 01/01/0001 AD is a Monday).

All custom calendars must have at least one day, but if you do not wish to have separate weekdays, you can create a single weekday (called 'Day'), and effectively ignore the value.

Hours, Minutes, Seconds

As mentioned above, the custom calendar allows you to specify the number of hours in a day.

Aeon Timeline does not allow you to customise units smaller than this. An hour will always be composed of 60 minutes, and a minute will always be composed of 60 seconds.

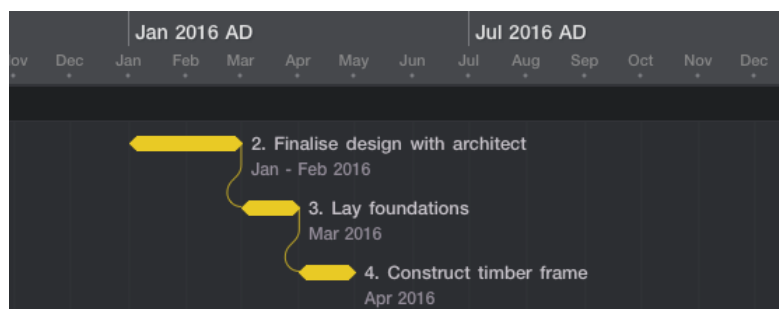
Advanced Topics

Dependencies

What are Dependencies?

Dependencies allow you to calculate the date of an event based on an offset from the start or end of another event (e.g. Event B = end of Event A + 10 days). This ties the two events together in time so that when you move one event, the other will automatically follow. An event can have multiple dependencies, in which case its start date will be set to the latest calculated date.

Dependencies allow you to ensure pre-requisites are met in a project (i.e. a task that cannot start until an earlier one has completed), or tie together events in a fiction story that require a fixed offset (e.g. a birth must occur 9 months after conception).

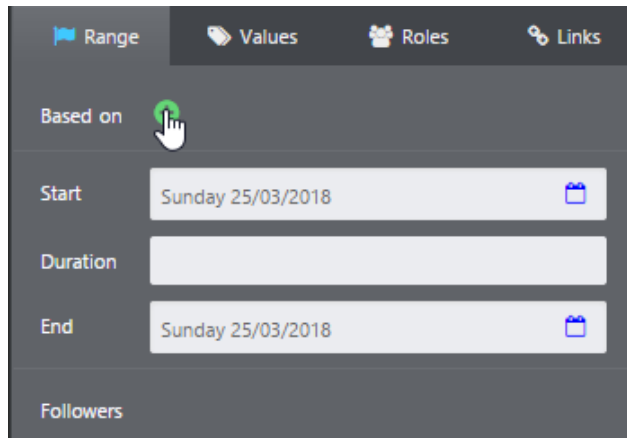


Dependencies on a timeline. Event 4 is dependent on Event 3 and Event 3 is dependent on Event 2

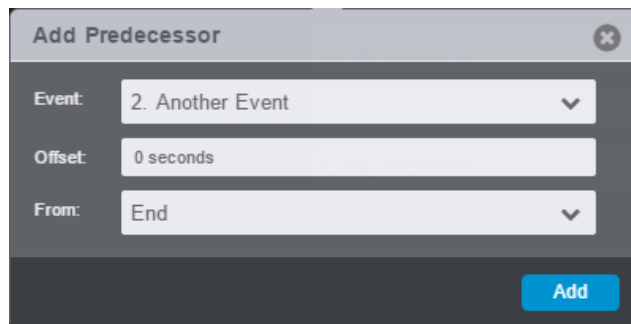
Configuring Dependencies in the Inspector

Dependencies are configured in the Range tab of the Inspector. You can view, edit and remove existing dependencies for each event in the **Based On** list.

To add a new dependency, click on the green + symbol, and in the Add Predecessor popover, select the event, offset, and whether the offset should be added to the start or end of the event.



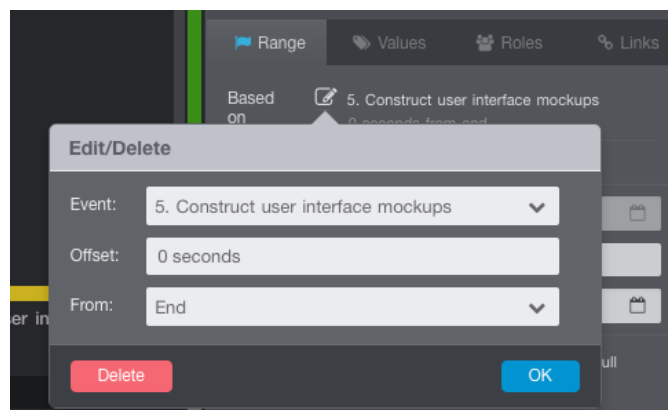
In the Range tab, click on the green + symbol to add a new dependency



The Add Predecessor popover

Edit and Delete Dependencies

To edit an existing dependency, click on the edit symbol next to the event (square with pencil), update the values and click **OK**.



To Edit/Delete dependencies, click on the edit

To remove an existing dependency, click on the edit symbol next to the event, and then click on the **Delete** button in the ensuing popover.

Shortcut to Add Dependencies

You can quickly add dependencies between selected events by choosing **Make Dependent** from the **Timeline** menu or the right-click context menu.

If two events are selected, a new dependency will be created as follows:

- The second event will be made dependent on the first event (as determined by their current dates)
- The new dependency will use the existing offset between the events, so that neither event will change dates when the dependency is created.
- If the second event occurs **after the end of the first event**, the dependency will use an offset from the **end** of the first event.
- Otherwise, it will use an offset from the **start** of the first event.

If more than two events are selected, a chain of dependencies will be created, such that the second is dependent on the first, the third is dependent on the second, and so on.

If you want to quickly create dependencies with 0 offsets from the end of events, you should first choose **Make Consecutive** from the menu before choosing **Make Dependent**.

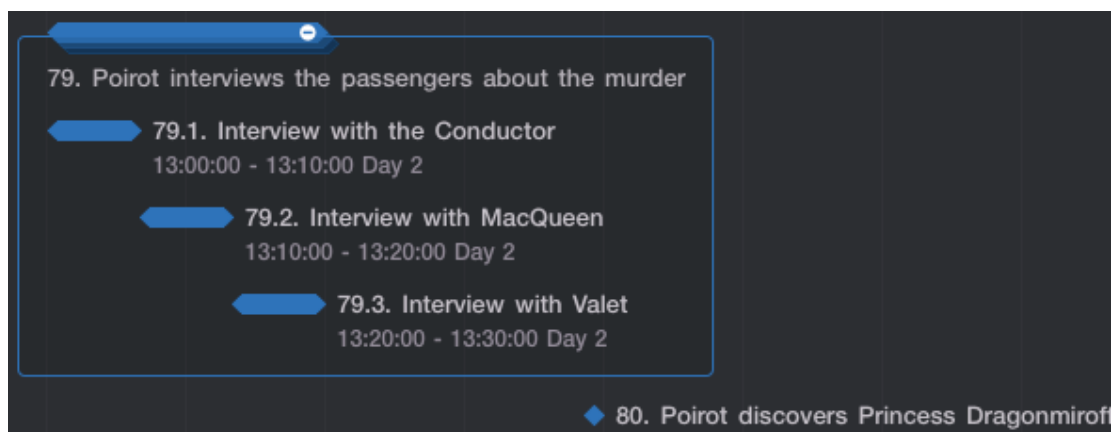
Nested Events

What are Nested Events?

Aeon Timeline allows you to nest child events inside parent events so you can break down a task into a number of smaller tasks, or group many related events into a single parent.

When you zoom in, you can choose to expand your parent events to see the individual child events. As you zoom out, expanded parents will automatically collapse, allowing you to see the parent event within the broader context without cluttering your timeline with a lot of unnecessary detail for that zoom level.

Events can be nested many levels deep, allowing you to zoom from a War to a Battle to the timing of events within that battle without affecting your ability to view the overall context when required.



Nested Events

How Parent Event Ranges are Calculated

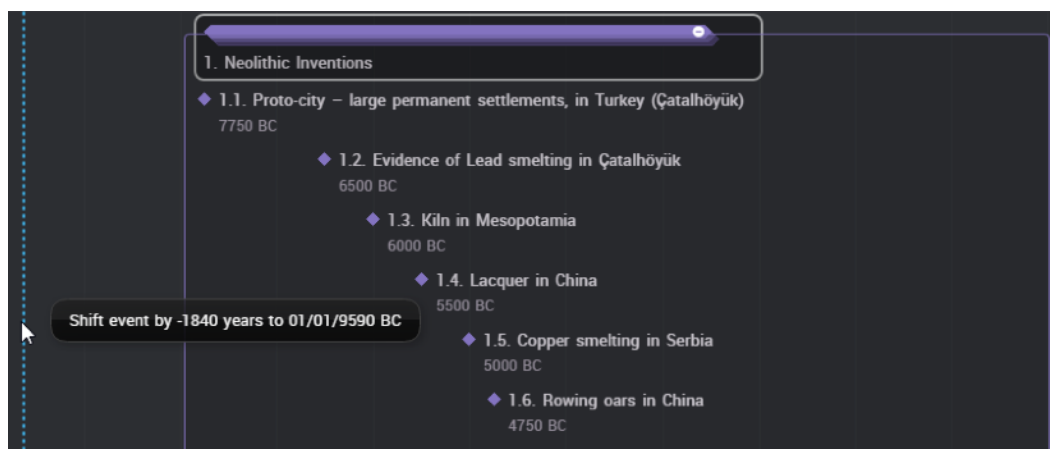
The range of a parent event (i.e. its start and end dates) are calculated entirely from the ranges of its child events, as follows:

- The start date for a parent event is equal to the earliest start date of its child events.
- The end date for a parent event is equal to the latest end date of its child events.

- The duration of a parent event is calculated from the above start and end dates.

Moving parents and all children

To **move** a parent event and all of its children to a new date, you can drag the parent to a new location in the timeline or change the parent's start date in the Inspector. When moving a parent event in this way, all of its children (and consequently, grandchildren) will be moved by the same amount to keep the same relative offsets between all affected events.



Dragging a parent event to a new date. This will move all the children of the event by the same relative offset.

Adjusting parent without affecting all children

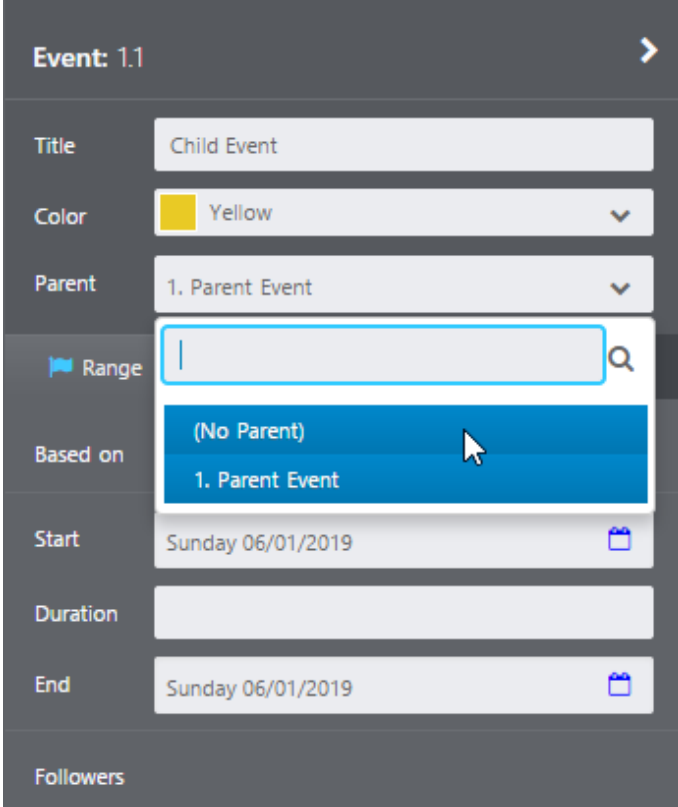
If you wish to extend or contract the range of a parent event without affecting its children, you will need to add, remove or modify individual child events to get the parent range that you want.

Changing an Event's Parent

You can assign a parent to an event in a number of ways:

- When creating the event, select your preferred **Parent** from the dropdown list. If you choose *(No Parent)*, the event will be created as a top-level event.
- Inside the Inspector, modify the **Parent** field (as pictured below).

- Hold down the **Ctrl** key on Windows or the **Cmd** key on Mac and drag your desired child event on top of the intended parent event. You can also hold down **Ctrl/Cmd** and drag an event out of its parent to make it a top-level event.



Event: 1.1

Title: Child Event

Color: Yellow

Parent: 1. Parent Event

Range: [Empty field with search icon]

Based on: (No Parent), 1. Parent Event

Start: Sunday 06/01/2019

Duration: [Empty field]

End: Sunday 06/01/2019

Followers: [Empty field]

In the Inspector, you can modify the Parent of an event with the Parent field

Preserving Newly Created Parent's Ranges

If any of the above actions will add the first child to an event, thus making it a parent for the first time, you will have an additional decision to make.

As described in **How parent event ranges are calculated** above, a parent event's dates are entirely decided by their child events. This means that in the normal course of making an event a parent, its existing range (i.e. start and end date) will be lost and replaced by the range of its child events.

If you are building your timeline from the top down (i.e. you have created high level events and are now filling in the detail), this may be undesirable as the parent event may already be carefully positioned (e.g. you have created an event for World War 2

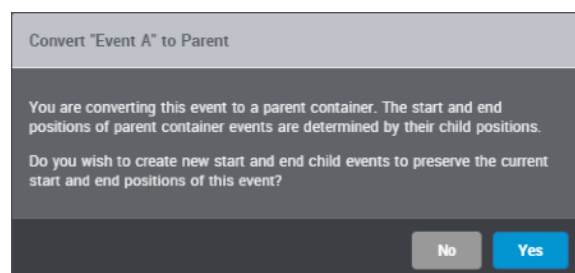
from 1939-1945, and are now wanting to add some key child events within that parent).

Aeon Timeline will prompt you when adding the first child to a parent whether you want to create additional new child events to mark the original start and end of your event:

- If you click **No**, your original parent's range will be entirely replaced by the range of its new children.
- If you click **Yes**:
 - A new event called "Start of XXX" will be added at the original starting location of the parent event.
 - If the parent event has a duration greater than zero, an additional "End of XXX" will be added at the original end location of the parent event.
 - The children will then be added to the event, and the parent's range calculated as normal from all of its children.

There is nothing special about these newly created events. They only represent the original start/end location of the parent and are not tied to the parent event's start: if you add a child event earlier than the original range, the "start of XXX" event may no longer be at the start of your parent.

You can move them, rename them and delete them just like any other event.



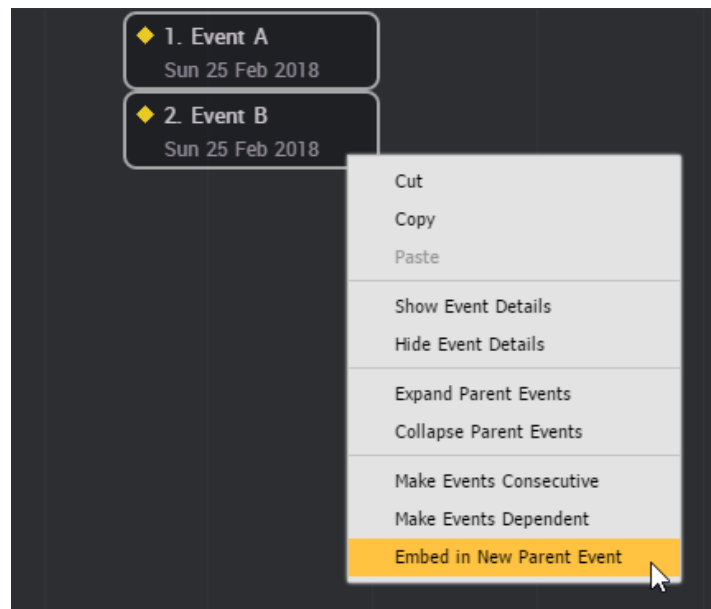
You can create start and event child events which will preserve the current start and end positions of an event

Embed in New Parent Event

As an alternative to the above, choose **Embed in new parent** from the **Timeline** menu or the right-click context menu. This will prompt you to create a new parent event, and then move all of the selected events underneath this newly created event.

This can be useful if you are coming at your timeline the other way and building it from the bottom-up rather than top-down.

Note: when choosing this option, the **Parent** field in the dialog to create the event specifies the parent of your newly created event (in effect, the grandparent of your selected events).



Embed an event in a new parent event


Filters

As your timeline gets more cluttered and complex, it can be useful to reduce the visible events down to ones you are interested in at the time. Aeon Timeline contains a very powerful and flexible filtering system, allowing you to filter events based on their dates and durations, tags, individual properties, and their relationships with entities such as people, projects or story arcs.

Multiple filter elements can be combined together using AND or OR to create complex filters, which can be saved and reloaded to give you quick access to any common filter you wish to create.


How to Apply a Filter

Turn on filtering

To turn on filtering, press the filter toolbar icon . The filter bar will slide down at the top of the timeline view.

The first time you open the filter bar, it will be empty. Click where it says **Click to add filter...** to add your first filter condition.

Adding to your current filter


Each filter condition is composed of a **Field**, which you can select from a dropdown list containing items such as entity, date, title, and color, and a **Value**. Optionally, you can choose to include those events that do **NOT** match a certain criteria. Once you have entered the field and value, hit **Enter** or press the  button to create a new filter with your chosen values.

Once the filter is applied, only events whose field matches the value specified will be shown on the timeline.


If you wish to add further conditions to your filter to create a more complex set of rules, you can again click on the **Click to add filter...** text to add a second filter condition. When adding each subsequent condition, you can choose whether to use AND (match both) or OR (match either) logic in combining the filters.

Removing filter conditions

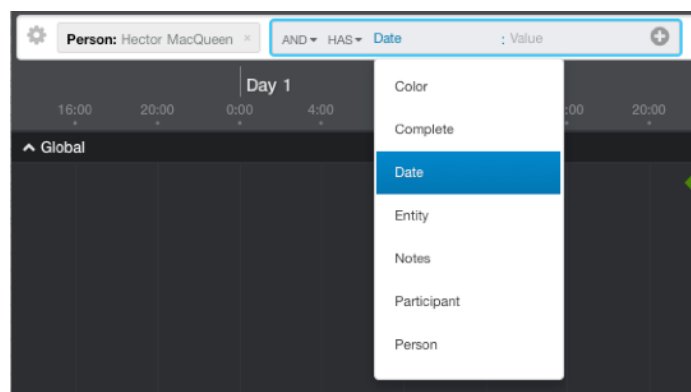
Individual filter items can be removed by clicking on the **x** icon inside the filter condition.

Alternatively, you can clear the entire filter to start again by clicking on the  button on the far right of the filter bar.

Turn off filtering

You can turn off filtering by clicking on the filter toolbar icon  to hide the filter bar. When filtering is turned off (the filter bar is hidden), no filters will be applied to your events.


Aeon Timeline remembers the last filter conditions when you close the filter bar, and those same conditions will be applied the next time you turn filtering on.

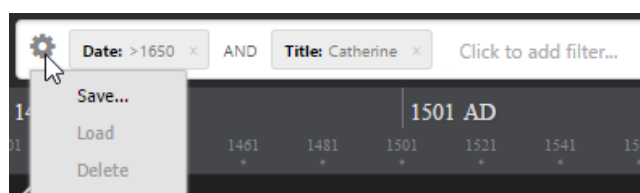


Adding a Filter


Saving and Loading Filters


Aeon Timeline allows you to save frequently used filters so that you can quickly apply them without having to reconstruct them each time.

To save a filter, click on the  button on the left hand side of the filter bar, and choose **Save**. You will be asked to enter a name for your filter.



Saving a Filter

When you want to use the filter later, click on the  button, click on **Load**, and then choose the name of the filter you wish to use.

To delete a saved filter, click on the  button, click on **Delete**, and then choose the name of the filter to delete.

Accepted Fields and Values in a Filter

The full list of possible filter items and their associated possible values is listed below. In each case, the field name is provided in bold, and the values listed afterwards.

Title

Field Name: Title

Possible Values: Any text string typed by the user.

The condition will match any event that contains that text somewhere in the title (e.g. “Title: Bob” will match “Bob goes for a walk” and “Fred and Bob drive to freedom”).

Range (e.g. Date)

Field Name: name of the Range property in timeline settings (usually “Date”)

Possible Values:

- Exact Values
 - “2012”: Matches any event that overlaps with part of the year 2012.
 - “March 2012”: Matches any event that overlaps with part of March 2012.
- Comparison Values
 - “>= 2012”: Matches any event that ends after 1/1/2012 00:00:00.
 - “> 2012”: Matches any event that ends on or after 1/1/2013 00:00:00.
 - “<= 2012”: Matches any event that starts before 1/1/2013 00:00:00.
 - “< 2012”: Matches any event that starts before 1/1/2012 00:00:00.
 - “before 2012”: Same as < 2012.

- “after 2012”: Same as > 2012.

Color

Field Name: Color

Possible Values: Any color defined in Timeline Settings, chosen from a list.

Tag

Field Name: Tag

Possible Values: Any tag added to the timeline, chosen from a list.

Entities/Relationships

Field Names:

- The word: “Entity”
- The name of any Entity Type (e.g. Person, Character, Project, Story Arc)
- The name of any Role (e.g. Participant, Witness)

Possible Values:

- The name of any matching entity, chosen from a list.
- “None”

When using “Entity” or an Entity Type name as the field, the filter will match any event that has a relationship with that entity.

When using the Role name as the field, the filter will only match events that have relationships with that entity in the specified **Role**.

If you specify a value of “None”, the filter will match events that do not have any relationships for the specific entity type or role.

String Properties

Field Name: The name of any Property in timeline settings that is set to type “Single-line Text” or “Multi-line Text”

Possible Values: Any text string typed by the user.

The condition will match any event that contains that text somewhere in the property value.

Yes/No Properties

Field Name: The name of any Property in timeline settings that is set to type “Yes/No”.

Possible Values: Yes, No.

List of Options Properties

Field Name: The name of any Property in timeline settings that is set to type “List of options”.

Possible Values:

- The name of any of the defined options, chosen from a list.
- “None”

How Filters are Combined: A Lesson in Boolean Logic

Logical NOT

Every time you add a filter item, a dropdown options lets you choose whether to match an item that **HAS** a certain criteria, or one that does **NOT** have that criteria.

When **NOT** is selected, the effect of the filter is reversed... events that do not match the criteria will be shown, while events that do match the criteria will be hidden.

Logical AND and OR

When combining multiple filters, you choose whether to join each new filter with the **AND** or **OR** logical operator.

When combining two filters using **AND** (e.g. *Color: Red AND Date: > 2015*), events will only be included if both of the criteria are true. The above example will match a Red event in the year 2017, but not a Green event in the year 2017, nor a Red event in the year 2013.

When combining two filters using **OR** (e.g. *Color: Red OR Date: > 2015*), events will be included if either of the criteria are true. The above example will match a Red

event in the year 2017, a Green event in the year 2017, and a Red event in the year 2013.

Order of Operations

Much like regular mathematics where multiplication and division take precedence over addition and subtraction, boolean algebra also has an order of operations.

In boolean algebra, **AND** take precedence over **OR**, which is important when combining more than two filter conditions together.

This means that the filter: *A OR B AND C*
is evaluated as: *A OR (B AND C)*

and therefore, your intended effect is: *(A OR B) AND C*
you will need to enter the longer form: *A AND C OR B AND C*

To provide a concrete example, let's assume we have events with the following properties:

1. "Walk the dog", Red, 2015
2. "Play fetch with the dog", Green, 2016
3. "Build the dog a kennel", Red, 2016
4. "Be ignored by the cat", Blue, 2012

The following filter will match events 1, 2 and 3:

Color: Red OR Title: Dog AND Date: 2016

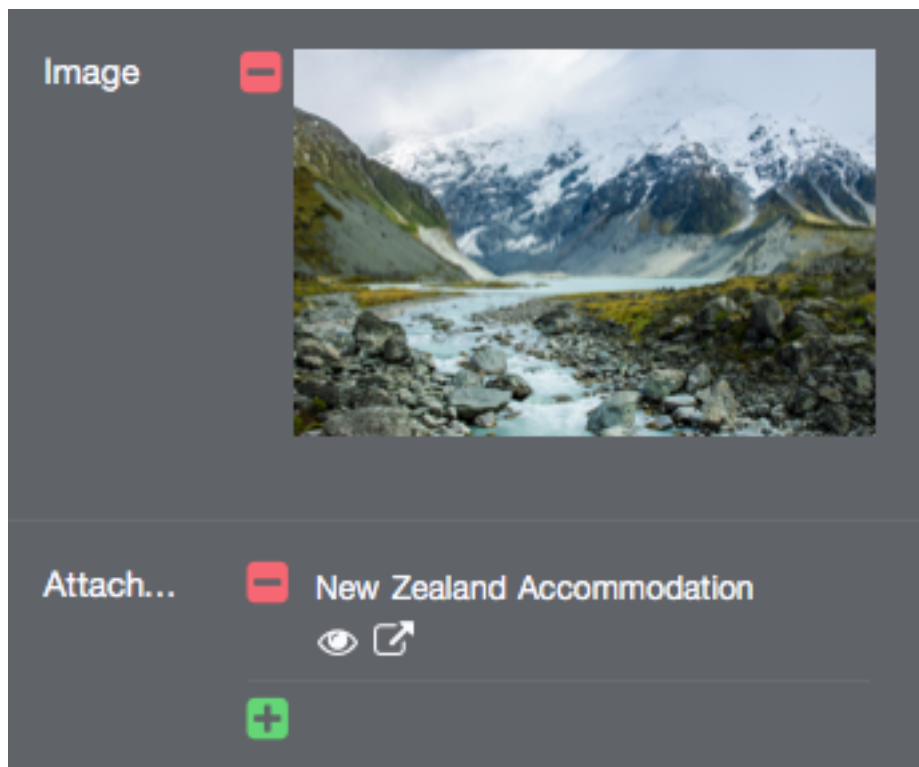
Whereas this filter will match only events 2 and 3 (not 1):

Color:Red AND Date: 2016 OR Title: Dog AND Date: 2016Attachments and Images

Attachments and Images

What are Attachments?

Events can have attachments associated with them. These are files that you can add from your local computer that are copied into the timeline file. This will increase the size of your timeline file, however they will always be available in your timeline, even if the files change location.



Attachments and Images

In the **Links** tab on the Inspector, under the **Attachments** heading you can:

- Add new attachments by clicking on the + symbol, browsing and selecting a file
- Remove existing attachments by clicking on the - symbol.

The icons underneath each attachment allow you to perform the following additional actions:

- Mac-only: View it inside Aeon Timeline using its Quicklook plugin

- Open the file in its default application

When you attach a file, you are taking a copy of the file at that point in time. Any changes you make to the original file will not be reflected in the attachment. You would need to delete the attachment and add the updated file as a new attachment.

The maximum allowed attachment size is 50MB. For larger files, you should use External Links.

What are Images?

Images are a special type of attachment. If your file is a PNG, JPG, GIF or BMP, and you want it displayed as part of the timeline itself, set it as the event's image.

The image will then be displayed when you expand the event, and also in the inspector.

Images work the same as attachments in that they are copied into the timeline file. Therefore they will increase the size of your timeline file, however they will always be available in your timeline even if the files change location.

You can only have one image per event. If you have multiple images you want associated with an event, you will need to add them as attachments.

External Links

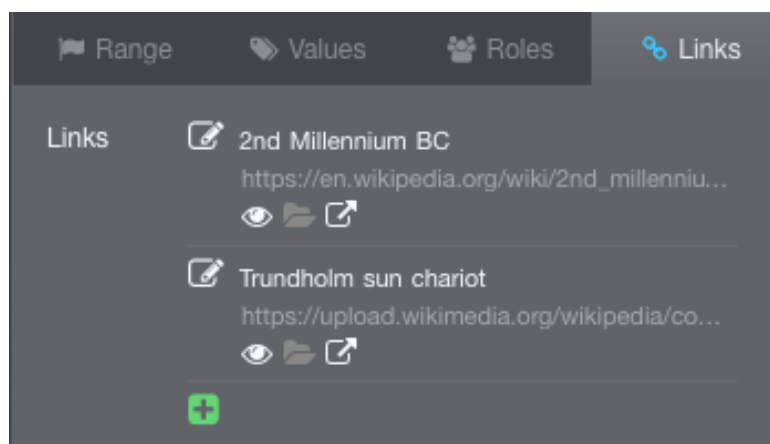
Events can have links with images and documents on the local computer, a network drive, or over the internet.

In the **Links** tab in the Inspector you can:

- Add new links by clicking on the + symbol, and then either typing a title and URL/path for the file, or by clicking on the Browse button and selecting a file.
- Edit existing links by clicking on the edit icon and then changing link details.
- Remove existing links by clicking on the edit icon and then clicking Remove.

The icons underneath each link allow you to perform the following additional actions:

- **Mac-only:** View it inside Aeon Timeline using its **Quicklook** plugin
- Reveal the link in Finder (Mac) or Windows Explorer (Windows)
- Open the file in its default application



The External Links Tab

How External Links are Maintained

Unlike some file package formats including Scrivener Projects and Microsoft Word, Aeon Timeline does not make a copy of linked resources inside the Aeon Timeline

file. Instead, it maintains a link to the document's external location on the file system. (If you wish to make a copy of a linked resource, consider using **Attachments** instead of External Links)

There are several benefits to this approach, the most critical of which being the following:

- Aeon Timeline can retain a light and portable file format that won't come too large
- As documents are not copied, Aeon Timeline will always be able to link to the most recent version of the file where an internally copied document would "go stale".

The downside to this approach is that the user may move or delete events in their file system, which may in turn lead to broken links (documents that cannot be found by Aeon Timeline).

To counteract this, Aeon Timeline keeps track of linked files using two distinct approaches:

Relative Path: Aeon Timeline records the relative path from where the timeline file is stored to where the externally linked file is stored, and looks for a document with the same name at the same relative path. This allows Aeon Timeline to find the correct file if an entire folder system is moved or copied (if copied onto a USB key or synced to another computer using Dropbox, for example).

Absolute Path: Aeon Timeline also records the absolute path of a linked document. This means that timeline documents can be moved around a computer independently of linked files and the links will still be retained.

Each time a timeline file is opened, Aeon Timeline attempts to locate all of the externally linked documents using the above techniques in the above order. Once a document has been found using one of the methods, the information for the other methods is then updated to reflect the position of the newly found file.

Moving Timelines and Linked Files Between Computers

If you anticipate the need to use your timeline file on multiple computers, the best approach is to keep your timeline file and externally linked documents in a single, consistent folder structure across all machines.

As an example, if you save both the timeline and linked images into a single folder, you can copy that folder onto a USB stick, and then onto another computer, and Aeon Timeline will be able to maintain the link to the external file using the same relative path regardless of where you copy the folder.

More complex folder structures will work equally well, provided the entire folder structure is duplicated across all machines.

Warning: If you are not copying the entire folder structure at once, be careful about opening the timeline file while it is copied onto a USB stick. It will first attempt to resolve the links using the relative path, but if it cannot find them, it will revert to using the absolute path to find the files in their original location on the computer. Once the external links are resolved using this method, the relative path would be updated to match that absolute path, and the links will be broken when the USB device is connected to a new computer.

External Links vs. Attachments


Aeon Timeline allows two ways for events to reference files, **External Links** and **Attachments**. External Links refer back to the file on your computer, while Attachments take a copy of the file and embed it in the timeline.

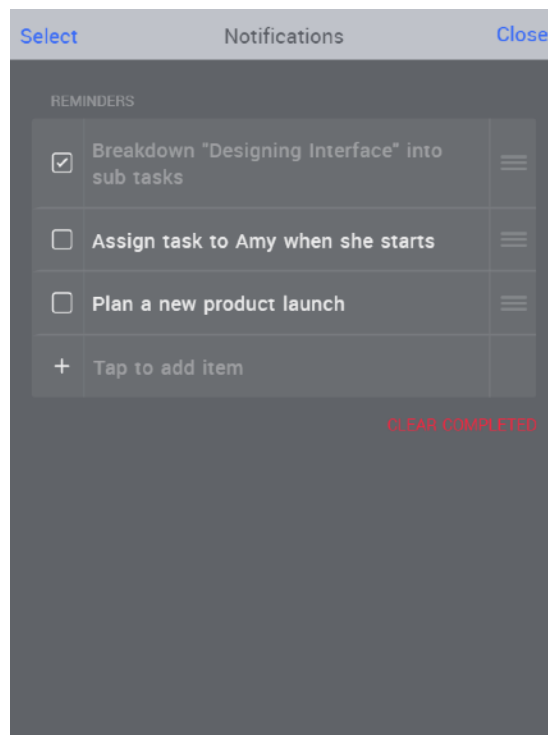
It's up to you which one you use to reference your documents, however if you are unsure here are a couple of things to consider:

- When you attach a file, you are taking a copy of the file at that point in time. Any changes you make to the original file will not be reflected in the attachment. If your file is something that is constantly changing, consider adding it as a **Link**.
- The maximum allowed attachment size is 50MB. For large files, you should use **Links**. You should also consider using Links if you have a large amount of files and are worried about disk space, as attaching files to the timeline will increase the overall timeline size.
- Since attachments are stored within the timeline file, you can move the timeline file to any computer and still view the file. If you are using your timeline on multiple computers, or wish to share it with others, consider using **Attachments**.
- Since attachments are stored within the timeline file, you will be able to access them on the iPad version of the application if they are an iPad supported file format. If you are sharing your timeline between the Desktop and iPad versions of Aeon Timeline, consider using **Attachments**.

Reminders

Aeon Timeline provides the ability to create a list of reminders that you are able to refer to when working on your timeline.

You can access these by opening the notifications window, which can be accessed by the  symbol on the toolbar.



The Notifications Window

Using the Reminders List

- Click the plus sign to add a new item
- Move items by holding and dragging the item by the move symbol on the right
- Click the square to mark completed items.
- You can clear all completed items by clicking the **Clear Completed** option.
- To delete specific items from the list, click **Select**, and select the items you want to delete, and click **Delete**.

Bookmarks

Bookmarks are a way of saving specific points in time in your timeline. A bookmark saves your zoom level and your scroll position. So if you need to jump from a second-by-second action scene to a billion year history, bookmarks can save time.

Adding bookmarks

Click the **Add** button on the bookmarks bar at the bottom of the screen, or you can click on the menu: **Timeline > Bookmarks > Add Bookmark**.

Removing bookmarks

Click the X button on the right side of a bookmark to remove it.

First and Last buttons

These buttons scroll the main view to the first and last event respectively.

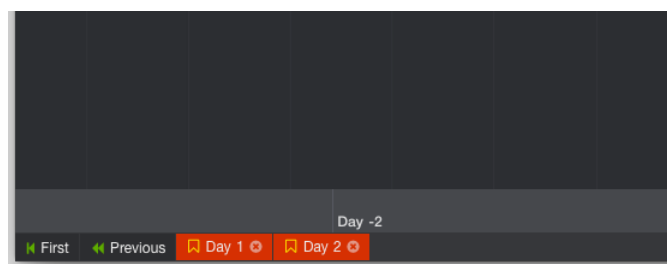
Next and Previous buttons

Clicking on next will take you to the next event to the right of your current view.

Clicking on previous will take you to the previous event to the left of your current view.

Sorting bookmarks

You can sort bookmarks by clicking on the menu: **Timeline > Bookmarks > Sort by Name / Sort by Date**.



Two saved bookmarks

Templates and Settings

Timeline Settings

Edit Your Timeline's Template Using Timeline Settings

When creating a new timeline you start by choosing an initial template that defines the date style, entity types and roles, properties and colors that can be used in your timeline.

The Timeline Settings dialog allows you to edit the template used by your timeline. Changes made in Timeline Settings are localised to your timeline – they will not affect any other timelines using that template, or any new timelines you create from the same template later.

If you want to save your template changes so you can use them in subsequent new timelines, click on the **Save As Custom Template** button when you have finished making your changes.

Range Settings

The Range tab allows you to edit details for the x-axis of your timeline. Most of the time, this will relate to the **Date** properties of your timeline, but numeric timelines are available that use numbers instead of dates.

Name: If you want to use a name other than the standard “Date” for this property, you can change it here.

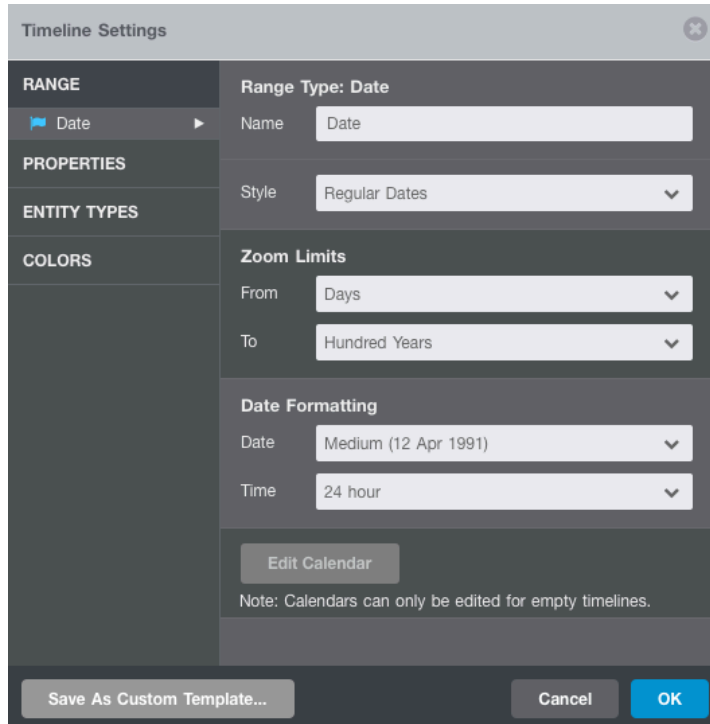
Style: Choose whether you want to use regular dates or one of the relative styles. This setting is only available for date-based timelines and not numeric timelines.

Zoom Limits: Aeon Timeline is capable of zooming out to show billions of years, or zooming in to show minutes and seconds. Use these values to specify the minimum and maximum range of zoom allowed in the timeline.

Date Formatting: Choose the date and time format that you want dates to be displayed in on the timeline.

Edit Calendar: Click on this button to edit the calendar used by the timeline and create your own Custom/Fantasy calendar.

Note that calendars can only be changed for new timelines before they have any events or entities.



The screenshot shows the 'Timeline Settings' dialog box with the 'Range' tab selected. The 'Range Type' is set to 'Date'. The 'Name' field contains 'Date'. The 'Style' dropdown is set to 'Regular Dates'. The 'Zoom Limits' section shows 'From' set to 'Days' and 'To' set to 'Hundred Years'. The 'Date Formatting' section shows 'Date' set to 'Medium (12 Apr 1991)' and 'Time' set to '24 hour'. There is an 'Edit Calendar' button and a note: 'Note: Calendars can only be edited for empty timelines.' At the bottom, there are buttons for 'Save As Custom Template...', 'Cancel', and 'OK'.

The Range Settings Menu

Property Settings

Properties are additional fields you create to store information about events in your timeline. If you wish to track additional metadata fields relating to your event, you can add properties using this window. You can also delete or edit existing fields.

You can set the following values for each property:

Name: A unique name used for the property.

Type: The type of value you want to store for the property. Allowed property types are:

- Single-line text
- Multi-line text
- List of options

- Integer number (whole numbers without a decimal component)
- Decimal numbers
- Currency
- Percentage (a numeric value from 0 to 100)
- Yes/No (a boolean value representing true/false, yes/no, on/off)

Calculating parent values

For numeric (integer, decimal, currency and percentage) and Yes/No properties, you can choose to calculate the value for a parent based on the value of its children. Situations where this may be useful would include:

- Project planning, where the percentage completion of a parent task is determined entirely by the percentage completion of its children
- To-do management, where an event is only completed (Yes/No) when all of its children are.
- Calculating costs of a project, where the costs of a parent task are based on the sum of all of its children.

Tick the **Automatically calculate parent's value from children** checkbox to turn this feature on for the current property.

Mode: Specifies how child values should be used to calculate a parent, according to the following options:

- Integer/Decimal/Currency:
 - choose from **sum**, **min**, **max**, or **average**.
- Percentage:
 - A single option, “**weighted percentage**“, is provided. This option weights the contribution of each child based on its duration (e.g. a child lasting 3 months will be given 3x the weighting of a child lasting 1 month).
- Yes/No:

- Choose from **All** (parent is true only if every child is true) or **Any** (parent is true if any of the children are true)

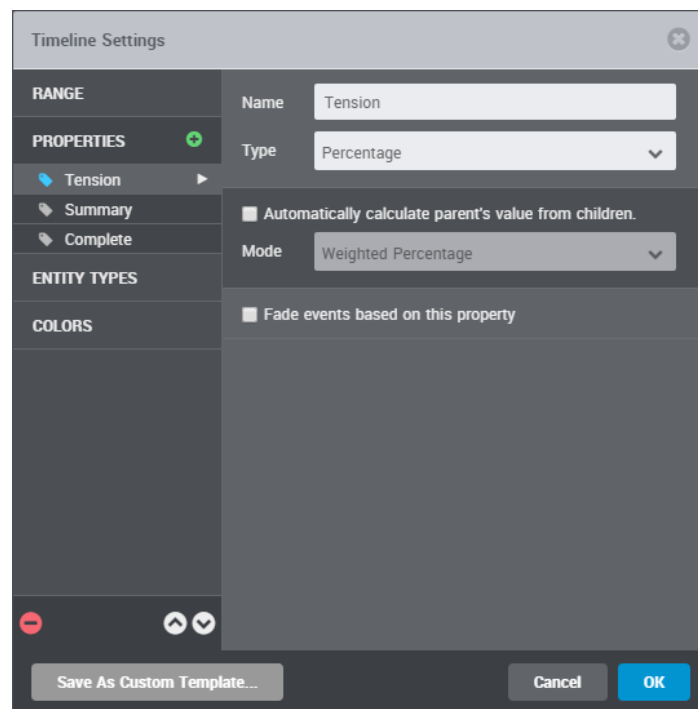
Fading events on the timeline

For certain projects, it can be useful to fade events on the timeline once they are completed.

A single Yes/No or Percentage property can be used to determine whether an event should be faded on the timeline.

Tick the **Fade events based on this property** checkbox to have events fade when the selected Yes/No value is Yes/true, or when the selected Percentage value is at 100%.

Note that only a single value can be used to fade events. Turning it on for one property will turn it off for all other properties.



The Properties Menu

Entity Types and Roles Settings

Entity Types

Entity Types define particular classes of entities that can be added to your timeline. Available entity types vary based on template, but may typically include types such as Person, Location, Project, Story Arc, Character, Client, or Company.

Entity Types are important, as they can be used to divide your timeline into different groups (e.g. you can group events by Project or Employee).

For each entity type, you can specify the following information:

Name: A unique name used for the entity type

Icon: The icon used to represent entities of this type in Relationship View.

Allow start/end events and age calculations: Whether this entity type should be allowed to have birth and death events, and therefore be able to calculate entity ages.

Generally speaking, you would only allow start/end events for entity types if you want Aeon Timeline to calculate entity ages for you. This is very useful for fiction or historical timelines, but may not be very useful for Project Management or Legal timelines.

Roles

Each entity type is able to fill one or more roles for an event. A few examples to illustrate this include:

- An employee may be able to fill different roles such as “Project Lead”, “Developer”, and “Reviewer”.
- A character in a novel may fill a role of “Participant” in an event or “Witness” to an event.

Every entity type must have at least one role, but are allowed to have more than one. For each role, you can set the following:

Name: The name of the role. This must be unique across all names in your template (including entity type names, roles in other types, and property names). The one

exception to this is that one role may share the same name as its owning entity type (e.g. an entity type called “Story Arc” can have a role called “Story Arc”).

Icon: The icon used for this role in the intersection of entities and events in the Relationship View.

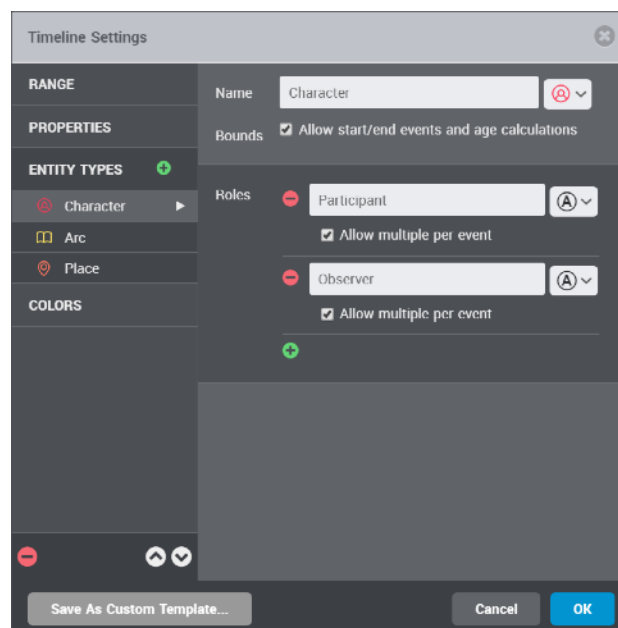
Allow multiple per event: Whether an event can have multiple entities fulfilling a role, or whether it can only have a single value. For example, an event may be allowed to be allocated to a single project only, but it may have multiple people working on it.

When to add a new type vs when to add a new role

This depends on your individual circumstance and what you are trying to achieve, but as a general rule of thumb:

- If the same entity may perform different roles for different events, then you should add a new role to that entity type
- If no existing entity or entity type will ever fill a role, then it would make sense to create a new Entity Type.

As an example, if an employee may sometimes act as a Manager and sometimes as a Developer, depending on the event, they should be different roles.



The Entity Types Menu

Color Settings

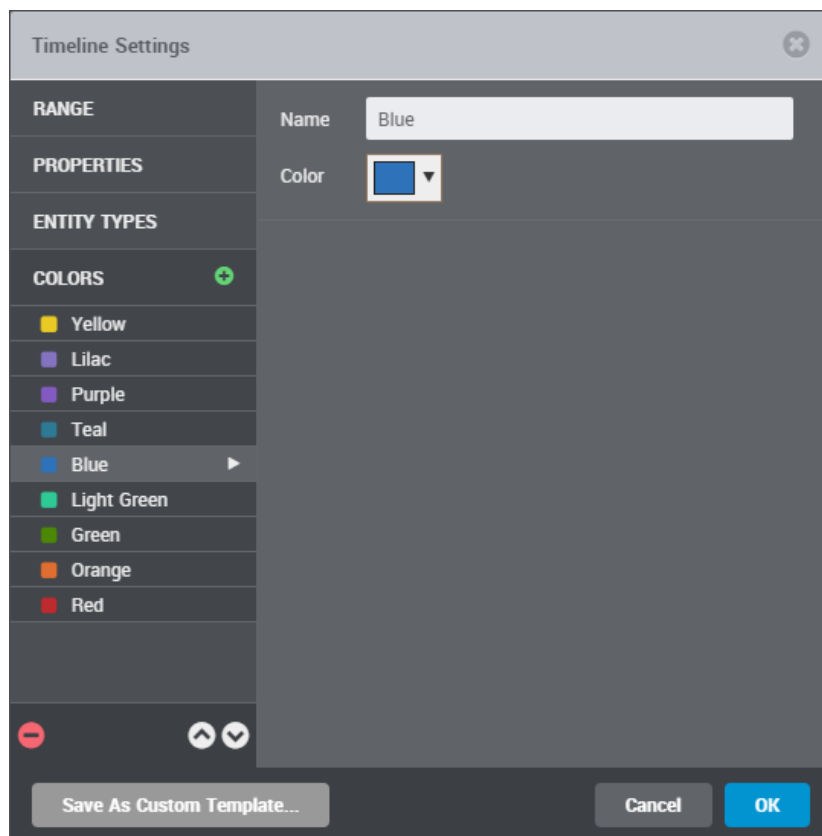
You can choose a color for each event using a dropdown list in the Inspector. The **Color** section of Timeline Settings allows you to create and edit the colors that are available in this list.

Colors have two properties:

Name: The name given to the color. Depending on your needs, this may be a color name (e.g. Red, Yellow) or the meaning you want to give to a particular colour (e.g. Critical, Trivial, Fred's POV).

Color: The color to be used.


The default template colors are selected to stand out sufficiently across all of the skins available in the application.

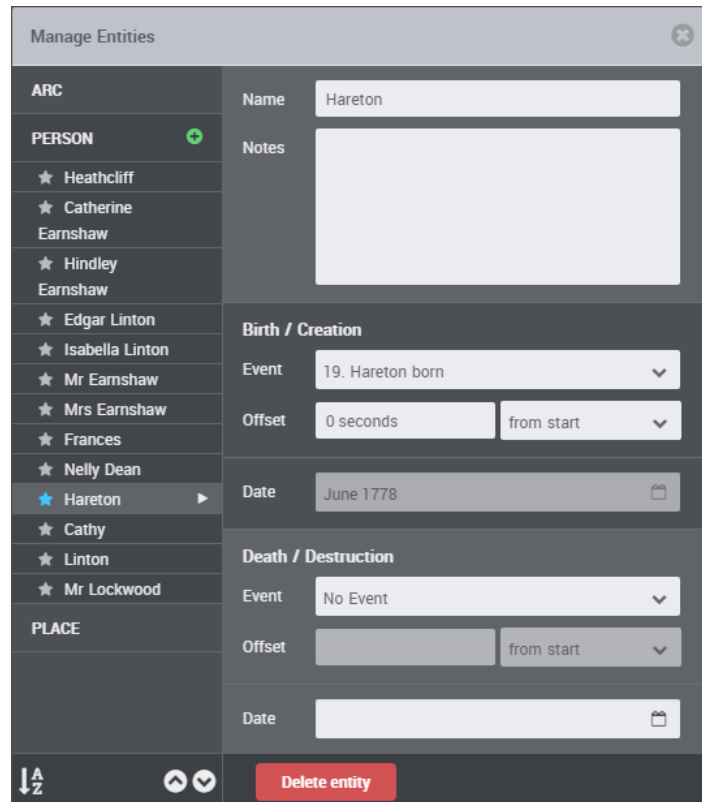


The Colors Menu

Manage Entities

Accessing the Manage Entities Dialog

You can access the Manage Entities dialog by choosing **Manage Entities** in the **Timeline** menu, or by clicking on the Manage Entities toolbar item .



The Manage Entities Dialog

Editing an Entity

The left-hand side of the Manage Entities dialog shows a list of all entities that currently exist in your timeline, divided by their entity type. To view and edit a particular entity, first click on the entity type to expand the list, and then click on your chosen entity.

Note that entity names must be unique throughout the timeline (i.e. they cannot share a name with another entity, even of a different type, nor can they share an event with a field, entity type or role).

Adding a new Entity

You can add entities using the dedicated Add Entity toolbar button in the main interface, but it is also possible to add Entities in the Manage Entities dialog.

To add an entity in the Manage Entities dialog, do the following:

1. Click on the entity type that you wish to add.
2. Click on the green + symbol that appears next to the type name.
3. Enter a name for your new entity in the right hand part of the dialog.

Deleting an Entity

To delete an entity, select it in the list on the left-hand side of the dialog. Once selected, hit the red **Delete Entity** button at the bottom of the right-hand section.

Configuring Entity Birth and Death

If your template is configured to allow it, Aeon Timeline is able to calculate entity ages for every event it is associated with.

Before that can happen, you need to tell Aeon Timeline when your entity is born or created (and optionally, when your entity dies or is destroyed).

There are two different options to provide that information:

- By typing a birth date directly into the Manage Entities window. This is the simplest option.
- By specifying your entity's birth as an offset from a given event.

Calculating a birth date from an event

If choosing the latter, you will need to specify the following information:

Event: The event to be used when calculating the entity's birth date.

Offset: The offset from that event to use in the calculation, and whether it should be calculated from the start of end of the specified event.

For example, an offset of **-10 years from start** will mean the entity is born 10 years before that event. In other words, that the entity will be 10 years old when that event occurs.

Once a birth event is specified, the birth date will be calculated and displayed in the **Date** field below that event. This field will be disabled so that you cannot edit the birth date directly.

If the event is moved later, then the birthdate of the character will shift also.

Setting a death/destruction date

Setting a date for death or destruction is done in exactly the same way as described above for birth/creation.

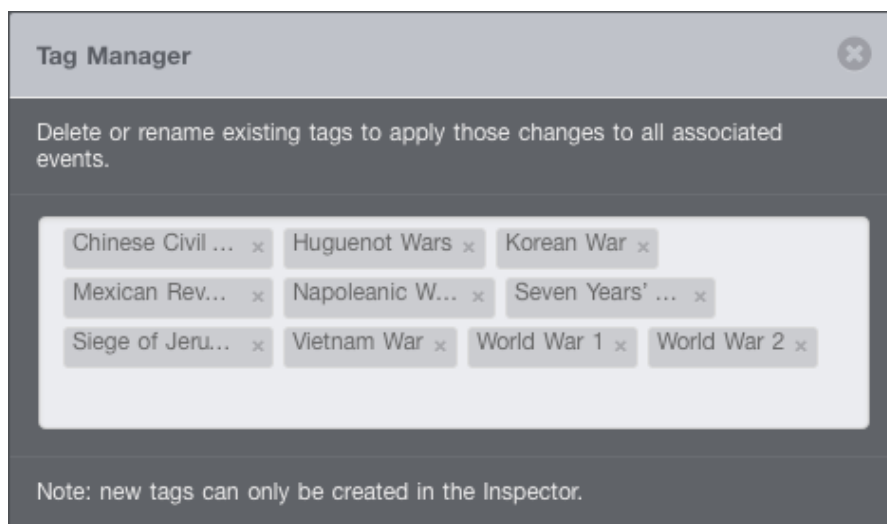
Tags and the Tag Manager

What Are Tags?

Tags are another method of organizing your timeline. Tags are created in the Inspector under the Values tab. Tags must be unique and cannot be empty.

Tags can be edited and deleted in the Tag Manager, which will then affect all of the Tags in all events.

- To **edit** a tag, double-click it in the Tag Manager or the Inspector.
- To **delete** a tag, click the x on the right side of the tag.



The Tag Manager

Aeon Timeline Options

Version Updates

Here you can change the update options. **Periodically check for updates** will check via the internet occasionally.

Download available updates immediately will start a download as soon as Aeon Timeline finds a new update.

Startup Options

Open last used timeline on startup will automatically open the last opened timeline when you start Aeon Timeline.

Defaults for New Timelines

These are the default display settings for new timelines, that can also be found in the Display Settings window. **Skin** is the default theme new timelines will start with and **Size** is how zoomed in text and other elements on the timeline will be.

Preferred Date Format

Select the date order that you want to use when entering dates.

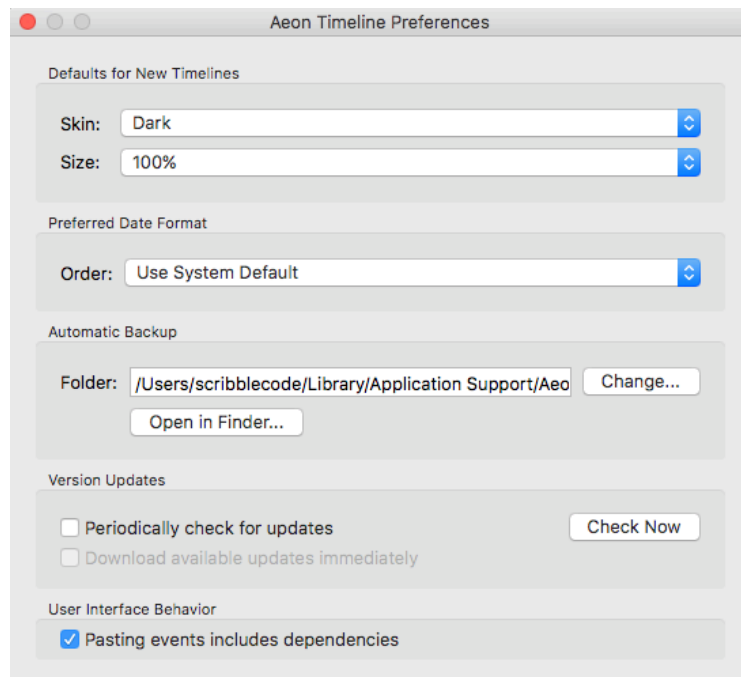
Use System Default will attempt to work out the date order automatically. If this fails, you should set it directly.

Automatic Backup

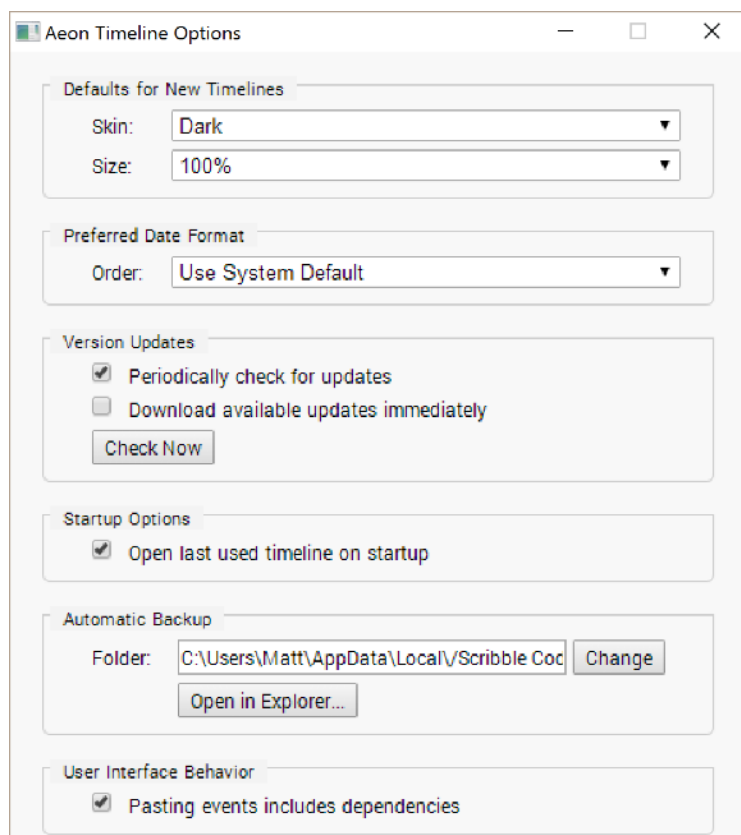
Here you can select the folder where Automatic Backups are saved. Up to backups can be saved, and a new backup is created when a timeline is saved and closed.

User Interface Behaviour

Pasting events includes dependencies lets copy and pasted events preserve connections to dependent events. New events won't be created to preserve connections, instead a newly pasted event will have same connection to the dependency.



Options window on Mac



Options window on Windows

Data Exchange

Scrivener and Ulysses Syncing

What is Scrivener and Ulysses Syncing?

The syncing feature lets you link events in your timeline with documents in your Scrivener project or in Ulysses. Aeon Timeline will keep track of changes made to timeline events or documents. Each time you sync, any changes made to the event will be copied across to the corresponding fields for the document, and vice versa.

You can specify which fields in Aeon Timeline and Scrivener or Ulysses are used when syncing. From Scrivener, we support syncing the project title, label, status, synopsis, keywords, and any custom metadata fields that have been created. Almost all values from Aeon Timeline can be included in a sync.

Terminology

Although Scrivener and Ulysses are similar in many ways, there are some slight differences in terminology and the way each program structures their project.

Scrivener

In Scrivener, there is very little distinction between a folder and a text document. Both can have nested folders and text documents within them, and both can have text of their own (i.e. they are a document in their own right).

Therefore, in Scrivener, the distinction between a folder and text document is somewhat arbitrary and it is up to the user to decide how they want them to be used. For this reason, Aeon Timeline is capable of syncing with both text documents and folders in a Scrivener project.

As the most common use case for Scrivener users is to sync only with text documents and not folders, Aeon Timeline provides an option in Sync Settings to *Automatically ignore all non-text items (folders, PDFs, media, etc.)*. If you choose this option, Aeon Timeline will assume that you do not want to sync with folders and automatically ignore them - but it is still possible to override them on a case-by-case basis.

Ulysses

In Ulysses, there is a clear distinction between folders (called **Groups** inside Ulysses) and documents (called **Sheets**). Ulysses Groups are simply a collection of Sheets, and the Groups themselves cannot have any associated text or metadata values.

For this reason, Aeon Timeline is only able to sync with Sheets in Ulysses. Syncing with Groups is not possible.

Terminology Used

Within this documentation and the Aeon Timeline application, we have adopted a uniform set of terminology across both Scrivener and Ulysses. For the most part, this is based on Scrivener's terminology, because that was the application we integrated first and our existing users are familiar with those terms.

Specific terminology used within Aeon Timeline and this documentation includes:

- **Document:** This broadly refers to anything that Aeon Timeline can sync an event with, namely *any item* (text document or folder) inside Scrivener, and a *Sheet* within Ulysses.
- **Text Document:** More specifically, this is a *text document* inside Scrivener (any item not marked as a folder), and a *Sheet* within Ulysses.
- **Folder:** A *folder* inside Scrivener, and a *Group* inside Ulysses.
- **Binder:** This refers to the tree-based user interface that shows the entire contents of a project inside Scrivener, or the entire contents of the Ulysses *library*. This terminology is shared with Scrivener.

Syncing with a Scrivener Project

To begin syncing your timeline with a Scrivener project:

1. Close your project if you have it open in Scrivener (Scrivener does not allow opening or editing a project from two different applications at the same time).
2. Access Choose Project -> Scrivener ... from the Sync menu.

3. In the Open panel, select your Scrivener project (file extension **.scriv** on Mac and **.scrivx** on Windows). If you don't have a Scrivener project yet, you will need to create one via Scrivener before continuing.

If you are successful, a **binder** will open within Aeon Timeline showing the contents of your selected Scrivener project. If this is the first time you have synced this timeline with this project, the Sync Settings dialog will appear (see below).

If you try to sync to a project that Scrivener believes is open elsewhere, you will see an error message in the Binder instead of the project contents. In that case, close the Scrivener project and then click **Retry**.

If Aeon Timeline is giving you that error message and you are sure the file is not open elsewhere, that means the last application to lock that file did not correctly unlock it. In that case, you should open the file with Scrivener, press **Continue** when it gives you a warning about the project being open elsewhere, and then close the project again to clear the lock.

Note that any changes made to a Scrivener project by Aeon Timeline are saved when the binder inside Aeon Timeline is closed. You should always close the binder inside Aeon Timeline before opening the project in Scrivener. Otherwise, Scrivener will show a warning that the project is open elsewhere.

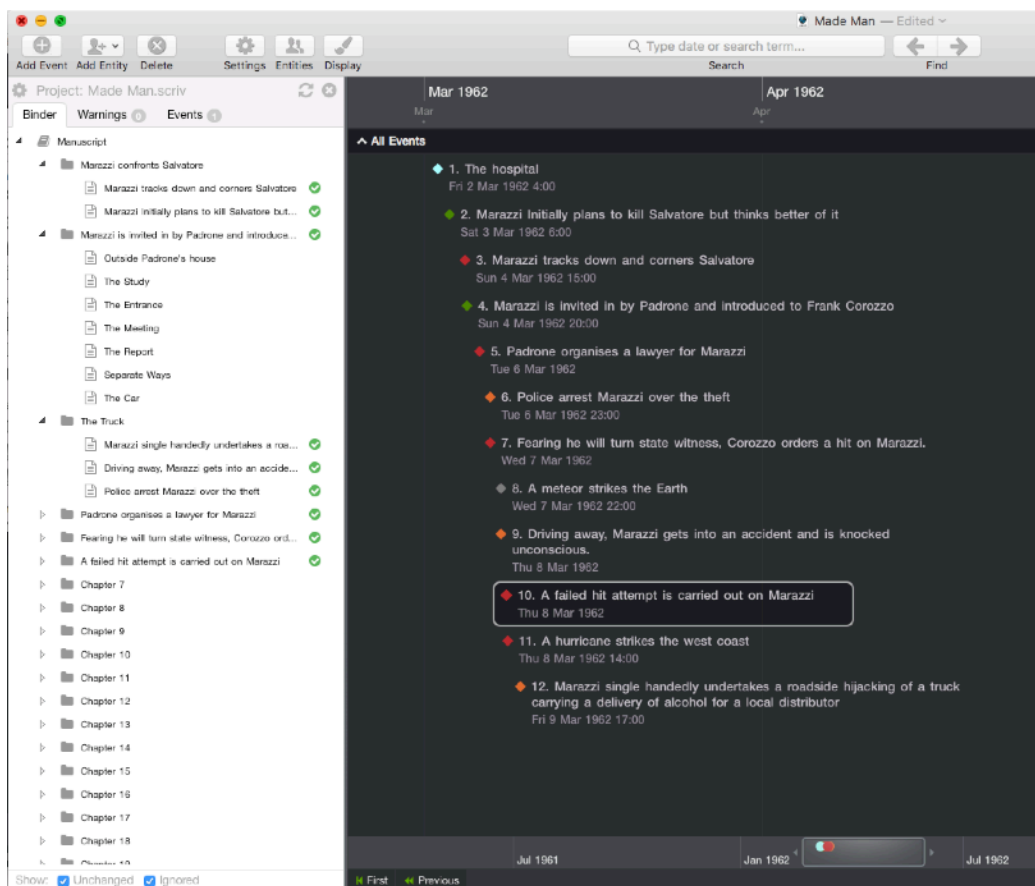
Syncing with Ulysses

While Scrivener projects must be closed before syncing, Ulysses is the opposite: the Ulysses app must be running when syncing occurs.

Unlike Scrivener syncing, syncing updates to Ulysses are applied live by sending the changes directly to the Ulysses app.

To sync with Ulysses, access Choose Project->Ulysses from the Sync menu. If you don't already have the Ulysses open, this will automatically open it.

A **binder** will open within Aeon Timeline showing your documents in Ulysses.




The binder (on the left) shows the contents of the synced project

Sync Settings Dialog for Scrivener Syncing

The sync settings dialog allows you to choose which fields to synchronise between your timeline and your Scrivener document by selecting a value from a dropdown box for each field of your timeline. For each field, you can:

- Select from one of the relevant existing fields inside your Scrivener project (only relevant fields for a value will be displayed – e.g. keywords can only be synced with tags. In Scrivener, the “Wrap Text” box must be checked for any fields that you want to sync with multiline text properties, or with any roles that allow more than one entity per event)
- Select ‘None’ if you do not wish for a timeline field to be synced to the Scrivener document
- Select ‘New Custom Field’ if you wish to create a new custom meta-data field inside your Scrivener document to display your timeline value.

It will be quite common to select 'New Custom Field' for timeline properties such as Start and End Dates or Duration, as most Scrivener projects will not have fields setup for these values in advance.

If you change your mind and want to include or exclude fields at a later time, you can change your current sync settings by clicking on the Settings icon  in the top left corner of the binder when you have your Scrivener project open inside Aeon Timeline.

The Sync Settings dialog also contains an option to Auto-ignore non text items. Scrivener allows you to add many different file types (folders, PDFs, videos, web-links etc). If you choose this option in Sync Settings, anything that is not a text document will be automatically ignored by default. You can still choose to sync to individual items if you wish to, but if you follow a conventional structure, this will keep all of the folders and other organisational elements out of your Warnings tab.


Sync Settings Dialog for Ulysses Syncing

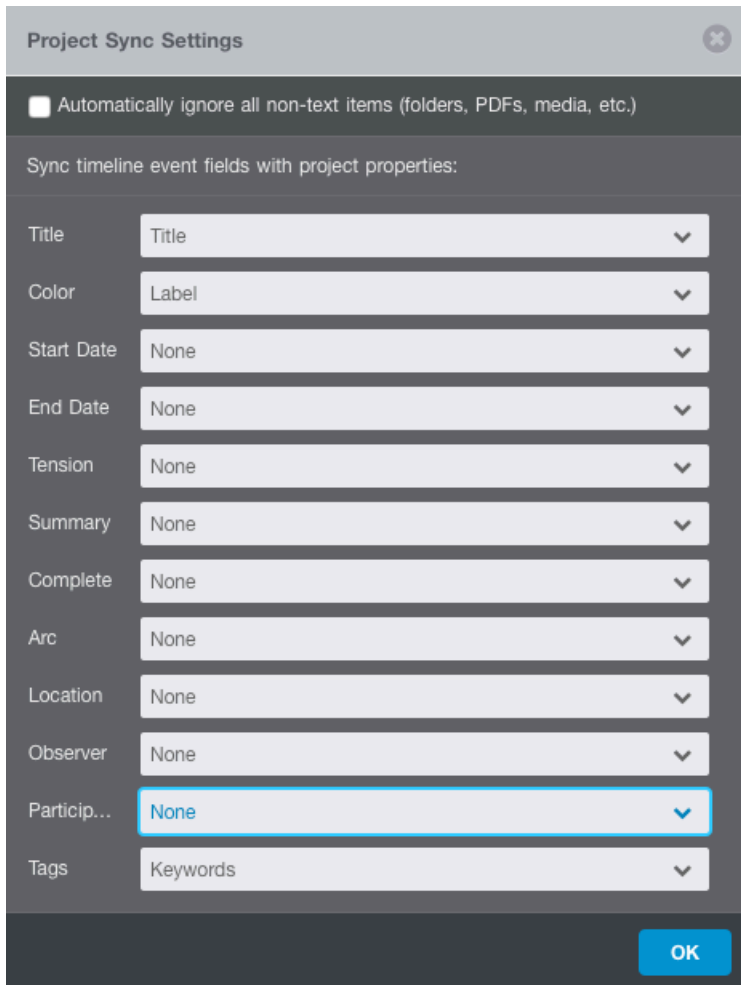
The sync settings dialog allows you to choose which fields to synchronise between your timeline and your Ulysses document by selecting a value from a dropdown box for each field of your timeline. For each field, you can:

- Select 'None' if you do not wish for a timeline field to be synced to the Ulysses document
- Select 'Scoped Note' if you wish to create a new custom note inside your Ulysses document to display your timeline value.

In the metadata for Ulysses the event field title will appear as Note in the format Name: Data. Therefore when you are trying to sync data that has been added to a Ulysses document, it needs to be in this format and have the same name as the Aeon Timeline event field to be able to sync it with Aeon Timeline.

Syncing can only occur with "Sheets" (i.e Documents), not "Groups"(i.e. folders). Aeon Timeline will also ignore external folders and smart filters inside Ulysses, as these are not compatible with syncing.

If you change your mind and want to include or exclude fields at a later time, you can change your current sync settings by clicking on the Settings icon  in the top left corner of the binder.



The Project Sync Settings dialog when syncing with a Scrivener project

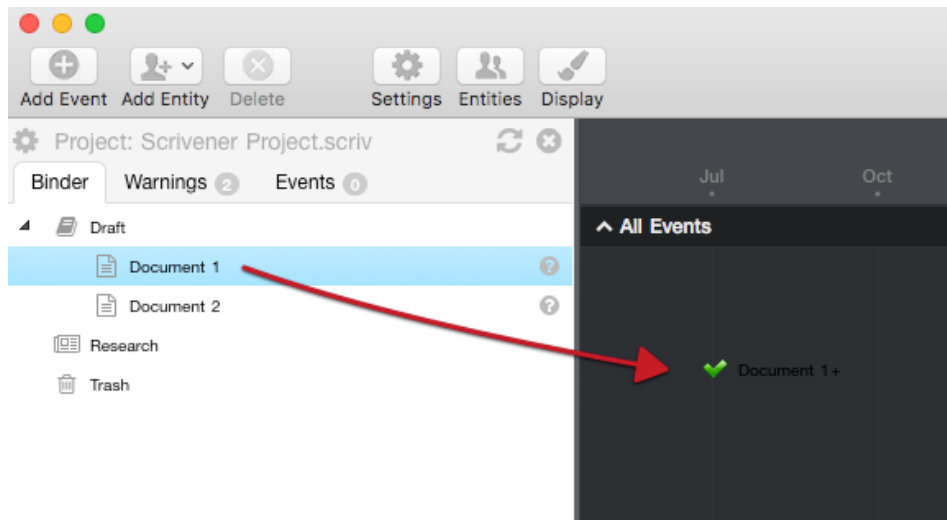
Starting with an Existing Project

If you already have an existing project you have been working on for some time, and you now wish to create a timeline that matches your project, simply perform the following:

1. Open the project inside Aeon Timeline as described above.
2. Expand folders and documents within the binder tree to find the documents from which you wish to create new timeline events.
3. Select a document from the binder and drag it into your timeline to create a new event. Any existing metadata in the document will be copied across to the new event immediately. If there is no metadata for the date or

duration already specified in the document, the new event will be placed at the date you dragged it to in the timeline.

4. Repeat this process for all events you wish to create. You can drag multiple documents at a time from the binder.
5. Alternatively, if you right-click on a document in the binder and choose **Create event**, a new event will be created at the centre of the current timeline window (unless existing metadata overrides the dates).



Drag a document from the binder to the timeline to create a new event. This document and event will now be synced with each other.

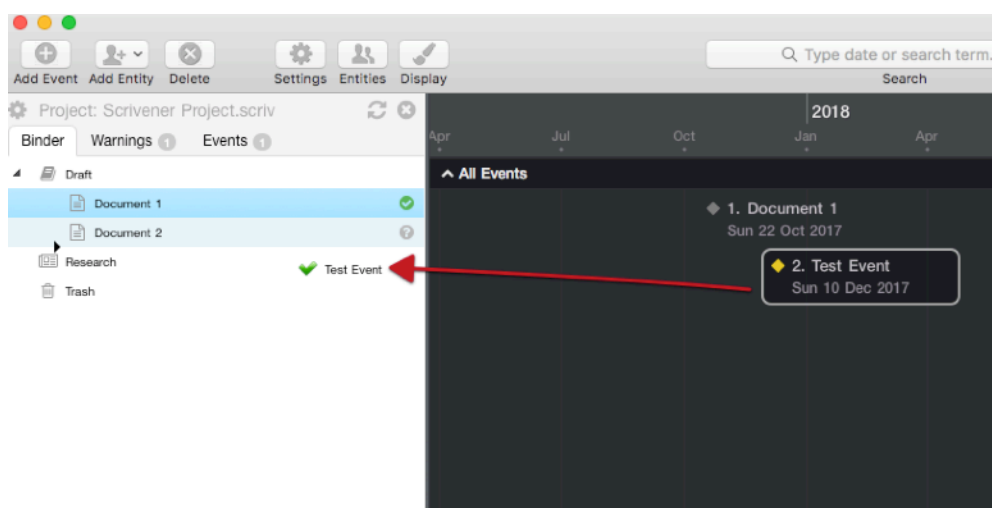
Starting with an Existing Timeline

Conversely, if you already have an existing timeline you have been working on for some time, and you now wish to push those events into a new document, simply perform the following:

1. Open the project inside Aeon Timeline as described above.
2. Expand folders and documents within the binder tree to find the documents from which you wish to create new timeline events.
3. Select events that you wish to add into your project, and drag them into the binder. A new document will be created inside Scrivener or Ulysses with all relevant fields copied across from the timeline event.
4. Repeat this process for all events you wish to create. You can drag multiple events at a time into the binder.

You can safely move documents around inside the binder if you want to change their position. These changes will be reflected when you next open the project inside Scrivener, or in Ulysses.

If necessary, you can also create new folders or documents inside the binder, rename documents, or move them to trash using the right-click context menu inside the binder.



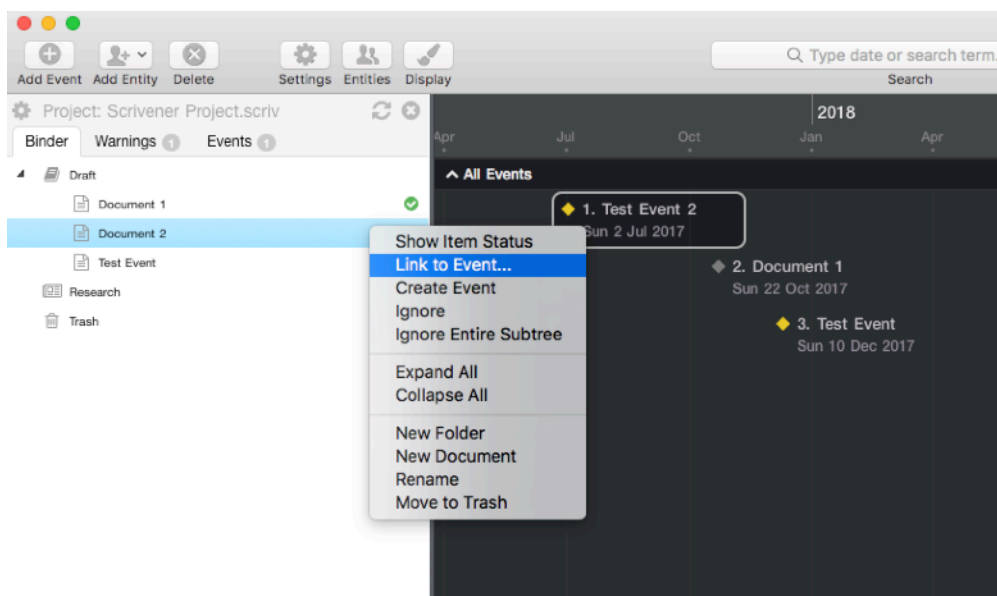
Dragging an event to the binder will create a new document in scrivener. This event and document will now be synced with each other.

Starting with both Timeline and Project

If you are starting with an existing timeline and an existing project, this process is a little slower, as you will need to specifically link existing documents with existing timeline events.

To do so, you will need to do the following:

1. Open the project inside Aeon Timeline as described above.
2. Expand folders and documents within the binder tree to find the documents you wish to link to existing events.
3. Right-click on the document, and choose **Link to event...** from the context menu.
4. From the ensuing dropdown, select the timeline event you want to link it to. You can type keywords or an event ID into the search field to narrow down the list of options and find the event you want faster.
5. Repeat this process for each document/event pair that you wish to link.







Syncing an existing document to an existing event.

Keeping Things in Sync


As you continue your work, you will make changes to both the timeline and document so that the fields are no longer matched.

Each time you open your project inside Aeon Timeline, an icon next to the binder documents will show you the sync status of each document:

- Document is **not yet linked**: 
- Document and event are **up to date**: 
- Document or event has **changed**: 
- **Conflicting changes** to document and event: 
- Document is marked to be **ignored**: [no icon]

You can hover your mouse over a document to see a tooltip with additional information about the status, such as which values are conflicted or changed.

Syncing Changes

If one or more documents are marked as changed, click on the Sync All button  at the top of the binder to sync changes for all event/document combinations. Upon clicking this button, any changes you made to documents will be copied across to the timeline, and any changes to the timeline will be copied to the documents.

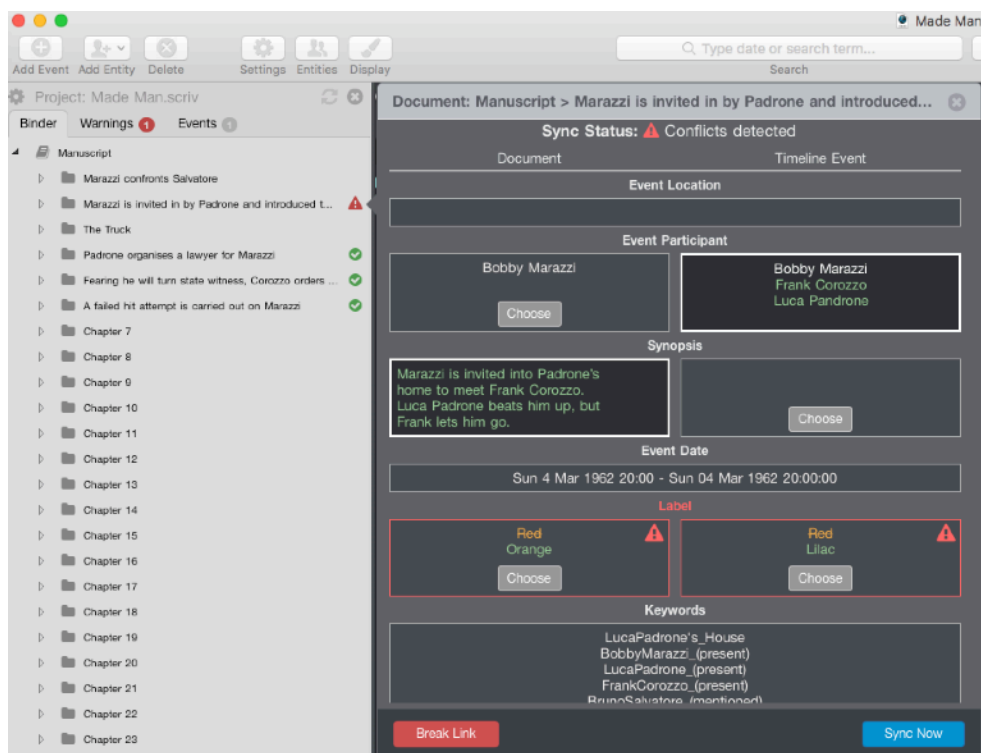
Any changes that are copied to documents in Scrivener will appear the next time you open the Scrivener project. However, syncing between Ulysses and Aeon Timeline happens simultaneously. When you sync something in Aeon Timeline you will see the change in Ulysses almost immediately, and when you change something in Ulysses you will see the change in the sync binder of Aeon Timeline.

Alternatively, if you wish to sync items individually, click on the document's status item inside the Binder or Warnings tab, or by choosing *Show Item Status* from the context or Sync menus.

This will open the **Item Status Popover**. This provides a snapshot of the currently selected Scrivener document or sync link.

The Item Status popover shows:

- The document's metadata values for all selected fields in Sync Settings.
- The linked event's information for the same fields (if the document is linked).
- If the document and event values are the same, the value is shown in a single field stretching the width of the popover.
- If either the document or event value has been edited, the document and event values are shown in separate columns. Any changes since the document's last sync are shown in green (additions) or orange (deletions).
- Any conflicts are highlighted with a red boundary.



The Item Status Popover for an event.

Wherever the timeline and document values differ, you can choose which value you wish to keep when applying a sync:

- The currently chosen option will be highlighted with a bold outline.

- Click on the *Choose* button in the other column to switch to the other value.
- In the case of a conflict, neither option will be chosen by default. Click *Choose* in one column or the other to choose that value. You cannot sync a document until all conflicts have been resolved.
- If the values differ but can be merged (e.g. a keywords list), then you won't get the option to choose one value or the other.

Once the selections are configured the way you want them, click *Sync Now* to apply those changes immediately.

Warnings Tab

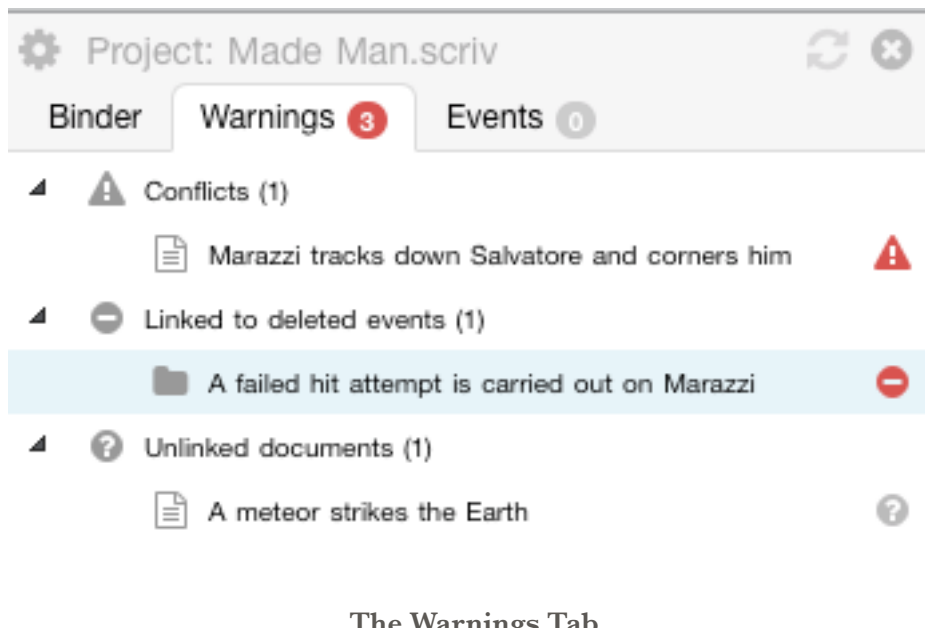
The warnings tab lists three distinct types of warnings:

- **Conflicts:** Lists any conflicted links – that is, links where the same value has been edited inside both Aeon Timeline and Scrivener/Ulysses, which requires manual intervention to determine which version to keep when syncing.
- **Linked to deleted events:** Lists any items that are linked to events that no longer exist in the timeline.
- **Unlinked documents:** Lists all documents that are neither ignored, nor linked to a Timeline Event. This allows you to see any new documents in the project.

Clicking on any items in the Warnings tab gives you access to the same options as you would have when accessing them inside the binder itself.

You can also hold down **Shift** to select multiple documents within the one category, allowing you to quickly apply the same decision (e.g. Ignore, Create New Event) to all of the selected items at once.

The number shown at the top of the Warnings tab tells you the total number of documents across the three categories. The number badge will be coloured red if there are any conflicts, and orange otherwise.



The Warnings Tab

The Events Tab

Where the new Warnings tab draws attention to documents that require specific attention, the new **Events** tab does the same thing for timeline events.

The events tab lists events in two categories:

- **Linked to deleted items:** Lists any events that are linked to documents that no longer exist in the project.
- **Unlinked events:** Lists all Timeline events that are neither ignored, nor linked to a document. This allows you to see any new events in the timeline that you may want to import into the project.

Clicking on the status icon next to an event will select the event in the timeline and scroll it into view.

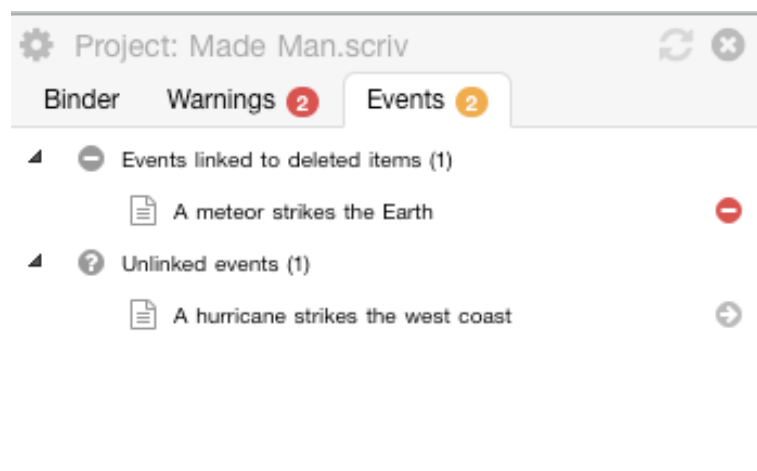
The context menu provides access to options to resolve the issues, including:

- **Remove Link:** Removes the existing link and moves the event into the *Unlinked events* category.
- **Ignore:** Mark the event as *ignored* to remove it from the list.

- **Create new document in Inbox:** Creates a top-level folder in your project called *Inbox* (if it doesn't already exist), and then adds a new document linked to this event to that folder.

The *Create in Inbox* option provides a fast way to sync a number of new events at once, rather than seeking them out in the Timeline and dragging them into the Binder.

As with the warnings tab, you can hold down **Shift** to select multiple events within the one category to apply the same action to all selected events.



The Events tab

Ignoring Documents

If there are documents that you know you will never want to sync, you can choose to permanently ignore those documents by right-clicking on the document and choosing **Ignore**.




Ignored documents will no longer show a status icon, and you can choose to hide ignored events entirely from your binder.

You can also ignore entire subtrees of documents. This option is found in the context and sync menu for a selected item. This ignores not only the selected item, but all children of that item now and in the future. This allows you to automatically ignore top-level folder such as Research and Trash, and never be bothered with items in those folders appearing in your Warnings tab.

Binder Display Options

At the bottom of the binder there are two display options that you might find useful.

Show Unchanged Items

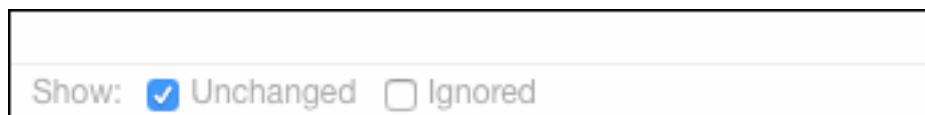
When this is **unchecked**, all unchanged items will be removed from the binder (i.e. all items showing ). The only items showing will be those with changes  or those that are not yet synced , plus any parents of those items (to maintain the integrity of the tree structure).

This can significantly reduce the number of documents visible in the binder, making it easier to find items that have changed.

Show Ignored Items

By default, ignored items will be removed from the binder (unless their child documents must be displayed).

When this is **checked**, those items will be displayed. Allowing you to review the ignored items and potentially drag them onto the timeline or link them with another event.



The display options at the bottom of the binder

Project Filter

If you want to quickly find an item inside the Project Binder and know the document's title, you can use the filter textfield at the bottom of the binder to search for that document.

As you type, the binder list will be filtered to show only documents that match the entered text.

Syncing Links in Inspector

Aeon Timeline automatically creates an external link whenever an event is synced with a document. These automatic links are shown in the Links tab in the Inspector, under a separate category from the other links.

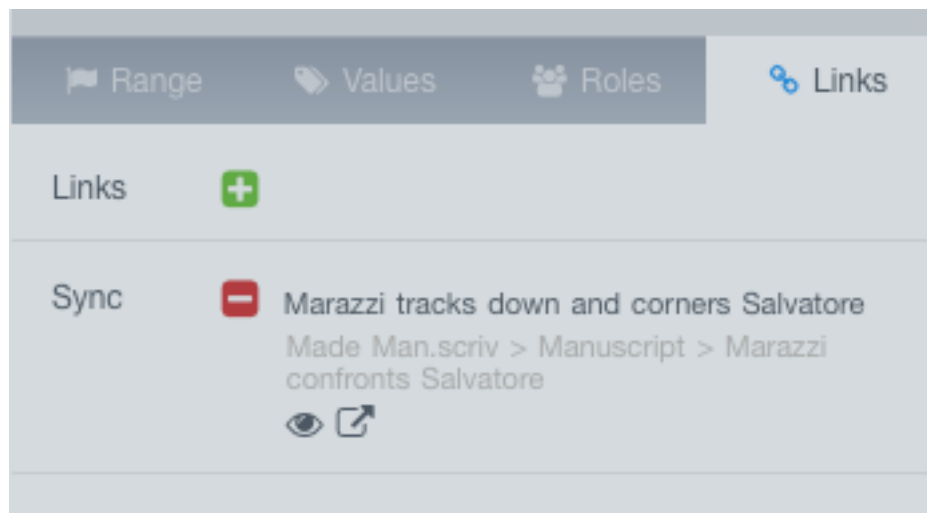
This provides a way for you to see which document an event is linked with (this information was not easily accessible in earlier versions).

This link will be visible, even if the project is not open at the time.

The links tab allows you to perform the following actions for Scrivener documents only:

- (Mac-only) Click the Quicklook icon to view the actual document contents in a Quicklook window.
- (Mac-only) Click the Open icon to open that selected document inside Scrivener. This will launch Scrivener and try to open the project, so you should close the project inside Aeon Timeline first.
- If the Scrivener project is currently open for syncing, click on the red minus button next to the document to unlink the event from the document.

Note that since timelines can sync with multiple projects, there may be more than one document listed in the Syncing area of the links tab.



The links tab showing what document the event is linked to

Manage Projects

Found in the Sync menu, this shows a list of all projects the timeline is currently synced with. Within this window, you can erase all sync data related to a project. This is useful if you want to erase an existing sync to start again, or to remove projects you no longer care about so they don't show up in the Inspector).

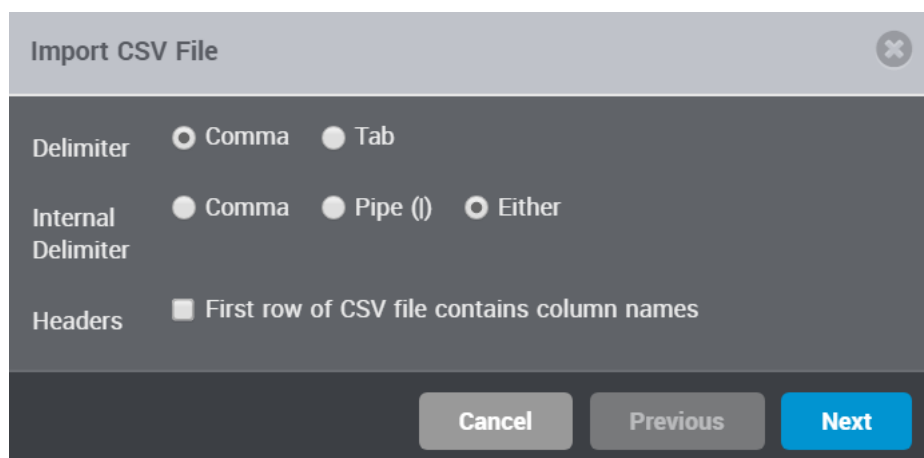
Import/Export CSV

How to Import a CSV File

To import events from a CSV file into your current timeline, perform the following steps:

1. Ensure your CSV file meets the rules listed for valid CSV files below. In particular, ensure the file uses **UTF8** encoding.
2. Select Import -> CSV... from the File menu.
3. Choose the CSV file you wish to import.
4. In the Import CSV dialog (shown left)
 - Select whether your file is using Comma or Tab as the delimiter for columns within a row.
 - Select whether your file is using Comma, Pipe (|) or Either as the internal delimiter for fields with multiple values.
 - Specify whether the first row in the CSV file contains column headers, or whether the data to import begins in the very first row.

Note, it is generally recommended to use a CSV file with a row of column names at the top, as it will make the next step much easier.



Import CSV Dialog

Specify How To Handle Each Column

The next import screen lets you specify what you want to do with each column of data in the CSV file.

A separate dropdown will be shown for each column of data, allowing you to choose the timeline field that the column should be matched with. When importing, you are able to specify columns to use for the event title, dates and duration, color, tags, links, and any properties and roles specified in your chosen template.

If your CSV file contains a header row (as per previous import screen), each dropdown will be labeled with the column name, making it easier to match up each column with the intended result. Otherwise, the columns will be labelled as “Column A”, “Column B”, etc.

No two columns can be paired with the same field in the timeline (i.e. selections in the dropdowns must be unique). Title and Start Date are the only mandatory fields that you must select somewhere.

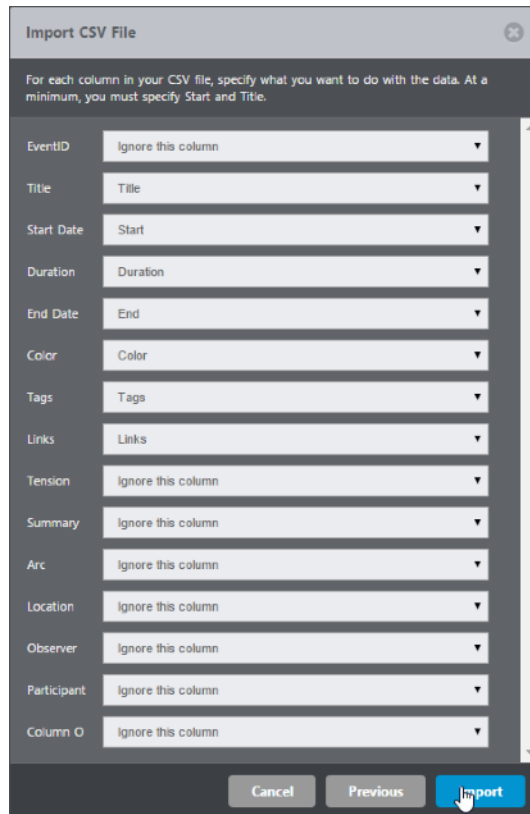
Note that Aeon Timeline will **always** create new event IDs for imported events. If your CSV file contains a column for event IDs, you should generally set this field to *Ignore*. IDs in CSV files are only used to specify a parent/child relationship between events. (See more about this below).

Once you are happy with your selections, click **Import** to add the events into your timeline file. Depending on the size of your CSV file, this may take several seconds to complete.

Rules for CSV Files

In order to import data from a CSV file, the file must conform to the following rules:

- Your file must use a csv or txt extension.
- Files should be in ASCII or UTF-8 file format. Other Unicode formats and UTF-16 may not import correctly and should be converted to UTF-8.
- One record is entered per line. There must be no newline characters within a record.
- The fields within each record must be delimited with either commas (,) or tabs.



Import CSV File

For each column in your CSV file, specify what you want to do with the data. At a minimum, you must specify Start and Title.

EventID	Ignore this column
Title	Title
Start Date	Start
Duration	Duration
End Date	End
Color	Color
Tags	Tags
Links	Links
Tension	Ignore this column
Summary	Ignore this column
Arc	Ignore this column
Location	Ignore this column
Observer	Ignore this column
Participant	Ignore this column
Column O	Ignore this column

Cancel Previous **Import**

Choosing which csv columns are imported into which Aeon Timeline properties

- Each record should contain the same number of fields/delimiters. It is acceptable to leave some fields empty, but their delimiters must remain intact.
- Any field values that include the value delimiters (i.e. comma or tab, depending which is used to delimit each value) must be included in straight double quotes ("). Optionally, all fields can be enclosed in these quotes.
- If you are using the comma as both an internal and external delimiter, all columns containing internal delimiters must be enclosed in straight double quotes (").
- Curly quotes must not be used when surrounding values.
- Any double quotes within field values must be escaped by placing a second double quote next to the first. For example, the text **She said "It's me!"** would need to be written as **"She said ""It's me!"""**

Unfortunately, there is no single standard that defines how a CSV file should be created. We have tried to adopt the most universal standard available, but you may need to massage data from some applications in a text editor before importing.

Converting to UTF-8 format

If your timeline file is not already in UTF-8 format, you will need to convert it to UTF-8 format before you can import it.

Mac OS X

1. On Mac, you should be able to open your csv file with *TextEdit* and convert it as follows:
2. Hold down the **Alt** key and click on the File menu.
3. Choose **Save As...**
4. In the save dialog, change the **Plain Text Encoding** dropdown, choose **Unicode (UTF-8)**.

Windows

On Windows, many tools are available to convert to UTF-8 format. You can download a text editor such as Notepad++ and open the file.

1. Using Notepad++, you can do the following:
2. Open the file in Notepad++.
3. Click on the **Encoding** menu, and choose your current file encoding by choosing *Encode in XXX*.
4. Open the **Encoding** menu again, and choose **Convert to UTF-8**.
5. Save the file (you can use Save As and change the file name if you wish).

Multi-Value Columns

Some columns, such as columns representing a “Role”, may allow multiple values for a single record... e.g. an event may have more than one Person in the role of Witness.

In such instances, each value inside your CSV file should be delimited using a pipe character (|) or comma (,). This is known as the internal delimiter, and you can specify which one your CSV file is using upon import.

Importing Nested Events

To import events with a parent/child relationship, your CSV file needs to contain a column which contains a unique ID for each event. It also should contain a separate column that contains the unique ID of the event's parent. When you are specifying how to handle each column, you choose these columns for "Unique ID" and "Parent" respectively, which will import the parent/child relationship between the two events.

Exporting CSV Files

Aeon Timeline can export timeline data to a CSV file as well as read it. This can be a useful way to share timeline data with other applications.

To export to a CSV file, choosing **Export To -> CSV** from the **File** menu, and choose where to save the exported file.

The exported file will follow the CSV rules defined above, and use UTF8 encoding.

Exporting Image/PDF

Important Note for Mac Users

As the Mac save dialog does not currently show a list of available extensions, you will need to type the file extension with the filename, or it will default to PNG.

For example, if you want to export to a PDF file, you should type “abc.pdf” as the file name.

How to Export an Image or PDF of Your Timeline

To export your timeline to an image, perform the following steps:

1. Adjust your timeline until it looks the way you want it to when exported, including:
 - Zooming to the desired level
 - Grouping by the desired entity type
 - Collapsing groups you do not want to print
 - Applying a filter to reduce the number of visible events
2. Select Export -> Image from the File menu.
3. Choose whether you want to export:
 - Just the current window (as displayed on your screen)
 - Your entire timeline, from the first event to the last
 - A specific date range (entered in the Start/End date pickers further down the window)
4. Windows users: click OK to bring up the save dialog. Mac users will already have the save dialog open at this point.
5. Choose a location and enter a file name for the file. Aeon Timeline can export to the following file formats:
 - PNG (recommended, extension *.png)

- JPEG (extension *.jpg or *.jpeg)
- BMP (extension *.bmp)
- PDF (extension *.pdf)

Depending on the size of the image you are exporting, the image may take several seconds to complete the export.

Export to Web

Exporting Your Timeline for the Web

Aeon Timeline can export your timeline into a browser-friendly format that can be opened by most modern web browsers (tested on the latest editions of Chrome, Firefox, Safari, and Microsoft Edge, with limited support for Internet Explorer).

The web export is a read-only view of the timeline that mirrors the presentation of the timeline inside the Aeon Timeline application. Someone viewing a web-exported timeline can scroll, zoom, and search within the timeline, as well as expand/collapse individual groups and events.

This may be useful for a range of purposes, including:

- Sharing a read-only version of the timeline with others who do not have a copy of Aeon Timeline
- Using Aeon Timeline in a presentation where you cannot install our application (e.g. a courtroom)
- Publishing your timeline, or parts of your timeline, to the web

How to Export Your Timeline

To export your timeline for the web, do the following:

1. Choose Export -> Web from the File menu.
2. Select the folder you wish to export to. It is recommended that you **create a new folder** as there are many files saved during the web export.

The web export will create a number of items inside your selected folder, including:

- Folders for css, font-face, images, and js (javascript)
- aeontimeline.html
- aeontimeline_data.js

When distributing your timeline to others or uploading to the web, you will need to include all of these files.

To view the exported timeline, double click on the **aeontimeline.html** file, or open it in your preferred browser.

Printing

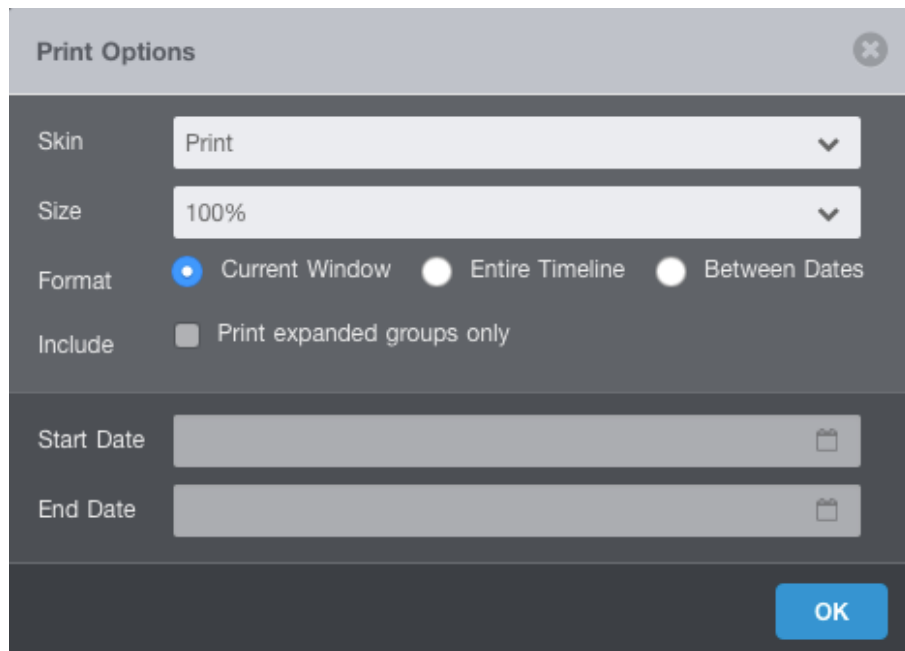
How to Print Your Timeline

To print your timeline, perform the following steps:

1. Adjust your timeline until it looks the way you want it to when printing, including:
 - Zooming to the desired level
 - Grouping by the desired entity type
 - Collapsing groups you do not want to print
 - Applying a filter to reduce the number of visible events
2. Select **Print...** from the **File** menu.
3. The print options dialog will be displayed.

In this dialog, you can:

1. Set the preferred Skin for printing. Aeon Timeline comes with a printer-friendly “black text on white background” skin called *Print*.
2. Adjust the scaling for the printing. Scaling the text in this dialog will give better clarity than using the native scaling that is part of the OS or your printer.
3. Select whether to print:
 - Just the current window (as displayed on your screen)
 - Your entire timeline, from the first event to the last
 - A specific date range (entered in the Start/End date pickers further down the window)
4. If printing a date range or the entire timeline, you can choose whether to **Print expanded groups only**.
 - With this option checked, any collapsed groups will be omitted from the printing entirely.



The Print Options dialog

- Otherwise, they will be printed as “collapsed groups”.

When you are happy with your Print Options, click OK.

You will then be shown the native print dialog for Mac or Windows, where you can select your preferred printer, page ranges etc. before printing.

Support and Updates

Updates

Updates for Aeon Timeline are released periodically to fix reported bugs and add new features. All version 2.x updates are free for users with an existing version 2 license.

To ensure you are running the latest version, do the following:

- On **Mac**: Choose *Check for Updates...* from the *Aeon Timeline* menu.
- On **Windows**: Choose *Check for Updates...* from the *Help* menu

Alternatively, you can always download the latest version of Aeon Timeline from our website at:

<http://www.aeontimeline.com/download/>

Help and Support

Further support information including videos, tutorials, and support documentation is available on our website, <http://www.aeontimeline.com/>

If you have questions that are not answered, please post a question to our website forum, where your question will be answered by either one of our support staff or another Aeon Timeline user.

Alternatively, you can send an email to: support@aeontimeline.com