# Tutorial Tiki-Toki

This is an extension of the tutorial on how to use **TikiToki,** a tool to create a timeline . You are advised to also consult the *Timeline Admin Guide* provided on the website (https://www.tiki-toki.com/) , but we have added some basic initial steps for people who are using such a tool for the first time.

*If you are already familiar with the tool, you can turn the *Timeline Admin Guide* off by clicking on the button in the bottom left corner of the interface.

Assignment 1 a

Assignment **1a** consists of creating an entry in a predefined timeline. Once you enter the timeline the image below will appear:
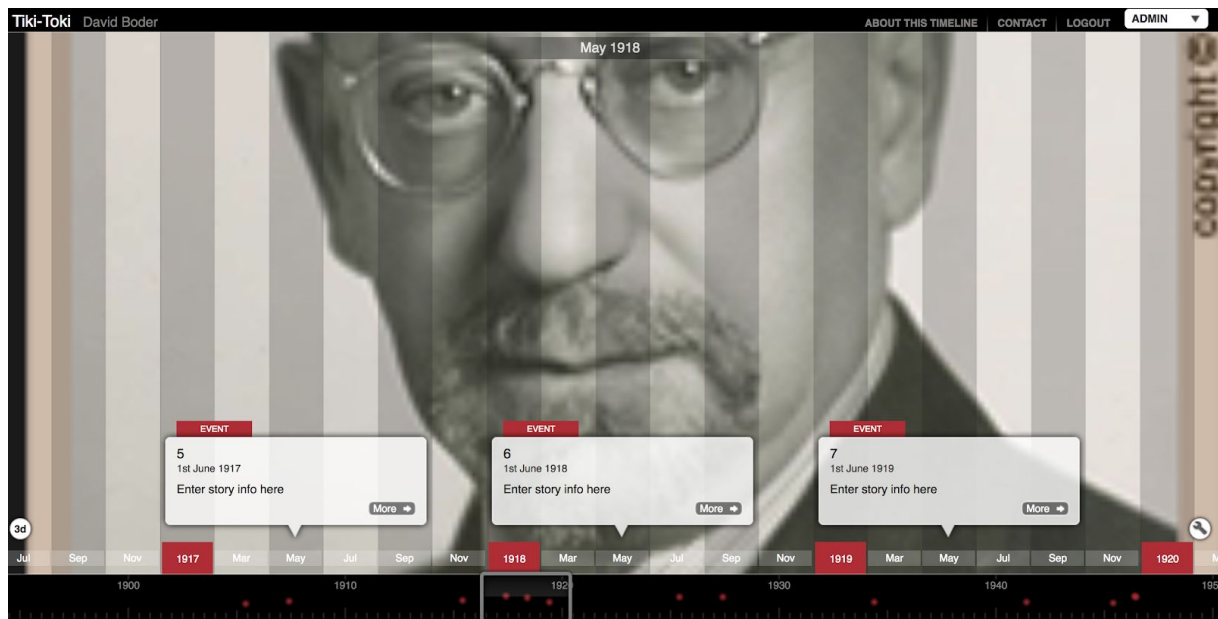
- As you can see, there are white boxes named **STORIES**
- with a red title at the top named **EVENT** .
- Several of these boxes have been created with various dates. Each of these dates, numbered from 1 to 18, corresponds to a specific episode of Boder's life. T
- The 18 boxes are spread throughout the timeline. On the image above you can see the 3 enlarged boxes of 3 specific dates.
- If you want to navigate to other boxes later or earlier in time, you can use the black bar at the bottom of the screen, where you can see 18 little red dots. Each of them represents a S**TORY**.

- Now we want to enter information in one of the boxes.

- Click on the **ADMIN** tab in right upper corner of the screen. T

- This will open up a menu, in which the **STORIES** are listed with a number.

- Click on one of them to edit the entry.

-
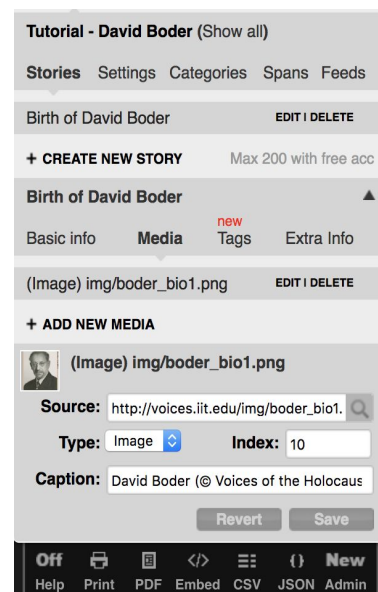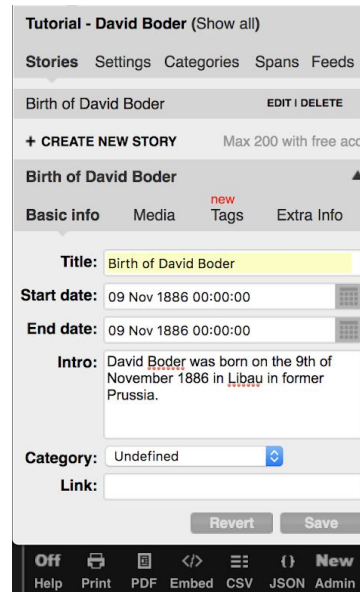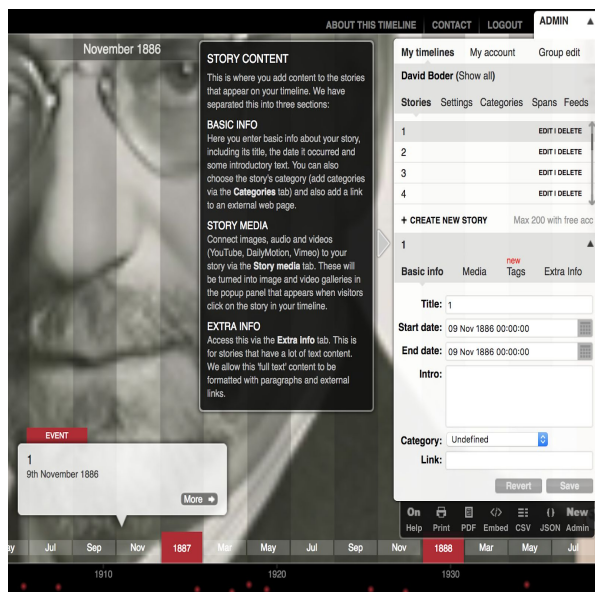
- In the example above you can see how we entered the birthday of David Boder .

- Below the whole process is described, step by step.

- We clicked on **STORY** with the **Title: 1** on the date that corresponds to David Boder 's birthday .

- We enter the interface in the tab **BASIC INFO.**

- Here **Title: 1** has been replaced by **Title** : **Birth of David Boder**

- The start and end date have already been entered.

- In the box **INTRO** information about Boder's birth has been entered

- We have kept the text short and simple, about 50-100 characters . This guarantee sa   nice formatted timeline.

- Any additional information should be put into the tab **EXTRA INFO** in the grey bar above the white fields.

- The next step was adding an image in the next tab   **MEDIA**

- Here, in the box **SOURCE** you will see the URL-address of the image that has been added. It has been copied somewhere else and pasted in the box.

- The last step is to add a **CAPTION** and the credits of the picture.

Assignment 1 b

In this assignment you are going one step further, you are going to create a new entry.

Open the menu by clicking on the **ADMIN** tab in the upper right corner.

Here you have a choice, which means you need an explanation about the options. I

- You can create either a **STORY** or a **SPAN**.

- A **STORY** refers to a single event and appears on the timeline as in Assignment **1 a** (for example: Paris Peace Conference).

- A **STORY** will appear in the timeline, with the title **EVENT**.

- A **SPAN** consists of a series of events and encompasses a longer period of time. (for example: World War I)

- We are going to create a **STORY**.

- Click on the **ADMIN** tab in the upper right corner and then on **CREATE NEW STORY.**

- The interface that opens up is the same as in assignment 1 a

- You need to enter a **TITLE**,

- Then you need to enter a **START DATE** and an **END DATE,** even if it is the same date, both fields need to be completed. Enter at least a year and a month. If you can not find the specific month of an event, **TikiToki** will attribute a month to it at random.

- Then enter an **INTRO**

- Then switch to the tab **MEDIA** and enter a photo, film or audio i

- additional information can be added in the **EXTRA TAB.**

Assignment 1 c

In assignment **1 c** you are required to create a completely new timeline. This means you have to create an account on this website: https://www.tiki-toki.com/. A basic account is free of charge. After creating the account, you will be directed to the page below:


- Choose a **Title**
- Create a **START DATE** and an **END DATE,**
- If you want, you can choose a **BACKGROUND IMAGE**

* We would advise not to use an image if this is your first acquaintance with Tikitoki, to keep the background black and choose a highlight colour that contrasts with black, you can change the settings later. Dots in the timeline representing your **STORIES** as well as the storyboxes will appear in that colour as well.

- Click on "Create new timeline" to create your template. This will lead you to this page:
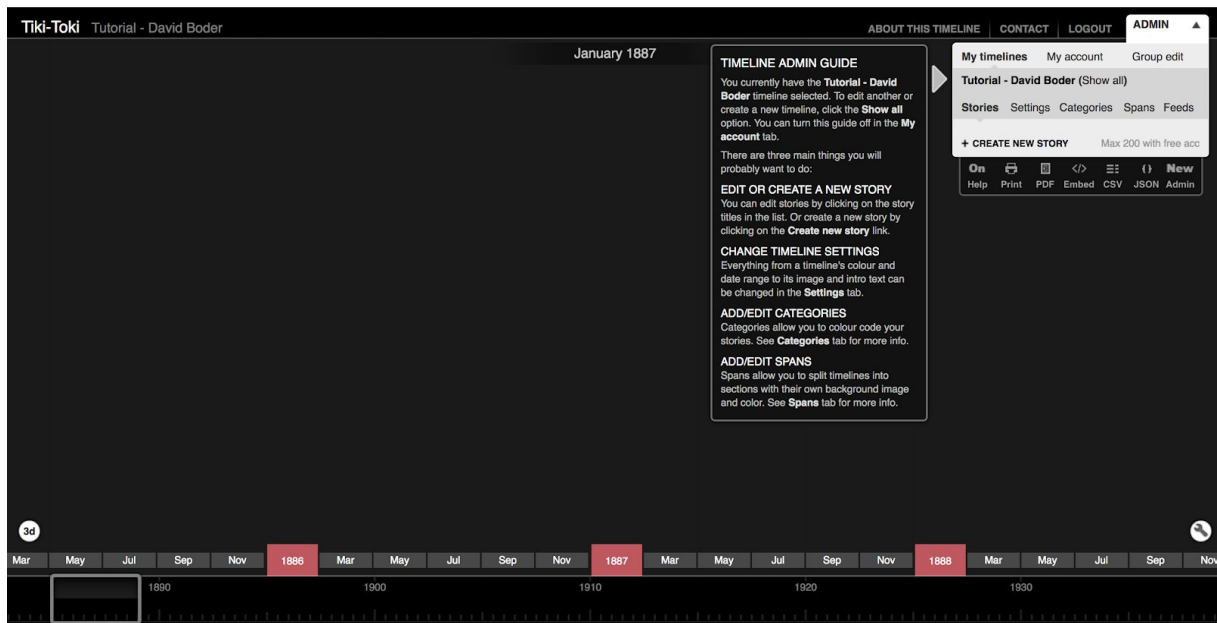
From here on you can create new **STORIES** as shown above, or you can create **SPANS** , or introduce **CATEGORIES.**

Create a Span

- Tiki Toki allows you to create large **TIMESPAN** in order to better visualize events taking place over a longer period of time. In Boder's case, World War I had a major impact on his life, this is why it has been added to the timeline.
- Click on **SPANS**, **CREATE NEW SPAN** and enter the necessary information in the interface on your right.

* The timespan will be highlighted in the timebar in a different colour. It is advisable to choose a different colour than your default highlight colour so that you can clearly distinguish **STORIES** from **SPANS** . You can also add a background picture to the timespan, but make sure its resolution is high enough, or else it will appear of bad quality. You may have to try out a few pictures , as **TikiToki** will crop the picture in order to fit the timeline. Adding a background image to a **SPAN**, works the same way as adding an image to a **STORY**.

- **STORIES** that you have created about events that occured during a specific **TIMESPAN** will appear directly in the new space you have created with a different background colour and image,

-
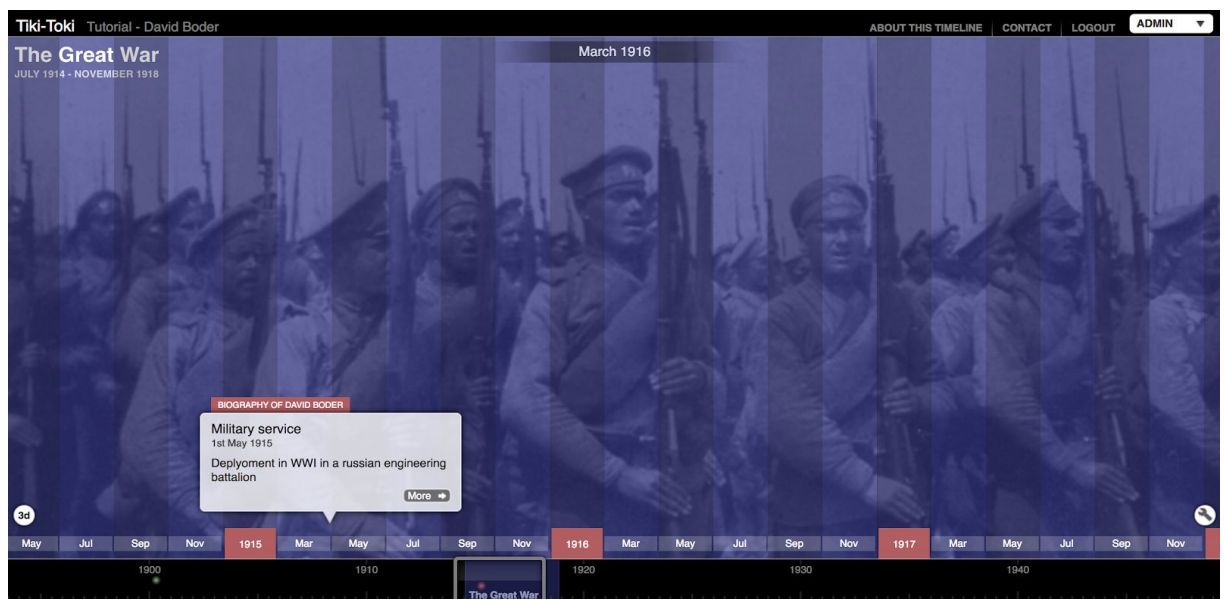
Create a Category

Tiki-Toki offers the possibility to create categories, allowing you to better organize your timeline. See this example: We have created a category named "Biography of David Boder". We chose to attribute that Category the same highlight colour as the timeline itself. By attributing a story to a specific category, the title of the category will appear as a headline over your storyboxes - replacing the title **EVENT** - allowing to fit multiple related topics into one timeline.

For Boder's timeline, we chose to create a second category: Technological advances. For Boder's work and his later publications, technological advances like the development of the mimeograph were essential. By attributing a different colour to it, Boder's life events can now be easily distinguished from technological developments and inventions for example the mimeograph.
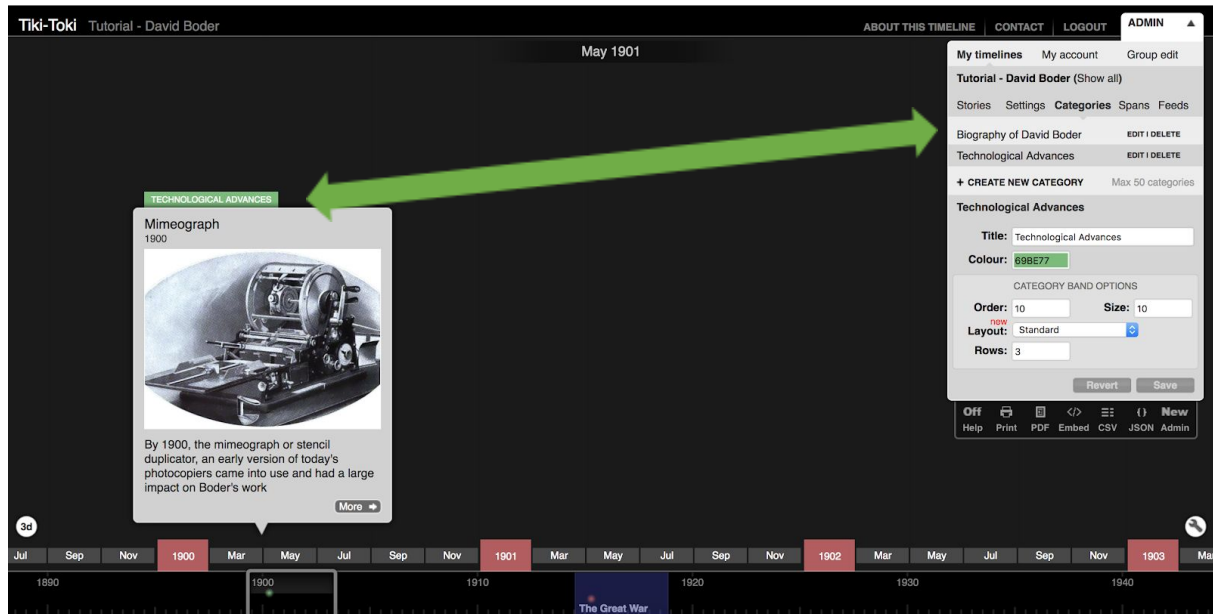
Useful information for teachers

The free account can be upgraded to a teacher's account. The main advantage of a teacher's account is a setting called Group edit.

You can now get others to contribute to your timelines via Tiki-Toki's new group edit functionality (available to Bronze, Silver, Teacher and Pupil members).

All you need to do is set a special secret word for your timeline (**you can do this by clicking on the 'Advanced settings' button in the 'settings' tab for your timeline**). People can use this secret word to log in to your timeline and start adding stories of their own.

Contributors can only create and edit their own stories. They cannot delete other people's stories or change the settings for a timeline.

We hope our group edit functionality will be perfect for teachers wanting to involve their class in the creation of timelines.

To illustrate how our group edit works, we have created a timeline that anyone can contribute to. Click **here** and then enter your name and the secret word '**teamwork**' in the 'Edit this timeline' panel.

If you haven't already upgraded to our Silver or Bronze packages, and you want to use group edit, please upgrade your account now.