**Part 1) How to edit your timeline entries with HTML commands:**

Some of you have asked me how to modify the look and feel of your timeline entries. Here are a few basics--

You can use HTML commands to change the appearance and format of the content in any of the text fields (*headline, text, caption,* and *credit*) in your TimelineJS3 spreadsheet. Most HTML commands have two parts, which are placed at either end of the material you want to modify, i.e.,

<command start> [the material you want to change goes here] </command end>

Some HTML commands you may find handy\*:

|  |  |
| --- | --- |
| **If you want to…** | **…use this command:** |
| create a line break  | <br> your text <\br>  |
| create a paragraph break (to display each of your sources on separate lines, for example) | <p> your text </p> |
| align a paragraph to the left (default), right, or center | <p align="left"> your text |
| change the font size | <font size="3"> your text </font> (use any number from 1 to 7, 1 being the smallest) |
| indent text from both sides | <blockquote> your text </blockquote> |
| change the font color | <font color="green"> your text </font> or<font color="#[six-character hex code for the color you want]"> your text </font> |
| change the font style to **bold** | <b> your text </b> |
| change the font style to *italics* | <i> your text </i> |
| create a numbered list | <ol> your text </ol> |
| create a bulleted list | <ul> your text </ul> |

\***(Adapted from** [**http://www.simplehtmlguide.com/text.php**](http://www.simplehtmlguide.com/text.php)**)**

So, if I wanted to change the look of my Works Cited page from this—



…to this—



--I would edit my spreadsheet entries for the Works Cited page as follows:



Then I would republish the timeline and re-preview it on the Timeline JS3 site.

**Part 2: How to Share Your Timeline with me (so I can give you a grade)--**Once your timeline is displaying information the way you want it to, you’ll need to send me a link to it and give me permission to view it. Here’s how to do that:

1. Be sure you’ve published the timeline.
2. With your timeline open in Google Drive, click **Share:**



1. Type my email address in the box as shown:



1. In the text box, list all the event annotations your wrote (so I’ll know definitively which work is yours), and click the link icon next to **Get shareable link:**



1. Click **Send**:



That should take care of it.