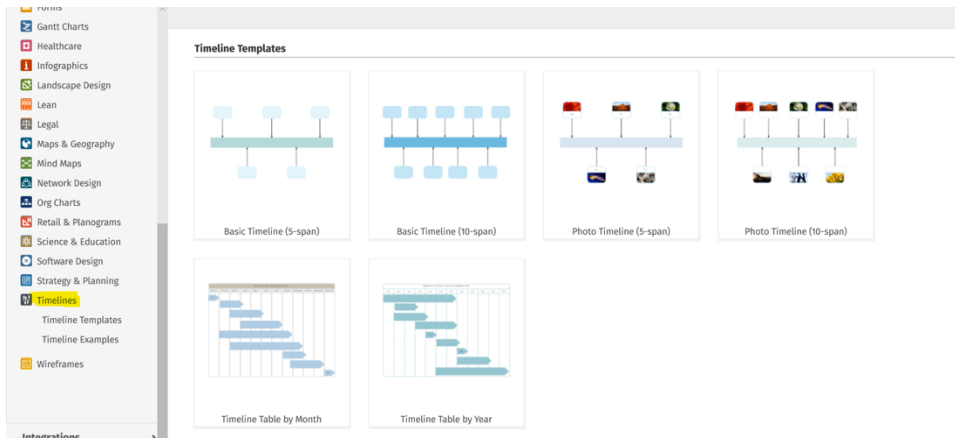
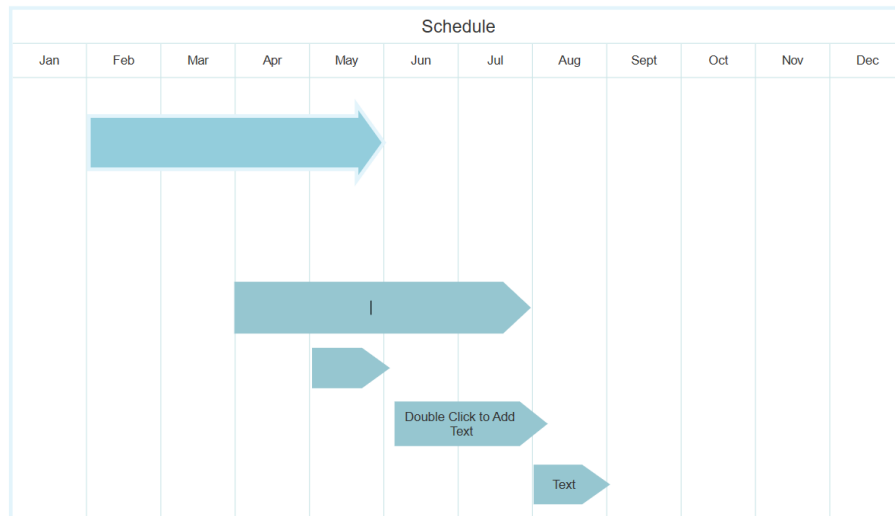


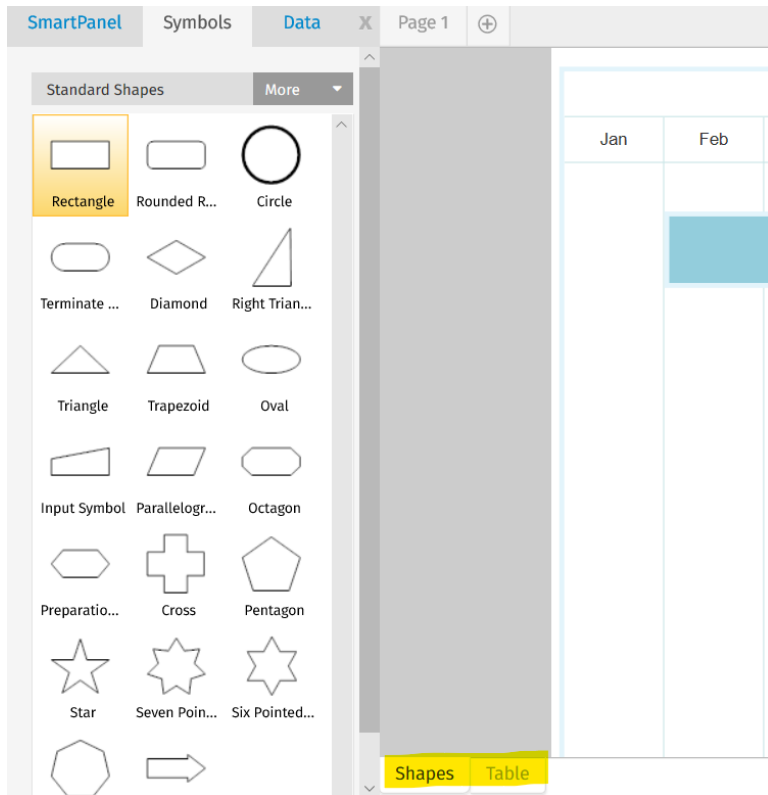
## SmartDraw Timeline Tutorial

**Step 1:** Got to SmartDraw and create an account. Below 'New Document' you will see 'Timeline'. Choose a template.

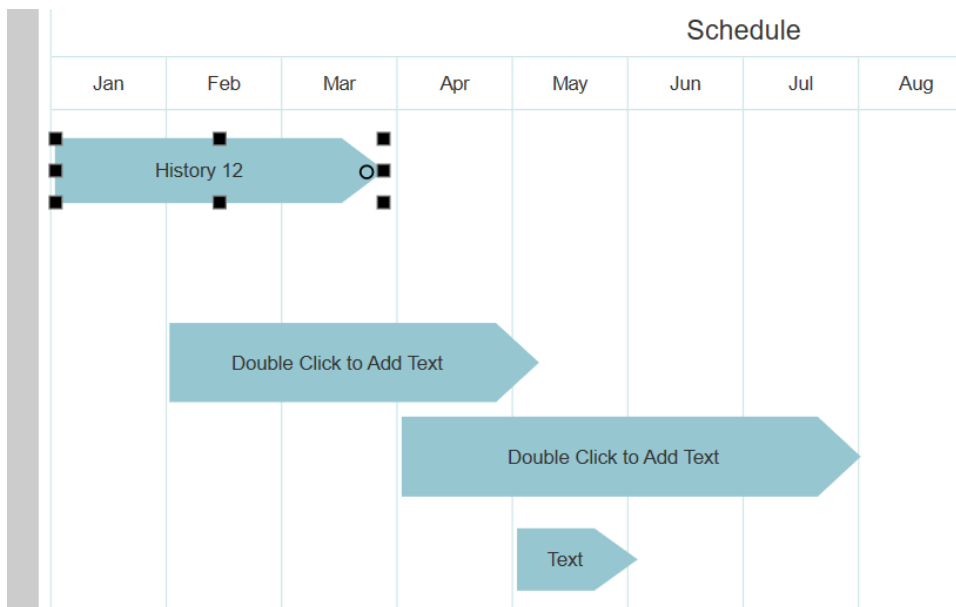


**Step 2:** To edit the title and the month/year, enable 'Table' which is at the very bottom left corner. It is highlighted in yellow.

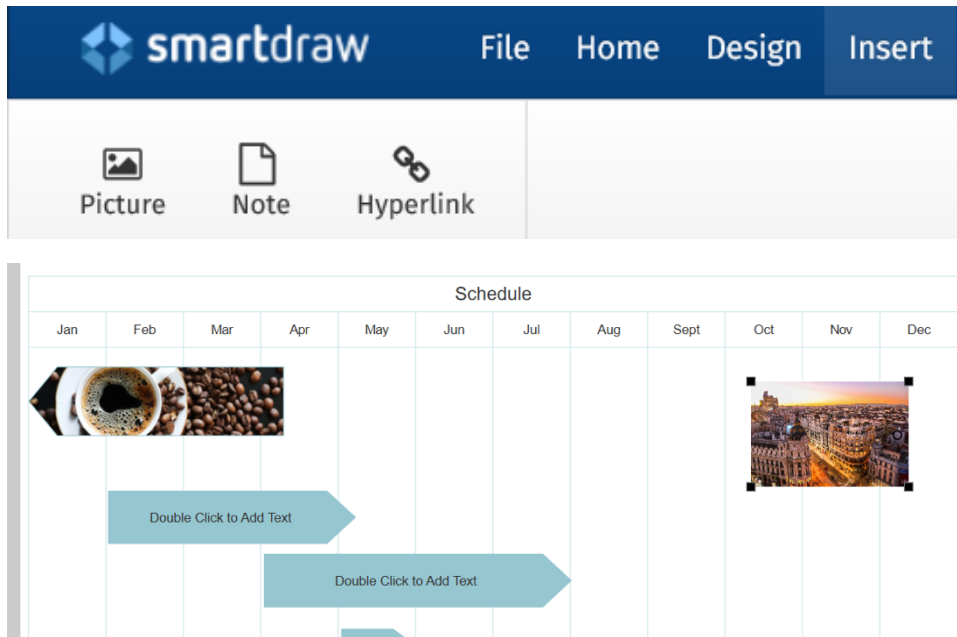




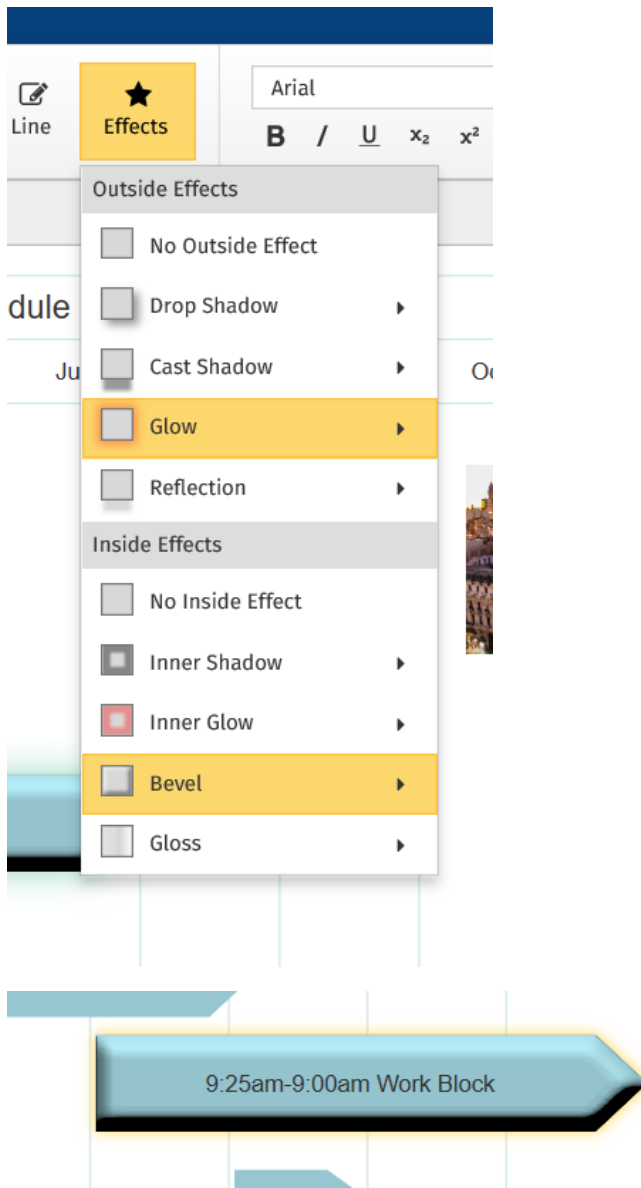
**Step 3:** To edit the shapes, enable 'Shapes' on the bottom and double click onto the shapes to edit text. You can extend your shape as well as drag it.



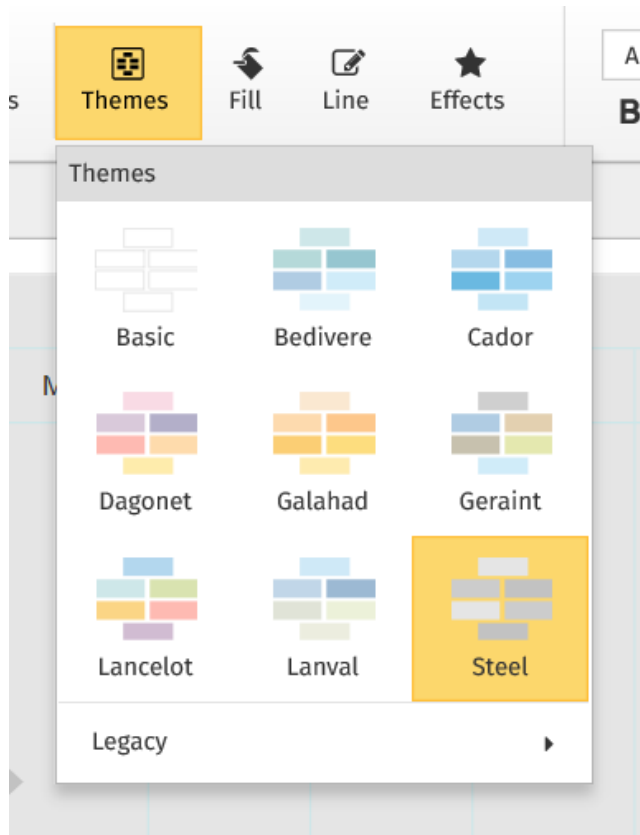
**Step 4:** To paste a photo, go to 'Insert' and below you will see 'Picture'. Save a photo in your file explorer and click onto the symbol or the page to insert the photo.



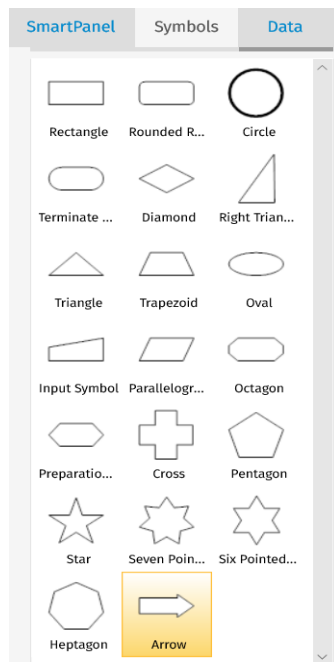
**Step 5:** To add an effect for your shape, select a shape and go to 'Home' and to 'Effects'.



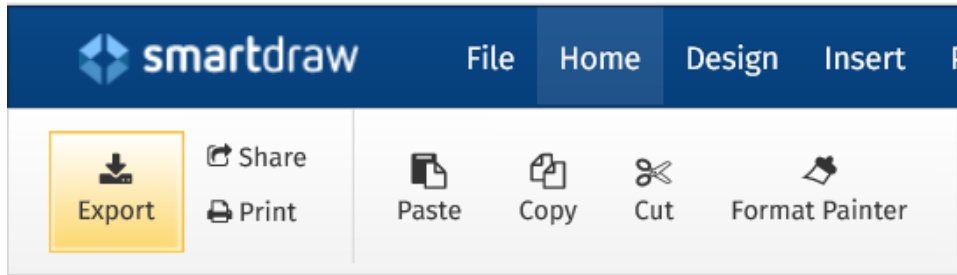
**Step 6:** You can choose a theme for your timeline. Go to 'Theme' which is under 'Home' and select a color.



**Step 7:** To add an additional shape, select a shape from the table that's on the left side and drag it onto your timeline.



**Step 8:** To save a PDF in your file, go to 'Export' that's on the top left which is under 'Home'.



**Hope this helped.**