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# ChronoEdit Help



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## ABOUT *CHRONOEDIT*

*ChronosEdit* is a software tool that allows teachers without any computing knowledge to easily edit a database (archive) on a chosen historical period, which students can then view using *Chronos*.



**ChronosEdit**

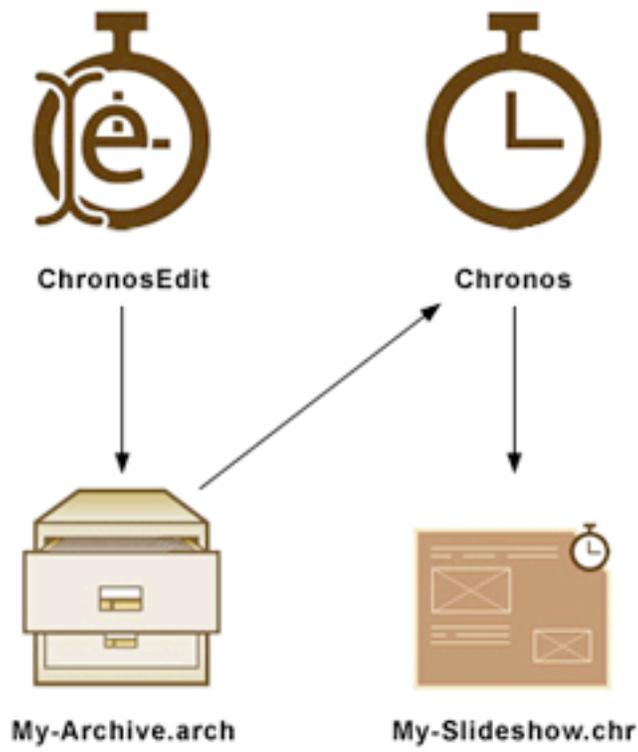


**Chronos**

An archive generally contains the following:

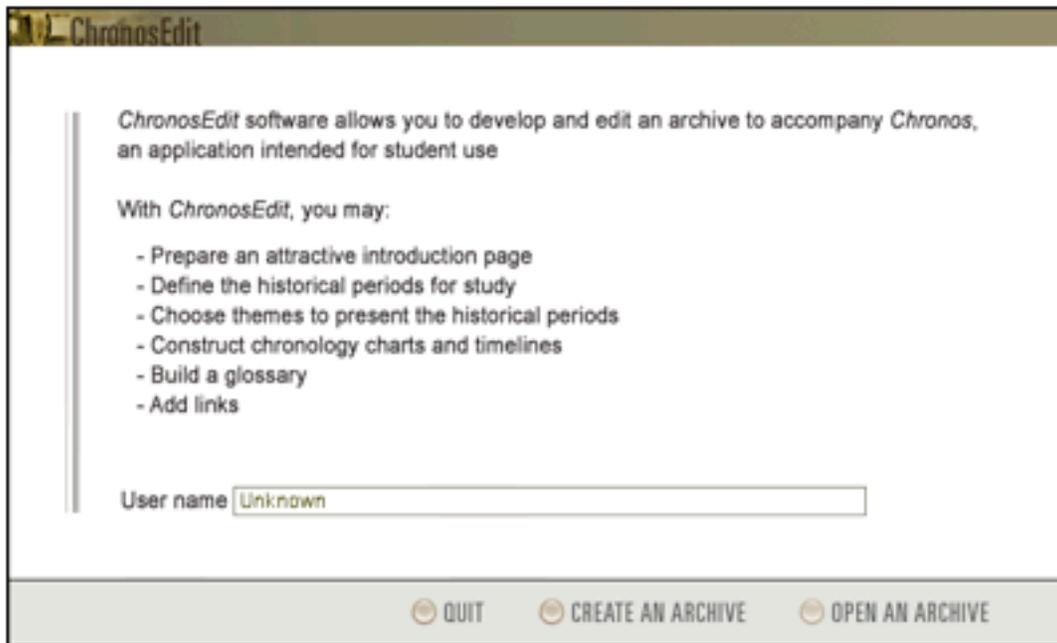
- An introduction page including a timeline of historical periods under study (Antiquity, Middle Ages, Modern Era; 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> centuries; Bronze Age, Iron Age; Hunter-Gatherers, Agriculturalists, Pastoral Nomads, Metallurgists, etc.)
- Introductory notes which, for each defined theme (Arts, Commerce, Habitat, Religion, Political Rivalries, Science, etc.), identify highlights and major trends associated with the historical periods under study
- Five types of cards (Document Cards, Chronology Cards, Image Cards, Audiovisual Cards, Multimedia Cards)
- A glossary
- Links between cards, forming a closely woven logical network

Once you have created an archive in *ChronosEdit*, students may open it using *Chronos* software. Since *Chronos* behaves as a viewer for the archive, students will be able to access, but not edit the content (introduction page, notes, cards, links, etc.). Rather, *Chronos* possesses unique capabilities that allow students to search for and select cards of interest, which they will use to develop a slideshow.

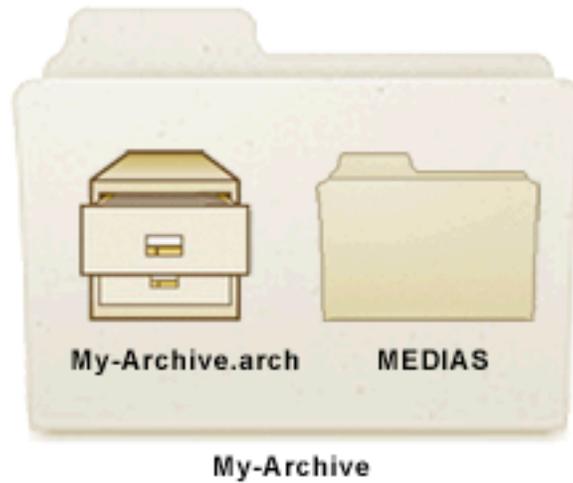


## START

The *ChronosEdit* start window prompts you to open an archive file or create a new one. Enter your name in the User field to ensure that when you create new content, it will contain this default signature.

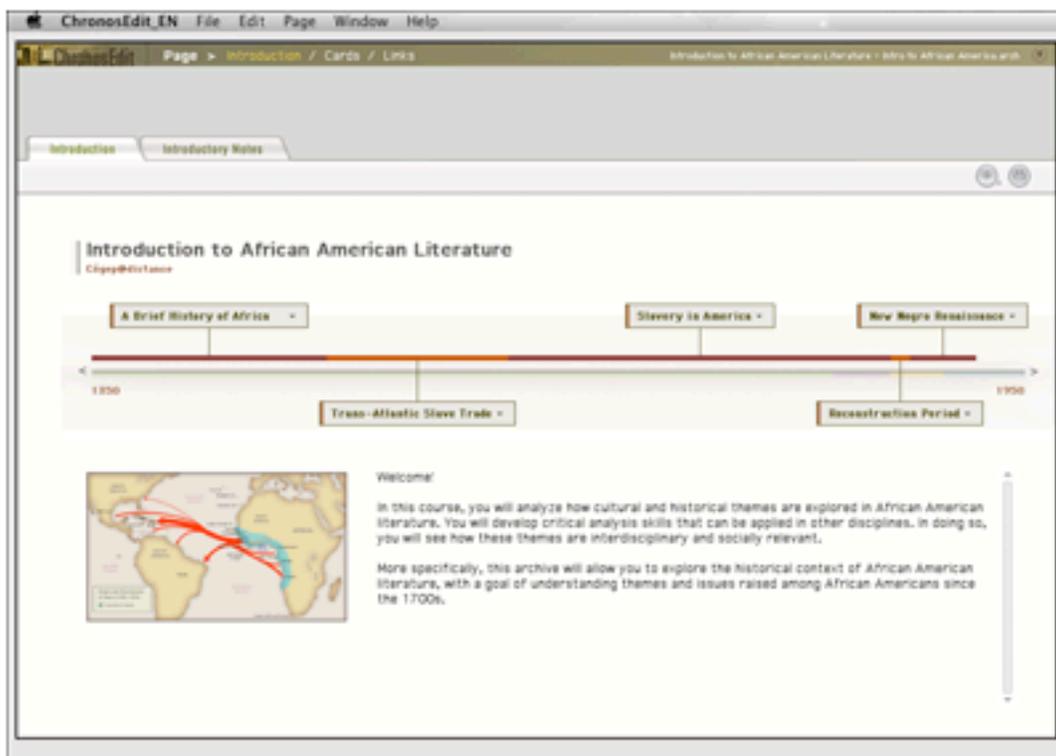


If you opt to create a new archive, you will be prompted to name a folder (My-Archive, for example) and save it to your hard drive. This folder contains an empty archive (file extension .arch with an icon resembling a filing cabinet) and a MEDIAS folder, which will automatically save the media used in your cards (images, audio, video, etc.).



\*Note: The archive file (.arch) should always be kept together with the MEDIAS folder.

*ChronosEdit* opens the introduction page, which is blank when you first create an archive. If you open an existing archive, the introduction page will include whatever information you saved during your last work session.



The Help Guide describes specific functionalities of *ChronosEdit* software in detail, but the following is an overview of what is generally available, regardless of where you are in the application:

- Main menu bar at the top of your screen
- Header, including the software name, Page menu, archive title and file name.  
\*Note: The Page menu here is exactly the same as the Page menu in the main menu bar, except that it appears horizontally for easier access to the three sections of the software
- Search field at the top of the page, available for all sections except the introduction page
- Tabs to access the subsections for each page

For more information about the functionalities of each page and subsection (tabs), consult the detailed explanations for each in the Help Guide.

## MENU BAR

The main menu bar, at the top of your screen, contains five menus:

File Menu

Edit Menu

Page Menu

Window Menu

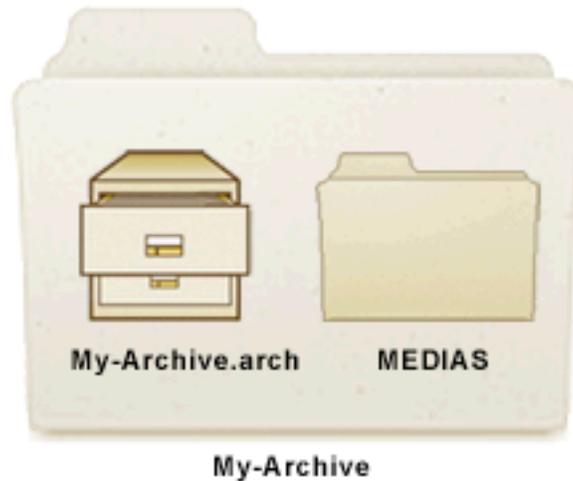
Help Menu

## File Menu

In addition to basic file management commands found in other applications, the File menu includes a *Check the archive* command, which is unique to *ChronosEdit*.

### *New*

The *New* command creates a new archive file with an icon resembling a filing cabinet (file extension .arch). In this new archive, you will define historical periods for study, choose themes to present the periods, write introductory notes, compose cards, construct timelines, build a glossary, and add links. When you select *New*, a dialogue box prompts you to enter the name of your new archive (a maximum of 26 characters) and specify where to save the archive. The directory that is then created contains the empty archive (file extension .arch) and a MEDIAS folder, which will automatically save the media used in your cards (images, audio, video, etc.).



\*Note: The archive file (.arch) should always be kept together with the MEDIAS folder.

### *Open...*

The *Open...* command allows you to open an archive saved during a previous work session. A standard dialogue box prompts you to search your computer and open an archive file with an icon resembling a filing cabinet (file extension .arch).

You can open more than one archive at a time and navigate between them by clicking on their respective windows, or by selecting one in the Window menu. Main menu commands may be applied to the active archive only, which is the one in the foreground.

### *Close*

The *Close* command closes the active archive (the window in the foreground if more than one archive is open). Before closing, a dialogue box prompts you to save the changes to your archive.

### *Save*

The *Save* command saves the changes made to the active archive (the window in the foreground if more than one archive is open). The name of an archive can contain a maximum of 26 characters followed by the file extension .arch (My-Archive.arch, for example).

### *Save as...*

The *Save as...* command saves the active archive (the window in the foreground if more than one archive is open) under another name. The name of an archive can contain a maximum of 26 characters followed by the file extension .arch (My-Archive2.arch, for example).

### *Page Setup*

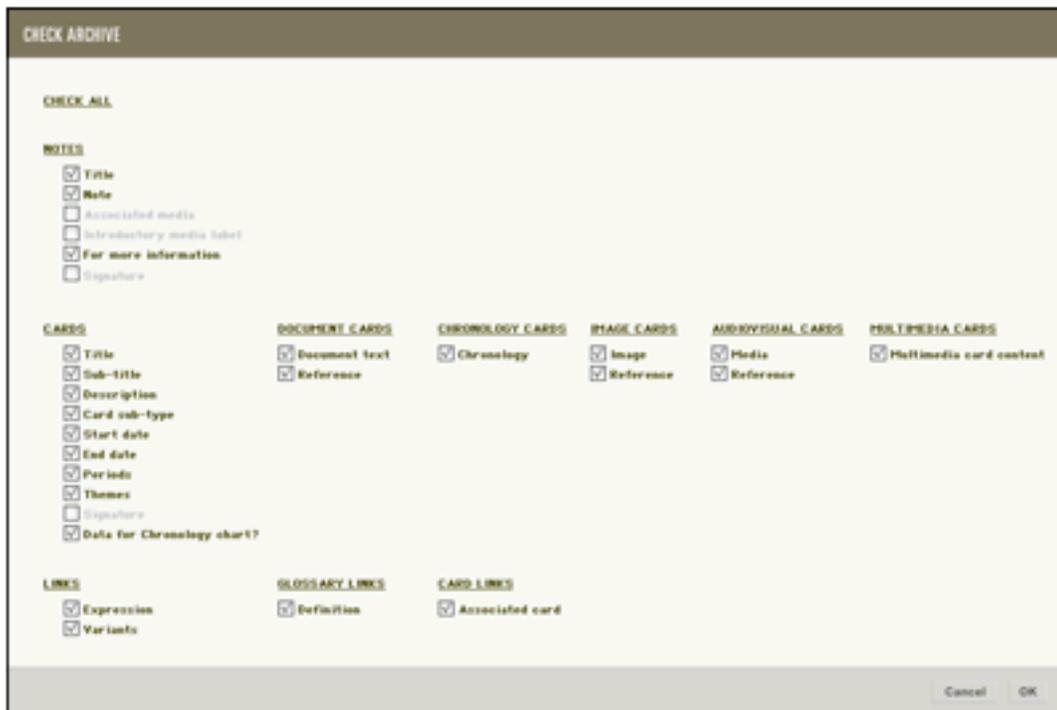
The *Page Setup* command opens your printer's dialogue box, in which you can define the paper size, scale (%), and document orientation (portrait or landscape).

### *Export in Text format*

The *Export in Text format* command allows you to save the archive content in a plain text file, which can be opened in most word processing applications. Note that plain text does not contain any formatting (bold, italics, underline, etc.). Expressions that include formatting in the cards will be displayed using HTML tags.

### *Check the archive*

When you have completed your work, the *Check the archive* command allows you to verify the content of your archive by providing a list of cards, notes and links that are missing data. Check the boxes of all the items you wish to verify.



When you click on *OK*, the archive is verified and a text file with the name of the archive plus the file extension .txt is created on your desktop (My-Archive.txt, for example). This file contains a list of all incomplete items among those you chose to verify. The file may be opened using any word processing software.

## Quit

The *Quit* command allows you to exit ChronosEdit. Before closing, a dialogue box prompts you to save the changes made to your archive(s).

## Edit Menu

In addition to basic editing commands found in other applications, the Edit menu includes the *Create a glossary link*, *Create a card link* and *Create a web link* commands, which are unique to *ChronosEdit*. These commands are only available under certain conditions: when the cursor is within an editable text box, when a portion of the text is selected, when formatting can be applied to the text, when rows in certain tables are selected, or when items in a Multimedia Card are selected. The following sections explain when to use each command..

### *Undo*

The *Undo* command is only available when the cursor is within an editable text box. It allows you to undo the last operation made in that area, such as a text insertion, cut, paste, etc.

\*Note: You cannot *Undo* the deletion of table rows and items in Multimedia Cards.

### *Redo*

The *Redo* command is only available when the cursor is within an editable text box. It allows you to redo the last operation made in that area, such as a text insertion, cut, paste, etc.

### *Cut*

The *Cut* command is only available when a portion of editable text is selected, when at least one row of a card or link table is selected, or when at least one item (image, media, chronology chart, historical document, or text box) is selected in a Multimedia Card. This command deletes selected text or items.

\*Note: Once the *Cut* command is applied to table rows and items in Multimedia Cards, it cannot be undone.

### *Copy*

The *Copy* command is only available when a portion of editable text is selected, when at least one row of a card or link table is selected, or when at least one item (image, media, chronology chart, historical document, or text box) is selected in a Multimedia Card. This command copies selected text or items for future use (see the *Paste* command).

### *Paste*

The *Paste* command allows you to retrieve text or items previously stored with the *Cut* or *Copy* command, and insert them into text boxes, card and link tables, or Multimedia Cards (see the *Cut* and *Copy* commands). You must first click within the area where you wish to paste the text or item, and then use the *Paste* command.

### *Select All*

The *Select All* command allows you to select all the content in text boxes, card and link tables, or Multimedia Cards. You must first click within the area containing the content you wish to select, and then use the *Select All* command.

### *Find*

The *Find* command is available for text when the window of an introductory note, card or glossary definition is in the foreground. You must first click within the text box containing the content you wish to search, and then use the *Find* command to open a dialogue box.



To search for a term, enter it in the text field, and use the arrows on the left to move to the next or previous match. The *OK* button closes the *Find* dialogue box.

### *Plain*

The *Plain* command, available in editable text boxes, removes formatting from the selected text.

### *Bold*

The *Bold* command, available in editable text boxes, applies bold formatting to the selected text.

### *Italic*

The *Italic* command, available in editable text boxes, applies italics to the selected text.

### *Superscript*

The *Superscript* command, available in editable text boxes, applies superscript formatting to the selected text.

### *Subscript*

The *Subscript* command, available in editable text boxes, applies subscript formatting to the selected text.

### *9 (to 24) point*

The *9 point* to *24 point* commands, available in editable text boxes, apply the chosen font size to the selected text.

### *Create a glossary link*

The *Create a glossary link* command, available when a term is selected in an editable text box, allows you to create a new glossary link without having to go to the Links page. The command initially prompts you to confirm that you would like to create a new glossary link. Click on *OK* to open the *Edit the glossary link* dialogue box, and enter the variants and definition of the glossary term.

For more information, consult the **Glossary links tab** section of the Help Guide.

### *Create a card link*

The *Create a card link* command, available when a term is selected in an editable text box, allows you to create a new card link without having to go to the Links page. The command initially prompts you to confirm that you would like to create a new card link. Click on *OK* to open the *Edit the card link* dialogue box, and associate the term with a specific card.

For more information, consult the **Card links tab** section of the Help Guide.

### *Create a web link*

The *Create a web link* command, available when a term is selected in an editable text

box, allows you to link the term to a URL address. The command opens the *Edit the web link* dialogue box with the selected term in the upper field. Enter the desired URL address in the lower field.



When you click on *OK*, the term appears throughout the archive as an underlined link. Clicking on the term opens your web browser to the specified web page. To delete the link, carefully select the term, and click on the *Create a web link* command. Remove the URL address previously entered in the dialogue box.

\*Note: Clicking on the link instead of selecting it will open the web page, not the link dialogue box.

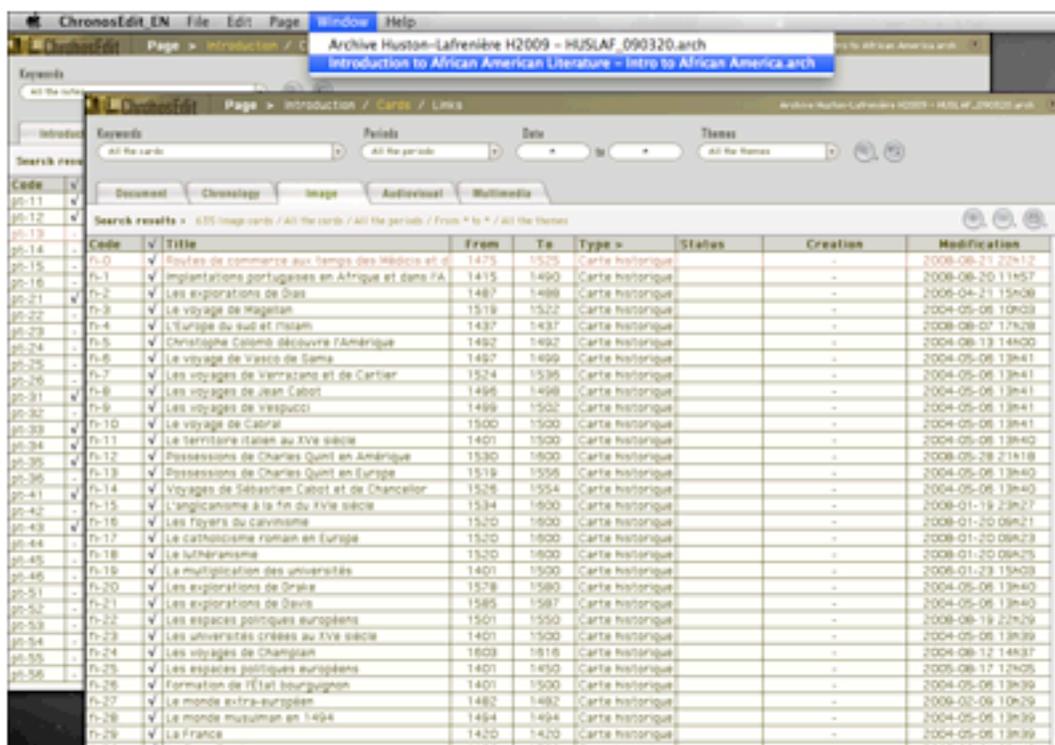
## Page Menu

The Page menu includes three commands: *Introduction*, *Cards* and *Links*, which allow you to open the various sections of the application to develop archive content.

For more information, consult the **INTRODUCTION PAGE**, **CARDS PAGE** and **LINKS PAGE** sections of the Help Guide.

## Window Menu

The Window menu displays a list of all currently open windows. You can open more than one archive at a time, and navigate between them by clicking on the corresponding window or selecting it in the Window menu.



A check mark next to the name of a window in this menu indicates that the archive has been modified since it was last opened or saved.

## Help Menu

The Help menu includes three commands: *ChronosEdit Help*, *Credits* and *Comments*.

The *ChronosEdit Help* command opens a window that provides information on the various functions of *ChronosEdit*. You can print the text by clicking on the printer icon in the lower right corner of the window.

The *Credits* command provides a list of organizations involved in the production of *ChronosEdit* and individuals who contributed to its development.

The *Comments* command opens a dialogue box that links to the CCDMD website, where you can provide comments and evaluate the quality of the *ChronosEdit* application.

## INTRODUCTION PAGE

On the introduction page, you can:

- Define the historical periods that your archive will cover, for example: Antiquity, Middle Ages, Modern Era; 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> centuries; Bronze Age, Iron Age; Hunter-Gatherers, Agriculturalists, Pastoral Nomads, Metallurgists, etc.)
- Specify the themes for each period (Arts, Commerce, Habitat, Religion, Political Rivalries, Science, etc.)
- Add data to the timeline
- Write introductory notes for each period and theme

*Chronos*, the student application, will display all the introductory material as you entered it in *ChronosEdit*, but will not allow any changes to be made.

Two separate subsections may be accessed via tabs on the introduction page: Introduction and Introductory Notes.

For more information, consult the **Introduction tab** and **Introductory notes tab** sections of the Help Guide.

## INTRODUCTION TAB

Clicking on the Introduction tab opens a page that is virtually empty when you first create an archive. As you develop content, various items fill up this page, which constitutes the introduction to your archive. The presentation of the content here is identical when students view it using *Chronos*. It can include the following:

- The archive title
- A subtitle and/or your signature
- A timeline (that evolves as you add cards to the archive)
- Drop-down lists for each period, containing the themes you have defined, and for which you have written introductory notes
- Decorative media, such as image, audio or video files.  
\*Note: You must first create image and media cards before adding them as decorative media
- A brief introduction text presenting the archive, software and/or yourself

The screenshot shows a web browser window displaying the 'Introduction to African American Literature' archive. The page has a navigation bar with 'Introduction' and 'Introductory Notes' tabs. The main content area features a title 'Introduction to African American Literature' and a subtitle 'Clay@African'. Below this is a horizontal timeline with four main periods: 'A Brief History of Africa', 'Trans-Atlantic Slave Trade', 'Slavery in America', and 'New Negro Renaissance'. The 'Slavery in America' period is expanded to show sub-themes: 'LIFE AS A SLAVE', 'WORKS', 'PEOPLE', and 'HISTORICAL CONTEXT'. Below the timeline is a map of the trans-Atlantic slave trade routes and a 'Welcome!' text block.

Welcome!

In this course, you will analyze how cultural and historical themes are explored in African American literature. You will develop critical analysis skills that can be applied in other disciplines. In doing so, you will see how these themes are interdisciplinary and socially relevant.

More specifically, this archive will allow you to explore the historical context of African American literature, with a goal of understanding themes and issues raised among African Americans since the 1700s.

Clicking on the + button on the bar below the Introduction tab displays a drop-down menu with two options: *Edit the content of the Introduction* and *Edit Periods and Themes*.

## Edit the Content of the Introduction

The *Edit the content of the Introduction* command opens an edit box where you can enter the title and subtitle of your archive, choose decorative media (from previously created image or media cards), and write the introduction text.

**EDIT THE INTRODUCTION PAGE**

**TITLE**  
Introduction to African American Literature

**SUB-TITLE**  
Cégep@distance

**INTRODUCTORY MEDIA** (choose the card from the following table)  
Search: [ ]

X	Code	Title	Type >
x	fi-9	Developing the New World	Image - Picture
	fi-37	War of 1812	Image
	fi-11	Slave Trade in The Mediterranean	Image - Map
	fi-41	Sahara Desert - ancient	Image - Map
	fi-12	The Process of Enslavement	Image - Picture
	fi-45	World War I	Image - Thematic

**Introductory media label**  
Developing the New World

**INTRODUCTORY TEXT**  Collaboration tools

**Last approved version**  
Welcome!

Cancel Apply OK

When you click on *Apply* or *OK*, the information you entered is displayed on the introduction page.

\*Note: The introduction text can be written collaboratively by checking the box next to *Collaboration tools*. The collaborative mode is especially useful when working as a team to develop an archive. For more information, consult the **COLLABORATION TOOLS** section of the Help Guide.

## Edit Periods and Themes

The *Edit Periods and Themes* command opens an edit box where you can define periods, themes and the general timeline for your archive.

Title	Start date	End date
A Brief History of Africa	*	1501
Trans-Atlantic Slave Trade	1502	1618
Slavery in America	1619	1854
Reconstruction Period	1865	1876
New Negro Renaissance	1877	1919

Title	Definition
Historical Context	
Trans-Saharan Slave Trade	
People	
Works	
Life as a Slave	
Challenges	

PERIOD	START DATE	END DATE
Period 1	1775	1827
Period 2	1828	1864
Period 3	1865	1899

- Clicking on the + button to the right of the word “PERIODS” allows you to add periods to the associated table. Clicking on the - button deletes selected periods. For each period, enter a title, start date and end date. The list of periods should be in ascending chronological order and dates should not overlap. An asterisk can be entered in the “End Date” field of the last period to indicate that this period is ongoing. When necessary, an asterisk can also be entered in the "Start Date" field of the first period.
- Clicking on the + button to the right of the word “THEMES” allows you to add themes to the associated table. Clicking on the - button deletes selected themes. For each theme, enter a title and a brief definition that will appear in the introductory note for this theme.
- If you wish, you can define five eras with their start and end dates (an asterisk can be entered in the last "End Date" field to indicate that this era is ongoing).. These should be broader periods than those covered in the archive to situate



INTRODUCTORY NOTE - Cégeg@distance

## A Brief History of Africa / Historical Context

### African Civilizations

The media today often associates Africa to poverty, war, disease and drought. The abuse by white colonists is also very well documented. You can certainly guess that Africa is much more than that, and that many fascinating and positive elements exist in its history.

Africans have been victims, but they were also great builders. In the cards below, you will learn about the **Sahara region**, and the coming of two great African civilizations: Ancient Egypt and Nubia.

### Sahara Desert - today



### For more information

- [The Saharan Desert and Ancient Egypt](#)
- [Egyptian Kingdoms](#)
- [Nubia](#)

A Brief History of Africa | Historical Context

Once you have defined the periods and themes for the archive, clicking on the Introductory Note tab displays a list of all the possible combinations of these periods and themes. For example, if you defined three periods (15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> centuries) and two themes (Arts and Religion), the list would display six possible combinations: 15<sup>th</sup> century - Arts, 15<sup>th</sup> century - Religion, 16<sup>th</sup> century - Arts, 16<sup>th</sup> century - Religion, 17<sup>th</sup> century - Arts, 17<sup>th</sup> century - Religion. You can write an introductory note for each of these combinations.

Code	Title	Period	Theme	Status	Creation	Modification
pt-11	African Civilizations	A Brief Histor	Historical Con	In Progress	2009-02-18 14h17	2009-05-19 14h34
pt-12	Write a meaningful title here	A Brief Histor	Trans-Saharan	In Progress	2009-02-18 14h17	2009-03-02 14h01
pt-13	-	A Brief Histor	People	-	2009-02-27 09h49	2009-02-27 09h49
pt-14	-	A Brief Histor	Works	-	2009-02-27 09h49	2009-02-27 09h49
pt-15	-	A Brief Histor	Life as a Slav	-	2009-02-27 09h49	2009-02-27 09h49
pt-16	-	A Brief Histor	Challenges	-	2009-04-15 15h02	2009-04-15 15h02
pt-21	Write a meaningful title here	Trans-Atlant	Historical Con	In Progress	2009-02-18 14h17	2009-03-02 14h03
pt-22	-	Trans-Atlant	Trans-Saharan	-	2009-02-18 14h17	2009-02-18 14h17
pt-23	-	Trans-Atlant	People	-	2009-02-27 09h49	2009-02-27 09h49
pt-24	-	Trans-Atlant	Works	-	2009-02-27 09h49	2009-02-27 09h49
pt-25	-	Trans-Atlant	Life as a Slav	-	2009-02-27 09h49	2009-02-27 09h49
pt-26	-	Trans-Atlant	Challenges	-	2009-04-15 15h02	2009-04-15 15h02
pt-31	Write a meaningful title here	Slavery in Am	Historical Con	In Progress	2009-02-18 14h18	2009-05-14 12h42
pt-32	-	Slavery in Am	Trans-Saharan	-	2009-02-18 14h18	2009-02-18 14h18
pt-33	Write a meaningful title here	Slavery in Am	People	In Progress	2009-02-27 09h49	2009-03-02 12h10
pt-34	Write a meaningful title here	Slavery in Am	Works	In Progress	2009-02-27 09h49	2009-05-07 10h13
pt-35	Write a meaningful title here	Slavery in Am	Life as a Slav	In Progress	2009-02-27 09h49	2009-04-06 15h21
pt-36	-	Slavery in Am	Challenges	-	2009-04-15 15h02	2009-04-15 15h02
pt-41	Write a meaningful title here.	Reconstructio	Historical Con	-	2009-04-15 14h35	2009-04-21 13h45
pt-42	-	Reconstructio	Trans-Saharan	-	2009-04-15 14h35	2009-04-15 14h35
pt-43	Children of the Reconstruction	Reconstructio	People	In Progress	2009-04-15 14h35	2009-05-15 13h15
pt-44	Write a meaningful title here	Reconstructio	Works	In Progress	2009-04-15 14h35	2009-05-26 08:44:40
pt-45	-	Reconstructio	Life as a Slav	-	2009-04-15 14h35	2009-04-15 14h35
pt-46	Write a meaningful title here	Reconstructio	Challenges	In Progress	2009-04-15 15h02	2009-04-16 09h04
pt-51	-	New Negro Re	Historical Con	-	2009-04-27 09h05	2009-05-21 10:38:51
pt-52	-	New Negro Re	Trans-Saharan	-	2009-04-27 09h05	2009-04-27 09h05
pt-53	-	New Negro Re	People	-	2009-04-27 09h05	2009-05-21 10:38:22
pt-54	-	New Negro Re	Works	-	2009-04-27 09h05	2009-05-21 10:38:28
pt-55	-	New Negro Re	Life as a Slav	-	2009-04-27 09h05	2009-04-27 09h05
pt-56	-	New Negro Re	Challenges	-	2009-04-27 09h05	2009-04-27 09h05

Double-clicking on a row in the table of Introductory Notes combinations opens an empty note.

**EDIT THE NOTE** - A Brief History of Africa / Historical Context

Creation date: 2009-02-18 14h17  
Modification date: 2009-06-01 16:23:49

**TITLE**  
African Civilizations

**NOTE**  Collaboration tools

**Last approved version**

The media today often associates Africa to poverty, war, disease and drought. The abuse by white colonists is also very well documented. You can certainly guess that Africa is much more than that, and that many fascinating and positive elements exist in its history.

Africans have been victims, but they were also great builders. In the cards below, you will learn about the Sahara region, and the coming of two great African civilizations: Ancient Egypt and Nubia.

**Approved by:**  
Laurence Lachapelle-Bégin

**ASSOCIATED MEDIA** (choose the card from the following table)

Search

Cancel Apply OK

It is not necessary to close one introductory note in order to access another one. You can click on the two drop-down lists at the bottom of the window to navigate between periods and themes. The drop-down list on the left displays available periods, and the one on the right displays available themes. In the lower right corner of the window, there are three icons from left to right: an edit button (icon resembling a text editing cursor and the letter 'e'), which opens the edit window, a print button (icon resembling a printer), which prints the note, and a history button (icon with three horizontal lines), which displays your navigation history.



In the edit window, you can:

- Enter the note title
- Compose the note itself
- Choose decorative media, such as image, audio or video files  
\*Note: You must first create image and media cards before adding them as decorative media.
- Drag relevant cards into the *For more information* area of the edit window (they will appear as links in the note)

(17/06/09 10:38)

\*Note: Introductory Notes can be written collaboratively by checking the box next to *Collaboration tools*. The collaborative mode is especially useful when working as a team to develop an archive. For more information, consult the **COLLABORATION TOOLS** section of the Help Guide.

In both *ChronosEdit* and *Chronos*, you can open notes using the drop-down menus for each period appearing on the Introduction page timeline.



## CARDS PAGE

On the Cards page, you can locate and edit the cards in the archive. There are five types of cards: Document Cards, Chronology Cards, Image Cards, Audiovisual Cards, and Multimedia Cards. Each is associated with a tab on the Cards page.

For more information on types of cards, consult the **CARDS PAGE** subsections of the Help Guide.

Despite their differences, all of the cards and tabs have some characteristics in common.

[Content of the Cards Page](#)

[Shared Characteristics of Cards](#)

[Editing the Fields Common to all Types of Cards](#)

### Content of the Cards Page

All of the tabs on the Cards page include the following:

- Search by keyword, period, date, or theme. For more information, consult the **SEARCH TOOLS** section of the Help Guide.
- Five tabs, one for each type of card
- Feedback on the number of cards in the active tab resulting from a search with given criteria
- A + button to add the type of cards specific to the active tab
- A - button to delete the selected card(s)
- A print button (icon resembling a printer) to print the selected card(s)
- The list of cards you have created in the active tab

Code	Title	From	To	Type	Status	Creation	Modification
n-1	✓ Sahara Desert - today	-3400	-2850	Map	Ready for Re	2009-02-10 12h07	2009-06-01 15:41:01
n-2	- Old Kingdom	-3100	-2180	Map	Ready for Re	2009-02-13 15h40	2009-06-01 15:41:05
n-3	- 1st Intermediate Period	-2180	-2080	Map	Ready for Re	2009-02-13 15h40	2009-06-01 15:41:07
n-4	- Middle Kingdom	-2080	-1640	Map	Ready for Re	2009-02-13 15h40	2009-06-01 15:41:07
n-5	- 2nd Intermediate Period	-1640	-1570	Map	Ready for Re	2009-02-13 15h40	2009-06-01 15:41:08
n-6	- New Kingdom	-1570	-1080	Map	Ready for Re	2009-02-13 15h40	2009-06-01 15:41:09
n-7	✓ Nubia	-1500	800	Map	Ready for Re	2009-02-13 15h53	2009-06-01 15:41:10
n-8	✓ Wars in Northwest Africa	-146	711	Map	Ready for Re	2009-02-17 11h13	2009-06-01 15:41:12
n-9	✓ Developing the New World	1502	1870	Picture	Ready for Re	2009-02-17 11h20	2009-06-01 15:41:13
n-10	✓ Treaty of Tordesillas	1494	1494	Map	Ready for Re	2009-02-27 09h34	2009-05-15 14h06
n-11	✓ Slave Trade in The Mediterranean			Map	Ready for Re	2009-02-17 12h07	2009-05-15 14h28
n-12	✓ The Process of Enslavement			Picture	Ready for Re	2009-02-17 12h16	2009-05-15 14h31
n-13	✓ American Revolution	1763	1783	Picture	Ready for Re	2009-02-27 10h04	2009-05-28 11:07:06
n-14	✓ Trans-Saharan Trade Network			Map	Ready for Re	2009-02-27 09h11	2009-05-15 15h09
n-15	✓ The Oral Tradition			Thematic	Ready for Re	2009-04-15 14h08	2009-05-26 06:43:54
n-16	✓ Olaudah Equiano	1745	1797	Biography	Ready for Re	2009-02-27 10h34	2009-05-15 14h54
n-17	✓ Frederick Douglass	1818	1895	Biography	Ready for Re	2009-03-02 10h36	2009-05-15 14h55
n-18	✓ Phillis Wheatley	1753	1784	Biography	Ready for Re	2009-03-02 10h42	2009-05-15 14h55
n-19	✓ Slaves in America: Living Conditions			Thematic	Ready for Re	2009-03-02 12h58	2009-05-15 14h38
n-20	✓ Slaves in America: Religion			Thematic	Ready for Re	2009-03-02 13h03	2009-05-26 06:18:26
n-21	✓ Slaves in America: Family and Community			Thematic	Ready for Re	2009-03-02 13h10	2009-05-15 14h34
n-22	✓ Slaves in America: Rebellion			Thematic	Ready for Re	2009-03-02 13h16	2009-05-19 14h46
n-23	✓ Slaves in America: Language			Thematic	Ready for Re	2009-03-02 13h19	2009-05-26 06:18:42
n-24	✓ American Civil War	1851	1865	Thematic	Ready for Re	2009-04-15 14h46	2009-06-01 15:40:00
n-25	✓ Booker T. Washington	1855	1915	Biography	Ready for Re	2009-04-15 15h07	2009-05-15 13h35
n-26	- First Slaves in Virginia	1619	1619	Map	Ready for Re	2009-05-14 11h49	2009-05-14 11h58
n-27	- Sojourner Truth	1797	1883	Biography	In Progress	2009-04-15 15h11	2009-04-29 09h35
n-28	✓ Reconstruction Period: Employment			Thematic	Ready for Re	2009-04-15 16h10	2009-05-27 14:30:52
n-29	✓ Reconstruction Period: Education			Thematic	Ready for Re	2009-04-15 16h12	2009-05-15 13h55
n-30	✓ Reconstruction Period: Racism			Thematic	Ready for Re	2009-04-15 16h12	2009-05-27 14:28:15

Each row of the card table is associated with a specific card, while each column is a subset of card data: card code (automatically generated by the application), title, start date, end date, type, status, date of creation, and date of modification). Clicking on the title of each column will sort the entries in either ascending or descending order, with the exception of the Type column. Clicking on the title of the Type column displays a drop-down list of all the card subtypes you have created to more accurately classify your cards. You can select a subtype from this list to refine your search to a specific type of card.

To view a card, double-click in the corresponding row on the Cards page.

**Sahara Desert - today**

The Sahara region in Africa was not always the desert we know today. Its climate varied between wet and dry for hundreds of thousands of years. Approximately 6000 years ago, the Sahara was a fertile region with numerous rivers that supported large populations.

But around 3400 B.C. the wet climate moved south, leading to a progressive desertification of the region. Saharan populations started migrating inland, along the Nile River. These small agricultural communities evolved into states, and later into the Upper and Lower kingdoms of Egypt.

Around 2850 B.C., Upper and Lower Egypt united into one kingdom under King Menes, giving birth to a culture that would last three thousand years and fascinate mankind until today.

**Sources:**  
Kevin White and David J. Mattingly, "Ancient Lakes of the Sahara", *American Scientist* 94 (2006): 58-65.  
"Sahara's Abrupt Desertification Started By Changes In Earth's Orbit, Accelerated By Atmospheric And Vegetation Feedbacks." *Science Daily* 12 July 1999, 15 April 2009  
<<http://www.sciencedaily.com/releases/1999/07/990712080500.htm>>

Krópálin, Stefani et al. "Climate-Driven Ecosystem Succession in the Sahara: The Past 6000 Years". *Science* 319(5871): 1054-1058 (2007)

**A Brief History of Africa**  
> HISTORICAL CONTEXT

1350 1950

## Shared Characteristics of Cards

Despite their differences, all of the cards have some characteristics in common.

- Dark orange header indicating card type and subtype, where applicable, card code, and author(s) signature(s)
- Close button (X) in the upper right corner
- Title and subtitle
- Descriptive text, generally located on the right, with the exception of Multimedia Cards, where it is located on the left
- Interactive timeline that situates the events described on a specific card within the general timeline of the entire archive. The line varies from card to card — move the cursor over it to discover its dynamic qualities
- Edit button (icon resembling a text editing cursor and the letter 'e'), which opens the edit window of the card

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- Print button (icon resembling a printer), which prints the card
- History button (icon with three horizontal lines), which displays your navigation history
- Button with an icon resembling a flip chart (Previous Card and Next Card) to navigate quickly between cards without closing the window or returning to the card list

## Editing the Fields Common to all Types of Cards

When you click on the + button on the Cards page and select New card, or when you click on the edit button (icon resembling a text editing cursor and the letter 'e') in the lower portion of an existing card, an edit window opens.

EDIT THE CARD - Document fd-1  
Creation date: 2009-02-27 10:17  
Modification date: 2009-06-01 16:59:05

**TITLE**  
United States Declaration of Independence

**SUB-TITLE**  
July 4, 1776

**CARD SUB-TYPE**  
To be determined

Edit card's sub-types

**DESCRIPTION**  Collaboration tools

Last approved version

In 1776, the thirteen American colonies and Great Britain had been at war for a year. The members of the Congress formed in 1774 by the colonists wrote petitions to the King and boycotted British goods to protest against harsh laws and Acts imposed by the British government, but without success.

As the population became increasingly in favour of colonial independence, the Congress debated on the question and finally appointed a group of five men to write a Declaration of Independence: John Adams, Benjamin Franklin, Thomas Jefferson, Robert R. Livingston, and Roger Sherman.

Jefferson first drafted the document, edited afterwards by the four other committee members. The Declaration was presented to the Congress, and after 20 speeches, it was adopted on the 4th of July 1776.

Cancel Apply OK

This window allows you to edit the fields that are common to all types of cards. For information on editing items specific to each type of card, consult the corresponding tab section of the Help Guide.

### *Title*

Enter the title in the text box

### *Subtitle*

Enter the subtitle in the text box

### *Subtype*

The subtype classifies cards to facilitate search functions. *ChronosEdit* provides default subtypes for each type of card. Click on the arrow at the right of the text box to select a subtype from the drop-down list. To add a new subtype to the list, enter it in the *Edit card subtypes* field, and click on the + button. To delete a subtype, select it in the drop-down list, and click on the - button.

### *Description*

This description will appear on the right side of the card, except for Multimedia Cards, where it is on the left. Enter text in the text box, and then use the Edit menu commands to modify the text formatting (see **Edit Menu** in the **MENU BAR** section of the Help Guide).

\*Note: The description can be written collaboratively by checking the box next to *Collaboration tools*. The collaborative mode is especially useful when working as a team to develop an archive. For more information, consult the **COLLABORATION TOOLS** section of the Help Guide.

### *Start and End dates*

Enter the start and end dates associated with the events described in the card.

\*Note: For a time-specific event, you must enter the same date in both the *Start and End* fields, otherwise the event will be recorded in the archive as ongoing.

### *Data for Chronology chart?*

Check this box to indicate that the card can be used by students to create a

chronology chart. Enter a significant title that will identify the card in the chronology chart. You may also enter a relevant sub-period; for example, the title of the period for Louis XI could be *Life under Louis XI (1423-1483)*, while the title of the sub-period might be *King of France (1461-1483)*. In the chronology chart, the line corresponding to this sub-period will appear in a different colour, below the period line. For more information, consult the **CHRONOLOGY tab** section of the Help Guide.

### *Associated Period(s)*

Select the period(s) to which the card corresponds.

### *Associated Theme(s)*

Select the theme(s) to which the card corresponds.

### *Associated Keywords*

Select the keywords to which the card corresponds. To add a keyword to the list, enter it in the *Edit keywords* field, and click on the + button. To delete a keyword, select it in the drop-down list, and click on the - button.

### *Status*

The *Status* field indicates the current state of the card (for example, “Review,” “Copyright needed,” “Unfinished,” etc.). It is an organizational tool to facilitate your own work or collaboration with team members. Click on the arrow at the right of the text box to select a status type from the drop-down list. To add a status type to the list, enter it in the *Edit status* field, and click on the + button. To delete a status type, select it in the drop-down list, and click on the - button.

### *Invisible?*

Check this box to make the card invisible to students in *Chronos*. An invisible card can be included in a Multimedia Card or timeline, but *Chronos* search tools will not retrieve it. This is useful when you want to add images, documents or media to a Multimedia Card without having to write descriptive texts for these items.

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### *Memo*

The *Memo* field is a text field. You can use it to write notes, comments, messages, etc.

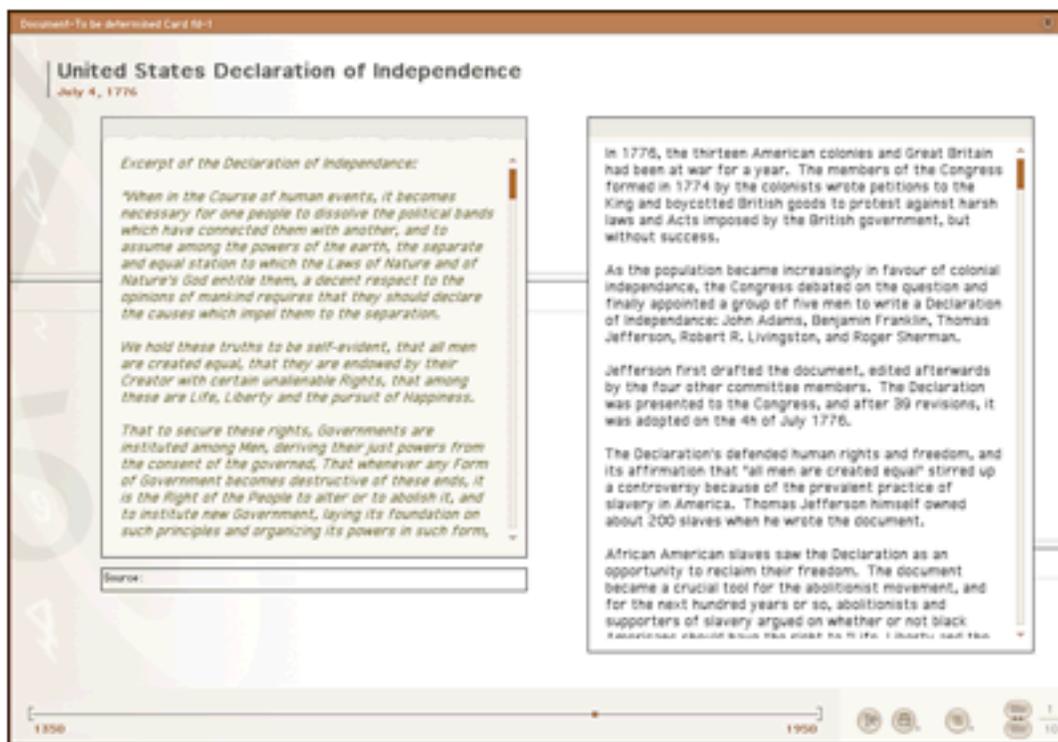
### *Signature*

The *Signature* field allows you to sign your cards. Click on the arrow at the right of the text box to select a signature from the drop-down list. To add a signature to the list, enter it in the *Edit signature* field, and click on the + button. To delete a signature, select it in the drop-down list, and click on the - button.

## DOCUMENT TAB

On the Cards page, clicking on the DOCUMENT tab displays a list of all the Document Cards created in the archive. You may add or delete cards in this section of the application. The main component of a Document Card is the area resembling a piece of parchment, located to the left of the card's descriptive text. The parchment contains a historical document, such as a letter, poem, personal account, sermon, law, treaty, etc.). The text on the right should describe this document.

After editing the fields common to all cards (see the **CARDS PAGE** section of the Help Guide), enter the text of the historical document, and a reference, if you wish.



## Entering Text of a Historical Document

Enter the text of the historical document directly in the area resembling a piece of parchment. The default font is italic and cannot be modified. You may capitalize the title of the document to distinguish it from the text itself. When the cursor is inside the text of the document, the Edit menu provides basic word processing functions.

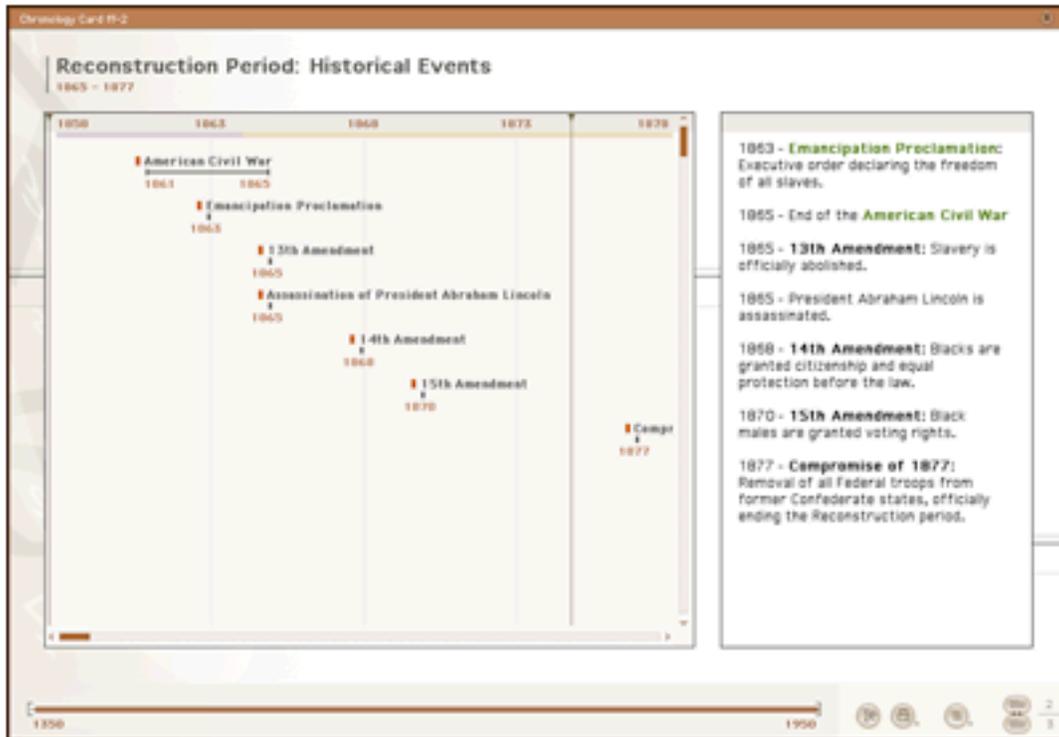
## Entering a Reference for a Historical Document

Enter the reference for the historical document in the text box below the piece of parchment. The box will automatically expand to accommodate the length of your text. When the cursor is inside this text box, the Edit menu provides formatting options in addition to basic word processing functions. However, the font size may not be modified. When viewed in *Chronos*, the reference will appear in the same position but without the borders.

## CHRONOLOGY TAB

On the Cards page, clicking on the CHRONOLOGY tab displays a list of all the Chronology Cards created in the archive. You may add or delete cards in this section of the application. The main component of a Chronology Card is a chronology chart of parallel events and historical facts, located to the left of the card's descriptive text. The text on the right should elaborate on the events included in the chronology chart.

After editing the fields common to all cards (see the **CARDS PAGE** section of the Help Guide), you may now build a chronology chart.



## Building a Chronology Chart

Double-click on the rectangle located on the left side of the card to open the chronology chart edit window.

CARDS ASSOCIATED WITH THE CHRONOLOGY CHART - Chronology ff-2

Creation date: 2009-04-15 14:08  
Modification date: 2009-06-01 17:00:32

CARDS ASSOCIATED WITH THE CHRONOLOGY CHART (drag the relevant cards from the Search results table)

Order	Code	Title	From	To	Type
1	fi-24	American Civil War	1861	1865	Image - Thematic
2	fd-4	Emancipation Proclamation	1863	1863	Document
3	fi-32	13th Amendment	1865	1865	Image
4	fi-31	Assassination of President Abraham Lin	1865	1865	Image
5	fi-33	14th Amendment	1868	1868	Image
6	fi-34	15th Amendment	1870	1870	Image
7	fi-35	Compromise of 1877	1877	1877	Image

Search

Code	Title	From	To	Type >
fi-32	13th Amendment	1865	1865	Image
fi-33	14th Amendment	1868	1868	Image
fi-34	15th Amendment	1870	1870	Image
fi-3	1st Intermediate Period	-2180	-2080	Image
fi-5	2nd Intermediate Period	-1640	-1570	Image
fi-24	American Civil War	1861	1865	Image - Thematic
fi-13	American Revolution	1763	1783	Image - Picture
fd-5	Art's It's a Woman? - Sojourner Truth	1851	1851	Document - Speech

▼ American Revolution  
1763 - 1783

After the Seven Years War between Great Britain and France ended in 1763, the relationship between the thirteen British colonies in North America and their mother country deteriorated. The British government, in debt because of the war, wanted to impose a new raise of taxes on its colonies.



Cancel Apply OK

The lower table in this window contains all the archive cards for which you checked *Data for Chronology chart?* (See **Editing the Fields Common to All Types of Cards** in the **CARDS PAGE** section of the Help Guide).

You can use the search tool or sort table columns by clicking on the column header to find cards you wish to include in the chronology chart. You can also select a card and access an overview of its content by clicking on the small dark triangle located in the lower left corner of the window.

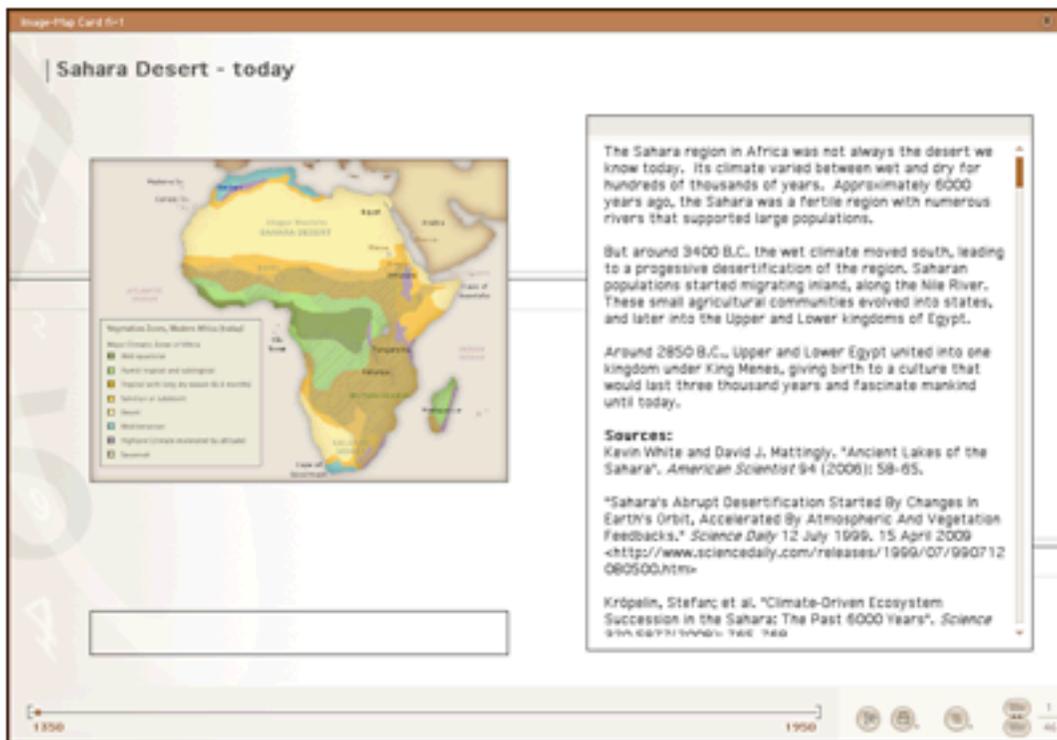
To add cards to the chronology chart, drag selected rows from the lower table in the edit window to the upper window (*Cards associated with the chronology chart*). Sort these cards by dragging them into chronological order.

Clicking on *Apply* or *OK* will record the individual timelines in the chronology chart. Each card associated with the chronology chart will be displayed in the following format: black period title, orange period subtitle, associated timeline(s), start date, and end date.

## IMAGE TAB

On the Cards page, clicking on the IMAGE tab displays a list of all the Image Cards in the archive. You may add or delete cards in this section of the application. The main component of an Image Card is an image, located to the left of the card's descriptive text. The image may be a historical map, work of art, picture of an artifact, portrait, etc. The text on the right should describe the image.

After editing the fields common to all cards (see the **CARDS PAGE** section of the Help Guide), add the image, and a reference, if you wish.



## Adding an Image

Double-click on the rectangle located on the left side of the card (or on the image itself if you wish to change a pre-existing image). A standard window allows you to browse your computer and peripherals for an image (accepted formats: BMP, JPEG or PICT). When you choose an image, *ChronosEdit* creates a JPEG copy in the MEDIAS/IMG directory of the archive.

\*Note: The image will automatically resize to fit the space available on the card, but in *Chronos*, students will be able to click on the image and enlarge it.

### Entering a Reference for an Image

Enter the reference for the image in the text box below the image. The box will automatically expand to accommodate the length of your text. When the cursor is inside this text box, the Edit menu provides formatting options in addition to basic word processing functions. However, the font size may not be modified. When viewed in *Chronos*, the reference will appear in the same position but without the borders.

## AUDIOVISUAL TAB

On the Cards page, clicking on the AUDIOVISUAL tab displays a list of all the Audiovisual Cards created in the archive. You may add or delete cards in this section of the application.

The main component of an Audiovisual Card is a *Play media* button, located to the left of the card's descriptive text. Clicking on the *Play media* button plays an audio or video file, such as a piece of music, narration of a personal account or poem, video, etc. The text on the right should describe the media.

After editing the fields common to all cards (see the **CARDS PAGE** section of the Help Guide), add the media, and a reference, if you wish.



### Adding Media

Double-click on the media selection tool labelled *Choose media* (icon resembling a movie clapboard) located on the left side of the card. A standard window allows you to

browse your computer and peripherals for media (accepted formats: AIFF, AVI, MIDI, MOV, MPEG, MP3, MP4, QT, WAVE). When you choose a media file, *ChronosEdit* creates a copy in the MEDIAS/QT directory of the archive, and the media selection tool becomes a *Play media* button.

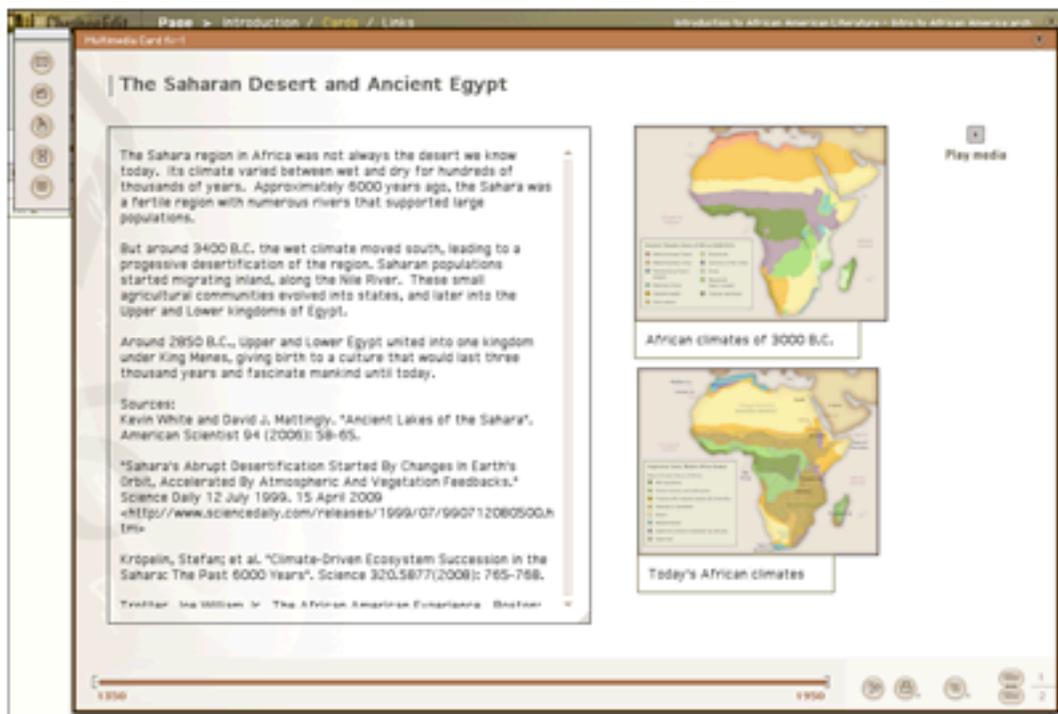
### **Entering a Media Reference**

Enter the reference in the text box below the media. The text box will automatically expand to accommodate the length of your text. When the cursor is inside this text box, the Edit menu provides formatting options in addition to basic word processing functions. However, the font size may not be modified. When viewed in *Chronos*, the reference will appear in the same position but without the borders.

## MULTIMEDIA TAB

On the Cards page, clicking on the MULTIMEDIA tab displays a list of all the Multimedia Cards created in the archive. You may add or delete cards in this section of the application. The main component of a Multimedia Card is the descriptive text, which differs from other card types in that it is located on the left. The rest of the card is initially empty. You can adjust the size of the text box to fit the entire card or leave room for any number of other items, such as images, media, historical documents, chronology charts and timelines, or additional text boxes. You can add these items by using the floating toolbar provided for this purpose. Multimedia Cards allow for an intensive analysis of a specific subject, such as the biography of a historical figure, the description of an event, or the development of a specific topic.

After editing the fields common to all cards (see the **CARDS PAGE** section of the Help Guide), you can change the size of the text box, and add items using the toolbar.



## Changing the Size of the Card's Descriptive Text

To change the size of the card's descriptive text, mouse over the lower horizontal border, the vertical border on the right, or the lower right corner. Arrows indicate in which direction to move. Click and hold down the mouse button to change the size of the text box.

## Adding Items to a Multimedia Card

In *ChronosEdit*, a Multimedia Card always includes a floating toolbar. It is displayed in the foreground of your screen and can be moved around at your convenience.



The five toolbar buttons are used to add items (image, media, document, chronology chart, or text box) to a Multimedia Card. Select the desired type of item by grabbing the associated button on the toolbar and dragging it onto the card. An empty object associated with that particular type of item opens in the card.

\*Note: Avoid the top (title) and bottom (timeline and buttons) areas of the card when adding items.

Double-clicking on the empty object opens an edit window that allows you to select or search for cards to add, or create a new card.

\*Note: The text box does not require an edit window; simply double-click on the word Text to replace it with your own content.

To add an item, you must select cards that match the toolbar button you selected (Media button = Media Card; Document button = Document Card, etc.) Only the card

types associated with the specific button will display in the edit window table. You can use the search tool or sort table columns by clicking on the column header to find cards you wish to include in the Multimedia Card. You can also select a card and access an overview of its content by clicking on the small dark triangle located in the lower left corner of the window.

Clicking on *Apply* or *OK* will add the item to the Multimedia Card.

### Functions that Apply to Items of a Multimedia Card

Certain operations can be applied to items (image, media, document, chronology chart, or text box) selected in a Multimedia Card:

- Click on an item to select it. When an item is selected, it displays red handles along its edges.
- Select multiple items by:
  - > Clicking on each item while holding down the Shift key
  - > Clicking on the card background, holding down the mouse button and dragging the cursor over each item
  - > Using the *Select All* command in the Edit menu
- Move selected items by:
  - > Clicking on one of the selected items to drag the group of items to a different position
  - > Using the arrow keys on your keyboard to move the group one pixel at a time in any direction
  - > Using a combination of the arrow keys and Shift key to move the group 10 pixels at a time in any direction
- Change the size of a selected item by dragging the red handles around its edges  
\*Note: The *Play media* button cannot be resized.
- Cut selected items by:
  - > Pressing the Delete key
  - > Using the *Cut* command in the Edit menu
- Duplicate selected items by using the *Paste* command in the Edit menu

## LINKS PAGE

On the LINKS page, you can create links to make cards more interactive in *Chronos*. You may add or delete links in this section of the application. There are two types of links: glossary links (terms in red open a window containing the definition of the term), and card links (terms in green open the card associated with the term). For more information, consult the **Glossary links tab** and **Card links tab** sections of the Help Guide.

Despite their differences, the two link tabs have some characteristics in common.

- Search by keyword. For more information, consult the **SEARCH TOOLS** section of the Help Guide.
- Two tabs, one for each type of link
- Feedback on the number of links in the active tab resulting from a search with given criteria
- A + button to add the type of links specific to the active tab
- A - button to delete the selected link(s)
- A print button (icon resembling a printer) to print the selected link(s)
- The list of links created in the active tab

Code	Expression	Variants	Definition	Status	Creation	Modification
N-0	✓ Surtax	Surtaxes	La est d'un esment		-	2008-05-29 09:51
N-1	- Mandrisme	Mandristes, Mandriste	Dans le domaine des		-	-
N-2	- Humanisme	Humanistes, Humaniste	Mouvement intellectuel		-	-
N-3	- Académisme	Académies	Société scientifique.		-	-
N-4	- Renaissance		Ce concept est larg		-	-
N-5	- Arsenal	Arsenals	Établissement où se		-	-
N-6	- Cosmographie		Description de l'univ		-	-
N-7	- Arbalétrier	Arbalètes, Arbalétriers, Arb	Homme de guerre qui		-	-
N-8	- Fantassin	Fantassins	Homme de guerre qui		-	-
N-9	- Basilique	Basiliques	Dans le domaine de l'		-	-
N-10	- Absolutisme	Absolutistes, Absolutiste	Doctrine politique qu		-	-
N-11	- Gallicanisme	Gallicanes, Gallicans, Gallica	Principes et doctrin		-	-
N-12	- Lettre de change	Lettres de change	La lettre de change		-	-
N-13	- Abbaye	Abbayes	Ensemble de bâtime		-	-
N-14	- Abbé	Abbeses, Abbés, Abbesse	Au sens strict, il s'a		-	-
N-15	- Bénéfice	Bénéfices	Dans le contexte de		-	-
N-16	- Caronnel	Caronnels	Personnage importe		-	-
N-17	- Chancelier	Chanceleries, Chanceliers, C	Titre de plusieurs gr		-	-
N-18	- Concile	Conciles	Assemblée des évêq		-	-
N-19	- Concordat	Concordats	Accord entre le pap		-	-
N-20	- Cosmologie		Science qui étudie le		-	-
N-21	- Cure		Ensemble des organ		-	-
N-22	- Diocèse	Diocèses	Territoire placé sou		-	-
N-23	- Dominicain	Dominicaines, Dominicains, D	Personnage appart		-	-
N-24	- Ecclesiastique	Ecclesiastiques	Term. terme général		-	-
N-25	- Évêque	Évêques	Dignitaire de l'Église		-	-
N-26	- Flagellant	Flagellantes, Flagellants, Flag	À partir du XIIe siècle		-	-
N-27	- Hussite	Hussites	Adopte des doctrine		-	-
N-28	- Vernaculaire	Vernaculaires	Propre au pays. On		-	-
N-29	- Balade	Balades	Petit poème lyrique		-	-

Each row of the link list is associated with a specific link, while each column is a subset of link data: link code (automatically generated by the application), term, variants, definition, status, date of creation, and date of modification). Clicking on the title of each column will sort the entries in either ascending or descending order.

To view a glossary link, double-click in the corresponding row of the Glossary links tab section of the LINKS PAGE. To edit this link, click on the Edit button in the lower right corner of the window (icon resembling a text editing cursor and the letter 'e') to open the edit window.

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Keywords:  [Search] [Reset]

Glossary Links | **Card Links**

Search results: 5 Card links / All the links / First \* to \*

Code	Expression	Variants	Associated card	Status	Creation	Modification
nt-1	oral tradition		rs-15		2009-04-29 11h29	2009-04-29 11h29
nt-2	american revolution		rs-13		2009-05-14 13h14	2009-05-14 13h14
nt-3	american civil war	civil war	rs-24		2009-05-14 13h15	2009-05-14 13h15
nt-4	declaration of independence	united states declaration of	rs-1		2009-05-14 13h15	2009-05-14 13h16
nt-5	emancipation proclamation		rs-4		2009-05-14 13h16	2009-05-14 13h16

To open a card link's edit window, simply double-click in the corresponding row of the Card links tab section of the LINKS PAGE.

**Desert** [X]

A **desert** is a region that supports limited or no vegetation because it receives very little rainfall or because it has a moisture deficit, that is, more water evaporates than is retained. Such areas, also collectively referred to as dry lands, cover approximately one third of the earth's land surface. The world's largest hot **desert** is the **Sahara region** of Africa.

[Icons]

For more information about edit windows, consult the **Glossary Links Tab** and **Card Links Tab** sections of the Help Guide.

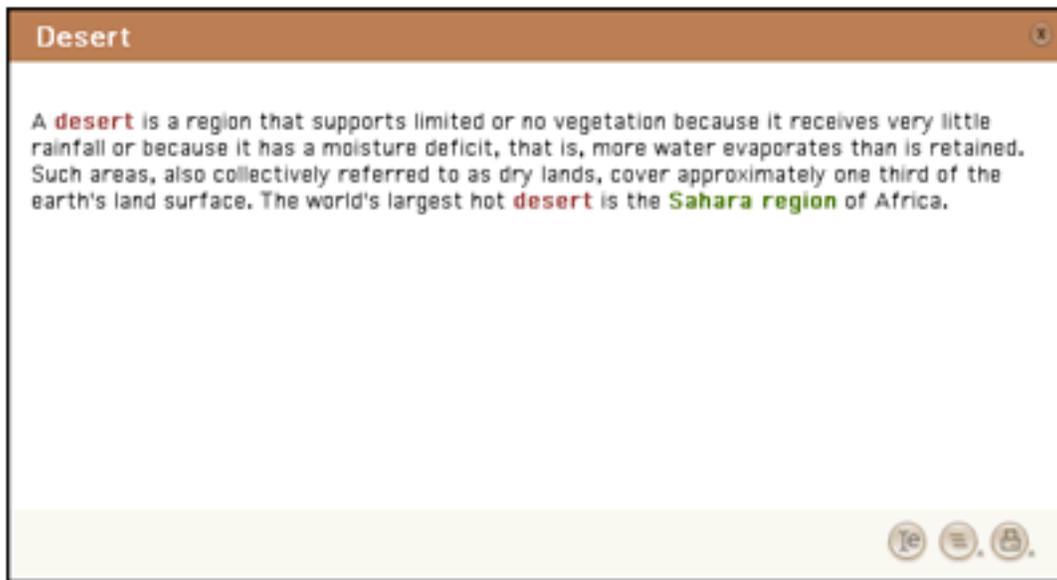
## GLOSSARY LINKS TAB

On the LINKS page, clicking on the Glossary links tab displays a list of all glossary links created in the archive. You may add or delete links in this section of the application.

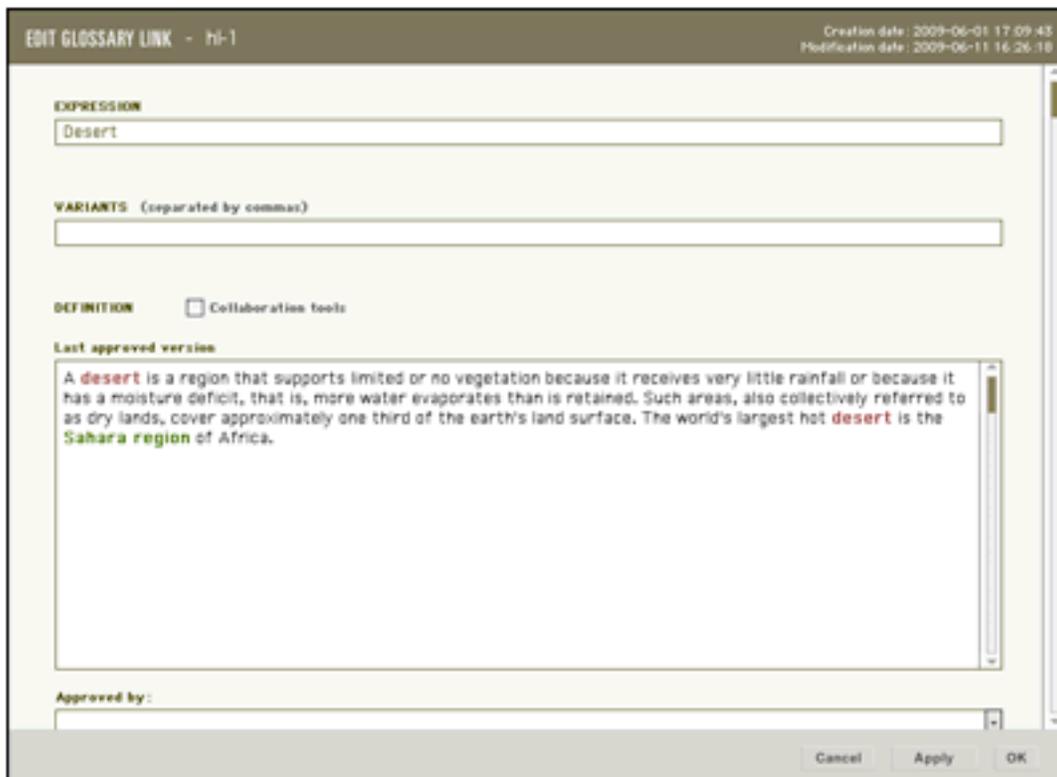
Code	Expression	Variants	Definition	Status	Creation	Modification
N-0	✓ ductile	ductiles	Se dit d'un élément		-	2008-05-29 09:51
N-1	- Manériste	Manéristes, Manériste	Dans le domaine des		-	-
N-2	- Humanisme	Humanistes, Humaniste	Mouvement intellect		-	-
N-3	- Académies	Académies	Société scientifique,		-	-
N-4	- Renaissance		Ce concept est larg		-	-
N-5	- Arsenal	Arsenals	(Établissement où l'o		-	-
N-6	- Cosmographie		Description de l'univ		-	-
N-7	- Arbalétrier	Arbalètes, Arbalétriers, Arb	Homme de guerre qu		-	-
N-8	- Fantassin	Fantassins	Homme de guerre qu		-	-
N-9	- Basilique	Basiliques	Dans le domaine de l'		-	-
N-10	- Absolutisme	Absolutistes, Absolutiste	Doctrine politique qu		-	-
N-11	- Gallicanisme	Gallicanes, Gallicans, Gallican	Principes et doctrin		-	-
N-12	- Lettre de change		La lettre de change		-	-
N-13	- Abbaye	Abbayes	Ensemble de bâtime		-	-
N-14	- Abbé	Abbesses, Abbés, Abbesses	Au sens strict, il s'a		-	-
N-15	- Bénéfice	Bénéfices	Dans le contexte de		-	-
N-16	- Cardinal	Cardinaux	Personnage importe		-	-
N-17	- Chancelier	Chanceleries, Chanceliers, C	Titre de plusieurs gr		-	-
N-18	- Concile	Conciles	Assemblée des évêq		-	-
N-19	- Concordat	Concordats	Accord entre le pap		-	-
N-20	- Cosmologie		Science qui étudie le		-	-
N-21	- Curie		Ensemble des organ		-	-
N-22	- Diocèse	Diocèses	Territoire placé sou		-	-
N-23	- Dominicain	Dominicains, Dominicains, D	Personnage importe		-	-
N-24	- Ecclesiastique	Ecclesiastiques	Nom: terme général		-	-
N-25	- Evêque	Evêques	Dignitaire de l'Église		-	-
N-26	- Flagellant	Flagellantes, Flagellants, Flag	À partir du XIIe sécl		-	-
N-27	- Hussite	Hussites	Adopte des doctrine		-	-
N-28	- Vernaculaire	Vernaculaires	Propre au pays. On		-	-
N-29	- Balade	Balades	Petit poème lyrique		-	-

When you create a glossary link, the term (and its variants) are automatically displayed as red links in all the cards and introductory notes where the term (and its variants) appear. Clicking on a red link opens a window containing the term's definition.

(17/06/09 10:38)



Click on the Edit button in the lower right corner of the window (icon resembling a text editing cursor and the letter 'e') to open the edit window. To add a new link, click on the + button in the Glossary links tab.



Enter information in the following fields:

## Term

Enter the term to be defined.

## Variants

Enter the potential variants of the term, separated by commas (plural, conjugated forms, synonyms, etc.).

## Definition

Enter the definition of the term in the text box, and then use the Edit menu commands to modify the text formatting (see **Edit Menu** in the **MENU BAR** section of the Help Guide).

\*Note: The definition can be written collaboratively by checking the box next to *Collaboration tools*. The collaborative mode is especially useful when working as a team to develop an archive. For more information, consult the **COLLABORATION TOOLS** section of the Help Guide.

## Status

The *Status* field indicates the current state of the link (for example, “Review,” “Copyright needed,” “Unfinished,” etc.). It is an organizational tool to facilitate your own work or collaboration with team members. Click on the arrow at the right of the text box to select a status type from the drop-down list. To add a status type to the list, enter it in the *Edit status* field, and click on the + button. To delete a status type, select it in the drop-down list, and click on the - button.

## Memo

(17/06/09 10:38)

The *Memo* field is a text field. You can use it to write notes, comments, messages, etc.

## CARD LINKS TAB

On the LINKS page, clicking on the Card links tab displays a list of all card links created in the archive. You may add or delete links in this section of the application.

Code	Expression	Variants	Associated card	Status	Creation	Modification
hf-1	oral tradition		r-15		2009-04-29 11h29	2009-04-29 11h29
hf-2	american revolution		r-13		2009-05-14 13h14	2009-05-14 13h14
hf-3	american civil war	civil war	r-24		2009-05-14 13h15	2009-05-14 13h15
hf-4	declaration of independence	united states declaration of	r-1		2009-05-14 13h15	2009-05-14 13h16
hf-5	emancipation proclamation		r-4		2009-05-14 13h16	2009-05-14 13h16

When you create a card link, the term (and its variants) are automatically displayed as green links in all the cards and introductory notes where the term (and its variants) appear. Clicking on a green link opens the card associated with the term.

To add a new link, click on the + button in the Card links tab.

EDIT CARD LINK - hf-2 Creation date : 2009-05-14 13:14  
Modification date : 2009-05-14 13:14

**EXPRESSION**

**VARIANTS** (separated by commas)

**ASSOCIATED CARD** (choose the card from the following table)  
Search

X	Code	Title	Type >
x	fi-13	American Revolution	image - Picture
	fi-46	African American Cultural Rebirth	image
	fd-1	United States Declaration of Independence	Document - To be determined
	fm-1	Gospel	Audiovisual - Song
	fi-16	Claudiah Equiano	image - Biography
	fi-28	Reconstruction Period: Employment	image
	fi-17	Frederick Douglass	image - Biography
	fi-30	Reconstruction Period: Racism	image

**STATUS**  
▼ **American Revolution**  
1763 - 1783

After the Seven Years War between Great Britain and France ended in 1763, the relationship between the thirteen British colonies in North America and their mother country deteriorated. The British government, in debt because of the war, wanted to impose a new raise of taxes on its colonies.



Cancel Apply OK

Enter information in the following fields:

## Term

Enter the term.

## Variants

Enter the potential variants of the term, separated by commas (plural, conjugated forms, synonyms, etc.).

## Associated Card

Select a card in the table. You can use the search tool or sort table columns by clicking on the header to find cards you wish to associate with the link. You can also access an overview of its content by clicking on the small dark triangle located in the lower left corner of the window.

## Status

The *Status* field indicates the current state of the link (for example, “Review,” “Copyright needed,” “Unfinished,” etc.). It is an organizational tool to facilitate your own work or collaboration with team members. Click on the arrow at the right of the text box to select a status type from the drop-down list. To add a status type to the list, enter it in the *Edit status* field, and click on the + button. To delete a status type, select it in the drop-down list, and click on the - button.

## Memo

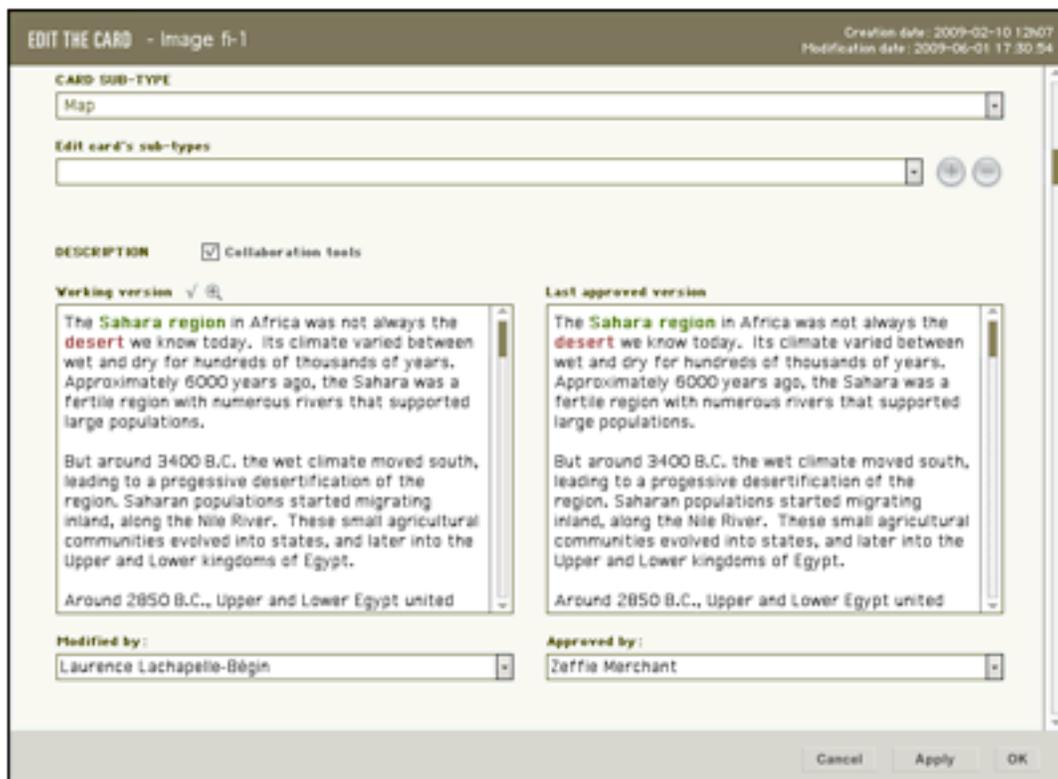
The *Memo* field is a text field. You can use it to write notes, comments, messages, etc.

## COLLABORATION TOOLS

Developing an archive can be very time-consuming. *ChronosEdit* therefore provides tools for authors to work together: tracking text changes, importing cards from one archive to another, Creation and Modification columns in the various tables listing items in the archive, and specific fields that promote collaboration, such as Status and Memo.

### Tracking Text Changes

Text such as card descriptions, introductory notes and glossary link definitions can be written collaboratively by checking the box next to *Collaboration tools*. The text area of the edit window will adopt a split-screen mode displaying two versions of the work: the current version (in progress) and the last approved version. A magnifying glass option allows you to enlarge the workspace.



Text added to the working version displays in blue, while deleted text is crossed out (strikethrough). When you click on *OK* to close the edit window, changes are not visible in cards, notes or definitions. In the Cards page table, the second column

corresponding to a modified item displays a dash, indicating that the text has been changed but not yet approved.

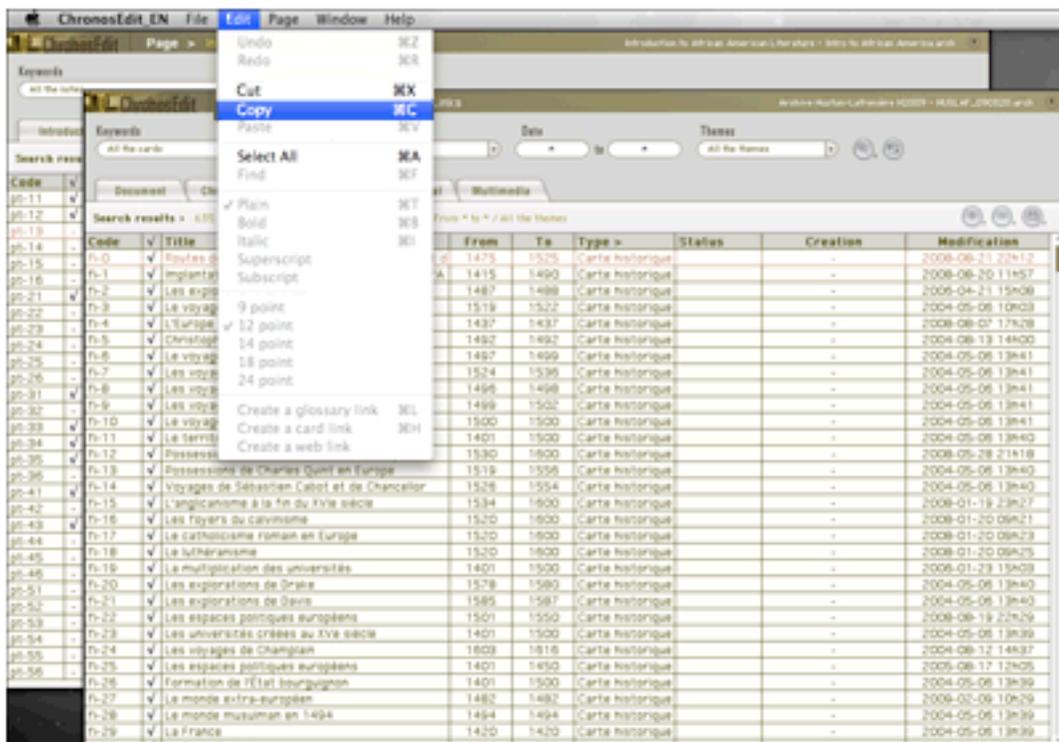
When you decide that the working version is final, click on the check mark above the workspace to accept the changes (blue and crossed out text). The new text will then appear in the *Last approved version space*, as well as in the card, note and glossary definition. In the Cards page table, the second column corresponding to a modified item now displays a check mark, indicating that the last version of the text has been approved.

This feature allows collaborators to sort and quickly locate all items requiring approval.

### Importing Cards from one Archive to Another

Once archive periods and themes have been defined, authors can duplicate the archive directory so that they can each add their own cards and links. Once this is done, both archives can be opened to copy and paste cards and links from one to the other.

\*Note: Introductory notes cannot be imported in this way.



## **Creation and Modification Columns**

The tables listing cards, notes and links share two columns in common, one indicating the creation date of an item, the other indicating the modification date. Referring to these columns, collaborators can sort and quickly locate all recently added items, for example.

## **Status and Memo Fields**

The edit windows for cards, notes and links include specific fields that promote collaboration: The status field indicates the current state of an item (for example, "Review," "Copyright needed," "Unfinished," etc.). The Memo field is a text field. You can use it to write notes, comments, messages, questions, etc. to collaborators.

## SEARCH TOOLS

Large amounts of content will be stored in an archive over time. Sorting information by column is a useful method for finding specific cards, notes and links, but it is not sufficient. The search boxes above the Introductory Note, Document, Chronology, Image, Audiovisual, Multimedia, Glossary links, and Card links tabs are indispensable. You can search for items by keyword, period, date, or theme, depending on which tab is active.

To perform a search, enter the search criteria in the different boxes:

### Keywords

- Enter the keyword of your choice by typing it in the search box
- Enter multiple keywords, separated by the expression <AND>
- Select a keyword from the drop-down list by clicking on the arrow at the right of the search box

You can also enter special keywords:

- The unique card, note or link codes (fd, fi, pt, etc.) display items corresponding to a specific code (for example, if you would like to know which introductory notes include specific media cards, which chronology cards include specific timeline events, or which cards are associated with a specific card link). Enter the code in the keyword search box of the relevant page to display a list of all items corresponding to that code.
- The keyword *\*visible* (lower case or capitals, singular or plural) displays the list of visible cards, those for which you did not check the *invisible?* box in the edit window.
- The keyword *\*invisible* (lower case or capitals, singular or plural) displays the list of invisible cards, those for which you did check the *invisible?* box in the edit window.

\*Note: The *\*visible* and *\*invisible* keywords apply only to cards, not to other types of items.

## Periods

- Enter the name of a historical period included in the archive by typing it in the search box
- Enter multiple periods, separated by the expression <AND>
- Select a period from the drop-down list by clicking on the arrow at the right of the search box

## Date

- Enter a single date in the first or second search box
- Enter a date in each search box to create an interval

## Themes

- Enter the name of a theme included in the archive by typing it in the search box
- Enter multiple themes, separated by the expression <AND>
- Select a theme from the drop-down list by clicking on the arrow at the right of the search box

Once you have entered all your search criteria, click on the magnifying glass. A popup menu prompts you to choose between:

- Search all fields
- Search specific fields



A dialog box titled "SEARCH FIELDS" with a list of search criteria. The criteria are: TITLE (checked), SUB-TITLE (unchecked), DESCRIPTION (checked), DOCUMENT TEXT (unchecked), REFERENCE (unchecked), KEYWORDS (unchecked), STATUS (unchecked), MEMO (unchecked), and SIGNATURE (unchecked). At the bottom right are "Cancel" and "OK" buttons.

Field	Selected
TITLE	Yes
SUB-TITLE	No
DESCRIPTION	Yes
DOCUMENT TEXT	No
REFERENCE	No
KEYWORDS	No
STATUS	No
MEMO	No
SIGNATURE	No

The *Search results table* displays the number of cards found that correspond to the criteria you entered, followed by a list of all the cards. Clicking on the title of each column will sort the entries in either ascending or descending order, with the exception of the Type column. Clicking on the title of the Type column displays a drop-down list of all the card types and subtypes. You can select a subtype from this list to refine your search to a specific type of card.

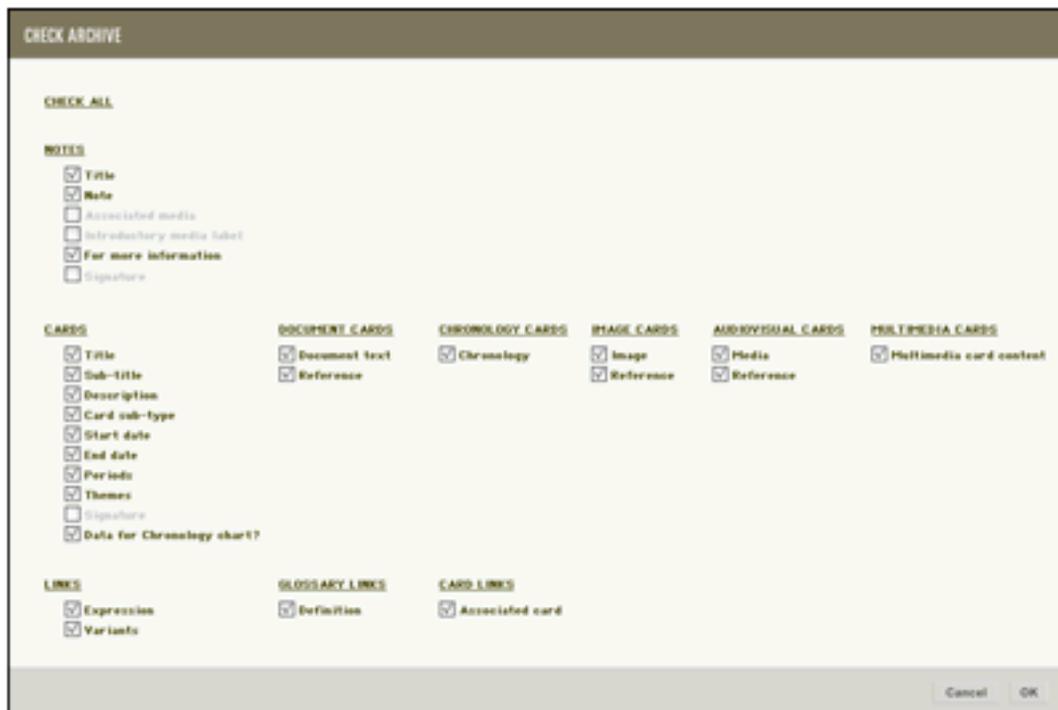
To reset the search criteria and display the default list of all the cards in the archive, click on the reset button (icon resembling two circular arrows).

\*Note: Your search criteria are saved when navigating between tabs, but not between pages.

## CHECKING THE ARCHIVE

When you have completed your work, the *Check the archive* command in the File menu allows you to verify the content of your archive by providing a list of cards, notes and links that are missing data.

In the window, check the boxes of all the items you wish to verify.



When you click on *OK*, the archive is verified and a text file with the name of the archive plus the file extension .txt is created on your desktop (My-Archive.txt, for example). This file contains a list of all incomplete items among those you chose to verify. The file may be opened using any word processing software.