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Chronos Help

CCDMD

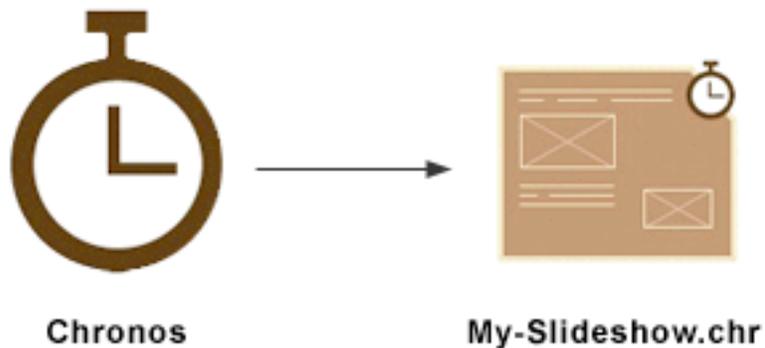
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ABOUT *CHRONOS*

Chronos software promotes a dynamic, engaging appreciation of history as you:

- Locate historical data using diverse search tools
- Relate historical facts using timelines and chronology charts
- Create slideshows from the data you have gathered, including text, images, audio, video, historical documents and chronology charts that you have created

The slideshows made with *Chronos* may be presented in class or printed and handed in to your teacher.



START

Chronos alone does not contain any historical data. When you start the software, you must also open an archive file provided by your teacher. Think of *Chronos* as a viewer for the history cards contained in this archive that you will use to produce your slideshow.

There are three different ways to start *Chronos*:

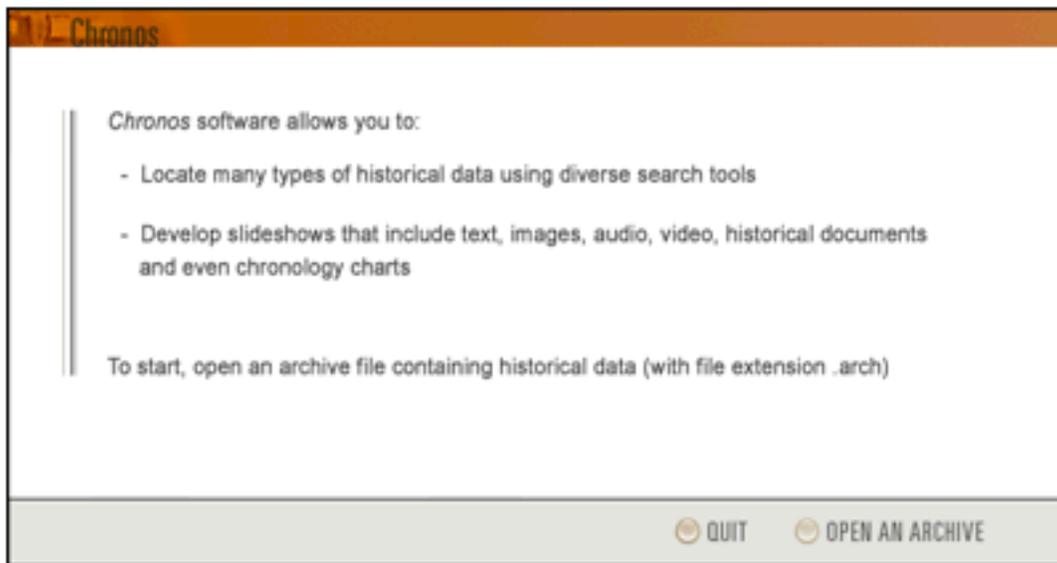
- Double-click on the Chronos icon (application icon resembling a stop watch)
- Double-click on the icon resembling a filing cabinet (file extension .arch)
OR
Drag the archive file and drop it onto the Chronos icon
- Double-click on the icon resembling an orange slide (file extension .chr)
OR
Drag the slideshow file and drop it onto the Chronos icon

Method 1 Double-click on the Chronos icon (application icon resembling a stop watch)



Chronos icon

The *Chronos* start window prompts you to open an archive file.

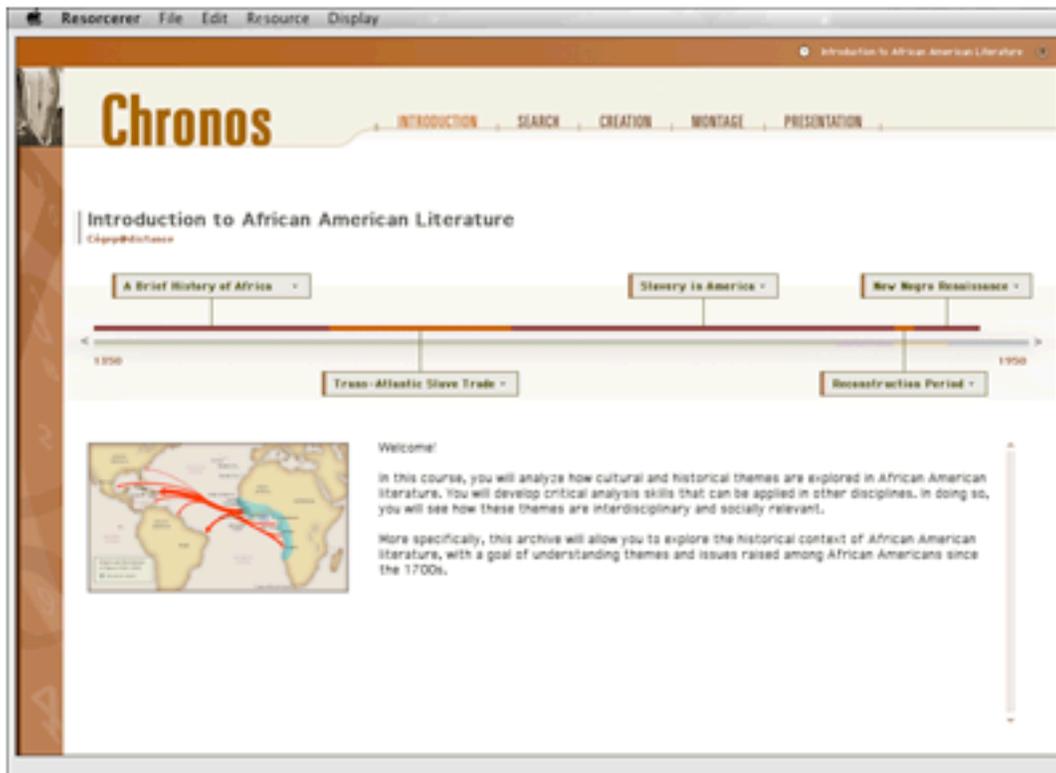


Select: OPEN AN ARCHIVE

Using the standard file management window, browse your computer to find the archive folder provided by your teacher. In this folder, open the archive file identified by an icon resembling a filing cabinet (file extension .arch).

The application opens the INTRODUCTION section. You can explore the content of the INTRODUCTION and the archive history cards using the SEARCH tab. For more information, consult the **INTRODUCTION** and **SEARCH** sections of the Help Guide.

If you want to access the CREATION, MONTAGE and PRESENTATION tabs, you must first create a slideshow or open an existing slideshow saved from a previous work session. For more information about slideshows, see *New Slideshow* and *Open a Slideshow* in the MENU BAR section of the Help Guide.



Method 2 To open the archive, double-click on the icon resembling a filing cabinet (file extension .arch) or drag the archive file and drop it onto the Chronos icon



**Archive icon
(file extension .arch)**

The application opens the INTRODUCTION section and the archive's content loads automatically. You can explore the content of the INTRODUCTION and the archive history cards using the SEARCH tab. For more information, consult the INTRODUCTION and SEARCH sections of the Help Guide.

If you want to access the CREATION, MONTAGE and PRESENTATION tabs, you must first create a slideshow or open an existing slideshow saved from a previous work session. For more information about slideshows, see New Slideshow and Open a Slideshow in the MENU BAR section of the Help Guide.

*Note: Method 2 will function only if you have previously opened the *Chronos* application. Also, if the *ChronosEdit* application is installed on your computer, clicking directly on the archive file will open the editor rather than *Chronos* itself.

Method 3 To open a slideshow, double-click on the icon resembling an orange slide (file extension .chr) OR Drag the slideshow file and drop it onto the Chronos icon



**Slideshow icon
(file extension .chr)**

To open an existing slideshow saved from a previous work session, double-click or drag and drop the slideshow file onto the *Chronos* icon. If the archive used to create this slideshow has the same name and is in the same location on your computer, the content of the archive loads automatically. If not, a dialogue box prompts you to locate the archive. When started using **Method 3**, the application opens the CREATION section and the archive's content loads automatically.

*Note: Archive folders covering different historical periods are available from the CCDMD. You can also modify an existing archive folder, or create an entirely new one using *ChronosEdit*.

MENU BAR

The main menu bar is located along the top of your computer screen, except when *Chronos* is in PRESENTATION mode.

*Note: Instructions for use of the menu bar apply to all *Chronos* functionalities, except for the PRESENTATION section.

File Menu

Edit Menu

Window Menu

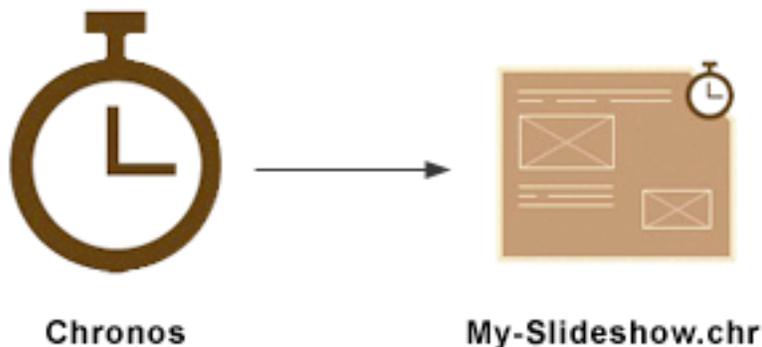
Help Menu

File Menu

In addition to basic file management commands found in other applications, the File menu includes an *Import* command, which is unique to *Chronos*.

New slideshow

The *New slideshow* command creates a slideshow file with an icon resembling an orange slide (file extension .chr). When you select *New slideshow*, a dialogue box prompts you to enter the name of your slideshow (a maximum of 26 characters followed by the file extension .chr) and specify where to save the slideshow.



Open a slideshow

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

Import a slideshow

The *Import a slideshow* command opens a dialogue box that prompts you to search your computer for a slideshow file with an icon resembling an orange slide (file extension .chr).

The software will verify that the slideshow was created using the same archive as the one selected for the current work session. If so, it will add the slides of the imported slideshow to the current slideshow.

*Note: This operation will not modify the content of your BRIEFCASE.

Save the slideshow

The *Save the slideshow* command saves the changes made to the slideshow. The name of a slideshow can contain a maximum of 26 characters followed by the file extension .chr (My-Slideshow.chr, for example).

Save as...

The *Save as...* command saves the current slideshow under another name. The name of a slideshow can contain a maximum of 26 characters followed by the file extension .chr (My-Slideshow.chr, 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). Important: Slides are larger than the standard US letter format and require landscape orientation (and a scale of 72% on Mac OS).

Print

In the SEARCH section, the *Print* command allows you to print the list of results found using the SEARCH tool. In the CREATION section, the *Print* command allows you to print your slides. Elsewhere, other elements of *Chronos* can be printed. Refer to windows where a printer icon appears, providing several options.

Quit

The *Quit* command allows you to exit *Chronos*. Before closing, a dialogue box prompts you to save the changes made to your slideshow.

Edit Menu

The Edit menu includes the editing commands that can be found in most word processing applications. These commands are only available under certain conditions: when the cursor is within an editable text box or table, when a portion of the text is selected, when the font size can be modified, or when items in a slide 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 items in a slide.

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, or when at least one item (image, media, chronology chart, historical document, or text box) is selected in a slide. This command removes the text or deletes selected items.

*Note: Once the *Cut* command is applied to items in a slide, it cannot be undone.

Copy

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

Paste

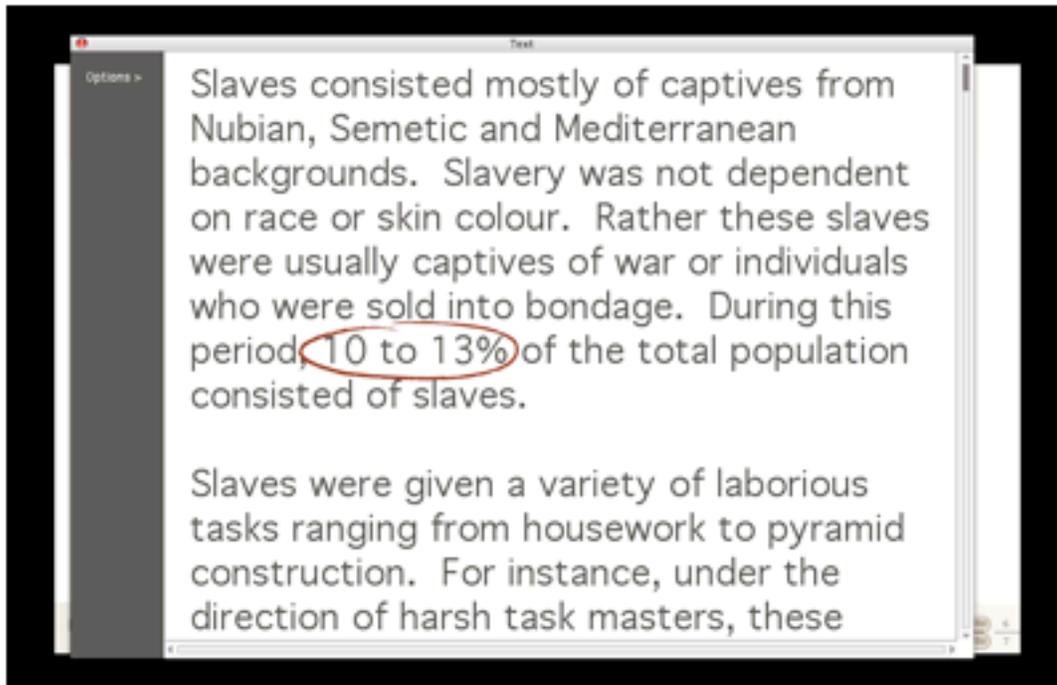
The *Paste* command allows you to retrieve text or items previously stored with the *Cut* or *Copy* command, and insert them into text boxes or a slide (see the *Cut* and *Copy* commands).

Select All

The *Select All* command allows you to select all the content in a text box, slide, or *Search Results* and BRIEFCASE sections of the SEARCH section. You must first click within the area containing the content you wish to select, and then use the *Select All* command.

Enlarge

The *Enlarge* command is available for most text areas. When this functionality is available, the cursor appears as a small magnifying glass with a + sign. Clicking on the text will enlarge it in a separate window, which is useful for on-screen presentations in class, for example. The *Options* menu, located on the grey band to the left, allows you to zoom in, highlight portions of the text in various colours and draw freehand forms.



12 (to 24) point

The *12 point* to *24 point* commands allow you to set the font size of the text in your slideshow. The command is applied to both the current text box and all the text boxes you subsequently add.

Window Menu

If several windows are displayed (card, vocabulary definition, introductory note, etc.), and one is hidden by another, you can bring a window to the foreground by selecting its name in the Window menu.

Help Menu

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

The *Chronos Help* command opens a window that provides information on the various functions of *Chronos*. You can print the text by clicking on the print button in the

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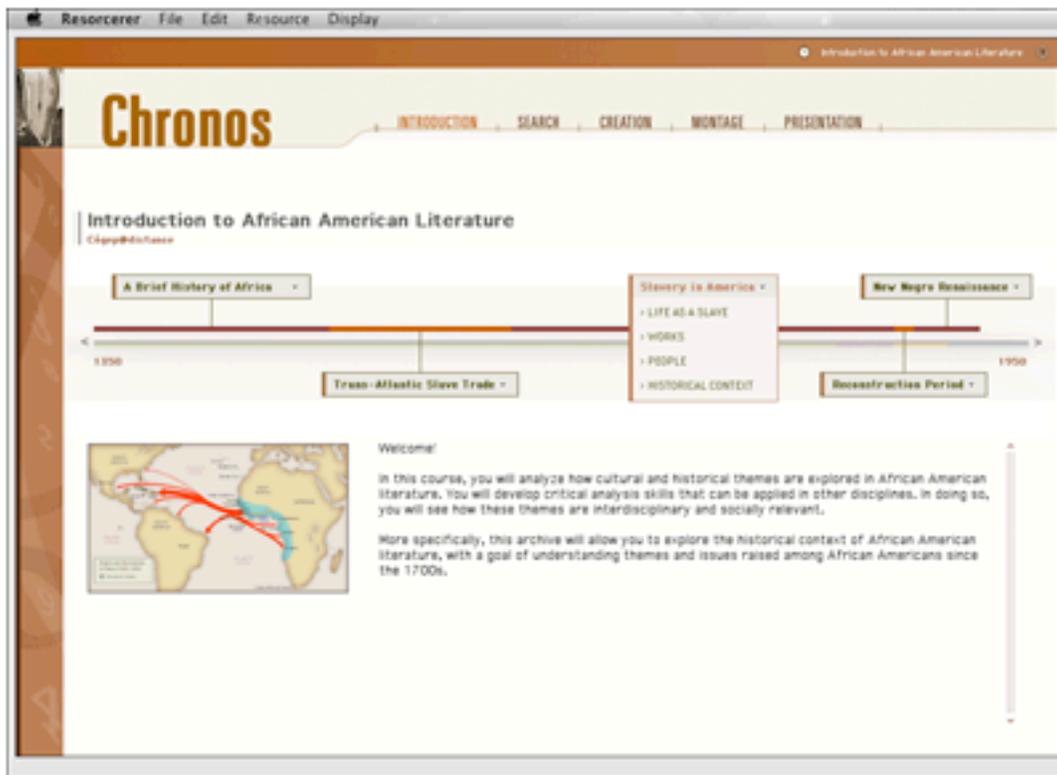
lower right corner of the window.

The *Credits* command provides a list of organizations involved in the production of *Chronos* 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 *Chronos* application.

INTRODUCTION

You can access the INTRODUCTION section by clicking on the INTRODUCTION tab at the top of the main *Chronos window*. This section provides an overview of the archive that was loaded when you started the application. The content of the INTRODUCTION will be different for each archive you consult, depending on the selections of the author(s) of that archive.



The INTRODUCTION section may include the following:

- The archive title
- A subtitle and/or name(s) of author(s)
- A timeline displaying the historical periods covered in the archive (e.g. 15th century, 16th century, 17th century, etc.) with an optional line displaying different colours that correspond to longer time periods (e.g. Prehistory, Antiquity, Middle Ages, Modern Era, Present, etc.)

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- Drop-down lists for each period, containing the themes defined in the archive. Clicking on a theme displays the introductory note for that theme.
- Decorative media, such as an image, audio or video file
- A brief introduction text presenting the archive, software and/or author(s)

For more information, consult the **TIMELINE** and **INTRODUCTORY NOTES** sections of the Help Guide.

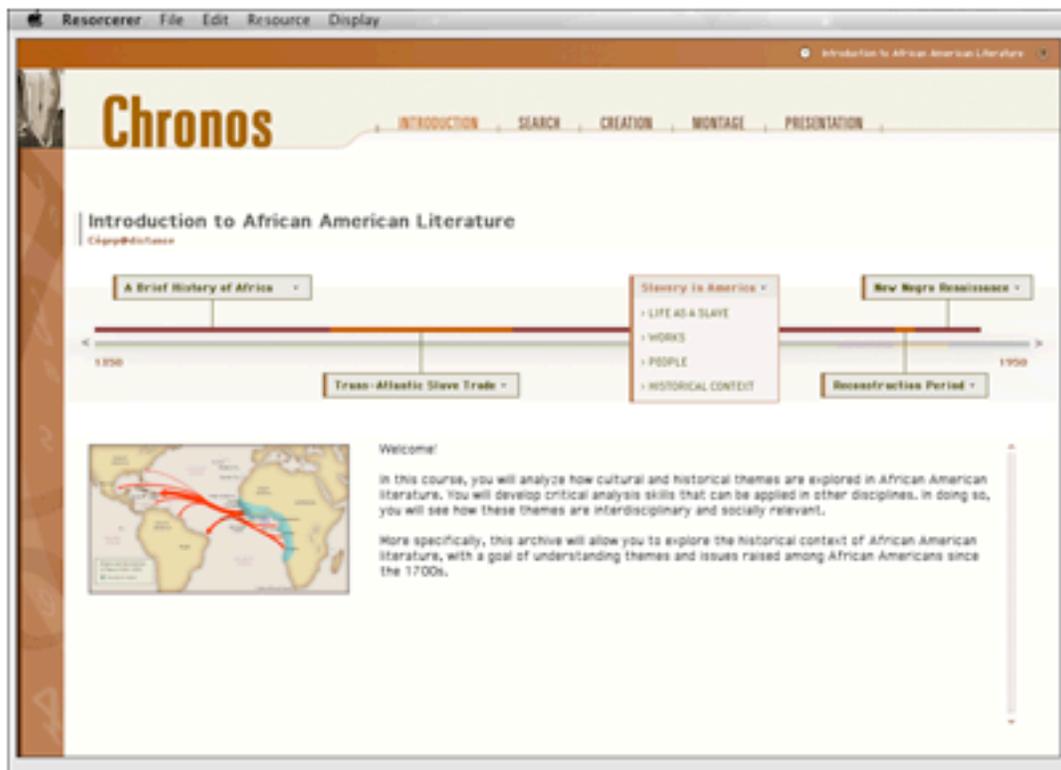
TIMELINE

In the INTRODUCTION section, the historical periods of the archive are entered on a timeline (e.g. 15th century, 16th century, 17th century, etc.) with an optional line displaying different colours that correspond to longer time periods (e.g. Prehistory, Antiquity, Middle Ages, Modern Era, Present, etc.)

Move the cursor over the various items to appreciate the dynamic qualities of the timeline.

- Moving the cursor over the orange and brown line displays the dates of each historical period
- Moving the cursor over the optional colour line displays the names of historical eras
- Moving the cursor over the title box of each period displays a drop-down list of themes related to that period

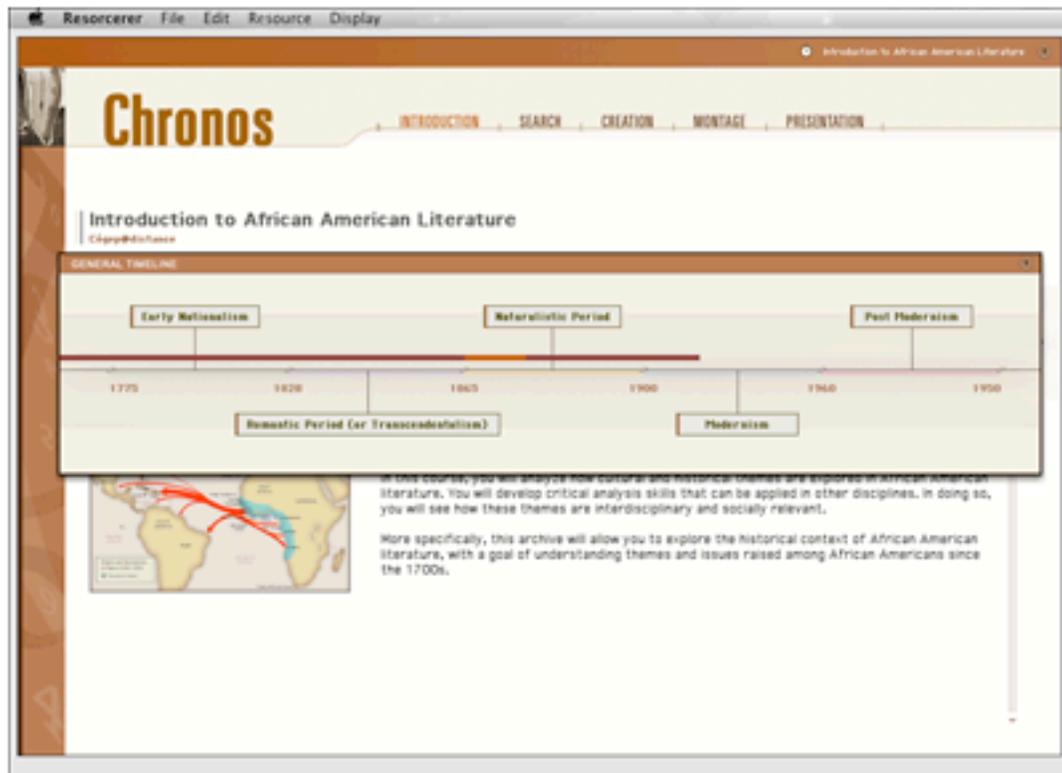
*Note: Drop-down lists will not appear if the author(s) of the archive did not include any introductory notes.



- Clicking on a theme in a drop-down list will display an introductory note, which is a brief text introducing the specific historical period and related theme. Clicking on terms in red opens a window containing the definition of that term. Clicking on topics in green opens the card associated with that topic. 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.



- Clicking on the timeline provides a very different view of the archive periods defined in your archive



INTRODUCTORY NOTES

An archive generally contains introductory notes. These are brief texts introducing a specific historical period and related theme. However, if the author(s) of the archive did not include any introductory notes, the following instructions will not apply.

You can access the INTRODUCTION section by clicking on the INTRODUCTION tab at the top of the main *Chronos* window. Moving the cursor over the title box of each period displays a drop-down list of themes related to that period. Finally, clicking on a theme in the drop-down list will display the introductory note for that theme.

INTRODUCTORY NOTE - Cégep@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

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 both notes and cards, clicking on terms in red opens a window containing the definition of that term. Clicking on topics in green opens the card associated with that topic. It is not necessary to close one introductory note in order to access another one.

SEARCH

You can access the SEARCH section by clicking on the SEARCH tab at the top of the main *Chronos* window.



This section includes a list of all the cards contained in the archive you opened at the beginning of the work session. You can consult these cards and identify those that interest you using various search tools. You may then store the cards you wish to include in your slideshow using a feature called the BRIEFCASE.

For more information, consult the **CARDS**, **SEARCH TOOLS** and **BRIEFCASE** sections of the Help Guide.

The SEARCH section includes the following, in order:

- A timeline that shows the historical periods included in the archive when you move the cursor over the brown and orange lines
- Search fields for entering or selecting your search criteria (keywords, periods, dates and themes)
- Icons to perform a search, reset the search criteria, or print the content of the

Search results table

- The Search results table, listing either:
By default, all the cards in the archive
OR
Only those cards corresponding to the search criteria you entered
- 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. Double-clicking in the row corresponding to a selected card opens that card.
- The Briefcase is an area in the lower half of the SEARCH section used to store the cards you wish to include in your slideshow.

*Note: This feature is only available once you have created a new slideshow or opened an existing one. Simply drag the selected files from the Search results table to the Briefcase.

SEARCH TOOLS

Search fields for entering or selecting your search criteria (keywords, periods, dates and themes) are located at the top of the SEARCH section, just below the timeline.

The screenshot shows the 'Chronos' search interface. At the top, there is a navigation bar with 'INTRODUCTION', 'SEARCH', 'CREATION', 'MONTAGE', and 'PRESENTATION'. Below this is a timeline from 1350 to 1950. The search section includes fields for 'Keywords', 'Periods', 'Date', and 'Themes'. The search results are displayed in a table with columns: Code, Title, From, To, Type, and Chronology?.

Code	Title	From	To	Type >	Chronology?
fd-1	United States Declaration of Independence	1776	1776	Document - To be determin	✓
fd-2	Works of Frederick Douglass	1845	1892	Document - Works Summar	✓
fd-3	Works of Phillis Wheatley	1767	1784	Document - Works Summar	-
fd-4	Emancipation Proclamation	1863	1863	Document	✓
fd-5	Am I a Woman? - Sojourner Truth	1851	1851	Document - Speech	✓
fd-6	Up from Slavery - Booker T. Washington	1901	1901	Document - Book	✓
fd-7	Works of Charles W. Chesnut	1869	1905	Document - Works Summar	-
fd-8	Early Slave Narratives			Document - Works Summar	-
fd-9	*Card Document fd-9 Untitled			Document	-
fd-10	Works of Marcus Garvey			Document	-

Below the table is a 'BRIEF CASE' section with a search box and a table with columns: Code, Title, From, To, Type, and Chronology?.

Keywords

- Enter the keyword of your choice by typing it in the search box
- Enter multiple keywords, separated by the expression <AND>
- Enter the card code to find a specific card (fx-12, for instance)
- Select a keyword from the drop-down list by clicking on the arrow at the right of the search box

Periods

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- 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

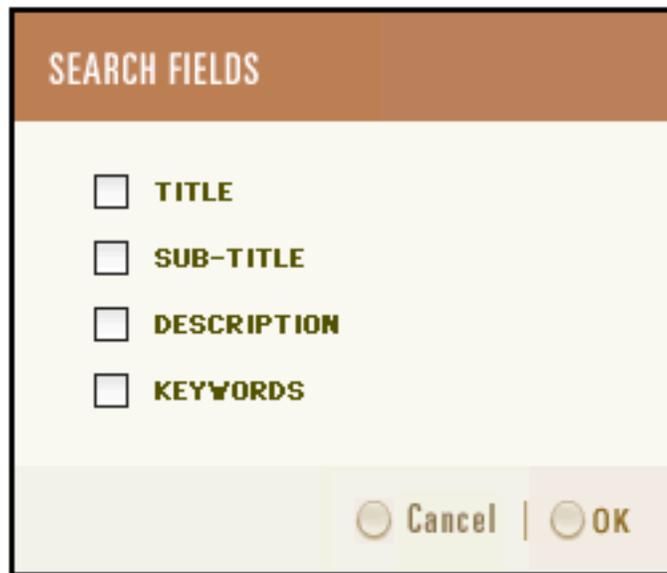
Themes

- 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 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**

If you choose **Search specific fields**, a second dialogue box displays the following options:



SEARCH FIELDS

- TITLE
- SUB-TITLE
- DESCRIPTION
- KEYWORDS

Cancel | OK

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. The header of the *Search results table* allows you to sort the entries by card Code, Title, date (From/To columns) and **Type**. There is also a column labeled Chronology?, which indicates whether or not the card may be included in a chronology chart in your slideshow. 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).

CARDS

The Search results table in the SEARCH section displays a list of all the cards contained in the archive you opened at the beginning of the work session. Double-clicking on a row opens the corresponding card.

There are five types of cards: Document Cards, Chronology Cards, Image Cards, Audiovisual Cards, and Multimedia Cards.

Shared Characteristics of Cards

Document Cards

Chronology Cards

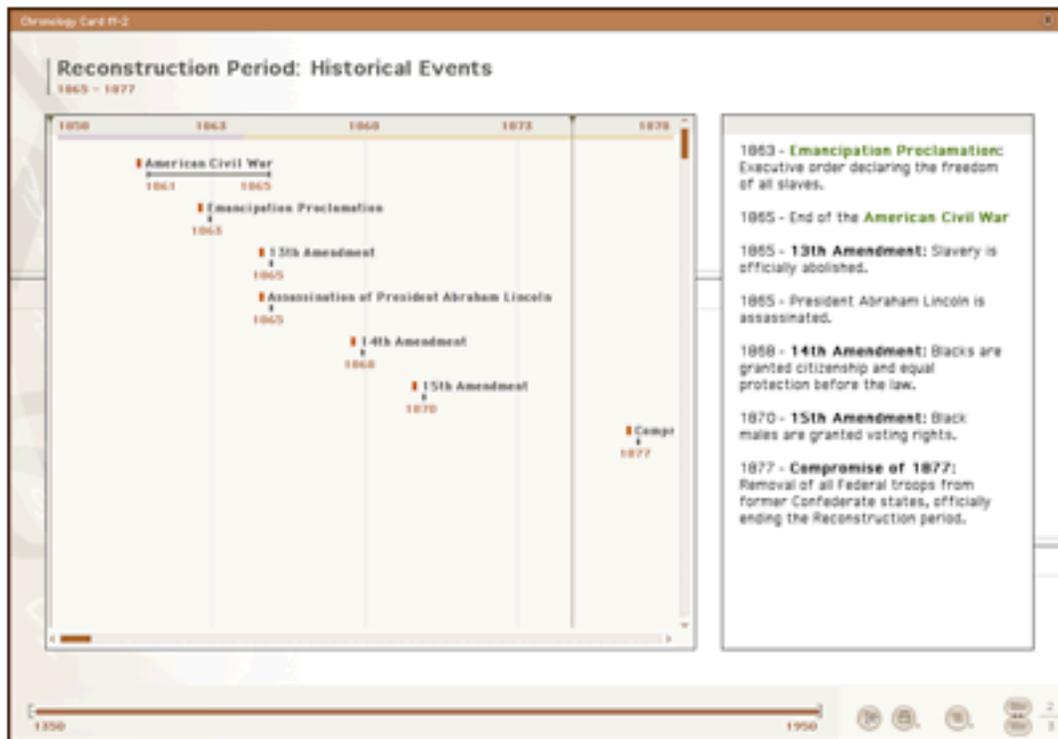
Image Cards

Audiovisual Cards

Multimedia Cards

Shared Characteristics of Cards

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



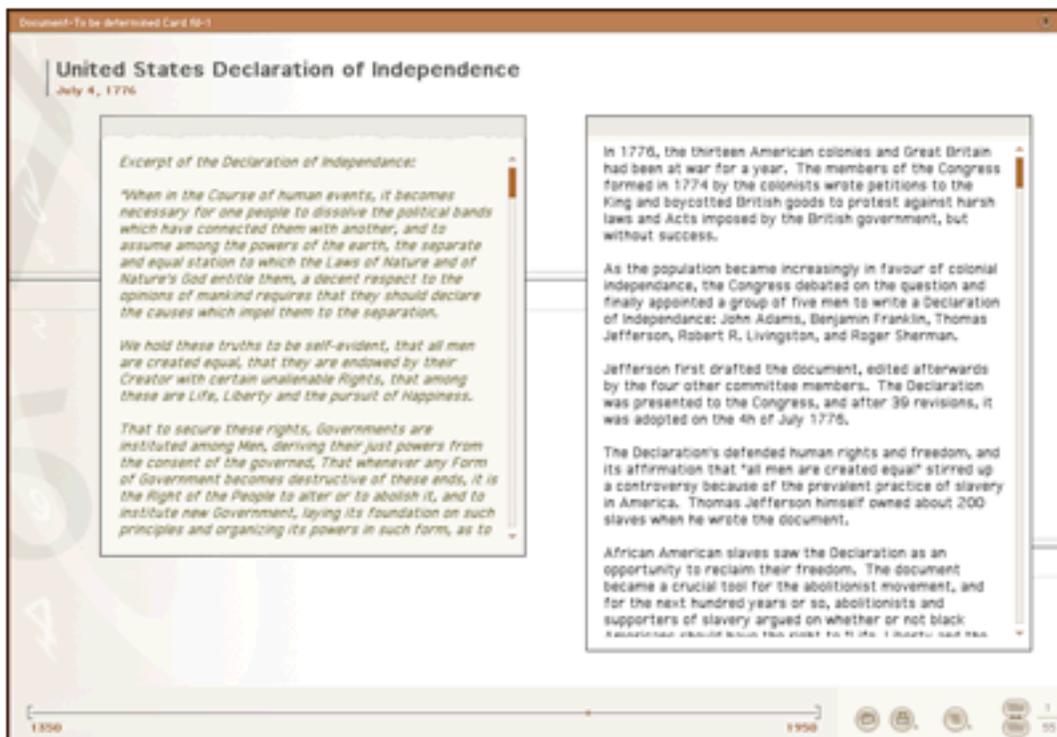
- Dark orange header indicating card type and subtype, where applicable; card code; author(s) signature(s)
- Close button (X) in the upper right corner
- Title and subtitle
- Descriptive text, generally located on the right, with the exception of Multimedia cards, where it is located on the left. To enlarge this text, click on it while holding down one of the following keys: Shift, <CTRL> or <ALT>
- 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
- Button with an icon resembling a BRIEFCASE to add or remove a card from the BRIEFCASE. When the card is added to the BRIEFCASE, the icon becomes orange. *Note: This feature is only available once you have created a new slideshow or opened an existing one.
- Print button (icon resembling a printer) to:
Print the card
OR

Print detailed info from card

- History button (icon resembling 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 *Search results table*. To the right of this button, the number indicates the position of the current card in relation to all the cards in the *Search results table*.

Document Cards

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.). Click on the document text to enlarge it.



Chronology Cards

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. Moving the cursor over each timeline included in the chronology chart enlarges the timeline title. Clicking on a specific timeline in the chronology chart opens the corresponding source card.

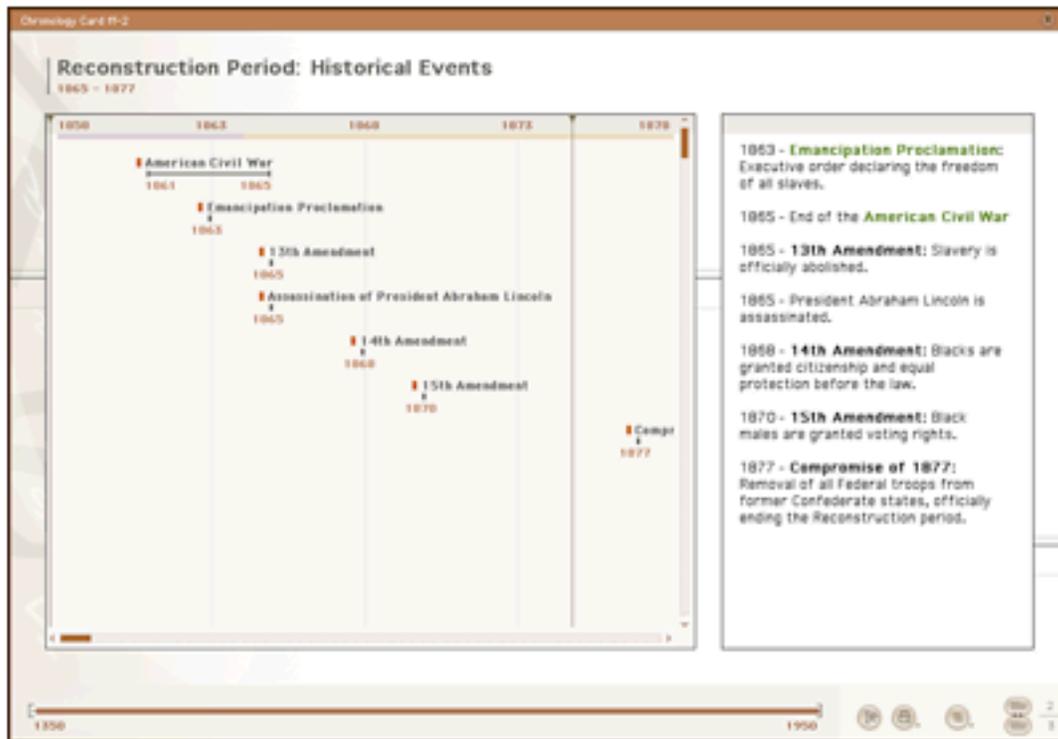


Image Cards

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. Clicking on the image enlarges it to its maximum size.

Image-Map Card 01-1

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>>
Kröpelin, Stefan; et al. "Climate-Driven Ecosystem Succession in the Sahara: The Past 6000 Years". *Science* 310(5761): 1024-1027 (2005)

1950 1950

Audiovisual Cards

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.

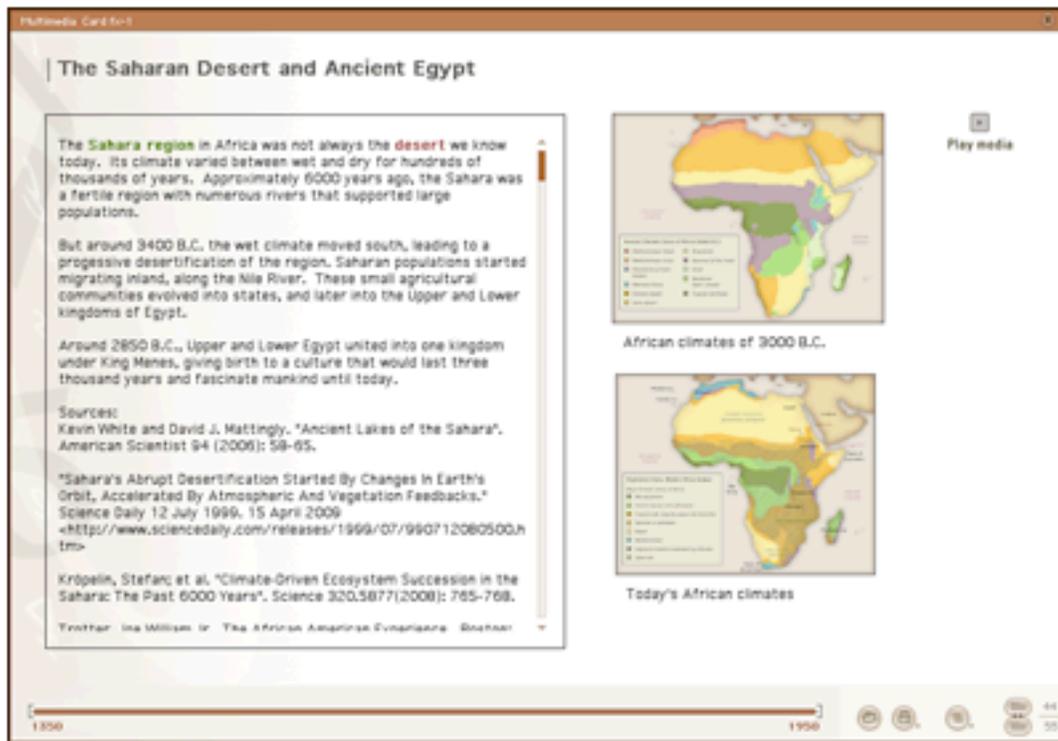


Multimedia Cards

The main component of a Multimedia Card is the descriptive text, which differs from other card types in that it is generally located on the upper left. The size of the text box may vary according to the preference of the archive author(s) and may even occupy the entire card. The descriptive text includes specific content developed by the author(s), such as the biography of a historical figure, the description of an event, the development of a specific topic, etc.

A Multimedia Card is also unique in that it may include an indefinite number of other items in addition to the descriptive text, including:

- Images
- Media
- Historical documents
- Chronology charts and timelines
- Additional text boxes



A Multimedia Card includes various features:

- Clicking on an image, chronology chart or historical document enlarges it
- Clicking on the *Play media* button plays an audio or video file
- Clicking on one of the items in a card while holding down the Shift key
 - > Enlarges the content of a text box
 - > Displays the source card of the specific item selected, including images, chronology charts, historical documents and media

*Note: The history button (icon resembling three horizontal lines) at the bottom of the card displays your navigation history and allows you to move easily between the cards you have consulted. For more information on the history button, consult the **Shared Characteristics of Cards** section of the Help Guide.

BRIEFCASE

The BRIEFCASE is the area used to store the cards you wish to include in your slideshow.

[Where to Find the Briefcase](#)

[Add Cards to the Briefcase](#)

[Remove Cards from the Briefcase](#)

[Review the Content of the Briefcase](#)

[Reduce or Enlarge the Size of the Briefcase](#)

[Use Cards in the Briefcase to Create a Slide](#)

Where to Find the Briefcase

You will find the Briefcase in the SEARCH section, directly under the Search results table. This is usually where you will add or remove cards.

The screenshot shows the Chronos interface with a search results table and a briefcase section. The search results table lists 10 items with columns for Code, Title, From, To, Type, and Chronology? The briefcase section lists 9 items with columns for Code, Title, From, To, Type, and Chronology?.

Code	Title	From	To	Type	Chronology?
fd-1	United States Declaration of Independence	1776	1776	Document - To be determin	✓
fd-2	Works of Frederick Douglass	1845	1892	Document - Works Summar	✓
fd-3	Works of Phillis Wheatley	1767	1784	Document - Works Summar	-
fd-4	Emancipation Proclamation	1863	1863	Document	✓
fd-5	Am't I a Woman? - Sojourner Truth	1851	1851	Document - Speech	✓
fd-6	Up from Slavery - Booker T. Washington	1901	1901	Document - Book	✓
fd-7	Works of Charles W. Chesnut	1859	1905	Document - Works Summar	-
fd-8	Early Slave Narratives			Document - Works Summar	-
fd-9	*Card Document fd-9 Untitled			Document	-
fd-10	Works of Marcus Garvey			Document	-

Code	Title	From	To	Type	Chronology?
fd-2	Works of Frederick Douglass	1845	1892	Document - Works Summar	✓
fd-5	Am't I a Woman? - Sojourner Truth	1851	1851	Document - Speech	✓
fd-6	Up from Slavery - Booker T. Washington	1901	1901	Document - Book	✓
fu-1	Sahara Desert - Today	-3400	-2850	Image - Map	-
fu-12	The Process of Enslavement			Image - Picture	-
fm-1	Gospel			Audiobook - Song	-
fm-2	Sprinkles			Audiobook - Song	-
fu-1	The Saharan Desert and Ancient Egypt			Multimedia	-
fu-2	Egyptian Kingdoms			Multimedia	-

You can also access the Briefcase in the CREATION section by:

Clicking on the Briefcase button at the bottom of the floating toolbar

OR

Double-clicking on a slide item (Image, Media, Chart, Document, or Text box)

In the CREATION section, the Briefcase is primarily used to help you create your slides.

BRIEFCASE (12 cards in total)

Search:

Code	Title	From	To	Type	Chronology?
f0-2	Works of Frederick Douglass	1845	1892	Document - Works Summar	✓
f0-5	Ar'n't I a Woman? - Sojourner Truth	1851	1851	Document - Speech	✓
f0-6	Up from Slavery - Booker T. Washington	1901	1901	Document - Book	✓
f0-7	Works of Charles W. Chesnutt	1899	1905	Document - Works Summar	-
f1-1	Sahara Desert - today	-3400	-2850	Image - Map	-
f1-12	The Process of Enslavement			Image - Picture	-
f1-17	Frederick Douglass	1818	1895	Image - Biography	✓
f1-40	Charles W. Chesnutt	1858	1932	Image - Biography	✓
f1-1	Gospel			Audiovisual - Song	-
f1-2	Spirituals			Audiovisual - Song	-
f1-1	The Saharan Desert and Ancient Egypt			Multimedia	-
f1-2	Egyptian Kingdoms			Multimedia	-

Charles W. Chesnutt
1858 - 1932

Charles Waddell Chesnutt was born in Cleveland, Ohio, on June 20, 1858. His parents were two free African-Americans from the South, but his mixed heritage could easily make him pass as white. Chesnutt never denied his African American roots, although racial passing (the assimilation of a mixed-race person to the white majority) was a common phenomenon at the time.

The Chesnutts moved back to the South, in North Carolina, where Charles grew up during the Reconstruction Period. He attended school in a Freedmen's Bureau institution; he became a teacher and an assistant principal. A studious young man, he learned several languages and stenography. Tired of the restrictions on blacks in the South and hoping to enter the literary world, Chesnutt moved to the North with his wife in his early twenties. He settled in Cleveland, where he passed the Ohio



OK

Add Cards to the Briefcase

There are two methods for adding cards to the Briefcase:

- *Method 1 From the SEARCH section*

Select one or more cards in the Search results table and drag them into the Briefcase area below.

*Note: This feature is only available once you have created a new slideshow or opened an existing one. If this is not the case, a dialogue box will prompt you to either create or open a slideshow before proceeding.

- *Method 2 When a card is in the foreground of your computer screen*

Click on the Briefcase button in the lower right corner of the card. The interior of this icon becomes orange when the card is added to the Briefcase.

*Note: This feature is only available once you have created a new slideshow or opened an existing one.

Remove Cards from the Briefcase

There are three methods for removing cards from the Briefcase:

- *Method 1 From the SEARCH section*
Select one or more cards in the Briefcase area and either press the delete key on your keyboard, or click on the Briefcase button on the title bar to choose between the following actions:
 - > Remove the selected card from the Briefcase
 - > Remove all cards from the Briefcase
- *Method 2 When a card is in the foreground of your computer screen*
The interior of the Briefcase button will be orange if the card is already contained in the Briefcase. Clicking on the button will remove the card from the Briefcase and the orange colour will disappear.
- *Method 3 From the CREATION section*
Open the Briefcase section by clicking on the Briefcase button at the bottom of the floating toolbar. Select a card and either press the delete key on your keyboard or click on the minus button (-) in the upper right corner of the Briefcase window.

Review the Content of the Briefcase

There are two methods for reviewing the content of the Briefcase:

- *Method 1 From the SEARCH section*
Double-click on any row of the BRIEFCASE to open the corresponding card
- *Method 2 From the CREATION section*
Open the Briefcase section by clicking on the Briefcase button at the bottom of the floating toolbar. Selecting a card in the Briefcase section displays an overview of its content in the lower portion of the window.

Reduce or Enlarge the Size of the Briefcase

There are two methods for reducing or enlarging the size of the Briefcase

- *Method 1 From the SEARCH section*
Move the cursor directly over the uppermost horizontal border on the Briefcase title bar (thin, dark brown line). The cursor will change to two short horizontal lines with arrows pointing up and down. Click and hold down the mouse button, then drag the border to change the size of the Briefcase area.

- *Method 2 From the CREATION section*
Open the Briefcase section by clicking on the Briefcase button at the bottom of the floating toolbar. Click on the small triangle located in the lower left corner to reduce or enlarge the window.

Use Cards in the Briefcase to Create a Slide

Double-clicking on an empty slide item opens the Briefcase and allows you to select or search for cards to add.

*Note: You will see only the cards that correspond to the type of item you selected, and the Briefcase will display only the cards you have previously saved. For example, if you wish to add an image but have not saved any Image Cards in your Briefcase, the list will be empty and you will not be able to add this type of card/file.

For more information, see **SLIDES** in the **CREATION** section of the Help Guide.

CREATION

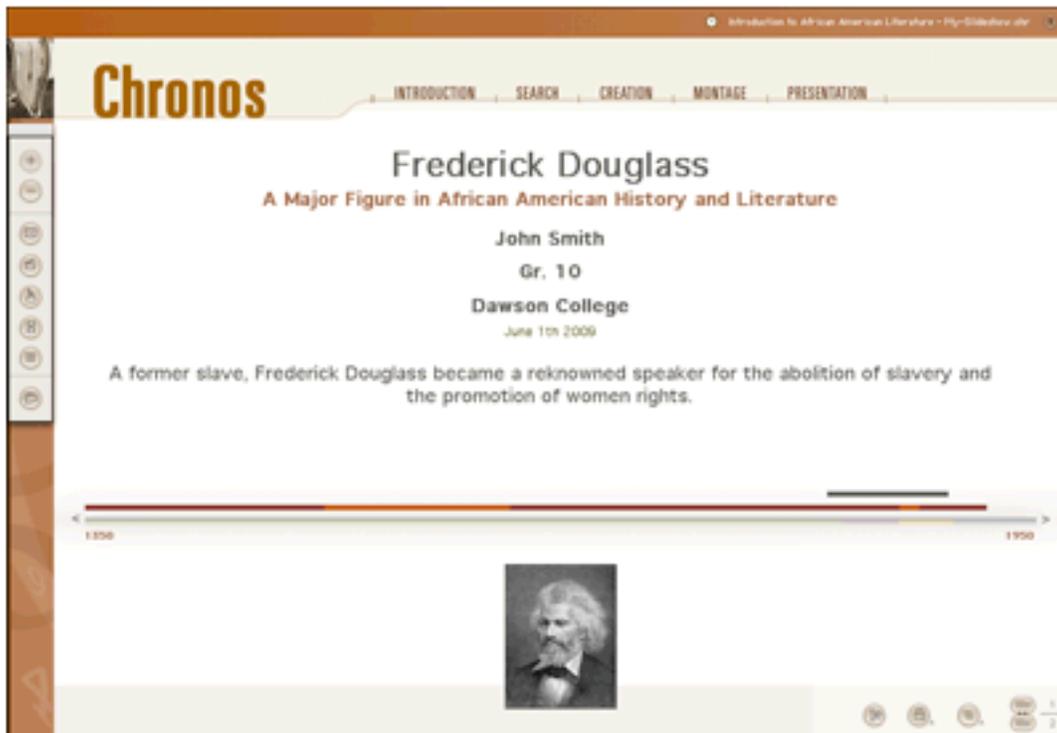
You can access the CREATION section by clicking on the CREATION tab at the top of the main Chronos window.



From the CREATION section, you create and edit the slides in your slideshow. The Title Page is the default slide of a new slideshow. It is the first slide you see when you open the CREATION section. This slide cannot be deleted or moved. For more information, consult the **TITLE PAGE**, **TOOLBAR** and **SLIDES** sections of the Help Guide.

TITLE PAGE

The Title Page is the default slide of a new slideshow. It is the first slide you see when you open the CREATION section. This slide cannot be deleted or moved.



Title Page Content

Editing the Title Page

Title Page Content

The Title Page includes the following, in order:

- A title
- A subtitle
- Slideshow Author(s) Name(s)

- Educational Institution
- Slideshow Creation Date
- Optional Introduction
- Timeline illustrating the historical periods covered by the archive, as well as a timeline illustrating the specific periods covered in the slideshow
- Optional media (image, audio or video)

There are several buttons in the lower right corner of the CREATION section:

- EDIT button (icon resembling a text editing cursor and the letter “e”) to edit the content of the slide
- PRINT button (icon resembling a printer) to print the content of the current slide or all slides
- HISTORY button (icon resembling three horizontal lines) to display your navigation history
- Button with an icon resembling a flip chart (Previous Slide and Next Slide) to navigate quickly between slides. To the right of this button, the number (above the line) indicates the position of the current slide in relation to the total number of slides in the slideshow (below the line).

*Note: You can select the number above the line, replace it with the number of a desired slide, and press Enter on your keyboard to go directly to that slide.

Editing the Title Page

To modify the content of the Title Page, click on the EDIT button (icon resembling a text editing cursor and the letter “e”).

The EDIT window opens:

EDIT SLIDESHOW TITLE PAGE

TITLE
Slideshow title

SUB-TITLE
Sub-title

SLIDESHOW AUTHOR(S)
Slideshow author(s)

GROUP
Group

EDUCATIONAL INSTITUTION
Educational institution

DATE
April 20th 2009

COMMENT(S)

Cancel | OK

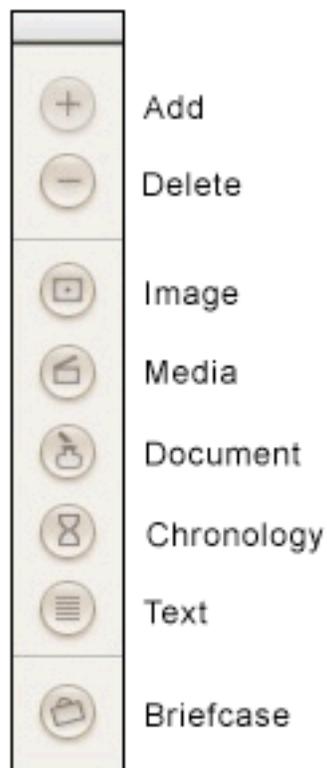
Enter the details of your slideshow into the text boxes displayed in the EDIT window (title, subtitle, slideshow author(s), group, institution, date, and comment.)

*Note 1: The slideshow creation date appears by default but can be changed. You can also add a short introductory text and one sample of decorative media (image, audio or video) from the archive's image and media files. When you have finished entering the information for the Title Page, click on OK in the lower right corner of the window.

*Note 2: It is important to save your work frequently using the **File** menu when alternating between CREATION and PRESENTATION modes, to avoid losing content due to a malfunctioning media file.

TOOLBAR

The Toolbar appears when the CREATION section is open. It floats in the foreground of your computer screen and can be moved around at your convenience. The Toolbar is used to add, delete and create slides, and display the content of your Briefcase. For more information on adding slide items using the Toolbar, consult the **SLIDES** section of the Help Guide.



*Note: The Toolbar cannot be used to edit the Title Page slide. For more information, see **Editing the Title Page** in the Help Guide.

Toolbar Buttons

Use the first two buttons on the Toolbar to add + or delete - a slide.

The remaining five buttons are used to create a slide by adding items to it. Select the desired type of item by grabbing the corresponding button on the Toolbar and dragging it onto the slide. An empty object associated with that particular type of

item opens in the slide.

Double-clicking on the empty object opens the Briefcase and allows you to select or search for slide items to add.

*Note: You can only select a card previously saved in your Briefcase. For example, if you wish to add an image but have not saved any Image Cards in your Briefcase, the list will be empty and you will not be able to add this type of item.

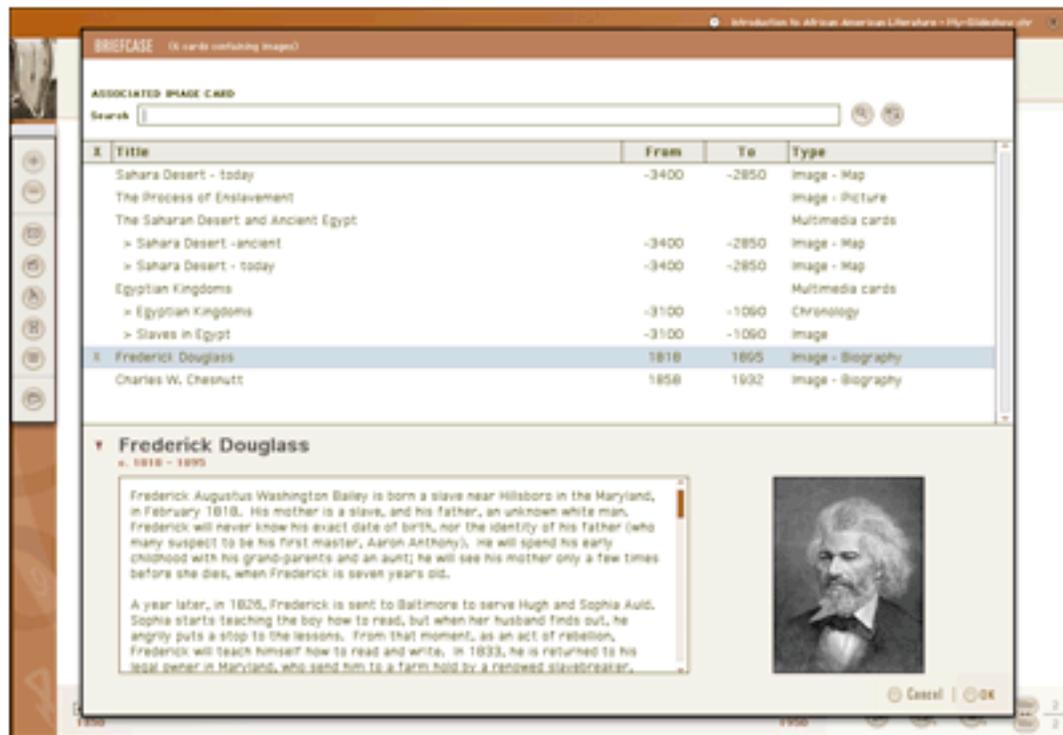
Detailed explanations of the five buttons

The **IMAGE** button (rectangular icon with a dot in the centre) inserts an image holder in the slide. By default, the image holder is an empty square with four shaded corners.



To replace this object with an image, double-click on the image holder to open the Briefcase, which will display only the Image Cards you have previously saved.

*Note: If you have not saved any Image Cards in your Briefcase, the list will be empty and you will not be able to add this type of item.



Click on the card of your choice; the image and an overview will appear in the lower portion of the Briefcase section. Click on OK and the image will replace the image holder in your slide.



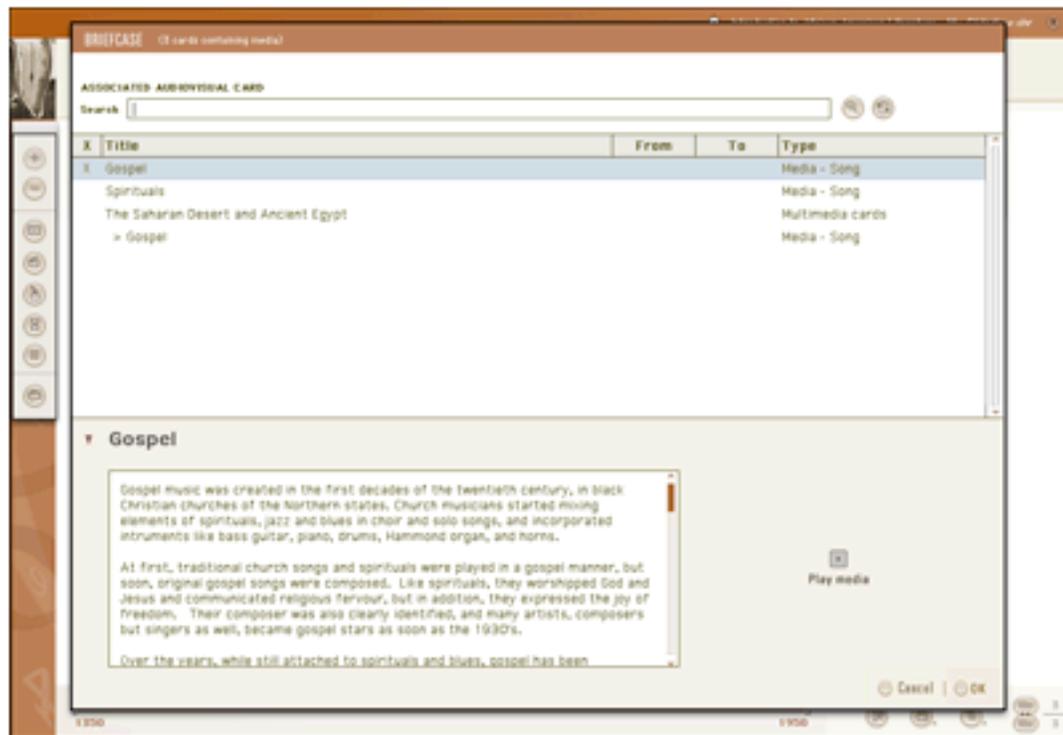
Click and hold down the mouse button to drag the image to a different position in the slide. To resize the image, grab one of the red handles along the edges or in the corners, and move it in or out to the desired size. The image will retain its proportions regardless of its size.

The **MEDIA** button (icon resembling a movie clapboard) inserts a media selection tool in the slide. The object resembles a small arrow with the label *Choose media*.



To replace this object with a media file, double-click on the small arrow to open the Briefcase, which will display only the media cards you have previously saved.

*Note: If you have not saved any media cards in your Briefcase, the list will be empty and you will not be able to add this type of item.



Click on the card of your choice; the media file and an overview will appear in the lower portion of the Briefcase section. You can test the media by clicking on the button *Play media*. To insert the media in your slide, click on OK and the media selection tool will become a *Play media* button.

Move the cursor over the button to see the title of the media in a text box. Click and hold down the mouse button to drag the *Play media* button to a different position in the slide.

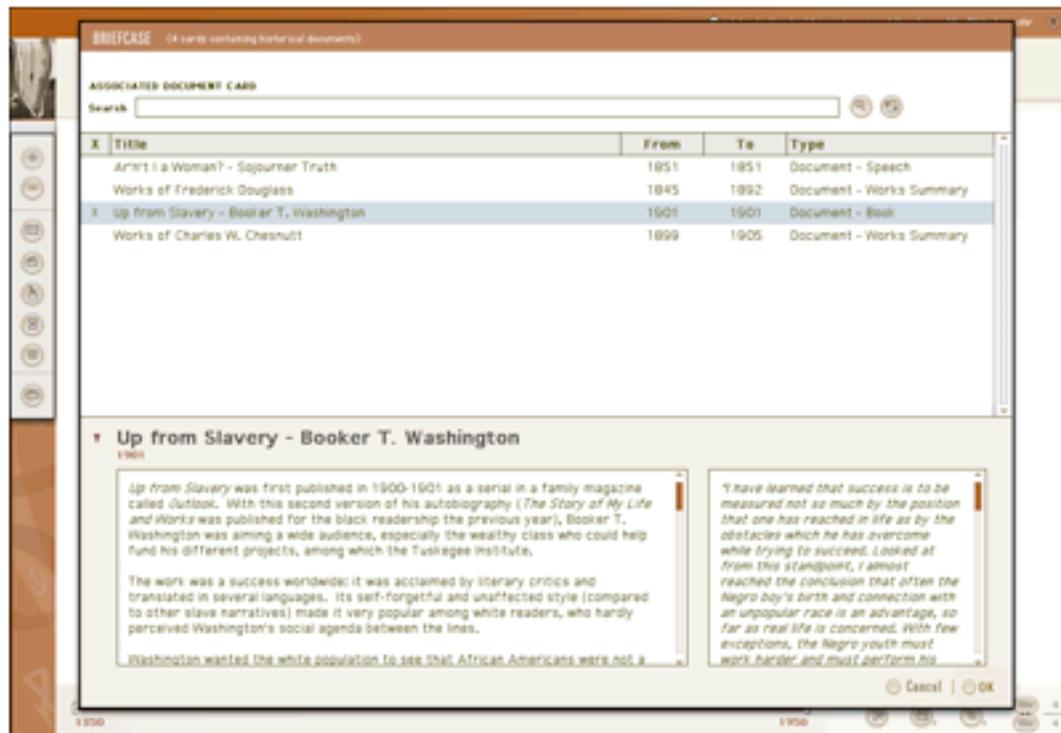


The **DOCUMENT** button (icon resembling a quill and inkpot) inserts a document holder in the slide. By default, the document holder is an empty parchment.



To replace this object with a document, double-click on the parchment to open the Briefcase, which will display only the Document Cards you have previously saved.

*Note: If you have not saved any Document Cards in your Briefcase, the list will be empty and you will not be able to add this type of item.



Click on the card of your choice; the document and an overview will appear in the lower portion of the Briefcase section. Click on OK and the document text will appear on the parchment in your slide.

Click and hold down the mouse button to drag the document to a different position in the slide. To resize the document, grab one of the red handles along the edges or in the corners, and move it in or out to the desired size.

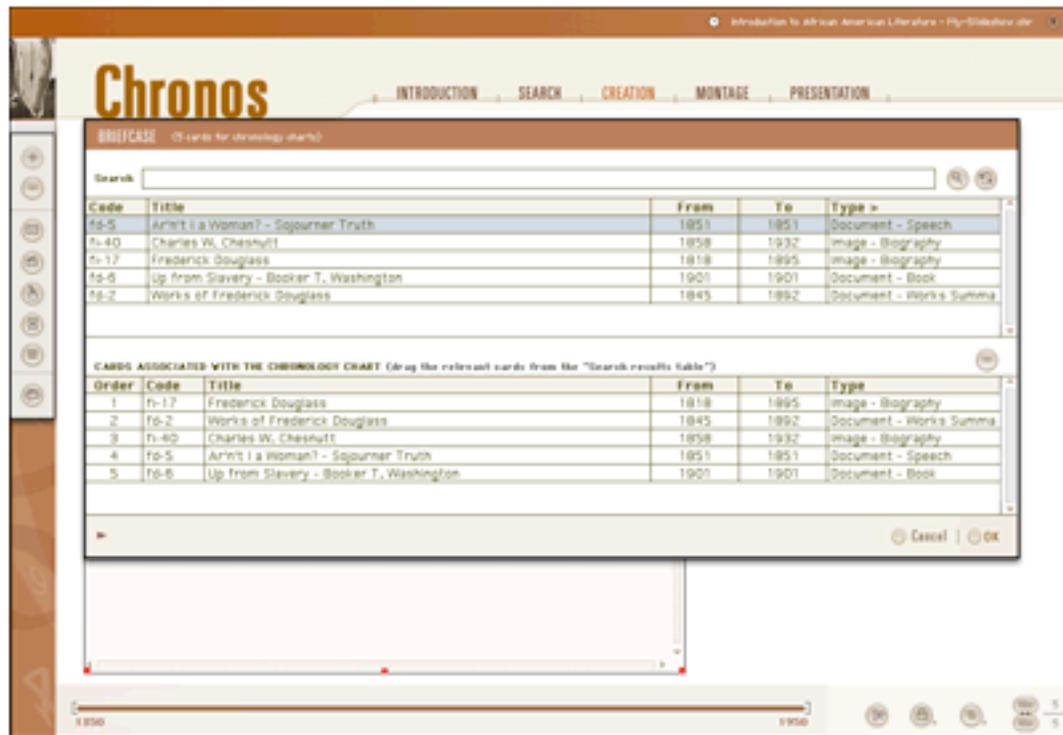


The **CHART** button (icon resembling an hourglass) inserts an empty chronology chart in the slide. By default, the chart is a big blank rectangle with a scrollbar on the right side.



Double-click on the rectangle to open the Briefcase, which will display only the cards you previously saved that can be used to build a chronology chart.

*Note: If you have not saved any such cards in your Briefcase, the list will be empty and you will not be able to add this type of item.



The Briefcase displays two tables; the upper table contains the cards you have already saved, while the lower table is empty. Drag the cards you wish to include in your chronology chart from the upper to the lower table, placing them in ascending chronological order. The SEARCH tool can help you locate cards to include in your chart from among those you have previously saved. Click on OK and the timelines associated with each card will be inserted into the chronology chart in your slide.

If you wish to adjust the display, double-click on the chart to return to the Briefcase, where you can easily switch the order of the timelines by dragging the cards into different positions in the list.

*Note: The chart can be dragged to a different position in the slide but cannot be resized.



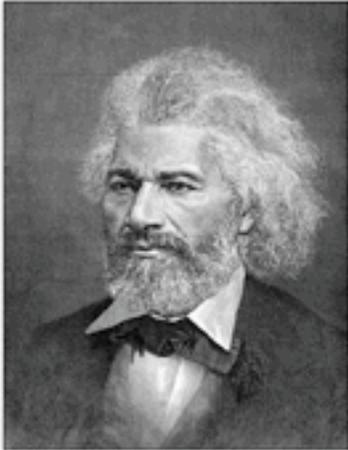
The **TEXT button** (icon with five horizontal lines) inserts a text box in the slide. By default, this box contains only the word *Text*. Double-click on the word *Text* to replace it with your own text, either by typing directly into the box or copying and pasting text from another document.

To select the entire text box, click on the outer edge to display the red handles. You can then drag the text box to a different position in the slide, or grab one of the red handles to change its size. You can also use the Edit menu in the main menu bar to modify text in this area. For more information, see **Edit Menu** in the **MENU BAR** section of the Help Guide

Chronos INTRODUCTION SEARCH CREATION MONTAGE PRESENTATION

Untitled slide D-2

Sub-title



Frederick Augustus Washington Bailey is born a slave near Hillsboro in the Maryland, in February 1818. His mother is a slave, and his father, an unknown white man. Frederick will never know his exact date of birth, nor the identity of his father (who many suspect to be his first master, Aaron Anthony). He will spend his early childhood with his grand-parents and an aunt; he will see his mother only a few times before she dies, when Frederick is seven years old.

A year later, in 1826, Frederick is sent to Baltimore to serve Hugh and Sophia Auld. Sophia starts teaching the boy how to read, but when her husband finds out, he angrily puts a stop to the lessons. From that moment, as an act of rebellion, Frederick will teach himself how to read and write. In 1833, he is returned to his legal owner in Maryland, who send him to a farm hold by a renowned slavebreaker, Edward Covey. After months of mistreatments and humiliation, Frederick fights back and wins; he is never beaten again. This event is a turning point in Frederick's history and future literature.

1800 1900

Play media

The **BRIEFCASE** button is the last button on the floating Toolbar. It opens the Briefcase, allowing you to view or remove cards.

BRIEFCASE (12 cards in total)

Search

Code	Title	From	To	Type	Chronology?
fd-2	Works of Frederick Douglass	1845	1892	Document - Works Summar	✓
fd-5	Am't I a Woman? - Sojourner Truth	1851	1851	Document - Speech	✓
fd-6	Up from Slavery - Booker T. Washington	1901	1901	Document - Book	✓
fd-7	Works of Charles W. Chesnutt	1899	1905	Document - Works Summar	-
fi-1	Sahara Desert - today	-3400	-2850	Image - Map	-
fi-12	The Process of Enslavement			Image - Picture	-
fi-17	Frederick Douglass	1818	1895	Image - Biography	✓
fi-40	Charles W. Chesnutt	1859	1932	Image - Biography	✓
fm-1	Gospel			Audovisual - Song	-
fm-2	Spirituals			Audovisual - Song	-
fu-1	The Saharan Desert and Ancient Egypt			Multimedia	-
fu-2	Egyptian Kingdoms			Multimedia	-

Charles W. Chesnutt

1859 - 1932

Charles Waddell Chesnutt was born in Cleveland, Ohio, on June 20, 1859. His parents were two free African-Americans from the South, but his mixed heritage could easily make him pass as white. Chesnutt never denied his African American roots, although racial passing (the assimilation of a mixed-race person to the white majority) was a common phenomenon at the time.

The Chesnutts moved back to the South, in North Carolina, where Charles grew up during the Reconstruction Period. He attended school in a Freedmen's Bureau institution; he became a teacher and an assistant principal. A studious young man, he learned several languages and stenography. Tired of the restrictions on blacks in the South and hoping to enter the literary world, Chesnutt moved to the North with his wife in his early twenties. He settled in Cleveland, where he passed the Ohio



OK

(17/06/09 10:39)

SLIDES



When you add a new slide (by clicking on the + button on the toolbar), the slide displays the following default content:

- Untitled Slide D-#
- Subtitle

There are several buttons in the lower right corner of the CREATION section:

- EDIT button (icon resembling a text editing cursor and the letter “e”) to edit the content of the slide
- PRINT button (icon resembling a printer) to print the content of the current slide or all slides
- HISTORY button (icon resembling three horizontal lines) to display your navigation history
- Button with an icon resembling a flip chart (*Previous Slide* and *Next Slide*) to

navigate quickly between slides. To the right of this button, the number (above the line) indicates the position of the current slide in relation to the total number of slides in the slideshow (below the line).

*Note: You can select the number above the line, replace it with the number of a desired slide, and press Enter on your keyboard to go directly to that slide.

Once you have inserted items in a slide (Image, Media, Chart, Document, or Text box), you can do the following:

- Click on an item to select it. When you select an item, red handles appear along its edges.
- Select multiple items by:
 - > Clicking on each item while holding down the Shift key
 - > Clicking on the slide 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 the Shift key to move the group 10 pixels at a time in any direction
- Resize a selected item by dragging one of the red handles along its edges.

*Note: MEDIA and CHART items cannot be resized.

- Remove selected items by:
 - > Pressing the Delete key
 - > Using the *Cut* command in the Edit menu
- Copy selected items by using the *Paste* command in the Edit menu.

MONTAGE

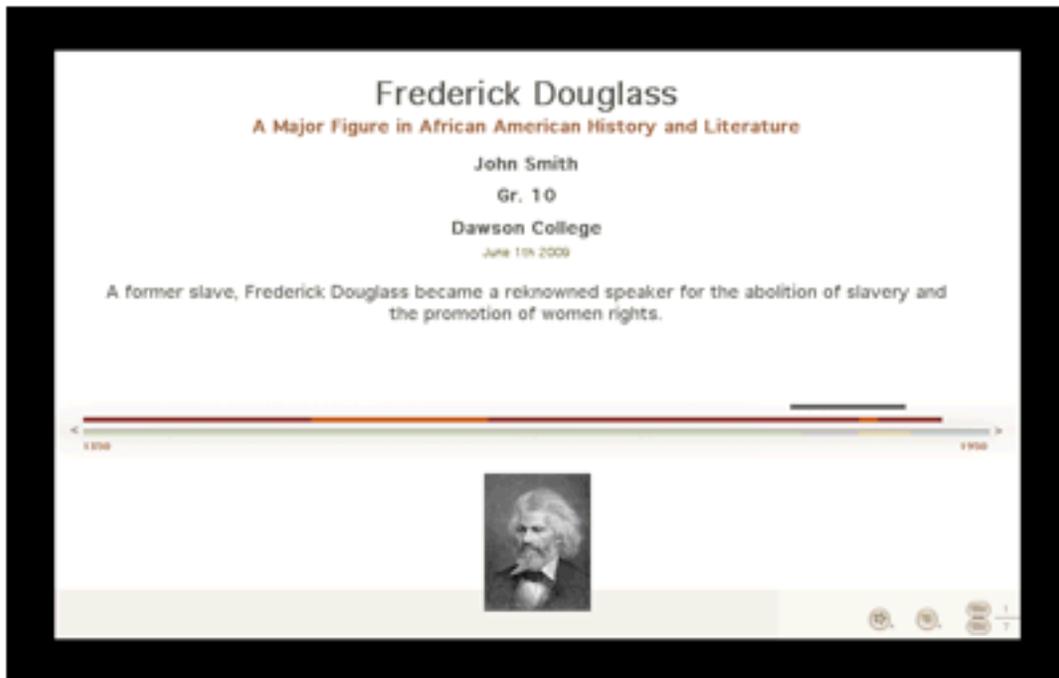
Use the MONTAGE section to organize your slides and finalize your slideshow.



To move a slide, hold down the mouse button and drag the slide to its new position. The other slides will move over accordingly. To modify a slide, double-click on it to open the CREATION section, where you can edit or delete the slide in question.

PRESENTATION

The PRESENTATION section allows you to view your slideshow. The slides are presented in the order defined in the MONTAGE section. The first slide is always the TITLE PAGE of the slideshow.

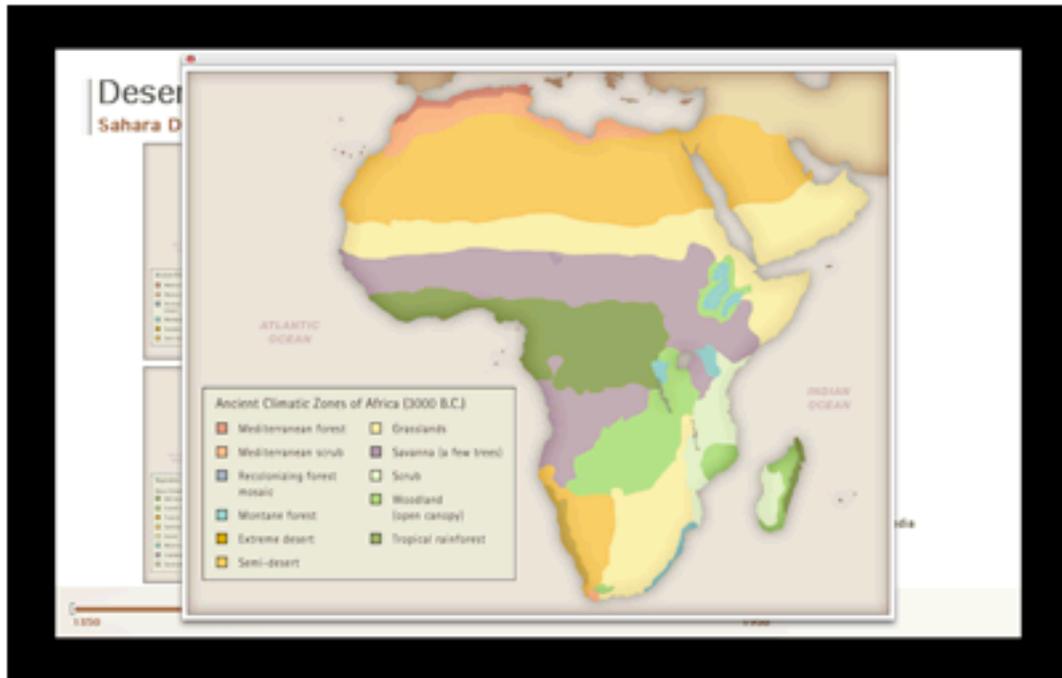


To go from one slide to the next during the presentation, you can:

- Use the arrow keys on the keyboard
- Click near the right or left edges of the slide (the cursor will take the form of a Next or Previous arrow)
- Mouse over the lower right corner of the slide to display several buttons:
 - > Options
 - > History
 - > Previous slide
 - > Next slide

When a slide is displayed, you can:

- Click on the images to enlarge them

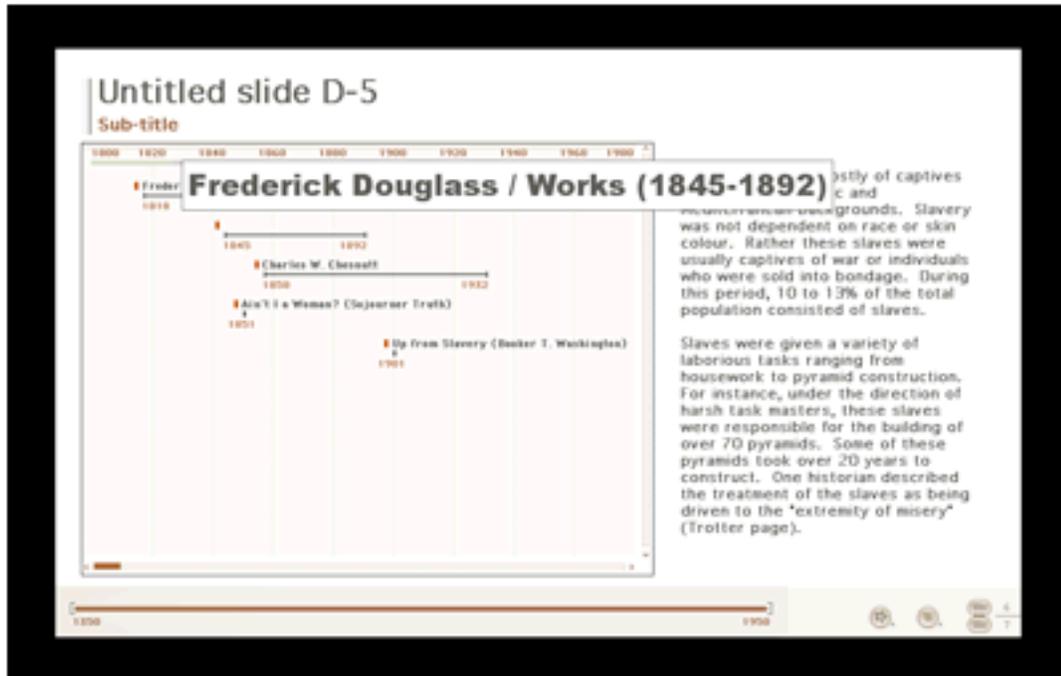


- Click on text boxes and documents to enlarge them. In addition, when a text box or historical document is enlarged, an Options menu provides various tools for use during the presentation (Enlarge, Reduce, Pencil, Marker, Freehand forms, Text highlight).

Slaves consisted mostly of captives from Nubian, Semetic and Mediterranean backgrounds. Slavery was not dependent on race or skin colour. Rather these slaves were usually captives of war or individuals who were sold into bondage. During this period, 10 to 13% of the total population consisted of slaves.

Slaves were given a variety of laborious tasks ranging from housework to pyramid construction. For instance, under the direction of harsh task masters, these

- Enlarge Chronology Chart and Timeline text by moving the cursor over the text



- Play the media by clicking the *Play media* button
- Exit the presentation by:
 - > Pressing the Escape key on the keyboard
 - > Using the *End the slideshow* command in the Options menu in the lower right corner of the slide