

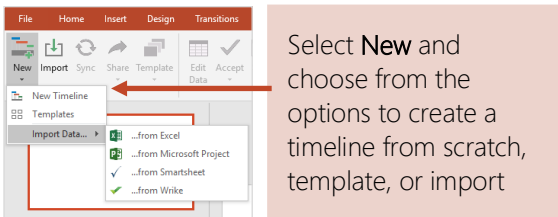
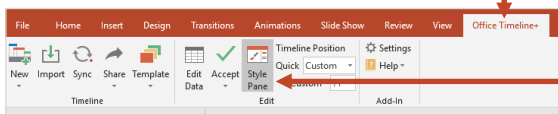
# Quick Start Guide

Website: [www.officetimeline.com](http://www.officetimeline.com)  
 Tutorials: [www.officetimeline.com/videos](http://www.officetimeline.com/videos)  
 How-to articles: [www.officetimeline.com/support](http://www.officetimeline.com/support)  
 Contact: [feedback@officetimeline.com](mailto:feedback@officetimeline.com)

Step 1 | Step 2 | Step 3

## Step 1: Create a new timeline

Select **Office Timeline+** in the PowerPoint Menu at the top of your screen.



Select **New** and choose from the options to create a timeline from scratch, template, or import

- New > New Timeline:** create a timeline from scratch. Enter in your own data that can be modified at any time.
- New > Templates:** select an existing template you can import into or leverage sample content.
- New > Import Data:** select a file from one of the formats: Excel, MS Project, Smartsheet, Wrike

How to organize your data in **Excel** before importing:

Description	Start Date	End Date
Contact Customer	1/10/2018	1/26/2018
Provide Dates	2/2/2019	2/12/2019
Schedule with Trainer	2/17/2019	2/27/2019
Build Presentation	3/1/2019	4/12/2019
Integrate Feedback	4/15/2019	5/5/2019
Customer Selected	1/1/2019	
Dry Run	3/12/2019	
Final Rehearsal	5/12/2019	
Present to Customer	6/12/2019	

**Tasks:** as a duration of time

**Milestones:** as a single date

## Step 2: Style your timeline

Click on the **Style Pane** in the Office Timeline+ ribbon.

Select to edit and style your **Milestones**

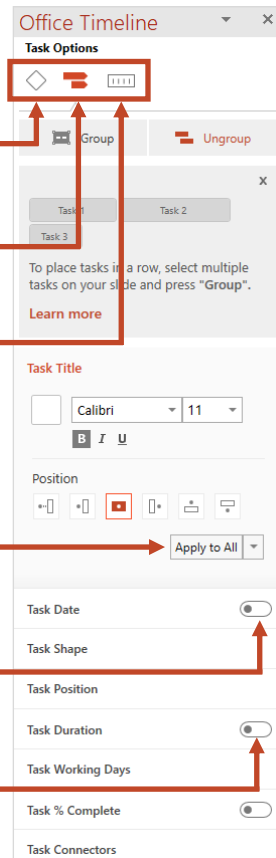
Select to edit and style your **Tasks**

Select to edit and style your **Timeband**

Use the **Apply To All** button to apply colors, sizes and positioning to all the other Tasks or Milestones

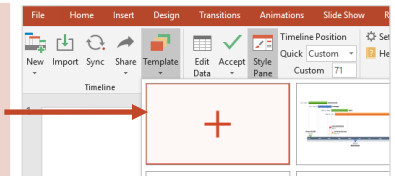
Deselect Milestone or Task **Date** to create a dateless timeline

**Show or hide** features by simply sliding the radio button on/off.



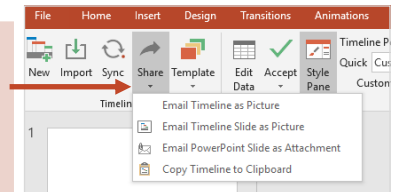
## Step 3: Save and share your template

How to save  
 Click on **Template**, then the plus sign. Give a name to your template



Share your slide with other Office Timeline Plus users to create consistency and leverage the branding you have created.

How to share  
 Click on **Share** to select how you would like to share your slide



### Quick tips and tricks to save you time

To work best across teams, use the **same version** of Office Timeline Plus.

Add your company logo, open text and use any other PowerPoint feature.

Use **Sync** to sync your saved import with your Office Timeline slide.

To fit **more tasks** on your slide, adjust the thickness, reduce the spacing and group multiple tasks onto a single row.

Create and save notes to reference in the **Edit Data** notes box.

