

## TimeToast Quick and Easy

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Do you want to create a timeline that can be shared in an email, a webpage, Blackboard or a wiki? TimeToast is a free and easy-to-use online tool that allows you to create timelines.

### Using TimeToast

Follow these steps to create a timeline using TimeToast.

1. Direct your browser to [www.timetoast.com](http://www.timetoast.com).
2. Create a new account if you have not done so already or login to the site.
3. Click the "Add a new timeline" link.
4. Enter a name for this timeline.
5. Choose an image (optional, will display before the title of the timeline).
6. Click the "Go" button.
7. Click the "Add an Event" button.
8. Enter the required information for the event:
  - Enter a title.
  - Select the date of the event.
  - Optionally, enter a description of the event.
  - Optionally, select an image for the event.
9. Click the "Create Event" button.
10. The new event will display on the timeline. Click the event to edit it.
11. Continue to add events using the "Add an Event" button until all events have been added to the timeline.
12. Click the "View this timeline" link to see how it will look once published.
13. When the timeline is complete, click the "change status here" link to publish the timeline and change it from draft status.
14. You will be directed to the TimeToast homepage with a listing of all timelines. Click the "publish" button to make the timeline public. Notice you can also view, edit and delete the timeline.

#### My Timeline

 [View](#)  [Edit](#)  [Delete](#)

[publish](#)

15. Once a timeline has been published, it is public and can be viewed by anyone visiting the site. To view the timeline, click the timeline's name link (e.g. "My Timeline" in this example). People can leave comments about the timeline, share/embed the timeline, as well as post it to Facebook and other social networking sites.
16. To return the timeline to draft status, click the "edit timeline" link and select the "make draft" button.