



# Timelines

## Printing a Timeline

A timeline is a set of predefined activities that a Caseworker or Administrative Officer follows when dealing with a particular type of involvement.

Timelines are created for Children's Support Services (CSS), Special Educational Needs (SEN) and the Education, Health and Care Plan (EHCP).

A timeline can be printed via the **Timeline Design** page, as shown below, or via the student's **Involvement Timeline** page, where the status and relevant warning and target dates are displayed. There are two methods to print a timeline:

- Save image and print
- Preview image and print.

### Setting up Print Options

#### Save Image

Click this button to display the **Save As** dialog and save a printable image of the timeline.

#### Page Setup

Click this button to make changes to the paper size, orientation and margins.

#### Print

Click this button to select the printer, which pages to print and the number of copies.

The screenshot shows the 'Involvement Timeline' interface. At the top, there are three buttons: 'Save Image', 'Page Setup', and 'Print'. The main area displays a flowchart titled 'Days - Involvement Review'. The flowchart starts with a 'Meeting' box containing 'Warning: 0' and 'Target: 0'. Below this is a decision box 'Has report been received from school?'. The left path leads to 'Answer: Report received from school', which contains a red 'X' icon. The right path leads to 'Answer: Report outstanding from school', which contains a 'Chase report from school' box with 'Warning: 0' and 'Target: 0'. At the bottom right, there is a toolbar with icons for 'Fit To', 'Print Preview', 'Zoom Level', and 'Pan'.

#### Fit To

Whenever the zoom level or the magnification is altered, the **Fit To** button is enabled. Select **Fit to Screen Size**, if the timeline is too big, or **Fit to Workflow Size**, if the timeline is too small.

#### Print Preview

Click this button to select between **Print Preview** or **Default View**.

#### Zoom Level

This button alters the magnification of the timeline. Select between 50% and 400% or choose **Select All** to view the timeline as a whole.

#### Pan

Use the **Pan** button to zoom in and zoom out. Use the zoom tool to select the area of the timeline you wish to view. Click the **Pan** button again to return to the default view.



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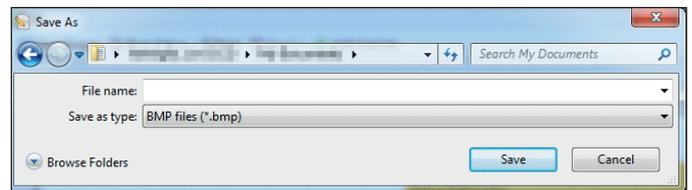
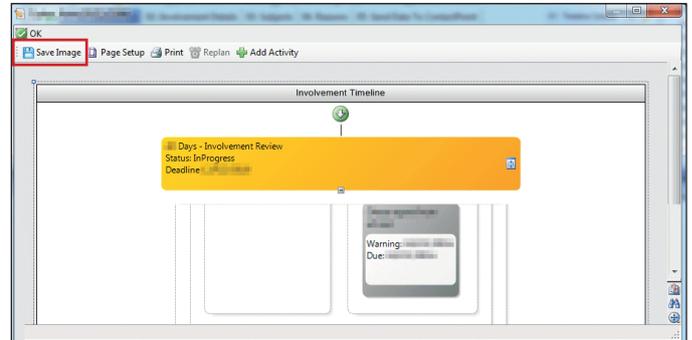
## Printing a Timeline

### Saving Image and Printing Timeline

Saving an image of the timeline enables you to adjust the timeline to fit your page before printing.

To save the timeline image and then print:

1. Open the required timeline via the **Timeline Design** page or the student's **Involvement Timeline** page.
2. Click the **Save Image** button to display the **Save As** dialog.
3. Select the required location.
4. Enter a **File name**.
5. Select a **Save as type**; the default is .bmp.
6. Click the **Save** button.
7. In Windows Explorer, locate the saved file, right-click the file and select **Copy**.
8. Paste the file into the required document.
9. Make any necessary adjustments to the image.
10. Click the **Print** button.

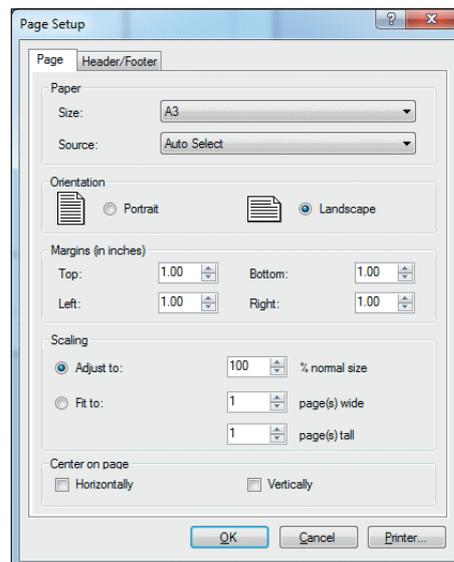
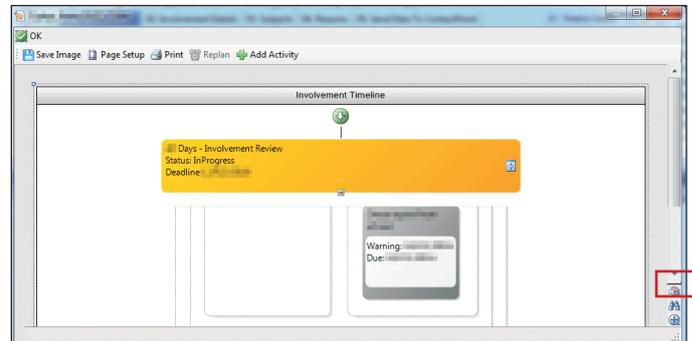


### Previewing Image and Printing Timeline

Previewing an image of the timeline enables you to edit the page and header/footer settings before printing. This is used in the case of lengthy timelines.

To preview the timeline image and then print complete the following procedure:

1. Open the required timeline via the **Timeline Design** page or the student's **Involvement Timeline** page.
2. Click the **Print Preview** button and select **Print Preview** to display the default image of the timeline.
3. Click the **Page Setup** button to display the **Page Setup** dialog.
4. On the **Page** tab, select the required options for paper, orientation, margins, scaling and centre on page.
5. If you wish to include information on the header or footer of the printout, click the **Header/Footer** tab and select the required options.
6. Click the **OK** button to display the new view of the timeline.
7. Click the **Print** button.



#### Related Reference Guides:

- RG\_Timelines\_Creating a Timeline
- RG\_Timelines\_Using a Timeline
- RG\_Timelines\_Timeline Details Summary.