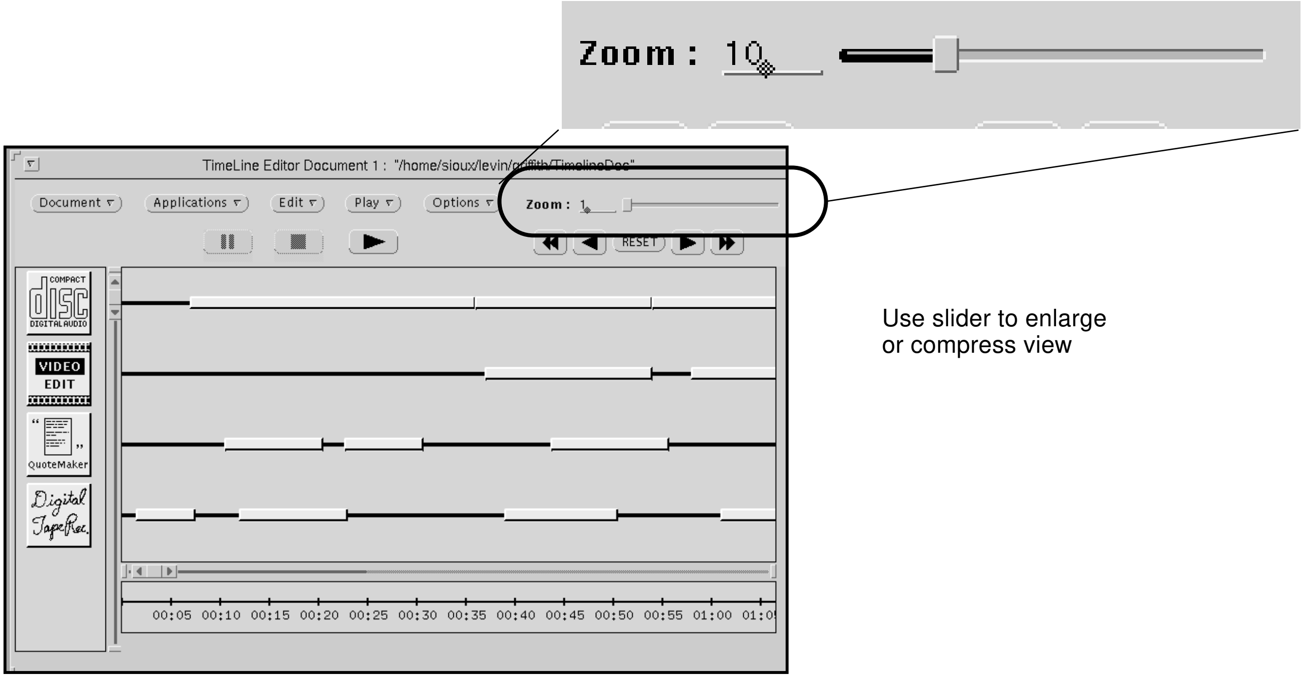
Clicking on *Delete* removes the highlighted region from the list. It does not remove the actual edits from the time line, but only their identity as a region. Clicking on *Clear All* permanently eliminates all regions from your list.

Using Zoom

The zoom feature lets you enlarge or compress your view of the time line. It is useful when working with a long presentation having a time line that does not fit completely on the screen. To zoom, use the zoom slide control, as shown in Figure 7-26.



Use slider to enlarge
or compress view

Figure 7-26 A Time Line View Compressed by a Factor of 10

Creating a List of Regions

Regions are handy ways to subdivide your presentation into logical units, like chapters. If you have a number of regions, you can name and organize them into a list for later display or playback. To play back a region or list of regions, refer to the earlier section on *Playing Part of a Presentation.*

A list of regions can be used as a kind of table of contents for your time line. You can also use the list of regions as an alternate way to present your time line material in a non-linear fashion. For instance, the viewer could scroll through the list of regions, highlight the entry for the desired region, and then click on ***Play*** on the time line. This way the viewer doesn't have to play the whole time line or scroll through it to find sections, but can play regions individually and in any order.

To create a list of regions, open the *Regions Info Window* under the ***Options*** button. Highlight your region on the screen, label the region, and then click on ***Insert***. Figure 7-25 shows a region and *Regions Info Window*.

TimeLine Editor : Document 1

# of regions : 3 **Selected region : 1**

Region #	Label	Start	End
1.	opening	0:01	0:17
2.	middle	0:09	0:18
3.	end	0:10	0:17

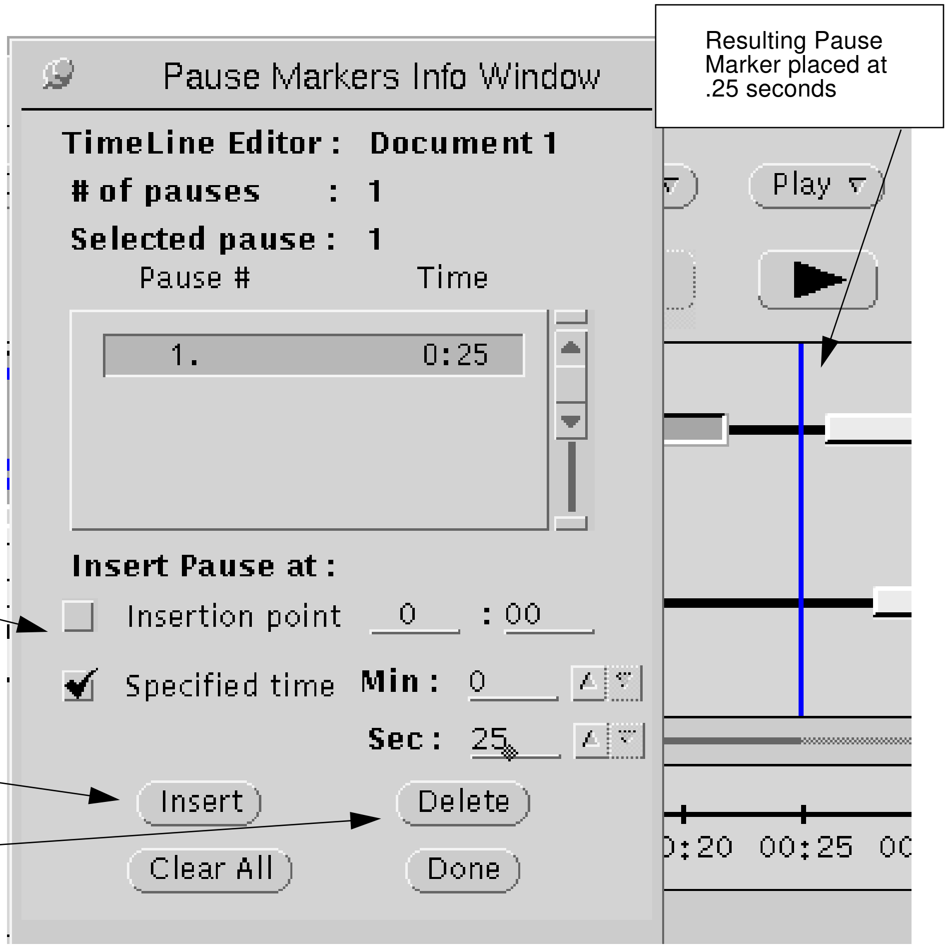
Current Region :

Start : 0:01 **End : 0:17**

Figure 7-25 Displaying a Region with the Region List

To show a region on the time line, highlight its entry in the *Regions Info Window*. Click on the ***Play*** button to play the region.

You can update the list with any changes you want to make to the region, by clicking on ***Modify***. For example, you can rename or highlight the region in a different way on the time line.



Pause Markers Info Window

TimeLine Editor : Document 1

# of pauses : 1

Selected pause : 1

Pause #	Time
1.	0:25

Insert Pause at :

☐ Insertion point 0 : 00

☑ Specified time **Min :** 0

Sec : 25

Resulting Pause Marker placed at .25 seconds

Set ***Pause Marker*** by time or by using the playback bar.

Then click on ***Insert***.

Remove by clicking on ***Delete***

Figure 7-24 Inserting a Pause Marker a 0:25 Seconds.

After placing the pause marker , click on ***Insert*** . A red line appears on the time line to indicate the location of the pause marker . These markers also appear as a numbered entries on the *Pause Markers Info Window* , listing the location of the marker in minutes and seconds. Remove pause markers by highlighting their entry on the list and clicking on ***Delete*** .

Inserting Pause Markers

Instead of using the ***Pause*** button during play, you can design automatic pauses into the presentation for the viewer to restart. This might be used to allow the viewer time to read a title or page, or to linger over an image.

To insert a pause, select ***Insert/Delete Pause Marker*** under the ***Options*** menu. You can set the pause with the ***Insertion Point*** selection which allows you to place the pause using the playback bar. Alternatively, you can set the pause using the ***Specified Time*** selection by typing in (or scrolling to) the time where the pause should occur. Figure 7-24 shows how to set pause markers both ways.

Note – Some media are not amenable to multiple copies of the same application being open. For example, currently only one cdEdit can be opened at a time.

Muting a Track to Deactivate an Editor

Muting means to temporarily disable an editor's track during playback. You may want to do this when you only want to play one editor by itself, or a subset of tracks together, or if a piece of equipment needed to play the presentation, such as your tape drive, is not connected for some reason.

To mute or restore a track, first click on the icon of the application you wish to mute. Next, open the *Edit Information Window* under the ***Applications*** menu. Then click the Mute switch *On* or *Off* as desired. You can tell when a track is muted, because a "banned" symbol appears over the icon (see Figure 7-23).

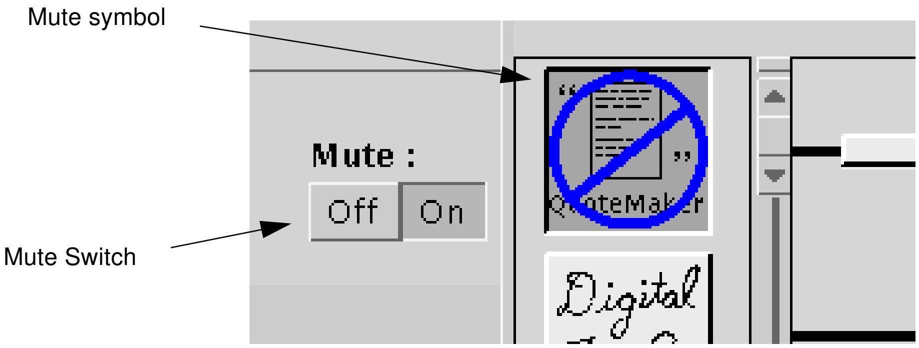


Figure 7-23 Muting an Editor's Track

Note – Edits move more sluggishly when their *Edit Information Windows* are open, so keep the windows open only when you are actually using them.

Using the Grid to Position Edits

The ***Grid*** option superimposes a set of vertical lines over the tracks to help you position and synchronize edits. As you move edits or add new ones, they snap to the closest grid line. Figure 7-22 shows an example grid.

Display the grid using the ***Grid*** selection under the ***Options*** menu. It has a submenu that lets you select different grid spacings and to turn the grid on and off.

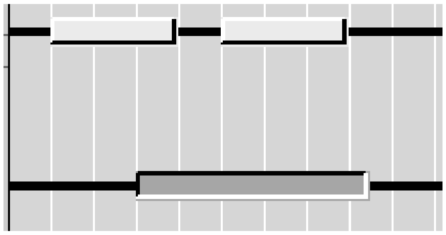


Figure 7-22 Lining up Edits with a Grid

Using Multiple Copies of an Editor

You can have more than one copy of the media editors open at one time. For example, a bilingual presentation might require both English and Spanish text to be displayed simultaneously. To do this, open two copies of QuoteMaker, then choose ***Update Applications*** from TimeLine's ***Applications*** menu. The QuoteMaker icon will appear twice, letting you coordinate both texts.

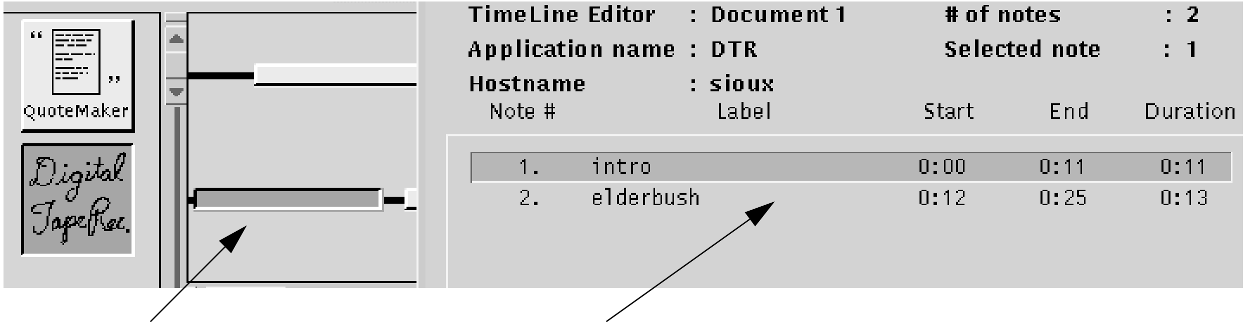
As shown in Figure 7-20, you may enter the amount of time you want either by typing it in or by clicking on the arrows in the window. Choose whether the time is to go only on one track or all the tracks.When you have set all the options, place the playback bar where you want to place the time, and then click on the ***Insert*** button.

Using the *Edit Info Window*

Once an edit is placed on a track, it is difficult to know what its contents are unless you also have the edit list open. If you have many edit lists open, this could get cluttered. TimeLine provides an *Edit Information Window* to consolidate this display.

To open the window, double-click on an edit's grey bar. Alternatively, highlight the icon for the track you want and select ***Show Edit Info*** from the ***Applications*** menu. Figure 7-21 shows an example *Edit Information Window*.

The highlighted entry in the *Edit Information Window* corresponds to the edit for the currently highlighted track.



TimeLine Editor : Document 1
# of notes : 2
Application name : DTR
Selected note : 1
Hostname : sioux

Note #	Label	Start	End	Duration
1.	intro	0:00	0:11	0:11
2.	elderbush	0:12	0:25	0:13

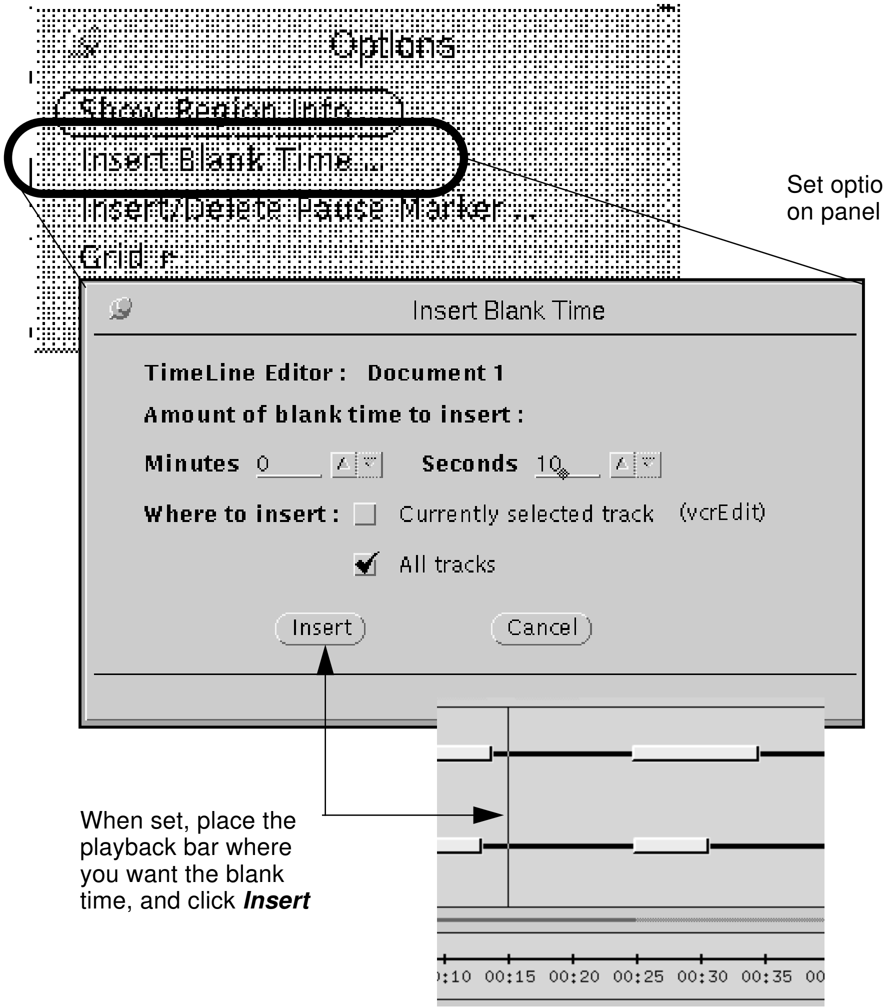
Highlighted edit
on the DTR track

Edit information for the
highlighted edit

Figure 7-21 Using the Edit Information Window

Inserting Blank Time

You may want to extend the amount of time between edits, either to create a lull or to make space for inserting new edits. Use the *Insert Blank Time* option to do this. It allows you to insert time into one track alone or equally into all the tracks. Figure 7-20 shows this function.



TimeLine Editor: Document 1

Amount of blank time to insert:

Minutes 0 **Seconds** 10

Where to insert: ☐ Currently selected track (vcrEdit)

☑ All tracks

Set options on panel

When set, place the playback bar where you want the blank time, and click ***Insert***

Figure 7-20 Blank Time Panel

Special Techniques and Tools for Fine Tuning a Presentation

There are a number of special techniques that you may find useful for polishing or coordinating a presentation. They are:

- Inserting blank time to synchronize a presentation
- Using the *Edit Information Window*
- Using the grid to align edits
- Using multiple copies of a media editor
- Muting, or disabling, a track temporarily from play
- Inserting pause markers for viewer interaction
- Creating region lists for organization and viewer interaction
- Using zoom

Many of the techniques described in this section use the ***Options*** menus, shown in Figure 7-19. Some use the ***Applications*** menu.

Applications

Options

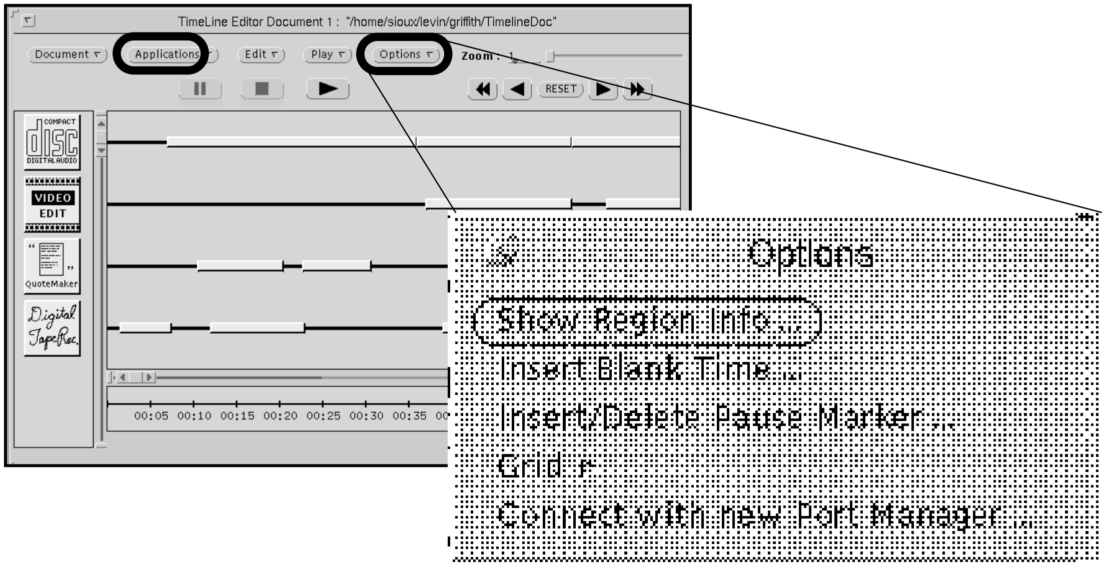
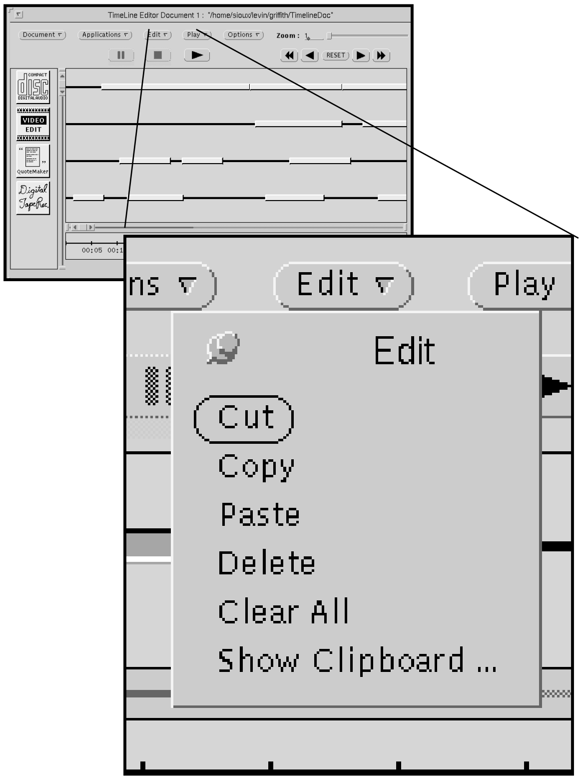


Figure 7-19 Using the Options for TimeLine

Editing Functions for the Time Line

You can perform a number of editing functions on edits appearing on the time line. You can delete, cut, copy, paste, clear all, or show clipboard. All of these functions can be performed from the ***Edit*** menu; some can also be performed using keyboard keys. Figure 7-18 shows the list of the functions under the edit menu.



Cut	removes a highlighted edit or region from the time line and puts it into the clipboard, where it stays until it is replaced by something else.
Copy	copies your highlighted edit or region into the clipboard.
Paste	places the contents of the clipboard onto the time line at the point where you placed the playback bar.
Delete	permanently eliminates a highlighted edit or region. The Delete key also performs this function.
Clear all	eliminates everything from all tracks in the time line. Be careful with this one; there is no way to undo it.
Show Clipboard	shows the contents of the clipboard.The clipboard is a buffer where deleted items reside until pasted, cleared, or overwritten.

Figure 7-18 Editing Menu on the TimeLine Editor

You can use these editing functions both with individual edits and with regions composed of groups of edits on different tracks.

You cannot place edits from one editor's list onto another editor's track. If you try, you'll get whatever edit was current (highlighted) for that editor's track.

Moving Edits on a Time Line

Along the bottom of each time line, there are time ticks. You can use these, or the relationship between the start and end points of each edit on the track to synchronize and order your edits. When you need to move an edit, simply highlight the edit bar on the track, and drag it to a new location.

You cannot directly place an edit on the time line unless there is sufficient room for it, measured in time. If you need to make space, you can do that by changing the length of the edit or the edits around it. Then you can cut and paste the edit. Cut and paste are described in the later section on *Editing Functions for the Time Line*.

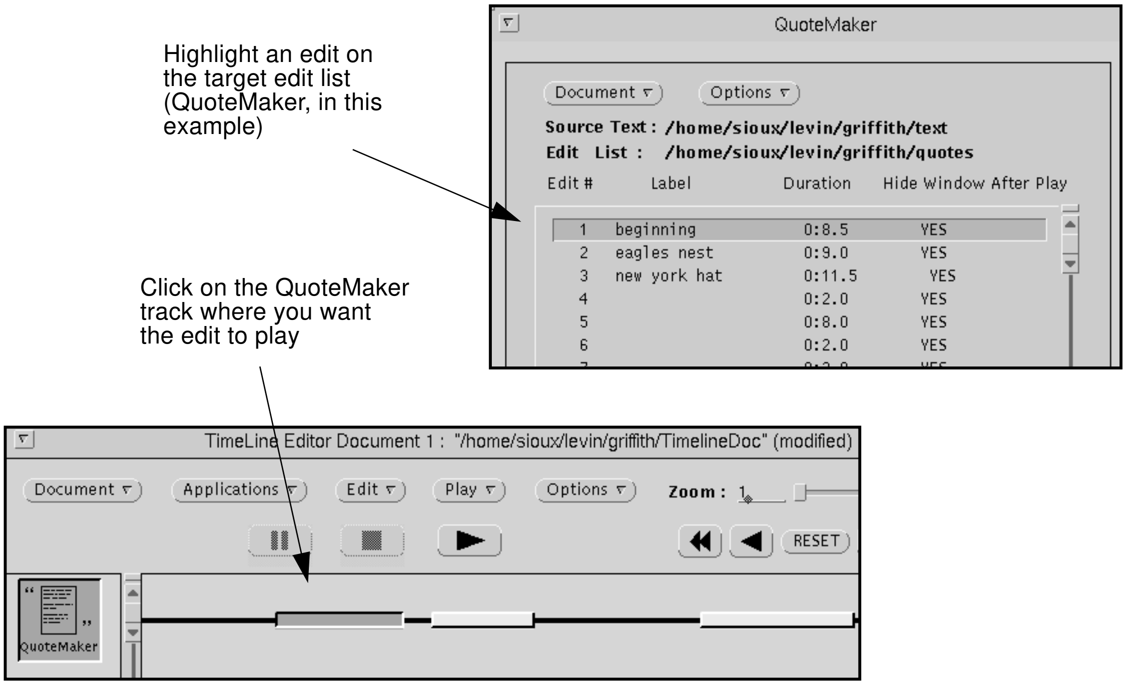
Note – If you want to put an edit or region into a space between edits where there is not sufficient room for it, you can do so by copying the edit or region into the clipboard and then pasting it into the new position.

Deleting Edits on a Time Line

To delete an edit from a time track, point the cursor at the edit you want to remove and click using the middle mouse button. The edit disappears.

When you remove edits from the time line, they still remain in the original edit list, so you can always work with them again later.

Note – An edit can also be removed by highlighting it and then pressing the Delete key on the keyboard. Other ways to remove edits are covered in the section on *Editing Functions for the Time Line.*



Highlight an edit on the target edit list (QuoteMaker, in this example)

Click on the QuoteMaker track where you want the edit to play

Source Text : /home/sioux/levin/griffith/text
Edit List : /home/sioux/levin/griffith/quotes

Edit #	Label	Duration	Hide Window After Play
1	beginning	0:8.5	YES
2	eagles nest	0:9.0	YES
3	new york hat	0:11.5	YES
4		0:2.0	YES
5		0:8.0	YES
6		0:2.0	YES

Figure 7-17 Highlighting an Edit and Placing it on a Track

REMEMBER – Be sure to click right on the track to place an edit; clicking in the background will insert a playback bar instead of an edit.

If no grey bars appear when you click on a track, then either you do not have an edit list open for that track, or the list is open, but does not have any edits highlighted. What ever edit is highlighted on the open edit list is the *current edit*, and is the one that you are placing on the track. If you continue to leave one edit highlighted and click at several points, that same edit is repeated.

Creating and Modifying Presentations

Creating and modifying presentations are quite similar. In both cases you add, rearrange, and remove edits. One difference, however, is that new presentations require you to open up editors individually; existing presentations open editors automatically.

Opening Editors for New Presentations

To define a new presentation, you must have a blank time line open, and then open all the editors which have edit lists you want to use. Refer to each media editor's chapter to see how this is accomplished, if you don't remember how. Next, you must open their individual edit lists. To inform the TimeLine editor which media editors you are going to use, select ***Update Applications*** from the TimeLine Editor's ***Applications*** menu. The icons for the media editors then appear in the icon stack, in the order you invoke them, each with its own track adjacent. If you find it useful to order them differently, you can grab the icon and drag it up or down to a new position in the stack.

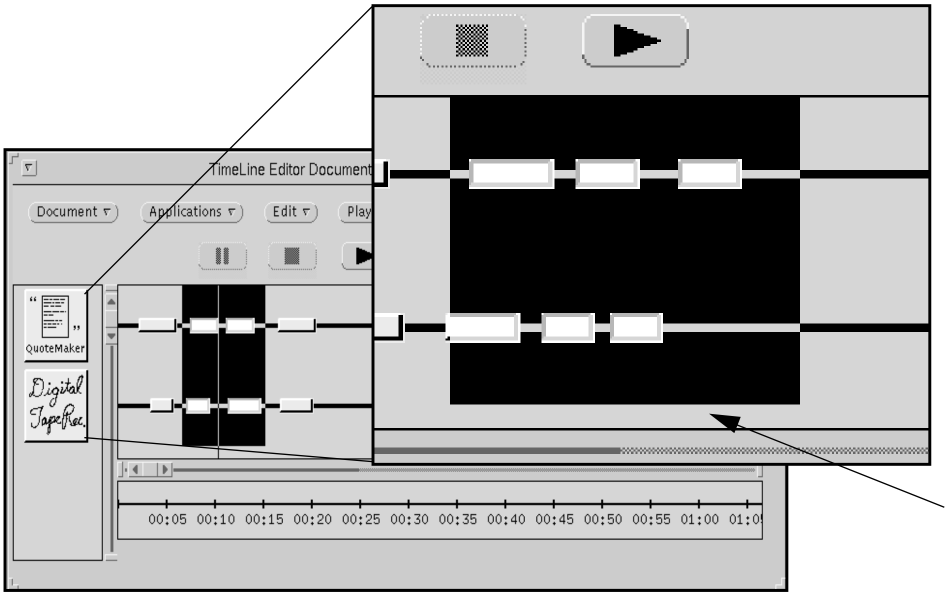
To remove an editor from the icon stack, click on its icon, and then select ***Delete Application*** from the TimeLine ***Applications*** menu.

Placing Edits onto a Timeline

Once your time line has media editors open and ready, you can begin to place edits onto the various track. This information applies to either an existing presentation or when creating a new presentation.

To place edits on a track, you must open the media editor's edit list, then highlight the edit. Then, when you click on the media editor's track, your edit appears as a grey, depressed bar, like a button, to indicate that it is the current edit on the time line. Other edits appear as lighter grey, and "popped out." The grey edit bars also represent the duration of the edit by their length. Figure 7-17 shows these edits and how to place them on the track.

chapter boundaries to help organize your presentation. This use is discussed in the later section on *Clicking on Delete removes the highlighted region from the list. It does not remove the actual edits from the time line, but only their identity as a region. Clicking on Clear All permanently eliminates all regions from your list.* . To eliminate the region, click anywhere in the background.



Point the cursor at the background (between tracks) and drag-select a rectangle around the desired region. (Use the left mouse button.)

Use ***play*** to start the playback.

Figure 7-16 Play a Region

Note – You can also play time lines using the three options under the ***Play*** menu: play whole document, play from playback bar , or play selected region.

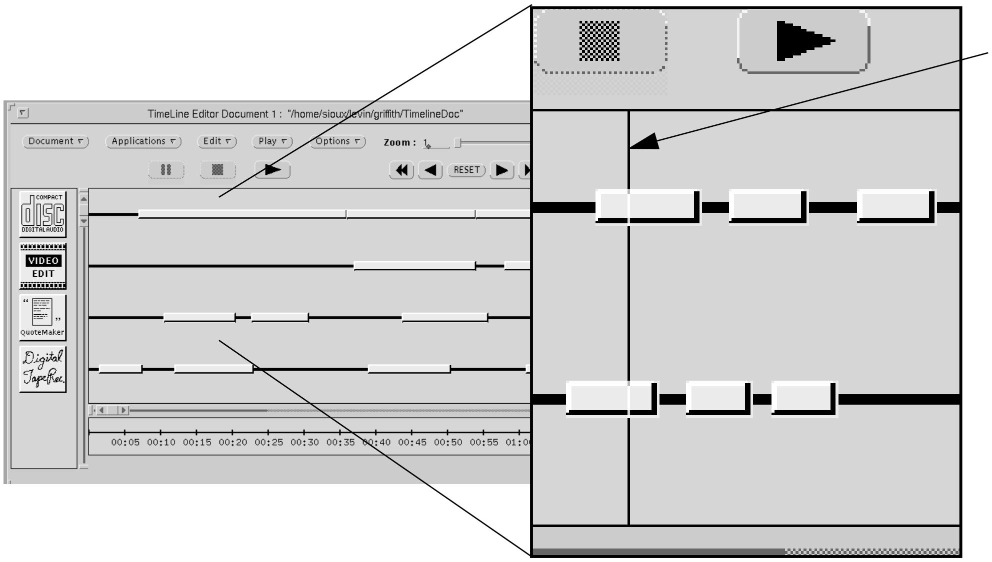
Pausing, Stopping, and Resetting a Presentation

Both ***Pause*** and ***Stop*** halt a presentation, but there is a difference between the two. ***Pause*** leaves the video frames or QuoteMaker windows, which have been playing, up on the screen. ***Stop*** causes the screens to blank.

Reset sets the time line back to its beginning. You must ***Stop*** first.

Playing Part of a Presentation

If you only want to see part of the presentation, you have two methods: using the playback bar, or using a region. You can place a playback bar at any start point and play all the tracks from all the editors from that point on. This is shown in Figure 7-15.



Point the cursor to the desired start point and click on a track to insert a playback bar.

Use ***play*** to start the playback.

Figure 7-15 Playing from the Playback Bar

Alternatively, you can select a *region* of the time line, playing from a start and end point, with as many or few media tracks as you like. A region, shown in Figure 7-16, is any area you highlight. It has two purposes. One is to define a playback segment. The other is to define

Playing a Complete Presentation

To play a complete presentation, click on the **Play** button, shown earlier in Figure 7-12. The first time you do this there will be a brief wait as the TimeLine Editor loads in information about the other editors. When the presentation begins, the arrow in the play button blinks with a green light and the playback bar moves across the time line.

Using Skip and Scroll

To move at greater speed through a the presentation, use the skip buttons or scroll slider shown in Figure 7-14. There are two sets of skip buttons. The single arrow buttons skip ahead or back one full screen each time you click. The double-arrow buttons skip ahead or back by four screens. Clicking on **Reset** returns you immediately to the beginning of the time line.

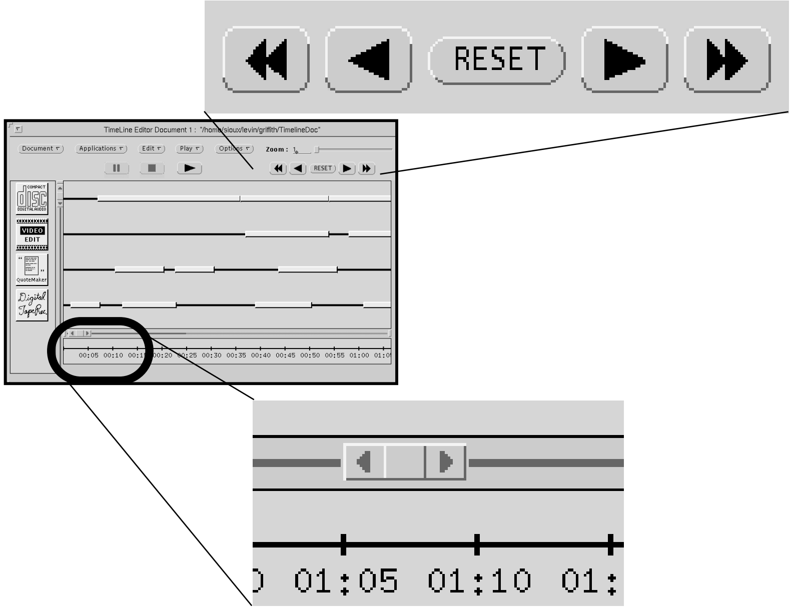


Figure 7-14 Skipping by Screen, and Scrolling

Moving the slider underneath the tracks lets you scroll through a time line. Click on the arrows to move left or right in smaller increments.

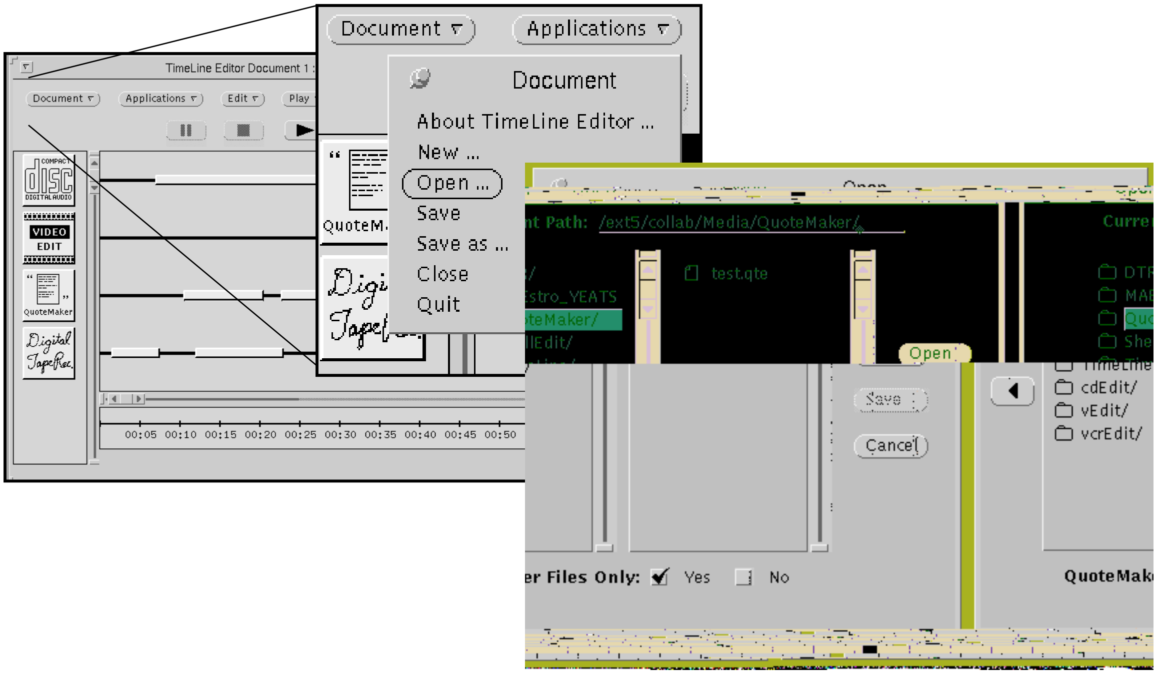


Figure 7-13 Opening a TimeLine Document with the *File Browser*

2. The *file browser* lets you scroll through directories and locate a TimeLine edit list for playback. When you find the file you want to play, click on ***open***.

When the TimeLine editor opens the presentation you selected, it also opens the required media editors, loads their edit lists, and then closes the editors to their icons. Of course, all the media used in a given time line presentation has to be connected and running before you can play the presentation.

When this process is completed, your presentation is ready to play.

Invoke the TimeLine editor by typing:

```
TimeLine&
```

Now, you are ready to create or play a time line.

How to Play Existing Presentations

If you already have access to a presentation, and simply want to play it, the steps are quite simple. This section explains how to play, pause, and restart presentations. It also covers how to play portions of a presentation.

Opening an Existing Presentation

To play an existing presentation, you need to open a time line and find the edit list for the presentation you wish to play.

1. Select the ***open*** option under the ***document*** menu. This brings up the *file browser*. Figure 7-13 shows the location of the ***document*** button and shows the *file browser*.

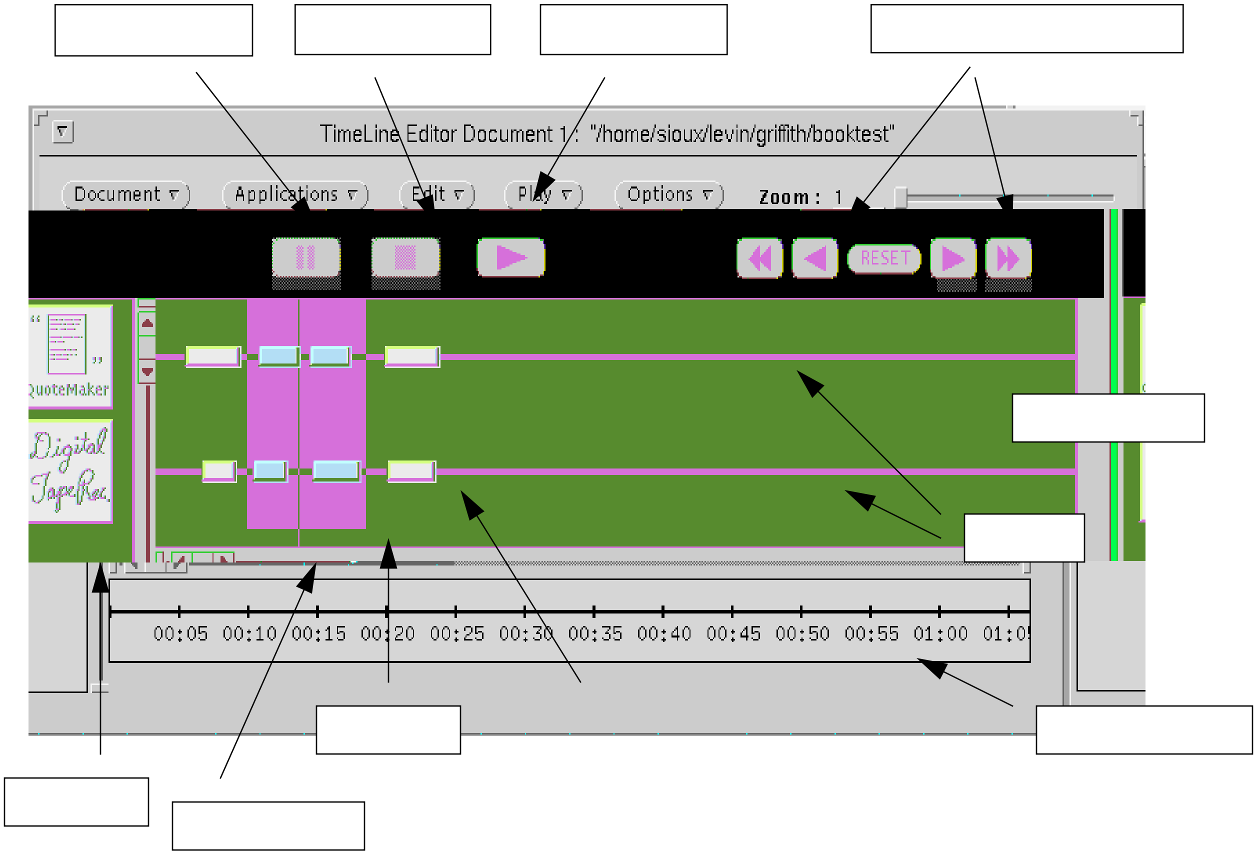


Figure 7-12 Parts of the TimeLine Editor Control Panel

Invoking the TimeLine Editor

This section explains how to invoke and set up the TimeLine editor. It assumes you have installed and configured your MAEstro environment according to the instructions in *Chapter 1, Introduction to MAEstro*.

Before you can open up a time line, you must have all of your media equipment correctly connected and running. Next, log in to your workstation (you can log in before or after turning on your media).

control panel showing a presentation already laid out. This example uses edits from four media editors: cdEdit, VideoEdit, QuoteMaker, and DTR.

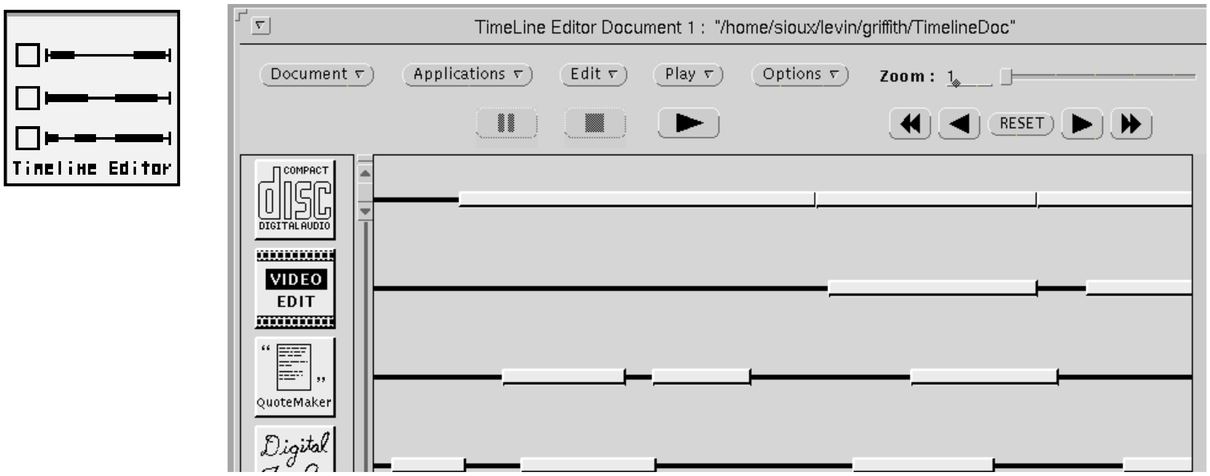


Figure 7-11 The TimeLine Icon and Control Panel

Figure 7-12 shows another time line, and labels the major parts.