Version 4.0

THE CHRONOLOGY TOOL
Chronolator

Using Chronolator Documents

A guide to Chronolator tools and features

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1 ABOUT THIS DOCUMENT

This document describes the Chronolator tools that help to complete, merge, format, and review chronology tables.

It also contains some hints and tips about using Word tables in general, and a complete list of Chronolator messages.

For information about the terminology used in this document (such as **Internal Chronology** and **Local Administrator**), see the *Glossary*.

OTHER MAJOR DOCUMENTS

Setting Up Chronolator Documents describes how to create Chronolator Documents using the Chronolator Online Workbench, and how to distribute them.

Using Chronolator Samples contains some exercises you can undertake with the sample documents to acquaint yourself with the main features of Chronolator.

SUPPLEMENTARY DOCUMENTS

The following supplementary documents are available in PDF format.

Chronolator Installation Verification Procedure	After you have downloaded and unzipped Chronolator you can use the procedure described in this document to check the installation of the Chronolator Online Workbench.
Chronolator Version 4.0 Release Notes	Summarises the changes made between Chronolator Versions 3.5 and 4.0.
Getting a non-Chronolator review into Chronolator	New customers have often already started a review before they buy a Chronolator licence. This document outlines how Chronolator can be used to improve the process of assembling a multi-agency chronology from a collection of non-Chronolator documents.
Group Policy Settings for Chronolator macros	For IT departments, this document describes Microsoft Office Group Policy Administrative Templates that affect the ability to run macros, and thus the ability to run Chronolator.

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2 INTRODUCTION

2.1 WHAT IS CHRONOLATOR AND WHAT DOES IT DO?

Chronolator was originally written for Microsoft Word. It is now complemented by some tools at *tools.chronolator.com* that run in a Web browser such as Chrome.

This **Help** is about Chronolator for Word, apart from the topic *Working with the Browser Tools* (section 4).

Chronolator makes it easy to produce and review the chronologies that are needed to review interactions between different agencies and organisations.

Little specialist knowledge is required to use it. There are no new programs to learn or install, and only a basic knowledge of working with Word tables is required.

Chronolator has something to help everyone involved in using a chronology to investigate a case:

- those who supervise and administer it
- the front-line staff who input the data
- those who review it

ADMINISTRATORS

Gathering and collating chronologies from multiple agencies is a time consuming task, particularly if they each have different ideas about what they need to provide. Chronolator enforces the standards set by the administrator (for example, what column headings the chronology table should have) and automates the merging of individual chronologies.

FRONT-LINE STAFF

Transcribing written records from various sources into a consistent format is a tedious and error-prone task. Chronolator simplifies the process with a number of tools. There are tools to sort records into order, to put dates into consistent formats, and to check for a variety of problems.

REVIEWERS

The final objective of a chronology is for someone to make sense of the events it contains. Chronologies are often anonymised, which can make it difficult to build a mental picture of the people involved. The Chronolator anonymisation tool lets you switch back and forth between anonymised and personalised views of a document.

Other tools for reviewers include:

- navigating through a chronology according to entries in the Abbreviations Glossary
- reports about items and individuals identified in the Abbreviations Glossary
- colour-coding events according to the agency reporting them
- a calculator to work out the interval between two dates

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- formatting a tabular chronology into a narrative layout
- an analysis tool summarising event counts by agency and date

The *Chronolator Reviewer's Tool* at **tools.chronolator.com/review** (one of the Chronolator Browser Tools) includes many of these features, and also produces graphical timelines.

THE CHRONOLATOR PROCESS

The Chronolator process begins when the Case Review Administrator sets up an Internal Chronology, which is a Word document containing a table whose headings and other characteristics are specified by the Administrator.

The Case Review Administrator distributes the Internal Chronology to the various organisations whose data is required.

If an organisation needs to collect data from several departments, the recipient can forward the Internal Chronology to them and ask them to complete it rather than calling for their original records. Anyone forwarding a document in this way is called a Local Administrator.

When the holders of the original records have completed their documents, they return them to the Administrator who wanted the information (either the Case Review Administrator or a Local Administrator). That Administrator uses Chronolator to merge them into a Composite Chronology.

There is no limit to the number of levels of Local Administration.

The diagrams below illustrate the flow of documents between administrators and data collectors.

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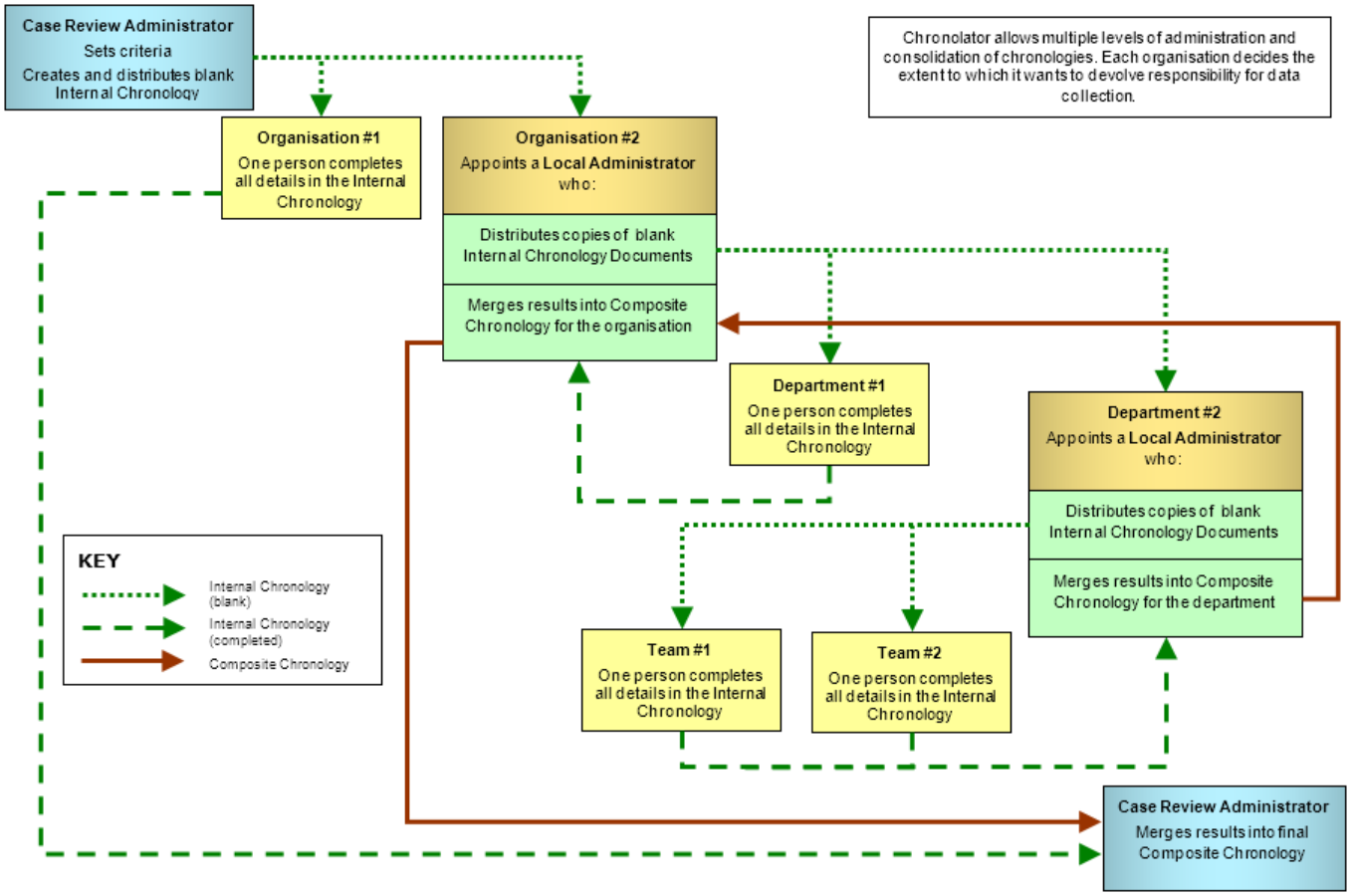
MULTIPLE LEVELS OF ADMINISTRATION - SCHEMATIC DOCUMENT FLOW



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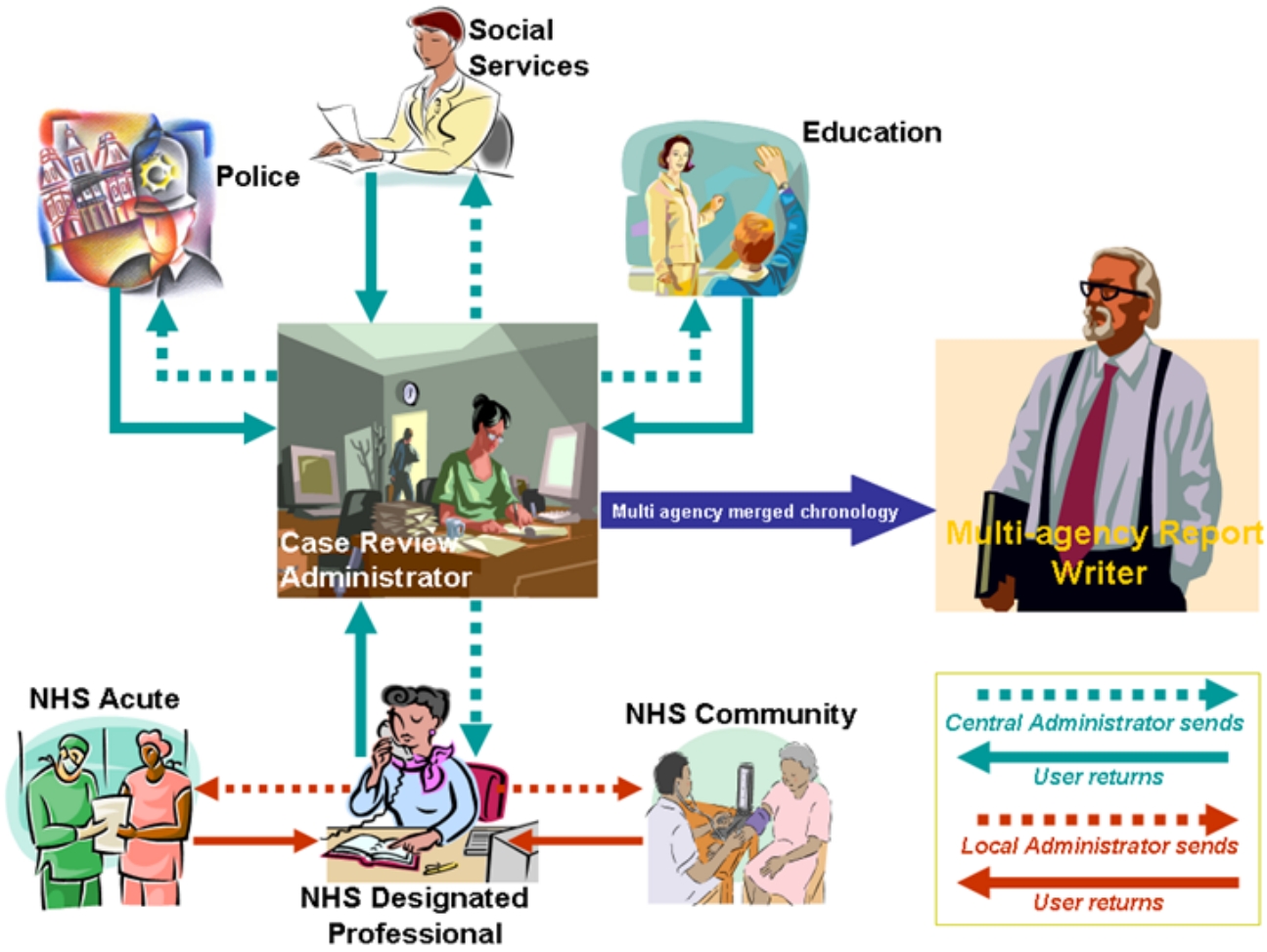
MULTIPLE LEVELS OF ADMINISTRATION - A POSSIBLE SCENARIO



2.2 A NOTE ABOUT WORD VERSIONS AND OPTIONS

The illustrations in this document were mostly taken in early 2020 using an Office 365 subscription with a typical set of user options; your own experience might be slightly different. Separate instructions are provided for each Word version if there are marked differences.

Chronolator documents are supplied in the ***docm*** format introduced with Word 2007. They can be opened in Word XP and 2003 if the Microsoft Office Compatibility Pack is installed. They can be saved in the old ***doc*** format if need be.

LIMITED SUPPORT FOR WORD 2000

Word 2000 is no longer supported by Microsoft. Macros in ***docm*** files are not supported in Word 2000 even if the Compatibility Pack is installed. Word 2000 is therefore not suitable if you want to use the Chronolator Online Workbench.

If you are using Word 2000 and your administrator has sent you an Internal Chronology as a ***docm*** file, ask them to save and send you a ***doc*** version.

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WORD FOR APPLE MAC

Chronolator is designed for and tested on Windows versions of Word. It will certainly not work with Word 2008 for Mac, as it does not include the Visual Basic for Applications programming environment used to run macros. It might run OK on other versions of Word for Mac, but it is not tested on them and support is not guaranteed.

HOW CAN I TELL WHICH VERSION OF WORD I AM USING?

The simplest way is to look at the 'splash screen' Word displays while it starts, although this will not show any difference between Word 2013 and 2016.

Word XP	Word 2003	Word 2007	Word 2010	Word 2013 and later

Alternatively, type ***how can I tell which version of Word I am using*** into a search engine. At the time of writing, the most useful link this revealed was on Microsoft's web site:

http://office.microsoft.com/en-gb/word-help/what-version-of-office-am-i-using-HA101873769.aspx.

(Short link: *https://tinyurl.com/whichOfficeVersion*).

2.3 PRACTISE USING CHRONOLATOR

If you want to practise using Chronolator you can use the sample files supplied with it alongside the ***Using Chronolator Samples*** Online Help or document.

If you do not have the samples you can download them from *www.chronolator.com/downloads/download-samples.htm*.

2.4 GETTING HELP

ONLINE DOCUMENTATION

All the written documents for Chronolator are available online. See *About this document* (section 1) for a list of these documents.

VIDEOS

Chronolator provides a number of videos which illustrate its features and how to accomplish many of the tasks you need to undertake.

See *www.chronolator.com/demonstrations* for feature overviews for prospective purchasers,

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and *www.chronolator.com/tutorials* for more detailed explanations of individual tasks.

KNOWLEDGEBASE AND PROBLEM REPORTING

If you cannot find what you need in the above documentation and videos, or you want to report a problem, use the customer portal at *support.chronolator.com.*

ACCESSING HELP FROM A CHRONOLATOR DOCUMENT

All the above are available using links on the ***Help*** button on the Chronolator toolbar.

2.5 SYSTEM REQUIREMENTS

MICROSOFT WORD

- Chronolator works with all versions of Word for Windows from XP up, including 64 bit versions where available.
- Macros must be enabled.

See *A note about Word versions and options* (section 2.2) for information about Word for Mac.

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3 WORKING WITH CHRONOLATOR DOCUMENTS

Chronolator Documents are Microsoft Word documents with extra features. All standard Word features are available and work in the usual way.

> If you receive a Chronolator Document as an email attachment, you should ***save it somewhere on your system and work on the saved copy.*** This avoids the loss of work which can arise from working directly on any email attachment.

Word might require you to allow some actions before it initialises Chronolator. In particular:

- you might need to **Enable Editing** if the document opens in **Protected View**
- you might need to **Enable macros**, depending on your macro security settings

You will also need to accept the terms of the Chronolator licence if you have not already done so since you opened Word.

For details, please refer to the following:

- *Protected View* (section 15.1.1)
- *Enabling macros* (section 15.1.2)
- *Licensing* (section 15.1.3)

After you have completed any of the above tasks that are required, Chronolator adds a *toolbar* (section 5) to the Word Ribbon.

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4 WORKING WITH THE BROWSER TOOLS

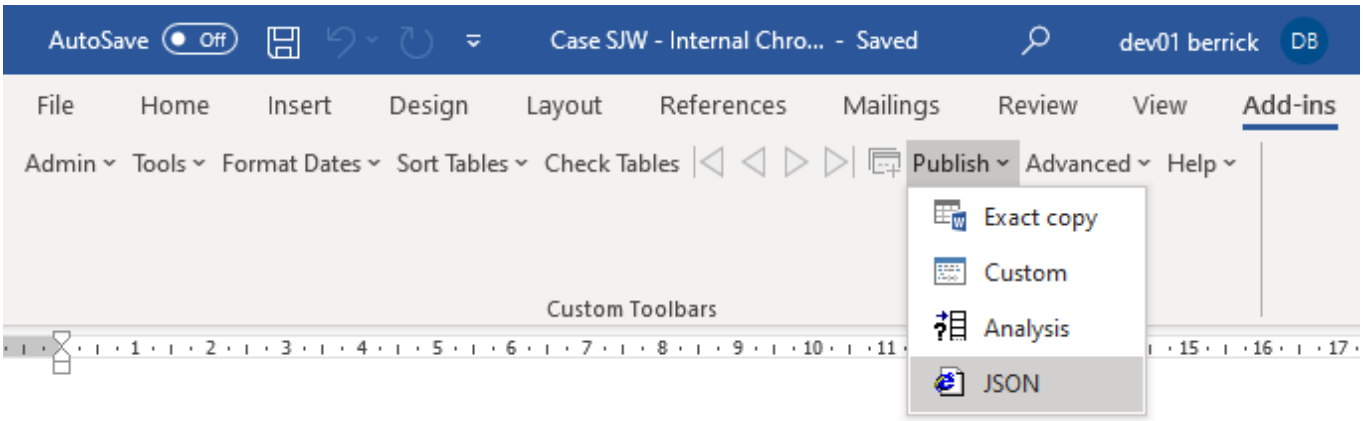
The **Chronolator Browser Tools** provide a way to process chronologies in a Web Browser (Chrome and Firefox for example).

It is important to note that only the software resides on the Web. **Your chronologies stay on your computer, completely under your control. Their confidentiality is not compromised.**

However, the Browser tools and Chronolator for Word use different types of file. This section describes how to transfer chronologies between them.

TRANSFER FROM WORD TO THE CHRONOLATOR BROWSER TOOLS

On the Chronolator toolbar, press ***Publish > JSON*** to produce a file in JSON (JavaScript Object Notation) format:



Note that the JSON file is unencrypted and can be read by humans with a simple text editor. If you want to prevent this, open it in one of the ***Chronolator Browser Tools*** and save it: this will produce a txt file that only the browser tools can interpret.

If you want to further protect the chronology with a password, refer to the **Help** in the Browser Tool.

TRANSFER FROM THE CHRONOLATOR BROWSER TOOLS TO WORD (OR EXCEL OR OTHER PROGRAM)

There are two ways to transfer data from the ***Chronolator Browser Tools*** to Word:

- the Chronolator Conversion Tool
- via the Clipboard

Use the Conversion Tool if you want to use **Chronolator for Word** features. If you only want to produce a plain Word document, you can use the Clipboard.

USING THE CONVERSION TOOL

The conversion tool works on a JSON file created by the Browser Tool. Refer to the Browser Tool's **Help** for details of how to create one.

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If you already have a **Chronolator for Word** licence, you will find the Conversion Tool in the ***ChronologySetup*** folder.

If you do not, you can download it from *www.chronolator.com/downloads/download-conversion-tool.htm*.

In either case, the aforementioned Web page includes instructions about how to use it.

USING THE CLIPBOARD

Step 1 - copy the chronology to the Clipboard

Refer to the **Help** in the Browser Tool for details of how to copy the chronology.

Step 2 - paste the Clipboard to another program

You can paste the clipboard into another application such as **Microsoft Word** or **Excel** (or, indeed, any other).

You can paste the clipboard by using the ***Paste*** button on the ***Home*** tab, or by pressing ***Ctrl+V***.

The following instructions assume you are pasting into a new, blank Microsoft Office document.

After pasting

Excel should automatically convert the data when you paste it into a blank spreadsheet.

After pasting into **Word**, you will need to convert the text to a table like this:

- Select All (***Ctrl+A***)
- Convert the selection to a table using the ***Insert*** tab, choosing ***Table > Convert text to table*** and using all the defaults

Line breaks: Word and Excel

If your table contained line breaks, they will have been transformed into the ` character .

Do the following to change them back into line breaks:

- Select All (***Ctrl+A***)
- Open the Replace dialog (***Ctrl+H***)
- Type ` in the ***Find What*** box. You should find it at the top left of your keyboard

- (In **Word**): Type ^p in the ***Replace with*** box. You should find the ^ character with ***Shift+6***
- (In **Excel**): Type ***Ctrl+Shift+J*** in the ***Replace with*** box

- Press ***Replace All***

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5 CHRONOLOGY DOCUMENT TOOLBARS

After you accept the licence terms, Chronolator creates a new Toolbar on the Ribbon's ***Add-Ins*** tab. Click ***Add-ins*** to display it.

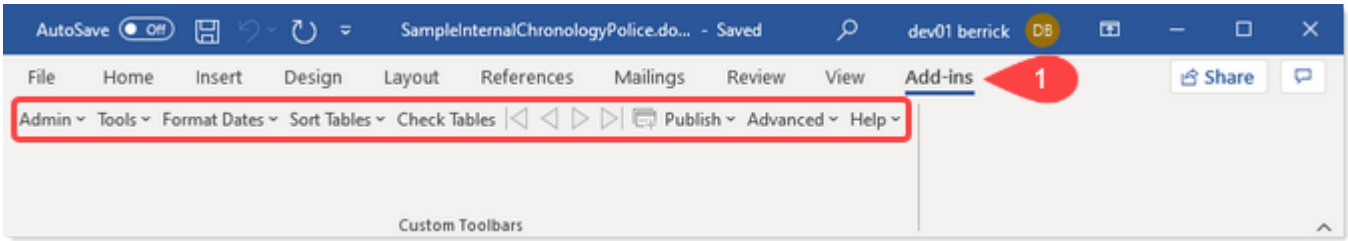
If a Chronolator toolbar does not appear, see *The Chronolator toolbar does not appear* (section 11.1).

Different Chronology Document types have different toolbars as shown below.

COMMON BUTTONS

The ***Advanced*** and ***Help*** buttons are included on every toolbar. The former provides facilities that you should normally use only if asked to by Chronolator support. The latter provides links to this Help and to other learning tools.

THE INTERNAL CHRONOLOGY TOOLBAR



The **Internal Chronology toolbar** provides several features to simplify the production of an accurate chronology which can easily be merged with others. These features are described in detail elsewhere in this Help, but here is a summary of what they do:

The ***Admin*** menu has buttons for various administrative tasks, such as:

- viewing internal information about the document
- creating a Composite Chronology containing chronologies from different departments and organisations

The ***Tools*** menu helps you:

- calculate the interval between two dates
- use the Abbreviations Glossary to search through, anonymise and re-personalise a document
- find duplicated rows
- add reference numbers to a chronology, and specify the order of events on a day when their exact times are unknown
- highlight events according to the agency that reported them
- use Chronolator Add-ins to provide additional functions

The ***Format Dates*** menu changes dates and times to a consistent format, including options to include the day of the week.

The ***Sort Tables*** menu sorts the rows of a table into ascending or descending date and time order.

The ***Check Tables*** button checks the data in a document on demand (Chronolator also checks it when

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you close an Internal Chronology document).

The buttons navigate from one error to the next.

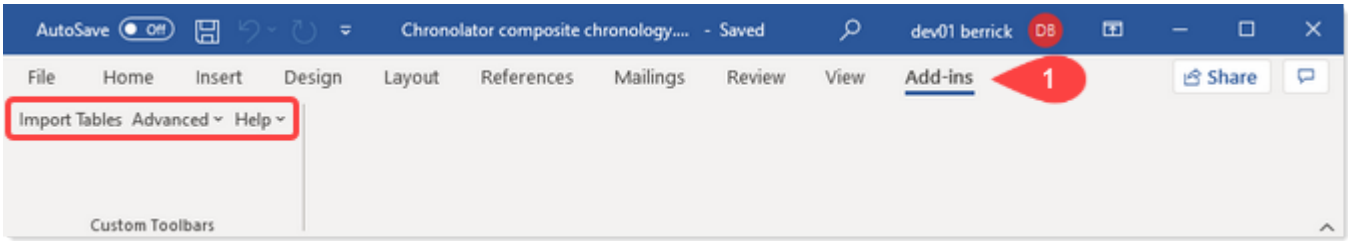
The button takes you to list of errors at the end of the document.

The ***Publish*** menu creates an exact copy of the document without any Chronolator macros. It also allows you to produce the chronology table in several narrative formats, and to produce an analysis of the chronology.

The ***Advanced*** menu contains some functions that should normally only be used if you are asked to do so by Chronolator support staff.

The ***Help*** menu provides links to this Help and other learning tools.

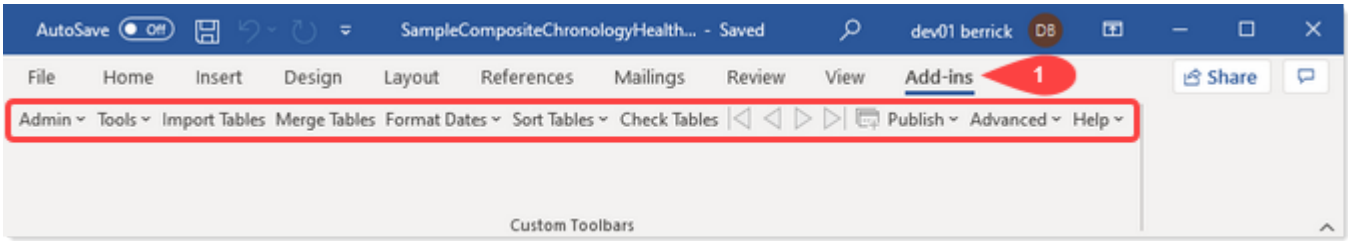
THE NEW COMPOSITE CHRONOLOGY TOOLBAR



A new Composite Chronology does not 'know' anything about the case it is going to include - it gets that information from the first chronology you import.

To keep the toolbar simple, the **New Composite Chronology toolbar** only includes a button to ***Import Tables*** from a chronology.

THE OLD COMPOSITE CHRONOLOGY TOOLBAR



The **Old Composite Chronology toolbar** is the same as the *Internal Chronology toolbar* in this section, with the addition of the ***Import Tables*** and ***Merge Tables*** buttons.

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6 CHRONOLATOR FEATURES - A SUMMARY

6.1 ENTERING AND CHECKING EVENTS

Chronolator aims to make it as easy as possible to transcribe paper and other records into chronology tables. For example:

- you can enter records as they become available and sort them later
- you can type in dates just as they are written, and let Chronolator put them in a consistent format
- Chronolator checks that the events in a chronology table are in order and that what is entered fits the criteria set by the Case Review Administrator

6.2 PRODUCING COMPOSITE CHRONOLOGIES

Information is often needed from several different departments within an organisation. Chronolator speeds the process of getting this information by letting you forward an Internal Chronology to other people for them to complete. When they return their completed copies, you can use Chronolator to combine them into a Composite Chronology. Creating Composite Chronologies is described in *Creating a Composite Chronology document* (section 8).

6.3 PRODUCTIVITY TOOLS AND ADVANCED FEATURES

Chronolator provides several other tools to facilitate working with chronologies. These are described in *Productivity Tools* (section 9) and in *Advanced macros* (section 15.4).

6.4 PRACTISE USING CHRONOLATOR

If you want to practise using Chronolator you can use the sample files supplied with it alongside the ***Using Chronolator Samples*** Online Help or document.

If you do not have the samples you can download them from *www.chronolator.com/downloads/download-samples.htm*.

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7 WHAT IS IN A CHRONOLATOR DOCUMENT?

A Chronolator Document consists of an optional preamble and one or more Chronology Tables:

- the Case Review Administrator can include a preamble containing details of the case and a brief description of how to use Chronolator
- the Chronology Table is where you enter details about the case under review

Chronolator ignores the document preamble, processing only the Chronology Table(s).

7.1 ENTERING DATA IN THE CHRONOLOGY TABLE

If you receive a Chronolator Document as an email attachment, you should **SAVE IT SOMEWHERE ON YOUR SYSTEM AND WORK ON THE SAVED COPY**. This avoids the loss of work which can arise from working directly on any email attachment.

Entering data into a Chronology Table requires a basic knowledge of working with Word tables – how to create a new row, how to move a row and so on. If you are unfamiliar with these ideas, you will find some hints and tips in *Working with Microsoft Word tables* (section 10).

When an Internal Chronology is created, the Case Review Administrator specifies the rules which must be followed in the Chronology Table – for example, what the column headings are and which columns must always be completed. The Administrator should tell you what these rules are, either in the document preamble or in a covering letter. Chronolator checks that the data you enter conforms to these rules every time you close the document, and warns you if it finds any problems. You should correct any errors before returning the document.

It is essential that you do not change, add or remove any headings in the Chronology Table, as Chronolator relies on them to check the data you enter. You can change the font, the column widths, the shading and so on, but you must not change the heading text or add or remove columns.

Chronolator always formats the chronology table with the **Normal** style. If you want to ensure that changes you make to the font are preserved during Chronolator processing, you should update the **Normal** style. Refer to Word Help for more information about formatting a document with styles.

If you accidentally change the headings and forget what they should be, you can generate a new set at the end of the document by pressing the ***Admin > New Table*** button on the Chronolator toolbar. After doing this, either copy any data you have already entered into the new table, or copy the heading row from the new table into that of the old one.

7.2 SPECIAL COLUMNS

Chronolator treats most of the columns in a chronology table as free-form text, only checking them if the Case Review Administrator has deemed them mandatory. However, some columns play a major role in the way a Chronolator Document is processed.

These special columns are described below.

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Chronolator's names for them are shown **like this**, but the Case Review Administrator can give them different headings in the actual chronology table.

Event order: Date, Time and Sequence columns

Up to five special columns can be used to specify when an event happened:

- **Sequence** (optional)
- **Start Date** (mandatory for all Chronolator Documents)
- **Start Time** (optional)
- **End Date** (optional)
- **End Time** (optional)

Chronolator can populate the **Sequence** column with event reference numbers, which can also be used to specify the order of events on a particular day when you do not know their times. If you need to do this and the Administrator has not included one, you can add a **Sequence** column using the ***Tools > Sequencing > Add column*** button (this is the only change you can make to Administrator-defined column headings).

Dates

Chronolator allows you to enter dates in many formats. For example, all the following will be recognised:

- 22.05.16
- 22-may-16
- 22/05/16
- 22/05/2016

Chronolator expects a Date column to contain a single date and no other words or characters except a question mark **at the start** if you are unsure of the exact date. For example **? 22 may 2016** is OK, but **22 may 2016 ?** and **probably 22 may 2016** would not be allowed.

If you want to enter a range of dates and the Case Review Administrator has not included an **End Date** column, enter the first date in the **Start Date** column and the other date in one of the other columns.

The ***Format Dates*** menu on the Chronolator toolbar lets you set all the dates you have entered in a **Date** column into a consistent format. This means you can enter dates exactly as they are on the original records, which is easier and less prone to error.

Times

Chronolator is also flexible about the formats used in any **Time** columns in the table. For example, the following will all be recognised:

- 0100
- 01.00

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- 01:00
- 1 am
- 01 am

As with dates, if you are unsure of a time you can put a question mark before it.

> The ***Format Dates*** menu on the Chronolator toolbar also puts all the times you have entered in a **Time** column into a consistent format; all the above would become **01:00**. As with dates, you can enter times exactly as they are on the original records.

Source of Information column

After the **Event Order** columns comes the **Source of Information** column, where you specify the source of your information about the event.

When entering the source of your information, do not include your own organisation or department. This information will be added by the Administrator who sent you the document.

For example, suppose you work at the **Berrick New Town Clinic** and are entering data you have obtained from a Health Visitor's notes. You should record the source of information simply as, say, **HV notes**, not as **Berrick New Town Clinic HV notes**. The administrator who sent you the document will add **Berrick New Town Clinic** when using Chronolator to combine chronologies. (You can see an example of this in *Specify where the document came from* (section 8.3)).

Glossary column

A **Glossary** column can be included which should contain only abbreviations that have been defined in the Abbreviations Glossary - for example, somebody's initials. This can be useful when a chronology contains information pertaining to more than one person. Chronolator will check that anything in this column has been defined in the Abbreviations Glossary.

You can view the glossary and add your own abbreviations to it by pressing the ***Tools > Glossary > Edit*** button on the Chronolator toolbar. Each abbreviation can be up to ten characters long, and its definition up to thirty.

> You can anonymise and personalise a document by using the Abbreviations Glossary in conjunction with the ***Tools > Glossary > Anonymisation and Review*** button.

> You can search and navigate through a document by using the Abbreviations Glossary in conjunction with the ***Tools > Glossary > Anonymisation and Review*** button.

Mandatory columns

Chronolator insists that the **Start Date** and **Source of Information** columns must always be completed. The Case Review Administrator decides what other columns are mandatory.

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Finding what special columns are included

The ***Admin > Show Document Details*** button on the Chronolator toolbar displays a summary of what special columns and abbreviations the Case Review Administrator has set up.

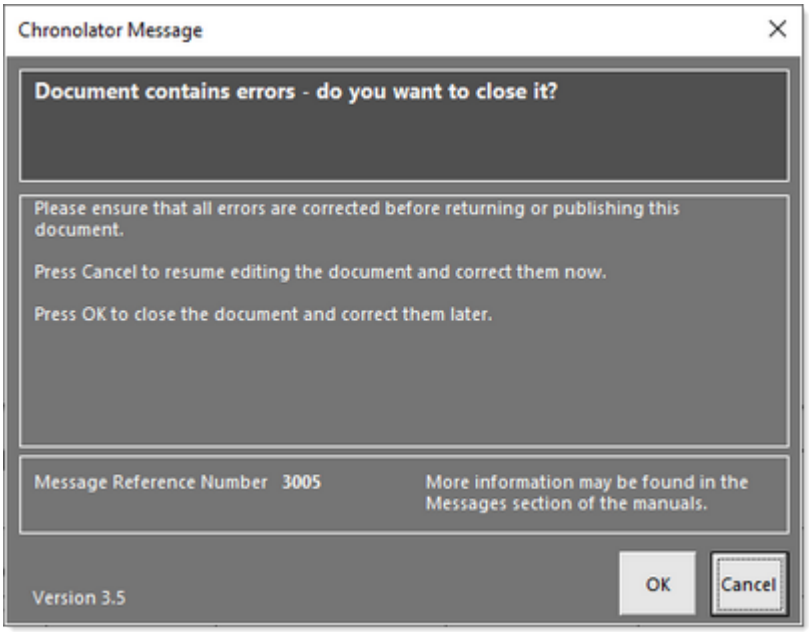
It will usually be obvious from the column headings what type of data is expected. If not, ask the person who sent you the document to explain them.

7.3 CHECKING FOR ERRORS

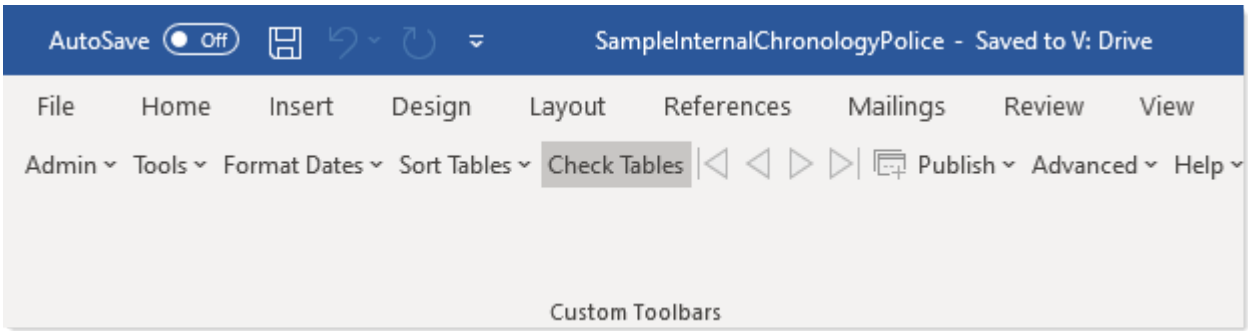
Chronolator checks your Internal Chronology document every time you close it. If it finds errors, it displays **Message 3005**.

Press ***Cancel*** to keep the document open so you can correct the errors.

Press ***OK*** if you want to correct them later. The document will close.



You can also check the document whenever you want by pressing the ***Check Tables*** button on the Chronolator toolbar:



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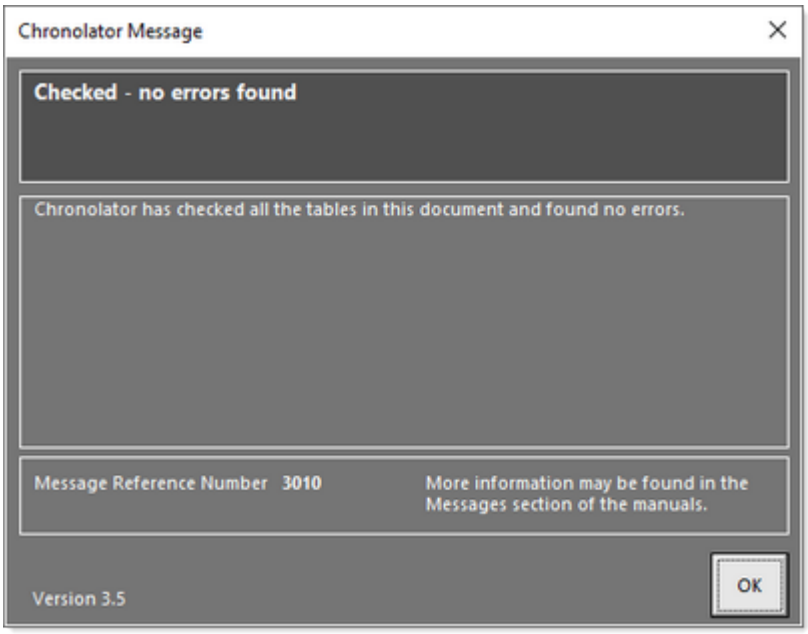
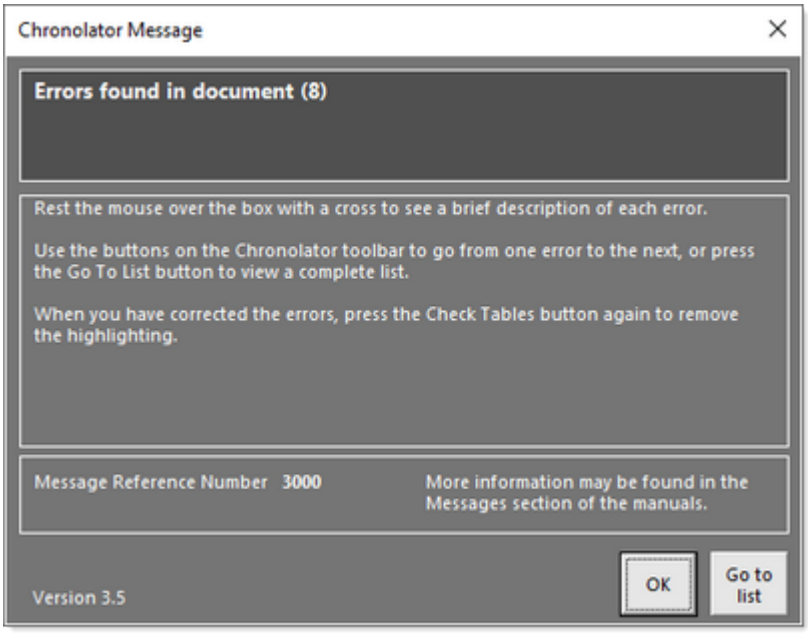
If the document is error-free it will tell you:



If the document contains errors, **Message 3000** is displayed. The number in brackets says how many errors were found.

> Like all Chronolator messages, it has some suggestions about what you might do next. In this case, the message describes how you can find out more about the errors.



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There are several ways for you to find the errors Chronolator identifies, illustrated in this picture:

- A flag like this ☒ is put at the left of the error
- Hovering your mouse over the flag displays a brief description.
- Error text is highlighted. Invalid data is coloured turquoise, valid dates or times which are out of sequence are coloured yellow, and rows with the wrong number of columns are coloured purple.
- Use the |◁ ◁ ▷ ▷| buttons on the Chronolator toolbar to go from one error to the next. This is useful if you are working in a long document
- There is a complete list of errors at the end of the document. Use the button to the right of the navigation buttons to go there

Date	Time	Source of Information	Initials	Family Contact - Child
☒		GP records	☒	Mother seen by GP1. Pregnant. ?date of LMP.
22 / 201				New booking visit by midwife 1. No concerns.
☒23 Jun 2004				
☒34 may 2013	☒13.00am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.
☒21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.

c8n100: This row contained the wrong number of columns. Chronolator has rectified this, but you should check that the each entry is under the right heading.

7.4 CORRECTING ERRORS

The following example (taken from **SampleTableWithErrors.docm** in the **Samples** folder) illustrates the sort of errors Chronolator discovers, and shows how you might go about correcting them.

In this example, the Administrator has specified that you can leave any column blank apart from the **Date** and **Source of Information** columns.

> The text in the Comments column describes the sort of errors Chronolator will find. It is not itself part of Chronolator's checking.

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Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
		GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP completes ante-natal referral to St Salome's				This row has no date
22 /05/ 2013				New booking visit by midwife 1. No concerns.					This row has no Source
23 Jun 2004									This row has too few columns
23 Jun 2004									This row has too many columns
34 may 2013	13.00am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time
23 jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK
24 jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK
30 jun 2013	20.10	Antenatal records no 9876		see above	"	'	"	as above	References to rows above can become erroneous when in a composite chronology
21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date
24 07 2013		Community Midwifery records		Routine postnatal visit by midwife 2. No concerns.					This row is OK
20 sep 2013		Community Midwifery records	SD MW2	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary

After Chronolator checks the table, it puts a flag like this ⌧ to the left of any errors and highlights them :

Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
⌧		GP records	⌧	Mother seen by GP1. Pregnant. ?date of LMP.	GP completes ante-natal referral to St Salome's				This row has no date
22 /05/ 2013		⌧	⌧	New booking visit by midwife 1. No concerns.					This row has no Source
⌧23 Jun 2004							This row has too few columns		
⌧23 Jun 2004									This row has too many columns
⌧34 may 2013	⌧13.00am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time
23 jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK
24 jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK
30 jun 2013	20.10	Antenatal records no 9876	⌧	⌧see above	⌧"	⌧'	⌧"	⌧as above	References to rows above can become erroneous when in a composite chronology
⌧21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date
24 07 2013		Community Midwifery records	⌧	Routine postnatal visit by midwife 2. No concerns.					This row is OK
20 sep 2013		Community Midwifery records	⌧SD MW2	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary

If you hover your mouse over the flag, a brief description of the error pops up.

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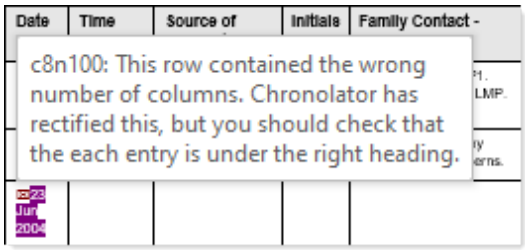
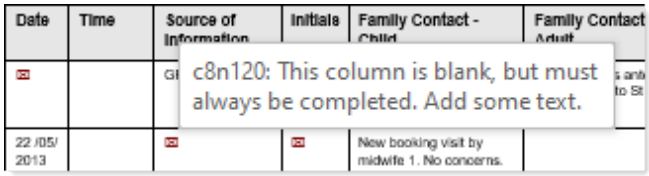
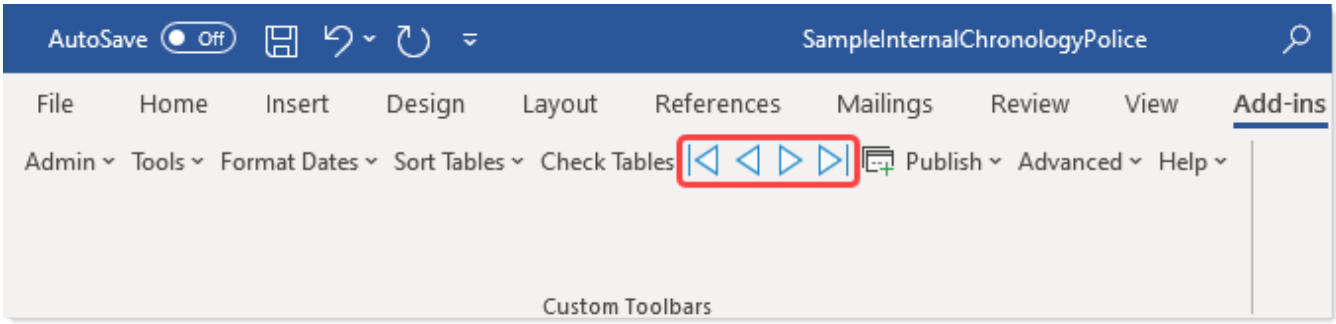
Here, Chronolator warns that it has corrected a row with the wrong number of columns and advises you to check that it has put information under the right headings.



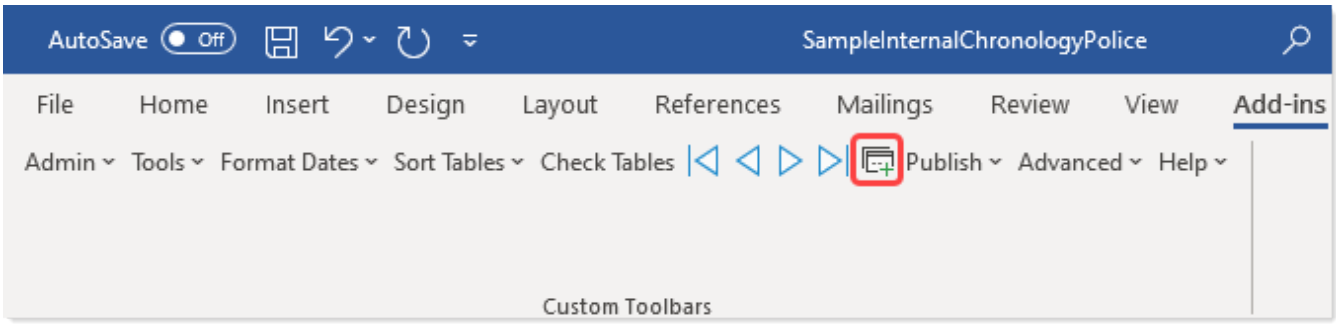
In this example, Chronolator has detected a blank entry in a mandatory column.



The buttons on the Chronolator toolbar navigate from one error to the next:

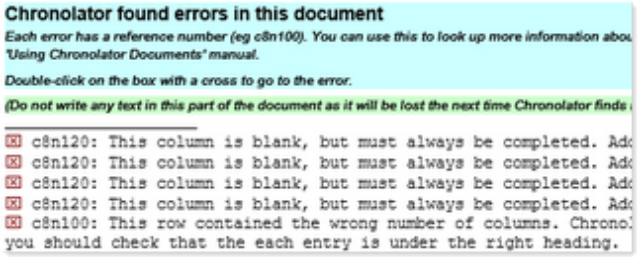


This button takes you to a list of the errors:



The list of errors is at the end of the document.

Double-click the ☒ flag to go to where the error occurs.



Error descriptions are preceded by a reference number (e.g. **c8n120**). If you have difficulty correcting an error, use the reference number to look it up in *Check Table Error Codes* (section 12.10), where there might be some useful hints.

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CAUTION: Anything you write in or after the error list will be deleted next time Chronolator checks the document.

How you correct errors in a real document will obviously be a matter of judgment. For the purposes of this example, this is what we will do:

- add text to all the mandatory columns
- review the rows which had the wrong number of columns, which are highlighted like this. In this case we decide that Chronolator has placed the data correctly, and leave it where it is
- correct the invalid date **34 may 2013** to **14 may 2013**
- copy and paste the required data over the **See above** text, and delete the ditto marks and **as above** text

The table now looks like this:

Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
21 may 2013		GP records	SD	Mother seen by GP1. Pregnant. ?date of LMP.	GP completes ante-natal referral to St Salome's				This row has no date
22 /05/ 2013		Midwifery unit records	SD	New booking visit by midwife 1. No concerns.					This row has no Source
23 Jun 2004							This row has too few columns		
23 Jun 2004									This row has too many columns
14 may 2013	13.00am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time
23 jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK
24 jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK
30 jun 2013	20.10	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				References to rows above can become erroneous when in a composite chronology
21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date
24 07 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 2. No concerns.					This row is OK
20 sep 2013		Community Midwifery records	SD MW2	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary

Notice that **the corrected errors are still flagged and highlighted** (apart from the ones we corrected with copy and paste). Chronolator does not check for errors as you type because doing so would make your computer run very slowly. **You need to check the document again . . .**

Pressing the ***Check Tables*** button again results in this:

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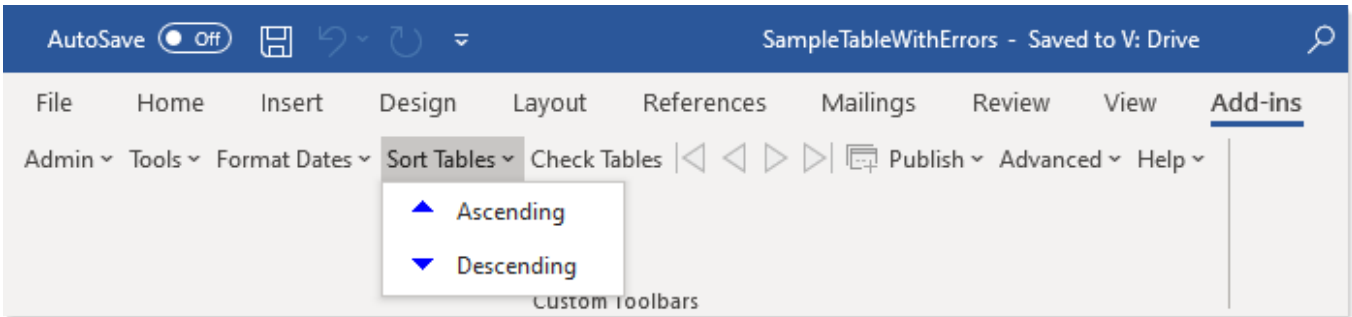
Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
21 may 2013		GP records	SD	Mother seen by GP1. Pregnant. 7date of LMP.	GP completes ante-natal referral to St Salome's				This row has no date
22 /05/ 2013		Midwifery unit records	SD	New booking visit by midwife 1. No concerns.					This row has no Source
23 Jun 2004							This row has too few columns		
23 Jun 2004									This row has too many columns
14 may 2013	13.00am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time
23 jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK
24 jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK
30 jun 2013	20.10	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				References to rows above can become erroneous when in a composite chronology
21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date
24 07 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 2. No concerns.					This row is OK
20 sep 2013		Community Midwifery records	SD MW2	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary

Many of the problems Chronolator has found are out-of-sequence dates, which it has highlighted in yellow. You could correct these by moving the rows about, or by changing the dates for some events, depending on what is appropriate for the data you have entered.

7.5 THE SORT TABLES BUTTON

In the example *above* (section 7.4), you might decide that each event was in fact correctly dated but that the rows were in the wrong order. Indeed, this is the most likely cause if you have been entering each event in a new row at the bottom of the table as it came to hand. Chronolator will fix this for you with the ***Sort Tables*** button. When you press it, you can choose to sort the table in ascending or descending order:



If you press ***Ascending***, the table is sorted like this:

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Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
23 Jun 2004							This row has too few columns		
23 Jun 2004									This row has too many columns
14 may 2013	13.00am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time
21 may 2013		GP records	SD	Mother seen by GP1. Pregnant. ?date of LMP.	GP completes ante-natal referral to St Salome's				This row has no date
21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date
22 /05/ 2013		Midwifery unit records	SD	New booking visit by midwife 1. No concerns.					This row has no Source
23 jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK
24 jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK
30 jun 2013	20.10	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				References to rows above can become erroneous when in a composite chronology
24 07 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 2. No concerns.					This row is OK
20 sep 2013		Community Midwifery records	SD MW2	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary

Remember, Chronolator does not check for errors as you type; press the ***Check Tables*** button again to remove the highlighting:

Date	Time	Source of Information	Initials	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
23 Jun 2004							This row has too few columns		
23 Jun 2004									This row has too many columns
14 may 2013	13.00am	Antenatal records no 5678	SD	Routine antenatal visit by midwife 2. No concerns.					This row has an invalid date and time
21 may 2013		GP records	SD	Mother seen by GP1. Pregnant. ?date of LMP.	GP completes ante-natal referral to St Salome's				This row has no date
21 may 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 1. No concerns.					This row is almost OK but the date is earlier than a previous date
22 /05/ 2013		Midwifery unit records	SD	New booking visit by midwife 1. No concerns.					This row has no Source
23 jun 2013	1 am	Antenatal records no 9012	SD	Routine antenatal visit by midwife 1. No-one in. left note, to call tomorrow.					This row is OK
24 jun 2013	2 pm	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				This row is OK
30 jun 2013	20.10	Antenatal records no 9876	SD	Routine antenatal visit by midwife 1. No concerns.	Antenatal observation of mother satisfactory.				References to rows above can become erroneous when in a composite chronology
24 07 2013		Community Midwifery records	SD	Routine postnatal visit by midwife 2. No concerns.					This row is OK
20 sep 2013		Community Midwifery records	SD MW2	Routine postnatal visit by midwife 2. No concerns.					This row has some initials which are not in the glossary

All the events are now in order. Some errors remain, but we will leave them for now.

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You might have entered dates just as they appeared in the source records; in the example above, that is why two of the dates are in different formats to the rest (**22/05/2013** and **24 07 2013**). Chronolator can put them all into a consistent format for you; see *Format Dates* (section 8.3) for details.

HOW DOES CHRONOLATOR SORT EVENTS WITH BLANK TIMES AND END DATES?

The Case Review Administrator can include optional **End Date**, **Start Time** or **End Time** columns. These might not have to be completed for every event.

If so, you might wonder how Chronolator will deal with a mixture of events, some with completed times or end dates and some with blanks.

The answer depends on whether events are sorted in **Ascending** or **Descending** order. If **Ascending**, events with blank **Times** or **End Dates** are put before those with specific information: if **Descending**, after. The following examples illustrate this.

Ascending order

Start Date	Start Time	End Date	End Time
01 Jan 2001			
01 Jan 2001	01:00		
01 Jan 2001	01:00	01 Jan 2001	
01 Jan 2001	01:00	01 Jan 2001	01:30
01 Jan 2001	01:00	01 Jan 2001	02:30
01 Jan 2001	01:00	02 Jan 2001	
01 Jan 2001	01:00	02 Jan 2001	01:30
01 Jan 2001	01:00	02 Jan 2001	02:30
01 Dec 2001			
01 Dec 2001	01:00		

Descending order

Start Date	Start Time	End Date	End Time
01 Dec 2001	01:00		
01 Dec 2001			
01 Jan 2001	01:00	02 Jan 2001	02:30
01 Jan 2001	01:00	02 Jan 2001	01:30
01 Jan 2001	01:00	02 Jan 2001	
01 Jan 2001	01:00	01 Jan 2001	02:30
01 Jan 2001	01:00	01 Jan 2001	01:30
01 Jan 2001	01:00	01 Jan 2001	
01 Jan 2001	01:00		
01 Jan 2001			

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8 CREATING A COMPOSITE CHRONOLOGY DOCUMENT

This section describes how to merge individual Chronolator Documents into Composite Chronologies.

8.1 ADMINISTRATORS

A Composite Chronology is produced by an Administrator. In Chronolator terminology, there are two kinds of Administrator:

- A Case Review Administrator has a licence for the Online Workbench and uses it to set the criteria for an Internal Chronology
- A Local Administrator is someone who, when they receive a Chronolator Document, decides to delegate completing it to several other people in their organisation

  A Local Administrator distributes copies of the document to other people and merges them into a Composite Chronology when they have been completed.

  When the Composite Chronology has been completed, a Local Administrator returns it to the person who asked them for the information.

The flowcharts in *What is Chronolator and what does it do?* (section 2.1) illustrate the flow of documents between administrators and data collectors.

The only difference in administrators' procedures is that a Case Review Administrator should use the Online Workbench to create a new Composite Chronology, while a Local Administrator must use the ***Admin > New Composite Chronology*** button on the Chronolator Document toolbar

> Using the Online Workbench to create the Composite Chronology ensures that it is licensed for as long as the Online Workbench. Composite Chronologies created from an Internal Chronology are only licensed for the same period as the Internal Chronology.

8.2 OVERVIEW

Creating a new Composite Chronology involves the following steps:

- **Make a blank** Composite Chronology document
- **Import** tables from the Chronolator Documents that have been returned to you
- **Merge** the tables
- **Format** the dates
- **Sort** the tables
- (Optional) Apply any final formatting that is required
- (Optional) **Publish** the document with the Chronolator code removed

You can wait until you have received all the documents before starting this process, or you can import, merge, format and sort each one as it comes in. It is up to you.

The following sections describe these processes step by step.

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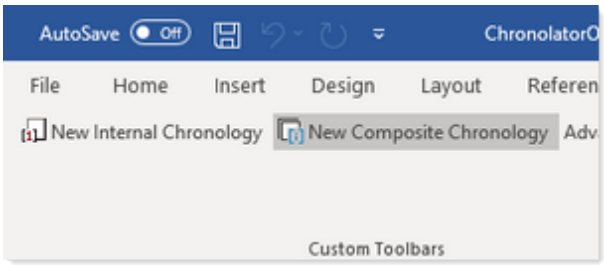
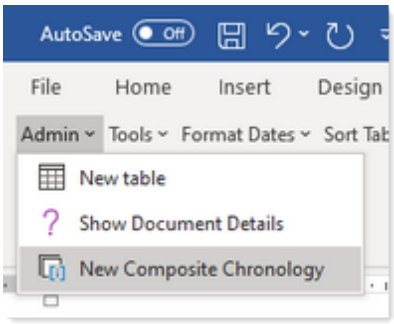
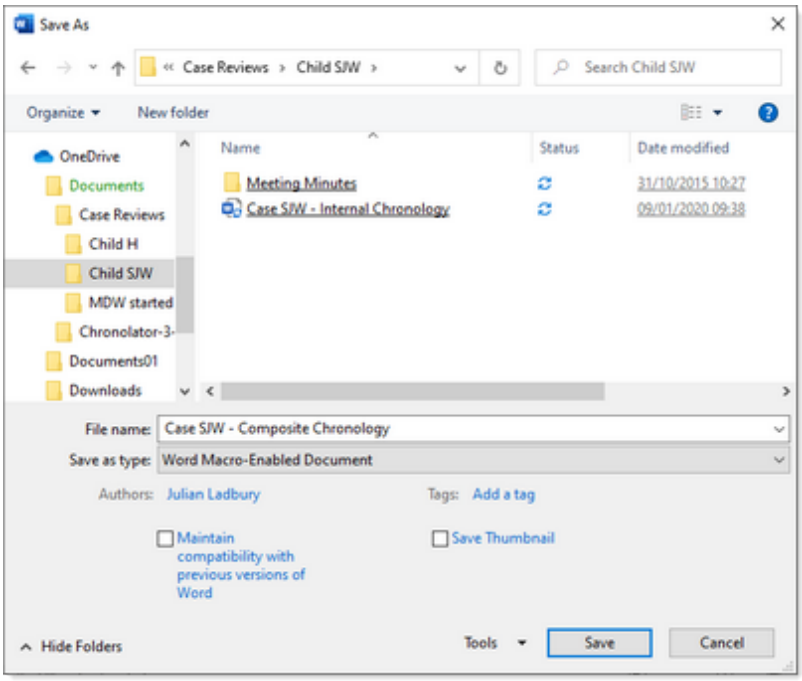
8.3 STEP BY STEP GUIDE

STEP 1 - MAKE A BLANK COMPOSITE CHRONOLOGY DOCUMENT

How you make a blank **Composite Chronology** depends on what type of administrator you are:

If you are a Case Review Administrator	If you are a Local Administrator
Press the ***New Composite Chronology*** button on the **Online Workbench** toolbar.	Press the ***Admin > New Composite Chronology*** button on the **Internal Chronology** toolbar.
	

Chronolator displays Word's **Save As** dialog for you to choose what to call the new Composite and where to save it. Enter a suitable name and location and press ***Save***.	

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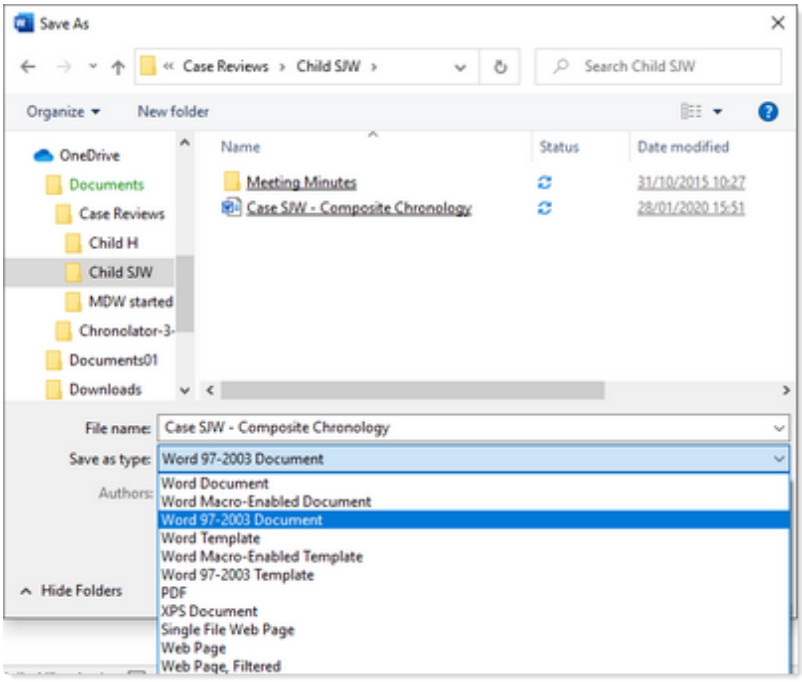
For maximum compatibility with other Word versions, and to avoid some problems which occasionally arise when emailing **Word Macro-Enabled Document** files, change the **Save as type** to **Word 97-2003 Document** before pressing ***Save***.



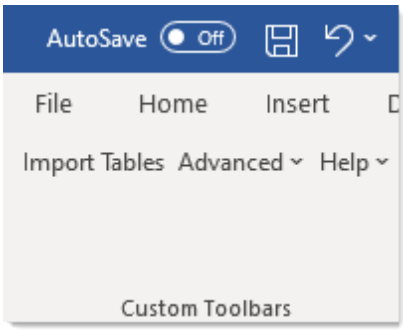
If you are a **Case Review Administrator**, the Online Workbench stays open when the Composite Chronology is created. You might need to switch to the Composite Chronology using the Windows taskbar.

If you are a **Local Administrator**, the Internal Chronology closes and the Composite Chronology is opened.

From this point on, there are no differences between what Case Review Administrators and Local Administrators do to produce a Composite Chronology.

STEP 2 - IDENTIFY THE COMPOSITE CHRONOLOGY TOOLBAR

The Composite Chronology has a new toolbar. Chronolator never displays buttons for irrelevant tasks, so a new Composite Chronology contains just three buttons:



After you have imported the first document, the toolbar expands to include buttons for the other tasks that become possible:

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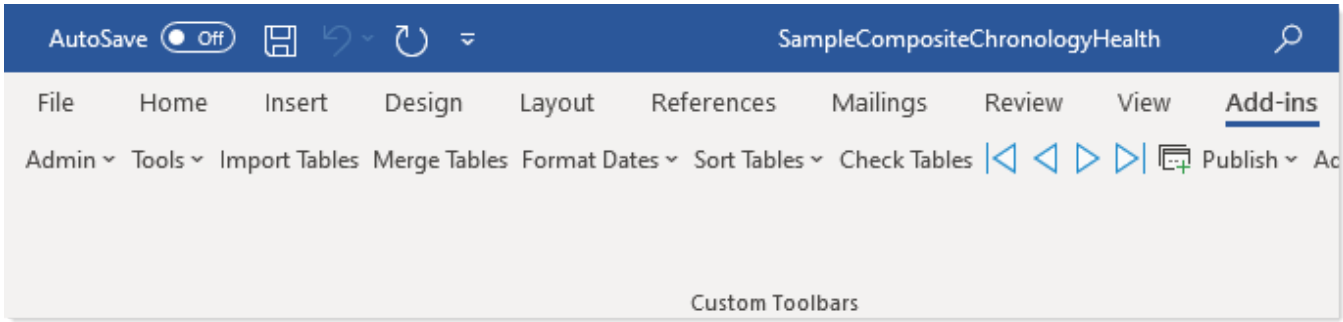


STEP 3 - IMPORT CHRONOLOGY DOCUMENTS INTO THE COMPOSITE CHRONOLOGY

IDENTIFY AND CHECK A FILE TO IMPORT

Although Chronolator will have warned people if it found errors in their documents, it cannot force them to correct them. Before you import a document, you should open it and check it using the ***Check Tables*** button on its own Chronolator toolbar.

If the document has errors which you cannot correct yourself, ask the person who sent it to you for clarification, or return it to them for correction; it is better to sort things out now rather than later.

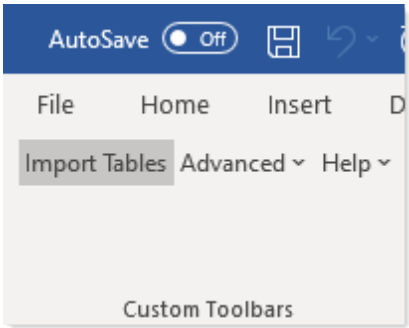
> Chronolator will import a document with errors if you need to do so. Correcting them before import is simply our best practice recommendation.

If you are satisfied with the document, close it and return to your Composite Chronology.

PRESS THE IMPORT TABLES BUTTON

Press the ***Import Tables*** button to display Word's **Open** dialog.

Open the document you want to import.



> When you import a document into a new Composite Chronology, Chronolator copies in the entire document, including its preamble (if any) and the internally stored Case Details.
>
> When you import subsequent documents, Chronolator checks that they relate to the same case and copies all tables matching the Case Details to the end of the Composite Chronology.

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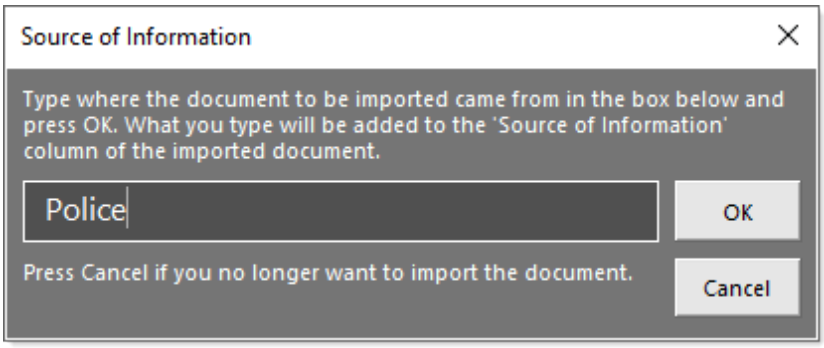
SPECIFY WHERE THE DOCUMENT CAME FROM

After checking that the document contains tables with the right headings, Chronolator asks you to identify where it came from. For example, if you were to import a document from the **Police**, you might enter this:



When you press ***OK***, **Police >** will be added to whatever is already in the **Source of Information** column.

For example, if the Police's document contains this entry . . .

Date	Time	Source of Information
2012-02-03		Berrick New Town Station log

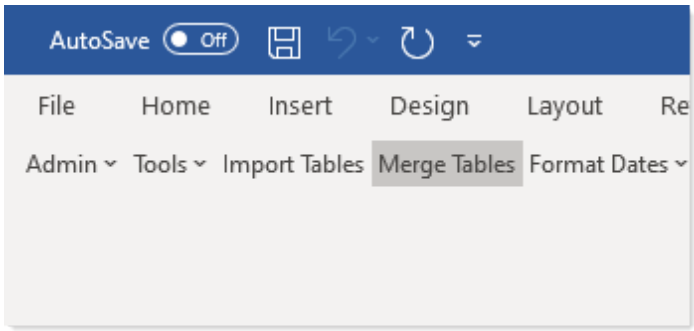
. . . after you have imported it, it will look like this:

Date	Time	Source of Information
2012-02-03		Police > Berrick New Town Station log

You can import all the documents you have to hand before proceeding to the next step, or you might prefer to import, merge, and format them one by one. It is up to you.

STEP 4 - MERGE TABLES IN A COMPOSITE CHRONOLOGY

Use the ***Merge Tables*** button to combine all the tables in the Composite Chronology into a single table.



Chronolator automatically resizes any tables whose column widths are different from those of the first table.

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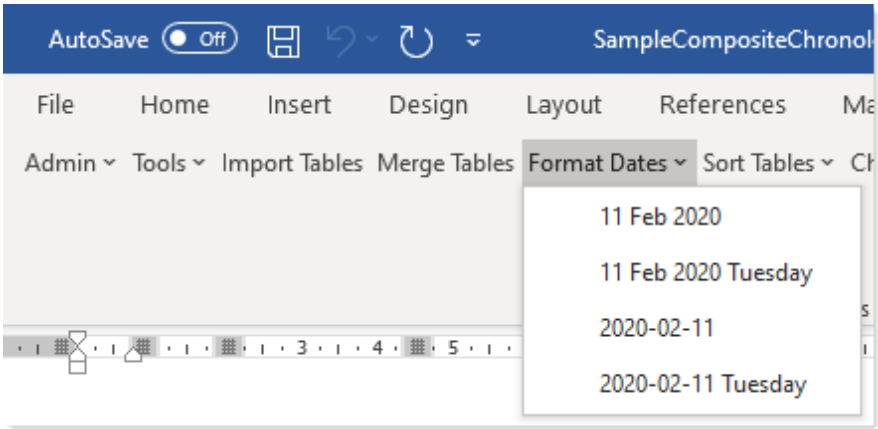
STEP 5 - FORMAT DATES

The various organisations and departments who completed the Internal Chronology documents you distributed will probably have entered dates in a variety of different ways (**01.02.16, February 1 2016**, **1/2/16** and so on). This does not hamper Chronolator's validity checks, but it does look untidy.

You can use the ***Format Dates*** button to put them all into a consistent format. When you press it, you will see today's date displayed in four different formats. Press the one you want.

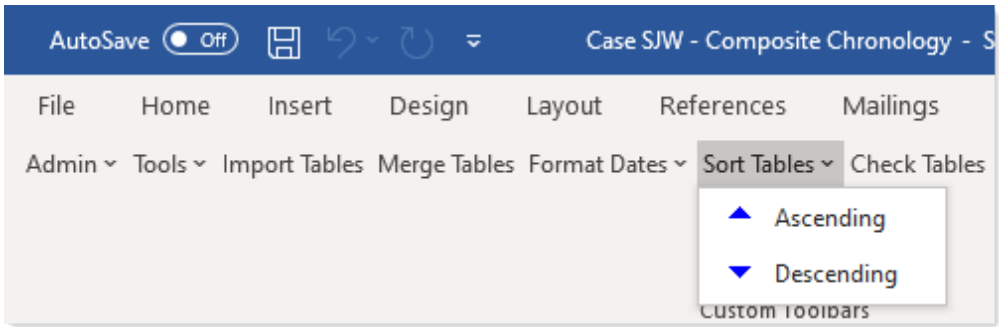


The available formats present **January 26 2020** as **26 Jan 2020** or **2020-01-26**. The latter is the ISO 8601 format. Both formats can be enhanced with the day of the week, which can be useful for a reviewer trying to establish patterns of behaviour.

> When you format dates, any **Time** columns are also formatted. The format conforms to ISO 8601 (a 24-hour time delimited by a colon, e.g. **18:15**).

STEP 6 - SORT THE CHRONOLOGY

Use the ***Sort Tables*** button to sort the merged table into the correct order. When you press it, a menu drops down so you can choose whether to sort the table in ascending or descending order.



Press the order you want. Chronolator will sort the table using the **Date and Time** columns that the Case Review Administrator specified.

> Chronolator puts un-timed events for a particular day before timed events when sorting in Ascending order, or after them when sorting in Descending order. See *How does Chronolator sort events with blank times and End Dates?* (section 7.5) for an example.

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SORTING MIXED FORMATS

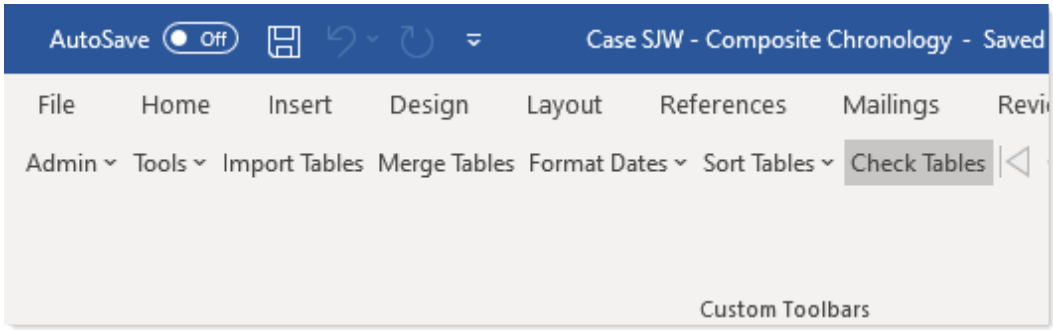
Putting dates and times into a consistent format before sorting is recommended as it makes the sort easier for Word, and thus more reliable.

Early versions of Word had a bug which prevented **Sort** from working in some circumstances. Circumventing that bug was the reason for introducing the ISO 8601 format, which Word unfailingly sorted correctly. If you do encounter problems sorting, try this:

- Press ***Format Dates*** and choose the ISO 8601 format
- Press ***Sort Tables***
- Press ***Format Dates*** again and choose your desired format

STEP 7 - FINAL CHECKS

You can use the ***Check Tables*** button to make a final check that the Composite Chronology is valid as far as Chronolator is concerned.



You should also read through the document to make sure it makes sense. Chronolator certainly simplifies the process of producing these documents, but it is only a computer program and cannot correct human failings!

In particular, you might want to check that any time-critical events are in sequence if the document does not contain Chronolator's **Start Time** or **Finish Time** columns, or if they have not been completed. If they are not, consider using a **Sequence** column (see *Using a Sequence column* (section 9.5)).

STEP 8 (OPTIONAL) - PUBLISHING A CHRONOLOGY DOCUMENT

When you have completed a chronology document you can publish it without the Chronolator program code so that your recipients will not have to do anything about macros and licence terms whenever they open it.

Pressing ***Publish > Exact Copy*** copies everything to a new document, and then displays Word's **Save As** dialog so you can choose where to save it.

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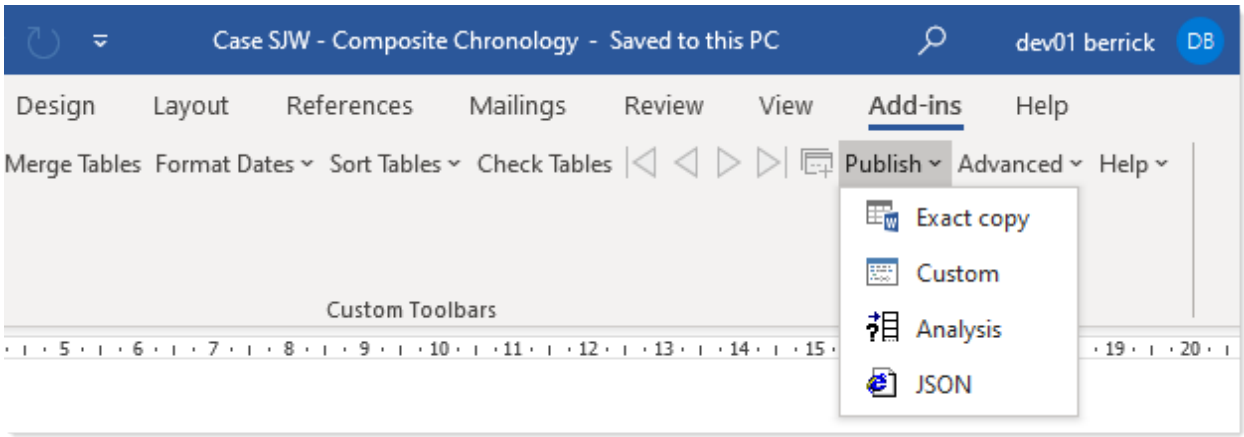

The original Chronolator document is unchanged by this process.

As well as making an exact copy, you can:

- publish the chronology in a variety of narrative formats
- create a document containing an analysis of the chronology
- create a document in the JSON (JavaScript Standard Object Notation) format that can be processed by the Chronolator Browser Tools at *tools.chronolator.com*

See *Publishing a chronology* (section 9.8) for more details.

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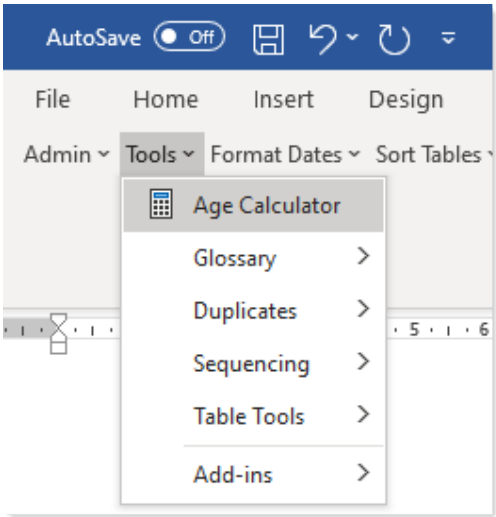
9 PRODUCTIVITY TOOLS

The ***Tools*** menu contains the following features:

- An **Age and Interval Calculator** - see *The Age and Interval Calculator* (section 9.1)
- **Anonymisation and Personalisation** using the Abbreviations Glossary, including review of selected abbreviations - see *Anonymisation and Personalisation* (section 9.3)
- **Duplicate Row Processing** - see *Working with Duplicated Rows* (section 9.4)
- Adding **reference numbers** to events, and using them to force the order in which they are sorted - see *Using a Sequence column* (section 9.5)
- Shortcuts to Word's Table **Auto Fit** and **Split at Current Row** tools
- **Highlighting events** according to their **Source of Information** - see *Highlighting Sources of Information* (section 9.7)
- Using **Add-ins**, which add extra functions to Chronolator - see *Add-ins* (section 9.9)

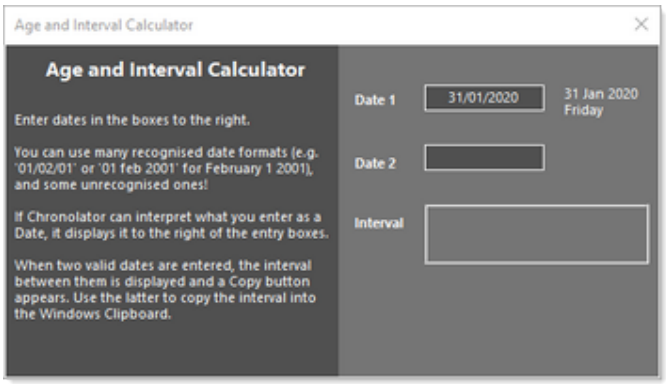
9.1 THE AGE AND INTERVAL CALCULATOR

You will often want to work out the interval between two dates when working on a chronology. Chronolator provides a tool to do this for you when you press ***Tools > Age Calculator*** on the Chronolator toolbar.



If you have not used the **Age and Interval Calculator** before in this document, **Date 1** has today's date in it, and **Date 2** is blank.

> If you have used it before and saved the document, the last two dates you used will be shown.



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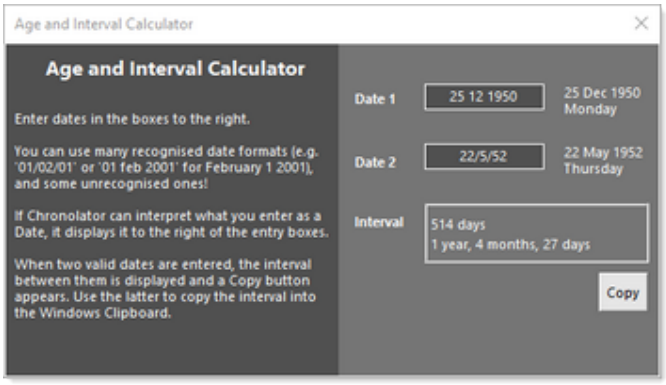
You can type dates into the boxes in many formats. As you type, Chronolator displays what it thinks you mean next to the box.

When Chronolator can interpret dates in both boxes, it calculates the interval between them.

The interval is shown as a number of days and as a number of years, months and days.



It does not matter which date is the earlier one.

You can copy the interval information to the **Clipboard** by pressing the ***Copy*** button, and then paste it into your document. The example above is copied to the Clipboard as **1 year, 11 months, 27 days (514 days)**. Once pasted into the document, you can edit it as you choose.

Using the Age and Interval Calculator is quite straightforward, but it is worth noting some details about how it works under certain circumstances. (If you are not interested in the minutiae of Date calculations, stop reading now and just use the calculator!).

AWKWARD CALENDARS

'Thirty days have September, April, June and November' . . . We are taught this rhyme when we are young, and learn to cope with the different number of days in each month over many years. However, innocent as it sounds it provides many a stumbling block when working out the interval between two days. The numbers of days between two dates is always unequivocal, but if we want to give this as 'x Years, y Months, z Days' we come across problems of interpretation. The following sections give examples of these problems and describe how Chronolator deals with them. There is no single 'right method'; we hope that Chronolator's results match most people's interpretations.

EASY CALCULATIONS

When the Day number of the later date is equal to or larger than that of the early date, things are quite straightforward:

Early Date	Late Date	Interval
23 January 2001	25 June 2002	1 year, 5 months, 2 days
01 December 2001	02 January 2002	0 years, 1 month, 1 day

SLIGHTLY HARDER CALCULATIONS

When the Day number of the later date is less than that of the early date, things can get a bit harder. However, as long as the Day number of the early date is less than or equal to the number of days in the month before the later date, there is not too much of a problem:

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Early Date	Late Date	Interval
31 January 2001	01 June 2002	1 year, 4 months, 1 day

Most people would probably work this out as follows:

1. One year from 31 January 2001 = 31 January 2002
2. Adding 4 months takes us to 31 May 2002
3. Adding 1 final day gets to our target, 01 June 2002
4. That is, 1 year, 4 months, 1 day in all

So far, so good!

DIFFICULT CALCULATIONS

Now look at what happens when the Day number of the early date is more than the number of days in the month before the later date:

Early Date	Late Date	Interval
31 January 2001	01 May 2002	??

Comparing this to the previous example, 01 May 2002 is exactly one month earlier than 01 June 2002, so we might expect the answer to be exactly one month less; that is, 1 year, 3 months, 1 day.

However, if we use the same method as above:

1. One year from 31 January 2001 = 31 January 2002
2. Adding 3 months takes us to 31 April 2002!
3. But April only has 30 days, so we must already have arrived at 01 May 2002

That being the case, our interval is 1 year, 3 months, 0 days in all - one day less than expected!

THE CHRONOLATOR SOLUTION

The Age and Interval Calculator works so that the above 'surprise' does not occur. From a date at the end of a month to the first of another month is always x Years, y months, and 1 day. For example:

Early Date	Late Date	Interval
31 January 2001	01 May 2002	1 year, 3 months, 1 day
30 April 2001	01 March 2004	2 years, 10 months, 1 day
31 May 2004	01 December 2005	1 year, 6 months, 1 day

This solution looks very plausible, but it does give rise to an anomaly. For example, the interval from 30 January to 01 May is the same as that from 31 January!

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Early Date	Late Date	Interval
30 January 2001	01 May 2002	1 year, 3 months, 1 day
31 January 2001	01 May 2002	1 year, 3 months, 1 day

On balance, we feel that this solution most likely does accord with what most people want. However, if you disagree, please let us know by making a suggestion at *www.chronolator.com/suggest-form.htm*.

9.2 WORKING WITH THE ABBREVIATIONS GLOSSARY

The Case Review Administrator can define entries in the Abbreviations Glossary of a new Internal Chronology (see *Setting Up Chronolator Documents* for details of how to do this). Those entries cannot be changed or deleted by anyone else.

However, anyone can add and change their own entries. Chronolator keeps track of what abbreviations have been defined in which document.

Abbreviations can be up to 10 characters long, and their **Definitions** up to 30.

Processing the Abbreviations Glossary can be slow in a large file. Consider using the Chronolator Browser Tools if this affects you - they are much faster.

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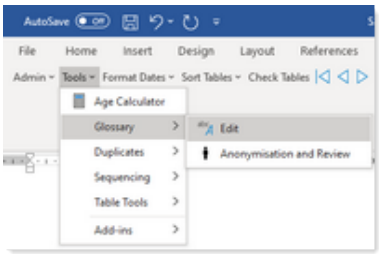
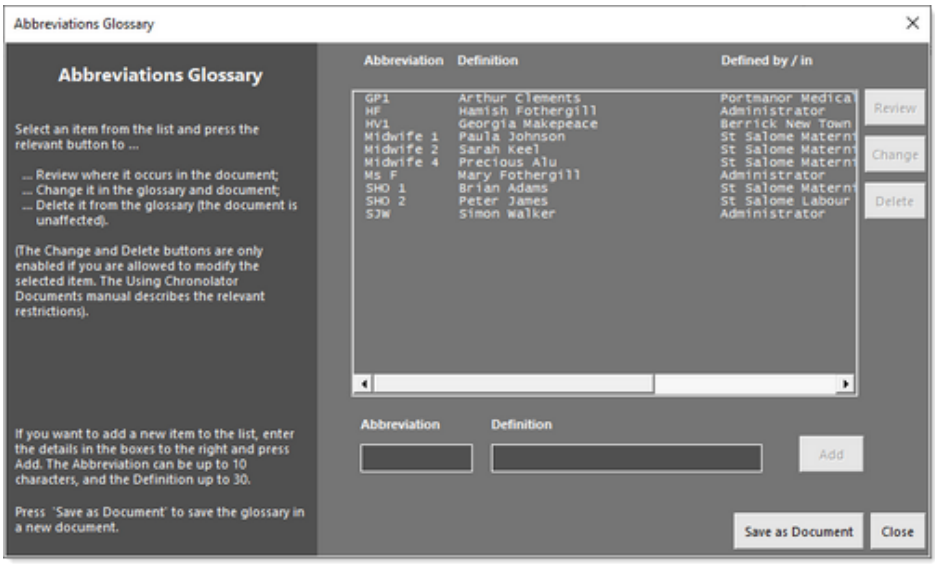
VIEWING AND PRINTING ABBREVIATIONS

Press ***Tools > Glossary > Edit:***



The **Abbreviations Glossary** form is displayed showing the abbreviations in the document and their definitions:



The **Defined by / in** column shows where an abbreviation has been defined. In an Internal Chronology, it will state either **Administrator** or **This Document**. In a Composite Chronology, it will include the **Source Prefixes** of any imported documents, as shown above.

If you want to produce and print a list of the abbreviations, press the ***Save as Document*** button.

When you have finished, close the form by pressing the ***Close*** button.

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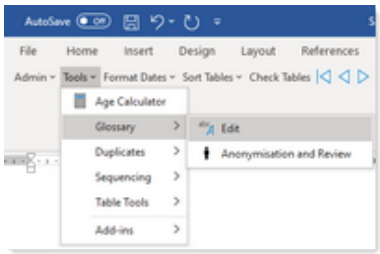
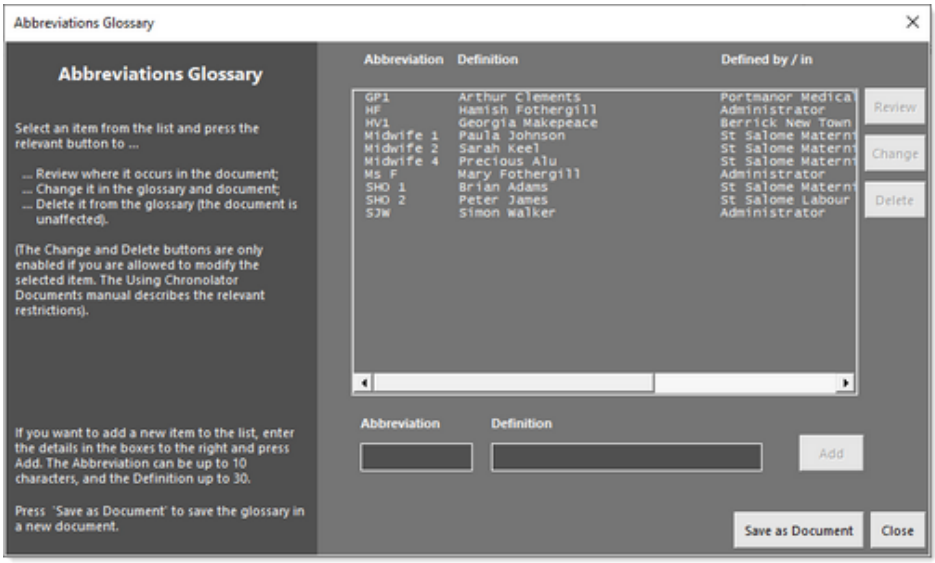
ADDING AN ABBREVIATION

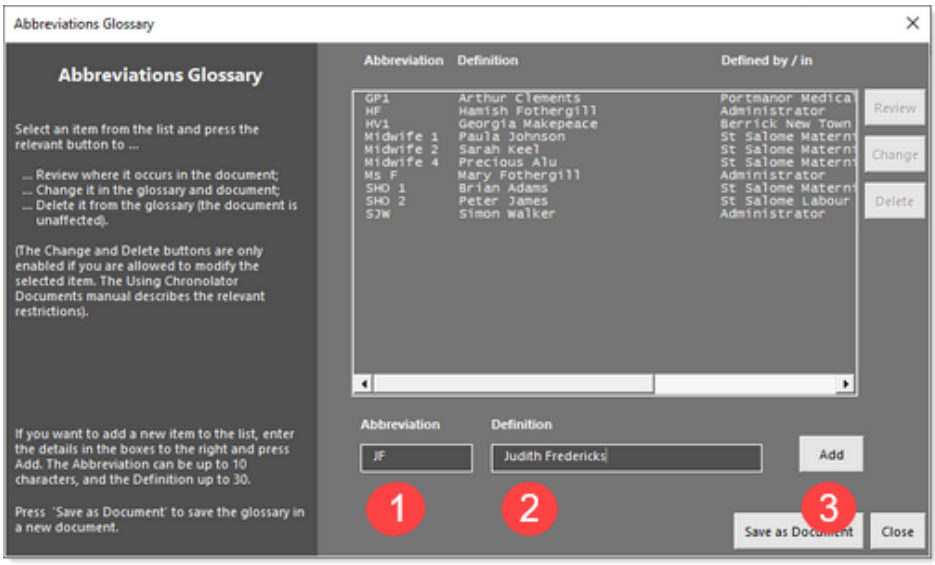
Press ***Tools > Glossary > Edit:***



The **Abbreviations Glossary** form is displayed showing the abbreviations in the document and their definitions:



Type the new **Abbreviation** and its **Definition** in the boxes, and press ***Add***:



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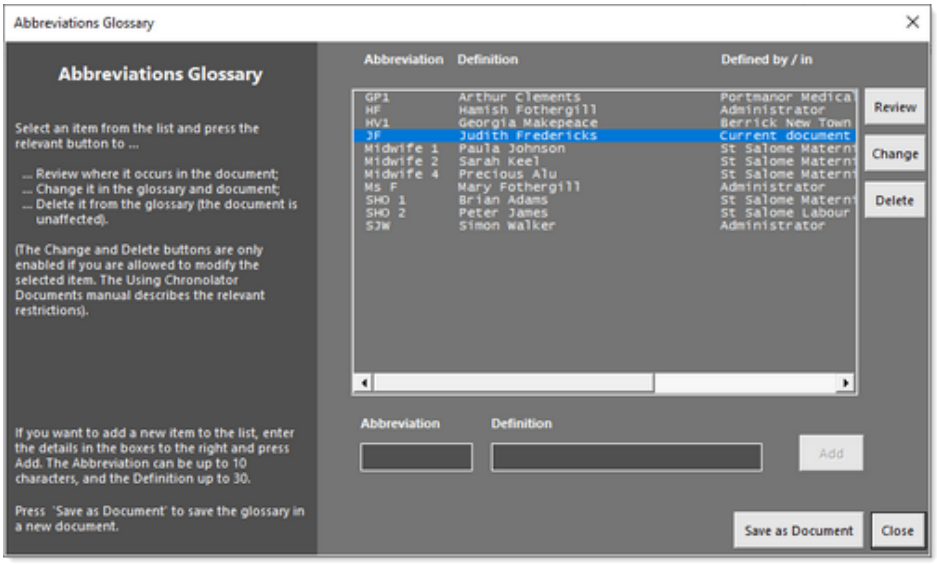
The new entry is added to the list:



CHANGING AN ABBREVIATION

Since agencies can add their own entries to the Abbreviations Glossary, it is possible that two of them might add similar entries (for example, **AD/Alan Daniels** and **AD/Adam Donoghue**). Chronolator always keeps track of where an abbreviation has been defined, but if you want to use the **Anonymisation** feature all abbreviations and definitions must be unique.

You can use the ***Tools > Glossary > Edit*** tool to change a user-defined Glossary entry. Chronolator updates the glossary and makes any required changes in the document.

The following example uses the Abbreviation **GP1** and corresponding Definition **Arthur Clements** shown in the example above. The document text contains this event (**Arthur Clements** is in column 4, and **GP1** in column 5):

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
06 Oct 2012	03:30	Portmanor Medical Centre > GP records	Arthur Clements	Mother seen by GP1. Pregnant. ? date of LMP.

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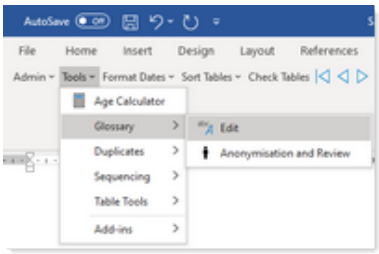
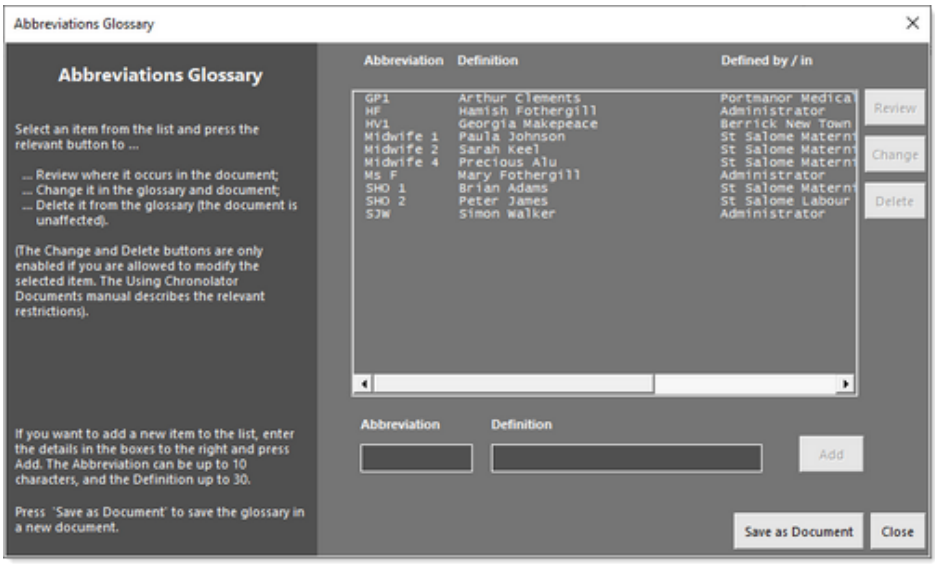
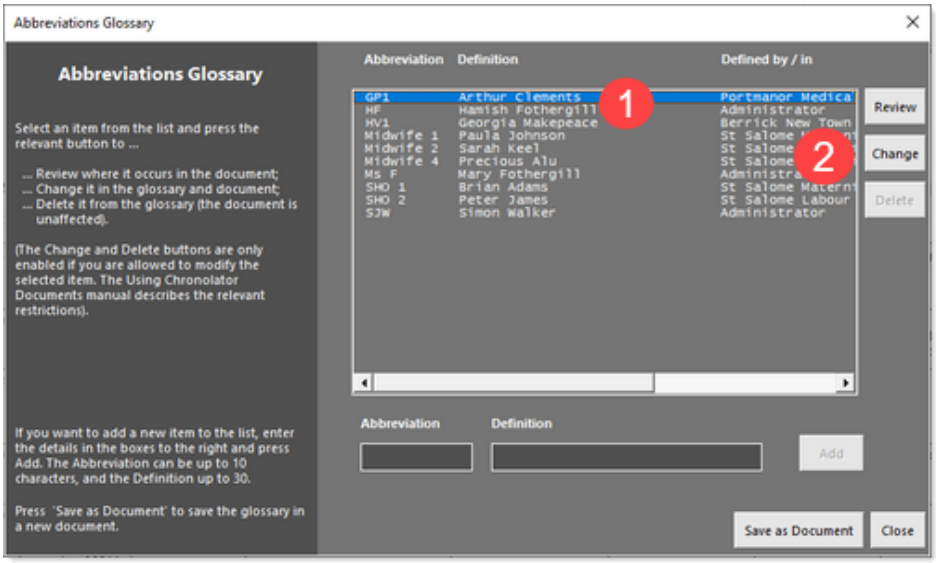
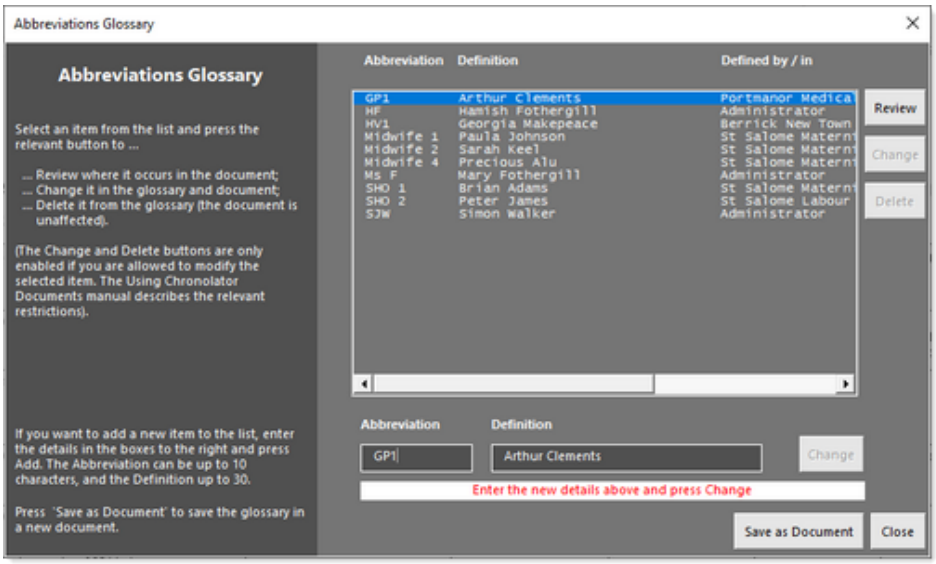
Press ***Tools > Glossary > Edit:*** 	The **Abbreviations Glossary** form is displayed. 
Click **GP1 Arthur Clements**. and press ***Change***.	
The current abbreviation and definition appear in the boxes near the bottom of the form, with a message inviting you to change them:	

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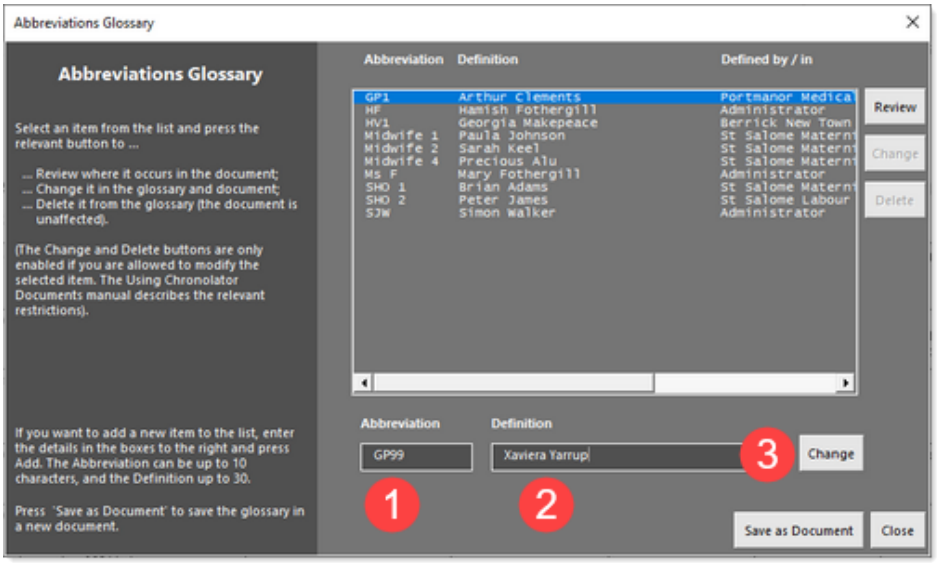
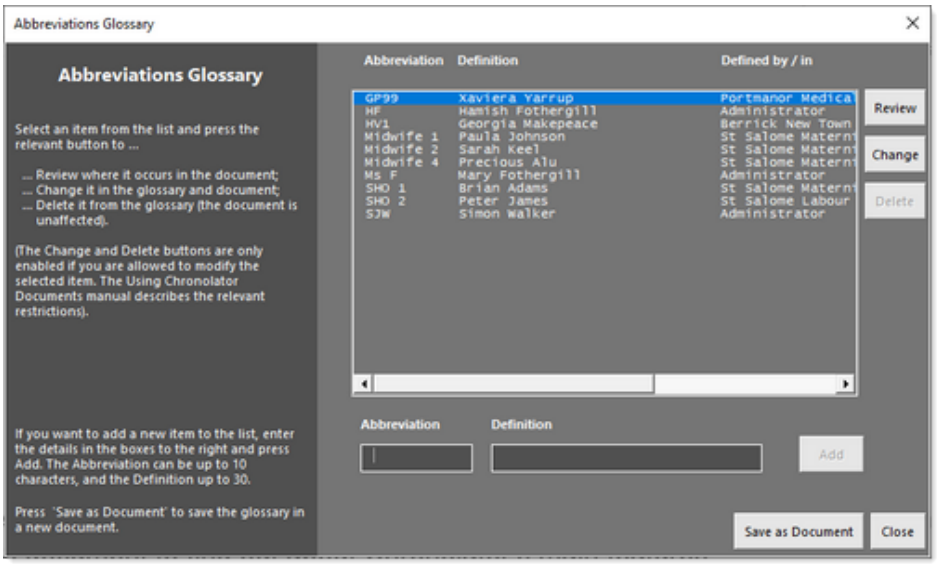
Type in the new information and press the ***Change*** button to the right of it. In this example, we change both the Abbreviation and the Definition to **GP99** and **Xaviera Yarrup** respectively, but you can choose just to do either one.	
The updated abbreviation is shown in the list.	

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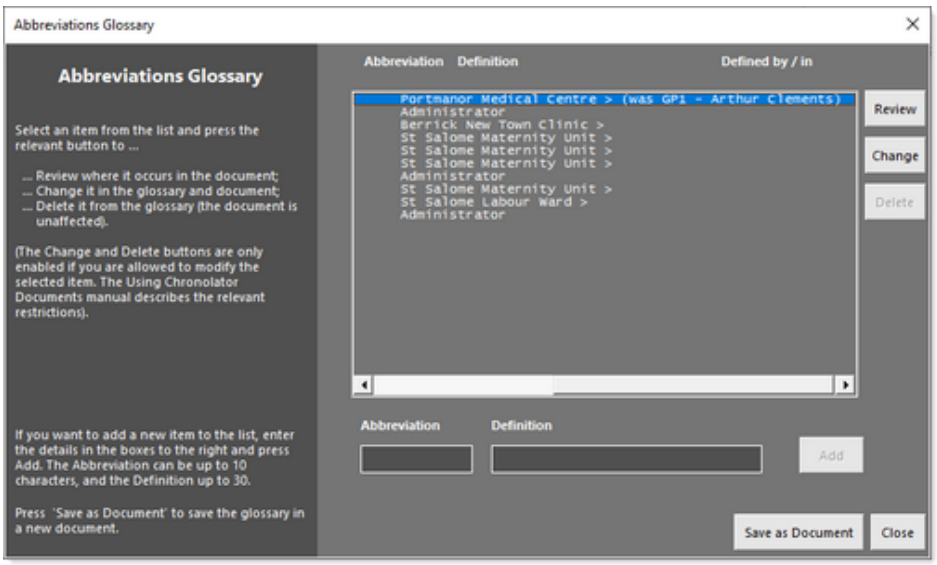
Use the scroll bar at the bottom of the abbreviations list to scroll it to the right.	The original entry is still there, so you can always find it in the document in which it was first defined:  ⚠ If you are using this feature to anonymise a document, remember not to publish it without first using the ***Publish > Exact Copy*** tool to produce a copy without any Chronolator code, and hence without the ability to reveal the abbreviations.
Press the ***Close*** button in the bottom right hand corner of the form.	Chronolator updates the document with the changed entry: **GP1** and **Arthur Clements** are changed to **GP99** and **Xaviera Yarrup** respectively: Date: 06 Oct 2012 Time: 03:30 Source of Information: Portmanor Medical Centre > GP records Family Contact - Child: Xaviera Yarrup Family Contact - Adult: Mother seen by GP99. Pregnant. ? date of LMP.

BROWSING A DOCUMENT USING THE ABBREVIATIONS GLOSSARY

The ***Review*** button on the Abbreviations form lets you use a glossary entry to navigate through the chronology. You can also produce extracts containing just the events pertaining to an entry.

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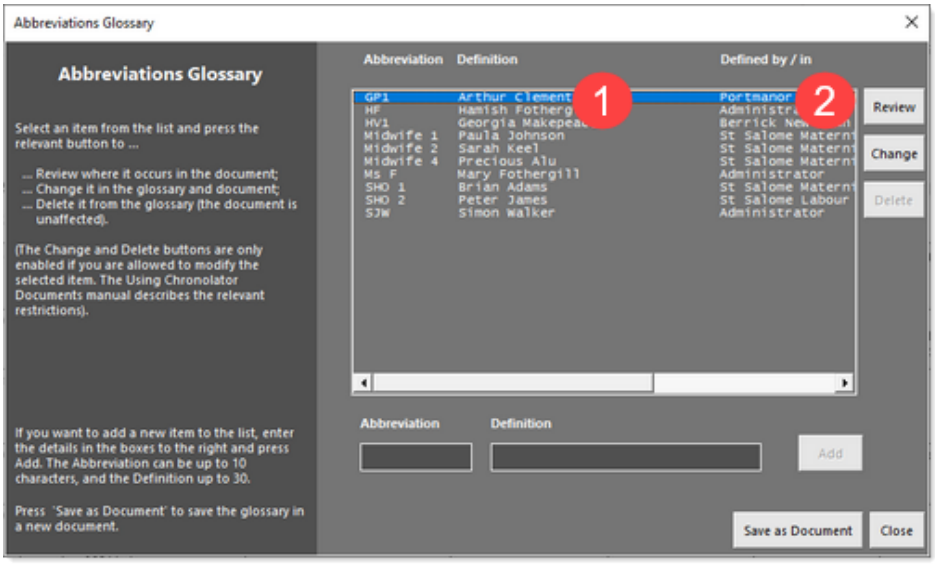
For example, suppose you want to scroll through a document looking for events involving, say, **GP1**. Press ***Tools > Glossary > Edit***, select **GP1**, then press ***Review***.

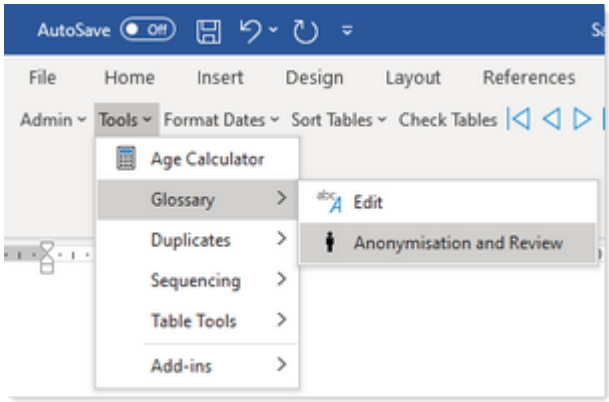


For further details, see *Reviewing and changing how entries in the Abbreviations Glossary appear in the text* (section 9.3). It describes the ***Review*** button on the **Anonymisation** form, which lets you process more than one glossary entry at a time - you can only process a single one with the ***Review*** button on the **Abbreviations Glossary** form.

9.3 ANONYMISATION AND PERSONALISATION

Chronolator can anonymise a document according to the entries in the Abbreviations Glossary. It can be hard for a reviewer to build up a mental picture of the people involved in a review when they are only referred to by their initials, so Chronolator lets you switch between anonymised and personalised views.

The **Anonymisation** feature is found at ***Tools > Glossary > Anonymisation and Review***:



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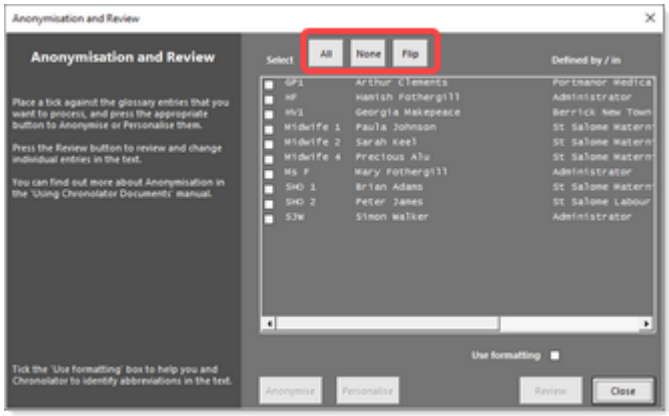
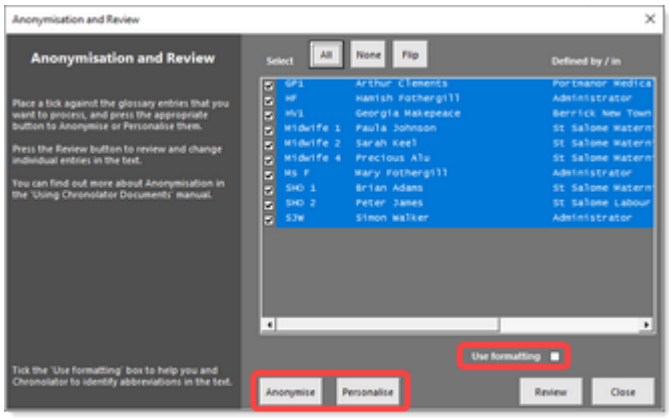
SWITCHING BETWEEN ANONYMISED AND PERSONALISED VIEWS OF A DOCUMENT

When you press ***Tools > Glossary > Anonymisation and Review***, the **Anonymisation** form is displayed showing the abbreviations in the document and their definitions. Place a tick against the abbreviations you want to process. The ***All***, ***None***, and ***Flip*** buttons at the top of the form can make this quicker.	
After you have selected one or more abbreviations (in the example here, all have been selected) the ***Anonymise*** and ***Personalise*** buttons work together with the ***Use formatting*** checkbox.	

If the ***Use formatting*** checkbox is ticked when a document is being Anonymised, the resulting abbreviations will be formatted ***like this*** (i.e. ***Bold, Underlined and Italic***). This has two advantages:

- abbreviations stand out in the document
- Chronolator can distinguish between entries in the Glossary and any common words which are spelt the same (for example, if there were an abbreviation **THE** for **Timothy Henry Edwards**)

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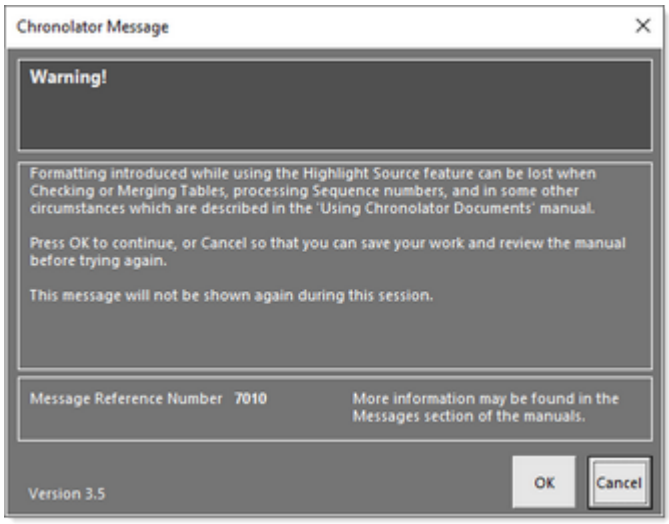
Such formatting will be lost when some other features are run, so it is recommended that you do not use **Anonymisation** until you have finished with those other features.

Chronolator warns you about this by displaying **Message 7010** the first time you tick the ***Use formatting*** checkbox in a Word session.

> See *Message 7010* (section 12.8) for details of which features might lose highlighting.

Press ***OK*** to continue.



> If the ***Use formatting*** checkbox is ticked when a document is being Personalised, only those occurrences of an abbreviation which are formatted ***like this*** will be changed.

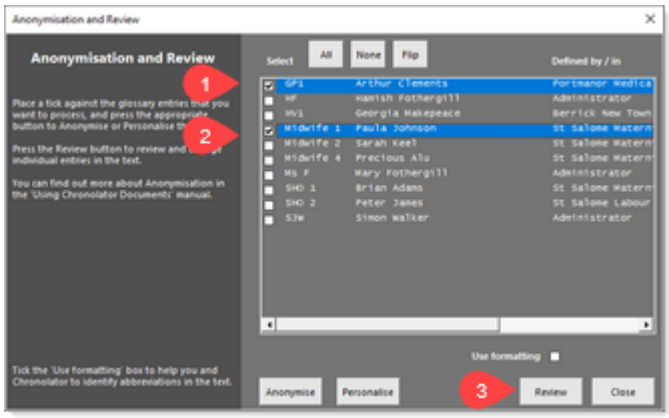
REVIEWING AND CHANGING HOW ENTRIES IN THE ABBREVIATIONS GLOSSARY APPEAR IN THE TEXT

The ***Review*** button on the Anonymisation form lets you use glossary entries to navigate through the chronology.

- During the review, you can change how individual entries appear in the text (as **Abbreviations** with or without ***highlighting***, or as **Definitions**)
- You can also produce extracts containing just the events pertaining to selected entries

Suppose we are interested in **GP1/Arthur Clements** and **Midwife1/Paula Johnson**.

Press ***Tools > Glossary > Anonymisation and Review*** to display the Anonymisation form, tick ***GP1*** and ***Midwife 1***, and then press the ***Review*** button:



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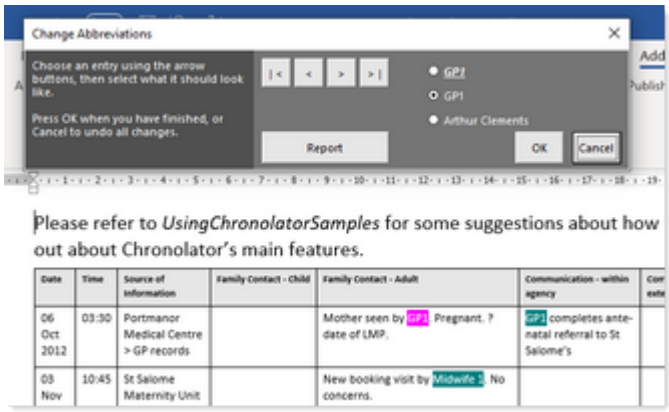
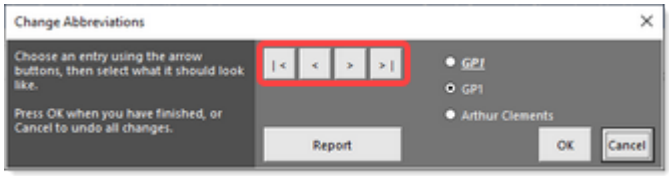
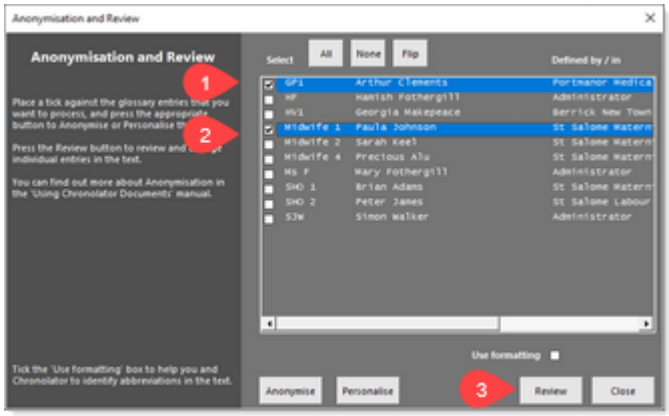
The **Change Abbreviations** form is displayed, and occurrences of the entries are highlighted in the document. The active occurrence is highlighted like this, and the others like this.	
Use the navigation buttons in the form to scroll among the occurrences of **GP1/Arthur Clements** and **Midwife1/Paula Johnson**:	
The radio buttons let you change the text of the active occurrence to whatever you select:	
When you have finished, press ***OK*** or ***Cancel***, depending on whether you want to save any changes.	

PRODUCING AN EXTRACT OF EVENTS CONTAINING SELECTED GLOSSARY ENTRIES

You can produce a new document containing just the events pertaining to selected glossary entries.

Press ***Tools > Glossary > Anonymisation and Review*** to display the Anonymisation form, tick the desired entries, and then press the Review button:	

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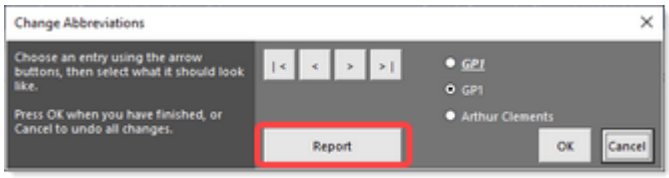
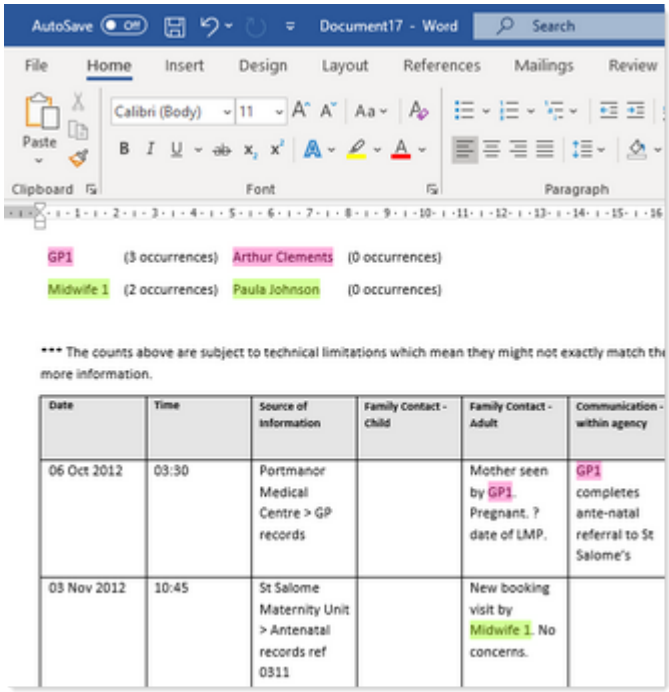
When the **Change Abbreviations** form is displayed, press the ***Report*** button:



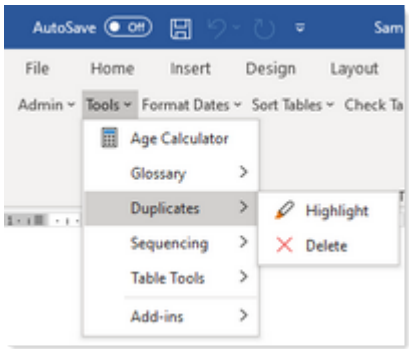
A new document is created, containing only those events which involve the glossary entries you selected:

> The counts at the top of the report pertain to the abbreviations originally selected in the Anonymisation form, not those listed in the report. Changes you make before pressing ***Report*** will not be reflected in these counts. Similarly, if some abbreviations are ***formatted***, the report counts might not match the highlights in the report.



9.4 WORKING WITH DUPLICATED ROWS

Use ***Tools > Duplicates*** to highlight or delete duplicated rows.



HOW DUPLICATED ROWS CAN OCCUR

Duplicated rows can occur for various reasons. For example:

- you might have broken off completing an Internal Chronology for a while, and inadvertently entered the same records twice
- someone might send you a new version of an Internal Chronology containing a few extra events when you have already merged the original into a Composite Chronology. Rather than having to

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pick through it all and copy just the new events, you can import the new document in its entirety and let Chronolator identify and delete events that were already there

Sometimes however, duplicates - or near-duplicates - might occur for other reasons. It could be that two different agencies report the same event in exactly the same way. Although this might be unlikely, Chronolator is designed to help you identify and analyse potentially duplicated events however they occur.

HIGHLIGHT OR DELETE?

Chronolator can either highlight duplicated rows or delete them. You might want to highlight and review them before deleting them.

If you wish, Chronolator will save deleted duplicates in a separate document.

IGNORING THE SOURCE OF INFORMATION WHEN IDENTIFYING DUPLICATES

You can instruct Chronolator to ignore the Source of Information column when looking for duplicates. You might want to do this if you have inadvertently imported a Chronolator Document twice using two different Source Prefixes.

EXAMPLES

The various options are illustrated below using the following table. Although somewhat implausible, it does provide a useful illustration of the options.

All four rows are identical, except for the Source of Information entry in the second row, which says **Portmanor MC** instead of **Portmanor Medical Centre**:

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor MC > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns

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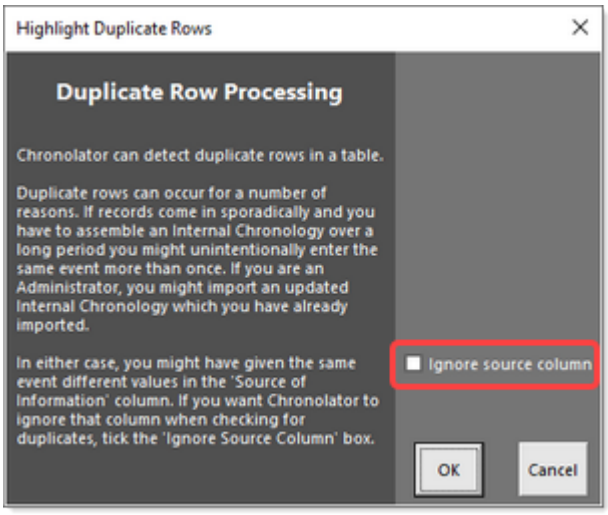
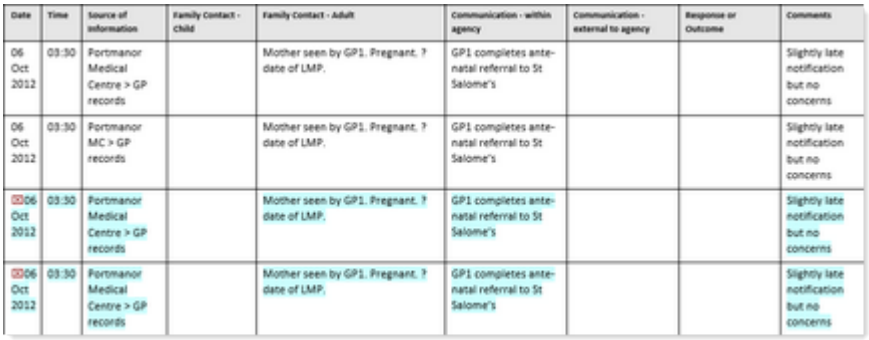
HIGHLIGHTING DUPLICATES

When you press ***Tools > Duplicates > Highlight***, the **Highlight Duplicate Rows** form is displayed:



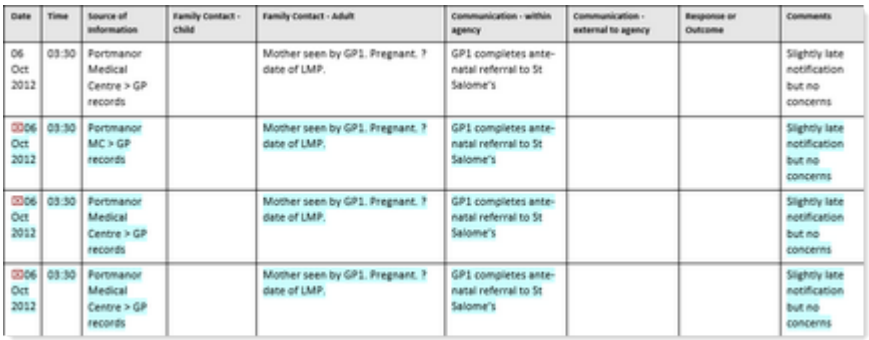
It contains a check box labelled **Ignore source column**.

If you leave the check box blank and press ***OK***, only the last two rows will be highlighted:



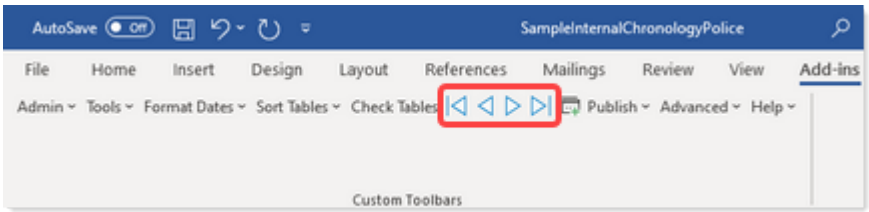
Date	Time	Source of information	Family Contact - child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor MC > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns

In contrast, if you tick the box before pressing ***OK***, the last three rows will be highlighted:



Date	Time	Source of information	Family Contact - child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor MC > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ? date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns

The navigation buttons on the Chronolator toolbar can be used to go from one duplicate row to the next in a long document.



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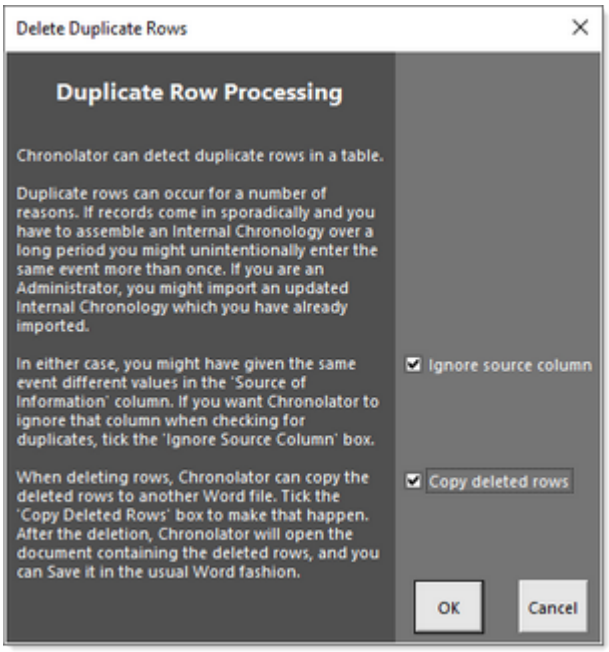
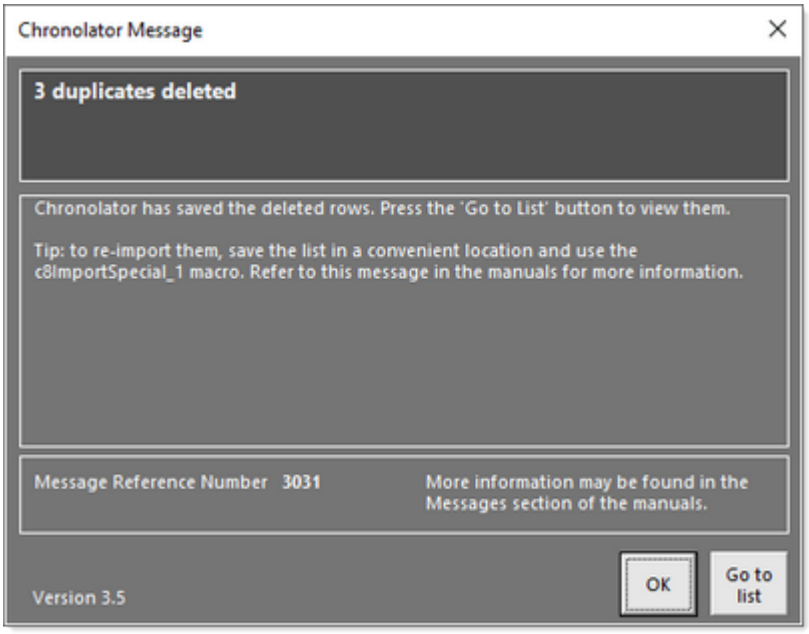
DELETING DUPLICATES

When you press ***Tools > Duplicates > Delete***, the **Delete Duplicate Rows** form is displayed with an extra option:



If you want to save any rows which are deleted in a new document, tick the ***Copy Deleted Rows*** check box.

After you press ***OK***, Chronolator tells you it has deleted some duplicates (3 in this example).



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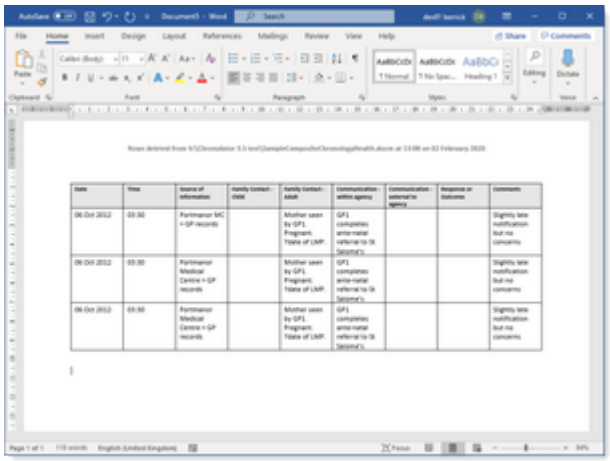
Press ***Go to list*** to switch to the new document containing the deleted rows.



The description of *Message 3031* (section 12.4) has some suggestions about how you can use the new document to recover the deleted rows should you wish to do so.

9.5 USING A SEQUENCE COLUMN

The first column in a chronology table can be a **Sequence** column, which provides two main benefits:

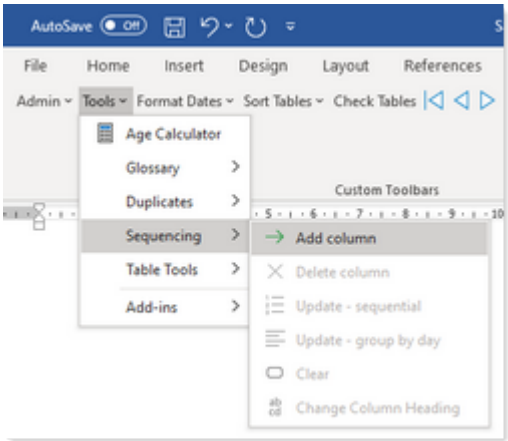
- it can contain a reference number for each event
- you can use it to specify the order of events on a particular day when you do not know their times

DEFINING A SEQUENCE COLUMN

The Case Review Administrator can define a **Sequence** column when setting up the chronology document.

End-users can define one using the ***Tools > Sequencing > Add*** column button. (This is the only change Chronolator allows to Administrator-defined column headings).

When adding a column this way, it is automatically populated with sequence numbers.



CHANGING THE SEQUENCE COLUMN HEADING>

The default heading for a **Sequence** column is **Seq**, but you can change it after it has been added (unless it was defined by the Case Review Administrator):

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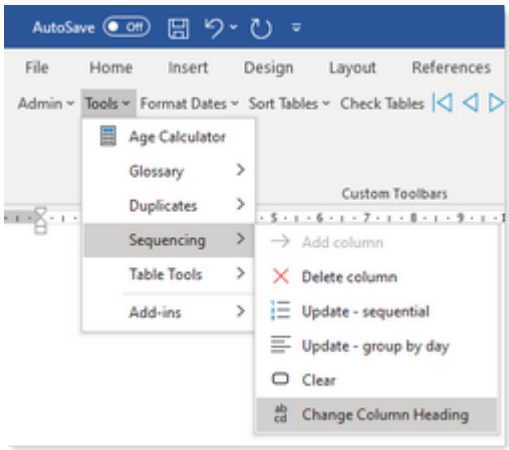
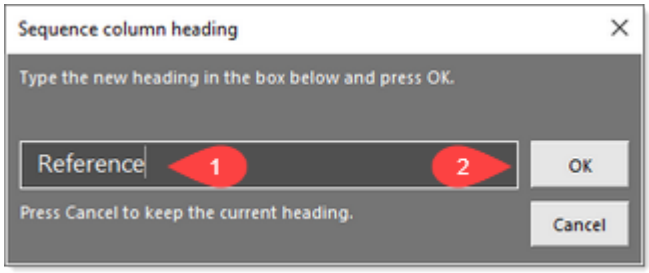
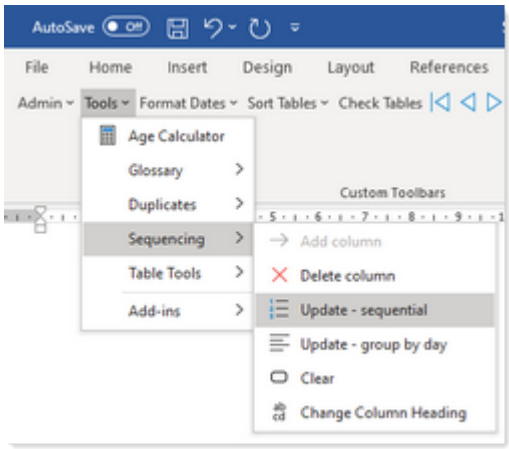
Press ***Tools > Sequencing > Change Column Heading***	
In the form which is displayed, type the new heading - for example **Reference** - and press ***OK***.	

UPDATING EVENT REFERENCE NUMBERS

When adding a **Sequence** column, Chronolator automatically adds a reference number to each event. The numbers can be updated at any time – for example, if some events are added or removed.

Press ***Tools > Sequencing > Update – sequential*** to give each event a unique number:	

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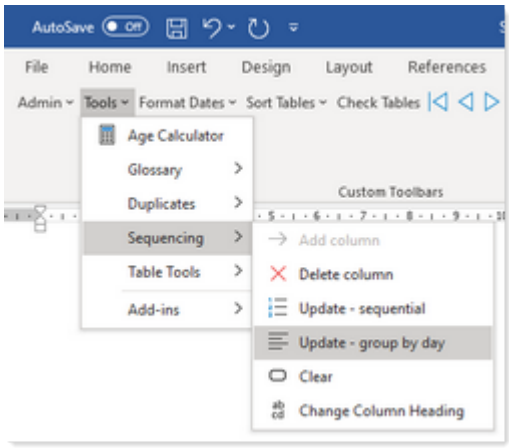
Press ***Tools > Sequencing > Update - group by day*** if you want the numbering to start at **1** on each new day:



FORCING EVENTS INTO ORDER

Sometimes you might not know at what time events happened on a particular day, but you do know their order. You can use the **Sequence** column to specify it.

In this example from a multi-agency chronology, the time has only been given for one of the events of March 15, and events are in the wrong order (in the first one an infant has collapsed, while in the second he seemed well):

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Co ag
15 Mar 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.	
15 Mar 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms. Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.	
15 Mar 2013		ST Salome A&E > Notes ref 150389			
15 Mar 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log			

We can put them in the right order by adding a **Sequence** column (if there is not one already) and typing the correct sequence numbers in it . . .

Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
3	15 Mar 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.
1	15 Mar 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms. Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
4	15 Mar 2013		ST Salome A&E > Notes ref 150389		
2	15 Mar 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log		

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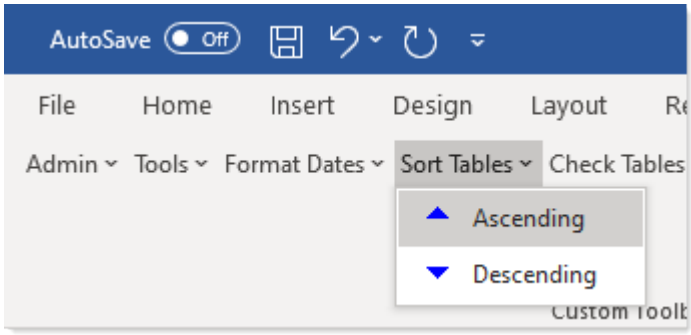
. . . and then pressing ***Sort Tables > Ascending***



Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
1	15 Mar 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms. Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
2	15 Mar 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log		
3	15 Mar 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.
4	15 Mar 2013		ST Salome A&E > Notes ref 150389		

You do not have to update sequence numbers in all the events, as the sort recognises decimal numbers. For example, suppose that you now wanted to put event **4** before event **2** (this might not make sense in terms of the story, but we will do it here just to illustrate the feature).

Replace the **4** in the event with a number between 1 and 2 - **1.5** say:

Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
1	15 Mar 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms. Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
2	15 Mar 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log		
3	15 Mar 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.
1.5	15 Mar 2013		ST Salome A&E > Notes ref 150389		

Press ***Sort Tables > Ascending*** to put the events into the requested sequence:

Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
1	15 Mar 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms. Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
1.5	15 Mar 2013		ST Salome A&E > Notes ref 150389		
2	15 Mar 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log		
3	15 Mar 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.

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Press ***Tools > Sequencing > Update - group by day / sequential*** to replace any decimals with whole numbers:

Seq	Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult
1	15 Mar 2013		Portmanor Medical Centre > Reception notes		Ms F attended morning surgery for consultation with GP1 regarding flu-like symptoms. Brought SJW with her. Baby seemed well as far as he can recall. Certainly no injuries.
2	15 Mar 2013		ST Salome A&E > Notes ref 150389		
3	15 Mar 2013	13:00	Berrickshire Ambulance Service > Central Ambulance Control log		
4	15 Mar 2013		Berrickshire Ambulance Service > Paramedic notes	Infant collapsed. Resuscitation commenced.	Mother sustained facial injuries and is distressed.

If you force events into an incorrect date/time sequence using a **Sequence** column, Chronolator will detect the problem when it checks for errors.

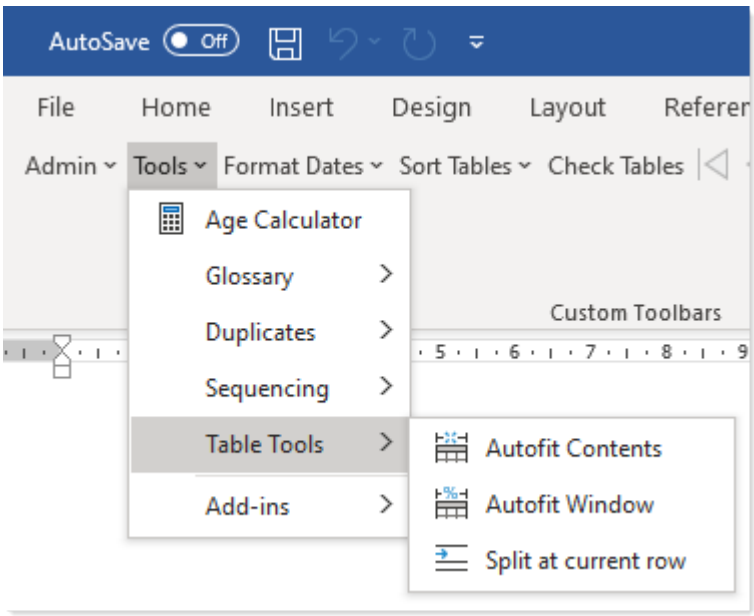
SEQUENCE COLUMN CONFLICTS WHEN IMPORTING A CHRONOLOGY

Because anybody can add a **Sequence** column it might happen that an Internal Chronology has one but not a Composite Chronology - and vice versa.

When such conflicts occur, Chronolator lets you decide whether to keep or discard the column. See the descriptions of *Messages 1030 and 1031* (section 12.2) for more details.

9.6 WORD TABLE TOOLS

Word's Table ***Autofit Contents***, ***Autofit Window*** and ***Split at Current Row*** tools can be awkward to get to in Word itself, so Chronolator adds them to the Tools menu.



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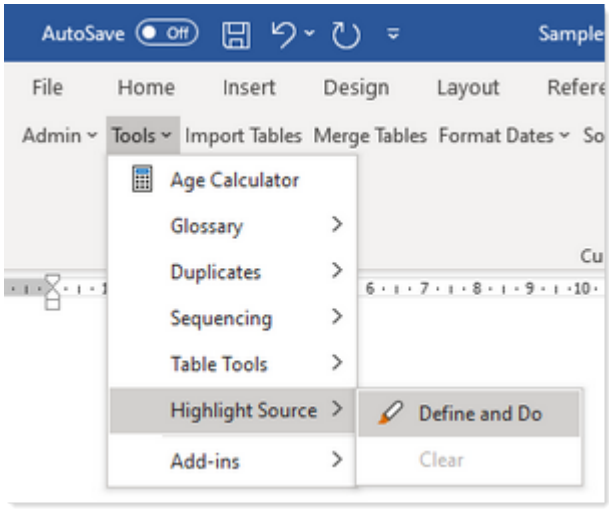
9.7 HIGHLIGHTING SOURCES OF INFORMATION

Chronolator can highlight events from different agencies in a multi-agency chronology in several ways. Agencies are distinguished by the Source Prefix they are given when their chronologies are imported.

The highlighting tool is found at ***Tools > Highlight Source > Define and Do***:



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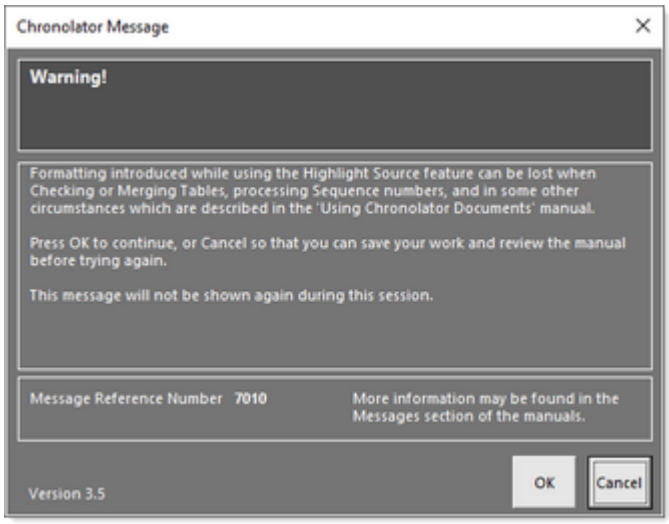
WARNING

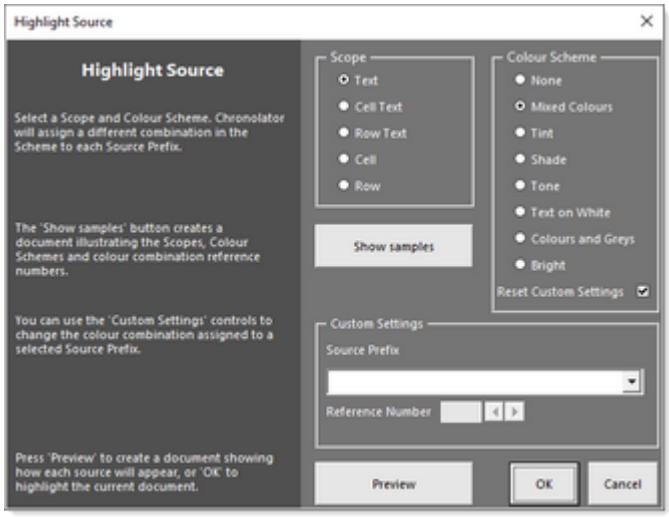
Highlighting will be lost when some other features are run, so it is recommended that you do not do it until you have finished with those other features.

Chronolator warns you about this by displaying **Message 7010** the first time you use the highlighting tool in a Word session.

Press ***OK*** to continue.



When you press ***Tools > Highlight Source > Define and Do*** (and reply ***OK*** to **Message 7010** if it is issued), the **Highlight Source** options form is displayed:



The main choices you make here use the buttons in the **Scope** and the **Colour Scheme** boxes.

SCOPE

The Scope controls how much of the event is highlighted. The lowest scope highlights just the text of the agency's Source Prefix, while the most extensive scope highlights the background of the entire row.

For example, here is how the agency **Berrick Police** would be highlighted using each Scope:

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Scope			
Text	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Cell Text	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Row Text	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Cell	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool
Row	Berrick Police > New Town Station > Custody records	Chronolator - the Chronology Tool	Chronolator - the Chronology Tool

SCHEMES

Chronolator's built-in Colour Schemes provide a quick way to set the highlighting for all prefixes.

For example, this is the **Mixed Colours** scheme:

001 (7.81)	002 (6.68)	003 (9.01)	004 (8.79)	005 (6.82)	006 (13.76)	007 (7.79)	008 (5.72)
009 (5.35)	010 (4.74)	011 (4.81)	012 (4.60)	013 (4.76)	014 (4.61)	015 (6.37)	016 (5.73)
017 (7.81)	018 (6.68)	019 (9.01)	020 (8.79)	021 (6.82)	022 (13.76)	023 (7.79)	024 (5.72)
025 (5.35)	026 (4.74)	027 (4.81)	028 (4.60)	029 (4.76)	030 (4.61)	031 (6.37)	032 (5.73)

This is the **Bright** scheme:

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177 (5.25)	178 (12.70)	179 (19.56)	180 (16.21)	181 (16.75)	182 (9.90)	183 (8.59)	184 (4.66)
185 (5.63)	186 (17.52)	187 (8.77)	188 (5.19)	189 (15.82)	190 (5.48)	191 (6.70)	192 (7.31)

The first number in each coloured box is its Chronolator reference number, which can be used if you want to override a scheme colour for a particular agency.

The numbers in brackets give an idea of how legible the highlight might be when viewed on a computer screen. They are calculated using the Web Content Accessibility Guidelines (Version 2.0) at *www.w3.org/TR/WCAG/*. Higher values represent better legibility. All the Chronolator Colour Scheme highlights meet or exceed WCAG level AA.

A complete list of schemes can be created by pressing the ***Show Samples*** button.

CUSTOM SETTINGS

When there are only a few agencies in the chronology a default scheme should make it easy to distinguish each one. However, when there are lots of agencies you might get a better distinction between them by choosing highlights from different schemes.

For example, in the **Mixed Colours** scheme it is quite easy to see the differences between the first eight highlights, but probably not so easy to distinguish between highlights **004** and **014**. In such a case, you can override the scheme colour for one or more agencies by using the **Custom Settings** box on the **Highlight Source** options form:

Select the agency you want to modify, and then choose its colour by using the left/right arrows or typing in its **Reference Number**. Note that you will not be able to type in a number that is already in use.

> If you have set a custom colour for an agency, Chronolator will retain it when you choose a new Colour Scheme unless ***Reset Custom Settings*** is ticked.

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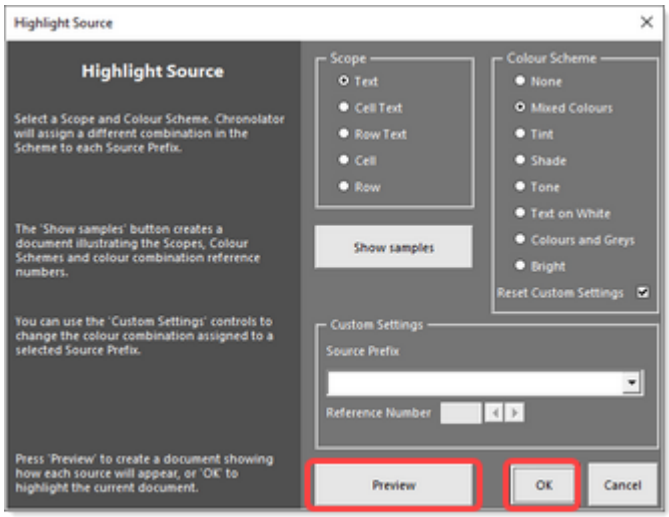
PREVIEWING AND DOING

Highlighting a large chronology can take a few minutes. The ***Preview*** button quickly produces a new document illustrating how each agency will appear.

When you are happy with your definitions, press ***OK*** to highlight the chronology.



USING HIGHLIGHTS TO GET AN OVERALL PICTURE OF AN AGENCY'S INVOLVEMENT

When reviewing a large chronology, you can get an overview of which agencies did what when by highlighting it and then using Word's Zoom feature to zoom out. For example, the following chronology has been highlighted with **Scope: Row** and **Colour Scheme: Bright**, and zoomed to 10%:

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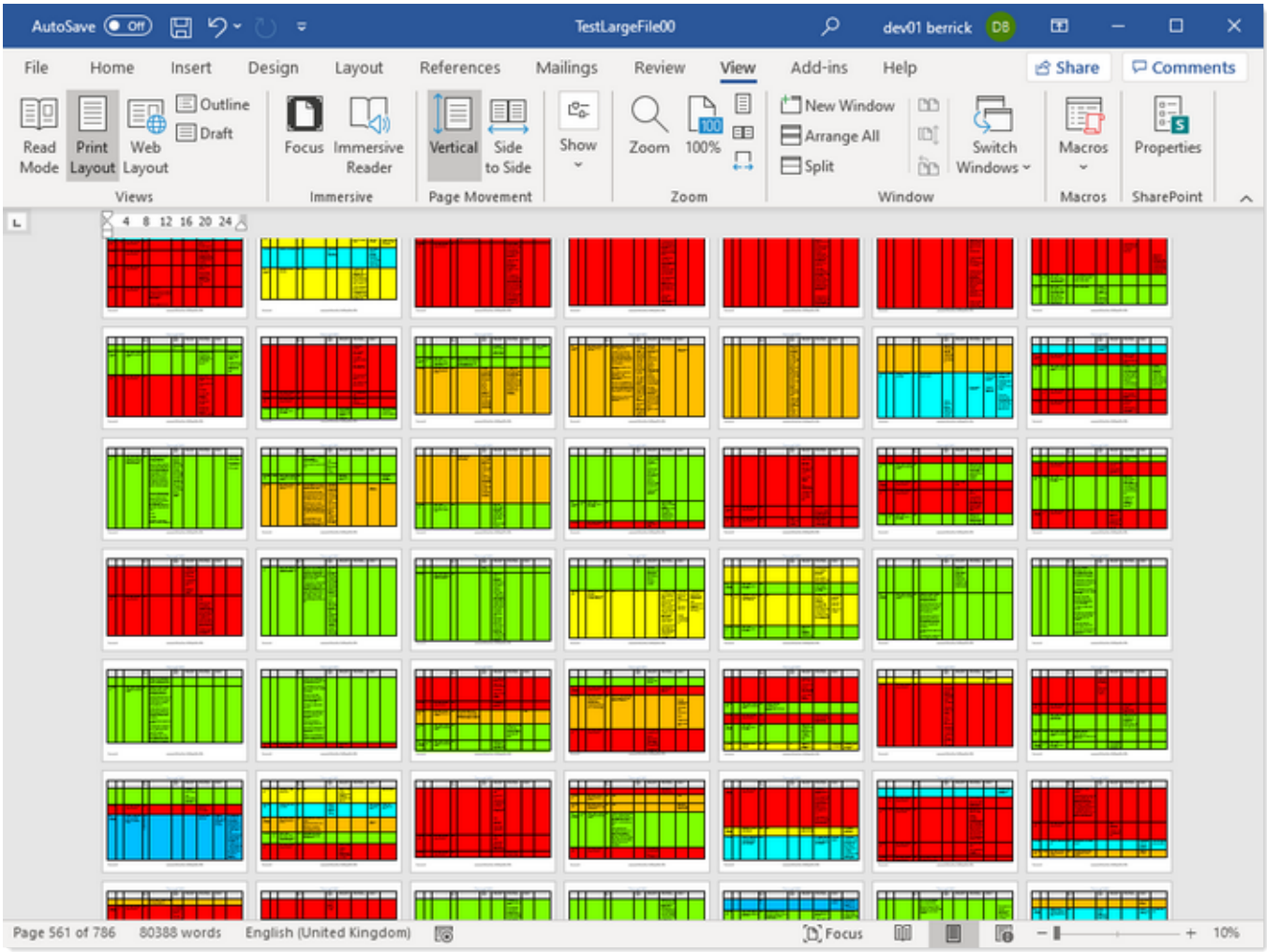

More sophisticated timelines can be created using the Chronolator Reviewer's Tool at *tools.chronolator.com/review*

9.8 PUBLISHING A CHRONOLOGY

When you have completed a chronology document you can publish it without the Chronolator program code so that your recipients will not have to do anything about macros and licence terms whenever they open it.

You can also:

- publish the chronology in a variety of narrative formats
- create a document containing an analysis of the chronology
- create a document that can be used by the Chronolator Browser Tools

Published chronologies are new documents: the original Chronolator document is not changed.

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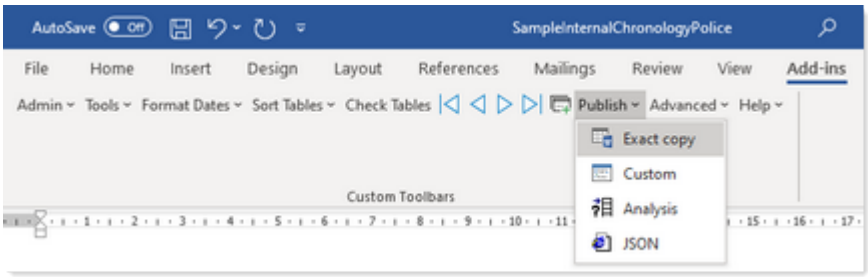
EXACT COPY

Pressing ***Publish > Exact Copy*** copies everything to a new document, and then displays Word's **Save As** dialog so you can choose where to save it.

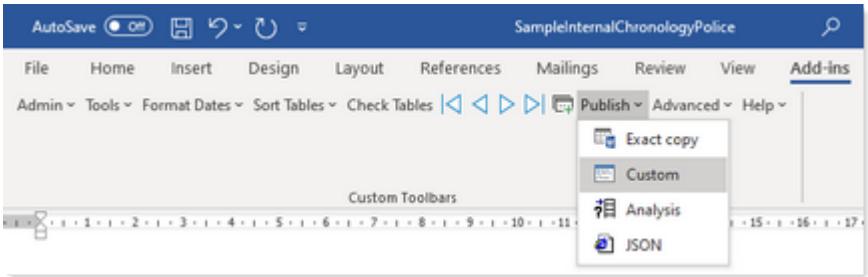


NARRATIVE FORMATS

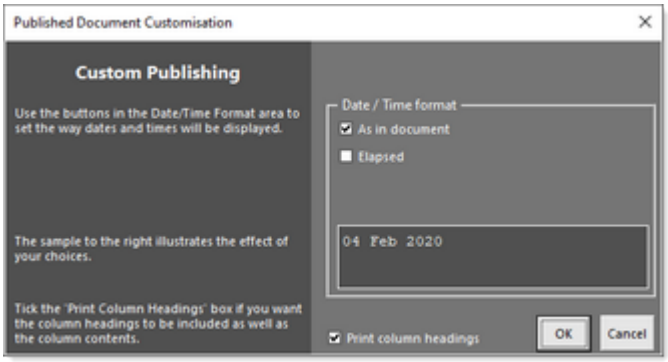
Although tables are a good way to put a chronology together, they can be unwieldy to read, particularly when a single event has a lot of text in one column that spans several pages.

Chronolator can convert a chronology table to several narrative formats, some of which include the elapsed time since the start of the chronology.

Press ***Publish > Custom***



The resulting **Published Document Customisation** form lets you customise the headings displayed in the narrative.



MAIN HEADING - SEQUENCE, DATE AND TIME

If the chronology contains a **Sequence** column, it will be the first part of the main heading for each event in the chronology.

The options in the **Date / Time format** box control how the rest of main heading is displayed:

- **As in document**: date and time information will be copied exactly from the document
- **Elapsed**: information about how long it has been since the start of the chronology is included. This always includes the number of days. Two sub-options control how the time is treated:
  - **Partial**: the actual time of the event is used

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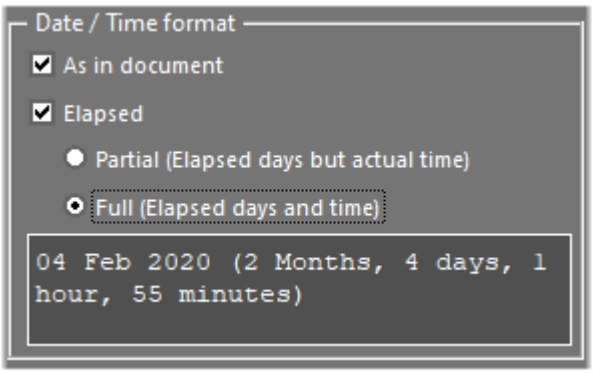
- **Full**: the elapsed time is used

The dark grey box is updated as you change options to illustrate their effect:



OTHER HEADINGS

After the main heading, the narrative includes information from the non-blank entries for each event. The ***Print column headings*** box controls whether their individual headings are included.

EXAMPLES

Take these events as an example:

Date	Time	Source of Information	Family Contact - Child	Family Contact - Adult	Communication - within agency	Communication - external to agency	Response or Outcome	Comments
06 Oct 2012	03:30	Portmanor Medical Centre > GP records		Mother seen by GP1. Pregnant. ?date of LMP.	GP1 completes ante-natal referral to St Salome's			Slightly late notification but no concerns
03 Nov 2012	10:45	St Salome Maternity Unit > Antenatal records ref 0311		New booking visit by Midwife 1. No concerns.			Further appointments booked	

This is how they will appear in the narrative when various option combinations are used:

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As in document?	Elapsed Partial?	Elapsed Full?	Print column headings?	Result
Yes	No	No	Yes	06 Oct 2012 03:30 Portmanor Medical Centre > GP records Family Contact - Adult Mother seen by GP1. Pregnant. ?date of LMP. Communication - within agency GP1 completes ante-natal referral to St Salome's Comments Slightly late notification but no concerns 03 Nov 2012 10:45 St Salome Maternity Unit > Antenatal records ref 0311 Family Contact - Adult New booking visit by Midwife 1. No concerns. Response or Outcome Further appointments booked
Yes	No	No	No	06 Oct 2012 03:30 Portmanor Medical Centre > GP records Mother seen by GP1. Pregnant. ?date of LMP. GP1 completes ante-natal referral to St Salome's Slightly late notification but no concerns 03 Nov 2012 10:45 St Salome Maternity Unit > Antenatal records ref 0311 New booking visit by Midwife 1. No concerns. Further appointments booked
Yes	No	Yes	No	06 Oct 2012 03:30 (Start of Chronology) Portmanor Medical Centre > GP records Mother seen by GP1. Pregnant. ?date of LMP. GP1 completes ante-natal referral to St Salome's Slightly late notification but no concerns 03 Nov 2012 10:45 (28 days, 7 hours, 15 minutes) St Salome Maternity Unit > Antenatal records ref 0311 New booking visit by Midwife 1. No concerns. Further appointments booked
Yes	Yes	No	No	06 Oct 2012 03:30 (Day 1 03:30) Portmanor Medical Centre > GP records Mother seen by GP1. Pregnant. ?date of LMP. GP1 completes ante-natal referral to St Salome's Slightly late notification but no concerns 03 Nov 2012 10:45 (Day 29 10:45) St Salome Maternity Unit > Antenatal records ref 0311 New booking visit by Midwife 1. No concerns. Further appointments booked

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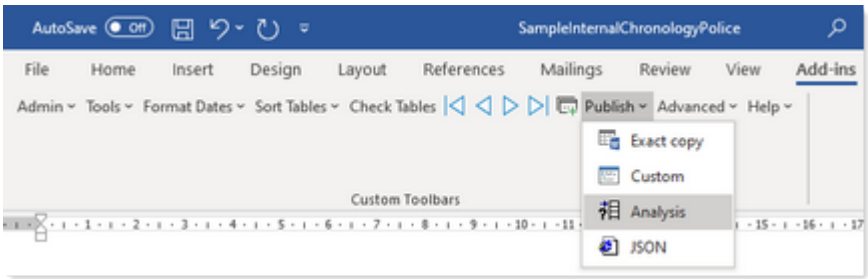
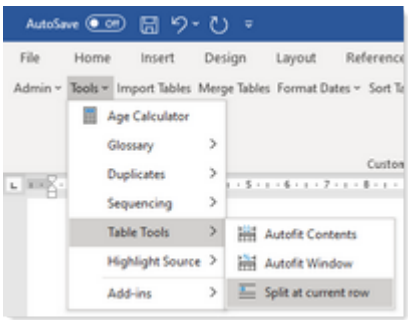
As in document?	Elapsed Partial?	Elapsed Full?	Print column headings?	Result
No	Yes	No	No	Day 1 03:30 Portmanor Medical Centre > GP records Mother seen by GP1. Pregnant. ?date of LMP. GP1 completes ante-natal referral to St Salome's Slightly late notification but no concerns Day 29 10:45 St Salome Maternity Unit > Antenatal records ref 0311 New booking visit by Midwife 1. No concerns. Further appointments booked
No	No	Yes	No	Start of Chronology Portmanor Medical Centre > GP records Mother seen by GP1. Pregnant. ?date of LMP. GP1 completes ante-natal referral to St Salome's Slightly late notification but no concerns 28 days, 7 hours, 15 minutes St Salome Maternity Unit > Antenatal records ref 0311 New booking visit by Midwife 1. No concerns. Further appointments booked

ANALYSIS DOCUMENT

Pressing ***Publish > Analysis*** creates a new document analysing event reference numbers and counts by **Source of Information**, and then displays Word's **Save As** dialog so you can choose where to save it.



If you want to split the chronology into separate time periods for analysis, you can do so by clicking in the table where you want a split and then using ***Tools > Table Tools > Split at current row***.



An analysis document contains four types of table:

- Detailed Analysis by Source Prefix and Month

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- Summary Analysis by Source Prefix and Month
- Totals by Source
- Totals by Month

Here are some examples of each, taken from a chronology which has been split into time periods.

Individual agencies are highlighted as per any highlighting applied with ***Tools > Highlight Source***.

DETAILED ANALYSIS BY SOURCE PREFIX AND MONTH

Detailed Analysis by Source Prefix and Month (October 2012 - March 2013)

Numbers in [square brackets] are the total number of events for that Source and Month

Source	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013
No prefix						
Berrick New Town Clinic						11 [1]
Berrickshire Ambulance Service						12, 15 [2]
Portmanor Medical Centre	1 [1]		3 [1]			13 [1]
ST Salome A&E						14, 16, 17, 18, 19 [5]
St Salome Community Midwives						10 [1]
St Salome Labour Ward						7, 8 [2]
St Salome Maternity Unit		2 [1]		4 [1]	5 [1]	6, 9 [2]

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SUMMARY ANALYSIS BY SOURCE PREFIX AND MONTH

Summary Analysis by Source Prefix and Month (October 2012 - March 2013)

Total number of events for each Source and Month

Source	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013
No prefix						
Berrick New Town Clinic						1
Berrickshire Ambulance Service						2
Portmanor Medical Centre	1		1			1
ST Salome A&E						5
St Salome Community Midwives						1
St Salome Labour Ward						2
St Salome Maternity Unit		1		1	1	2

TOTALS BY SOURCE

Totals by Source (October 2012 - March 2013)

Source	Number of events
No prefix	0
Berrick New Town Clinic	1
Berrickshire Ambulance Service	2
Portmanor Medical Centre	3
ST Salome A&E	5
St Salome Community Midwives	1
St Salome Labour Ward	2
St Salome Maternity Unit	5

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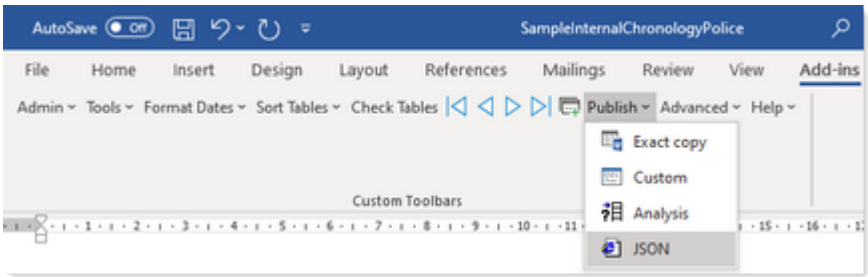
TOTALS BY MONTH

Totals by Month (October 2012 - March 2013)

Month	Number of events
Oct 2012	1
Nov 2012	1
Dec 2012	1
Jan 2013	1
Feb 2013	1
Mar 2013	14

JSON - CHRONOLATOR BROWSER TOOLS

Pressing ***Publish > JSON*** creates a new document in the JSON (JavaScript Object Notation) format that can be read by the Chronolator Browser Tools.



The Chronolator Browser Tools at *tools.chronolator.com* use your web browser (e.g. Chrome) to process chronologies.

It is important to note that **only the software resides on the Web. Your Chronologies stay on your computer, completely under your control. Their confidentiality is not compromised**.

Web access is only required the first time a tool is used, as the software is cached in the browser.

When this Help was published in early 2021, the available tools were:

- **Data Entry**, which provides a means for people to enter events into a chronology. Events are checked for errors as they are entered, meaning that the resulting chronologies have fewer errors than with Chronolator for Word, which relies on people using the Check Tables feature
- **Reviewer's Tool**, which provides several features useful for reviewers, such as graphical timelines

These tools are under continual development, with new features being added much more often than is possible with Microsoft Word.

New tools will be also be added, such as an alternative to the Case Details Wizard in the Online Workbench.

It is intended that the Browser Tools will eventually provide a complete alternative to Chronolator for

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Word.

9.9 ADD-INS

If there is something extra you would like Chronolator to do, please contact us to discuss the possibility of implementing it in an add-in.

Requests for new features have previously taken a long time to fulfil owing to the complexity of incorporating them and then testing the whole product. Add-ins allow feature requests to be satisfied more quickly.

Chronolator Add-ins are Word templates (.**dotm** files). They should not be confused with the Add-ins tab on the Word Ribbon.

If a Chronolator Add-in is likely to be useful to a wide audience, it will be published on the Chronolator web site. Links to available add-ins will be provided at *www.chronolator.com/download.htm*.

Add-ins include detailed instructions about how to use them. The rest of this section gives brief instructions about how to use a typical add-in, in this case called **c8Addin40Age03**.

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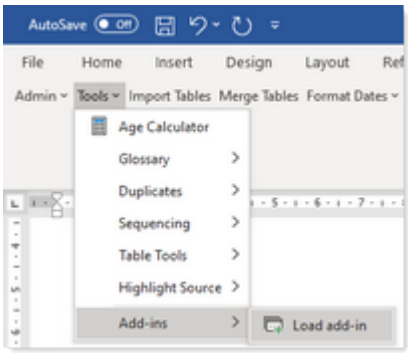
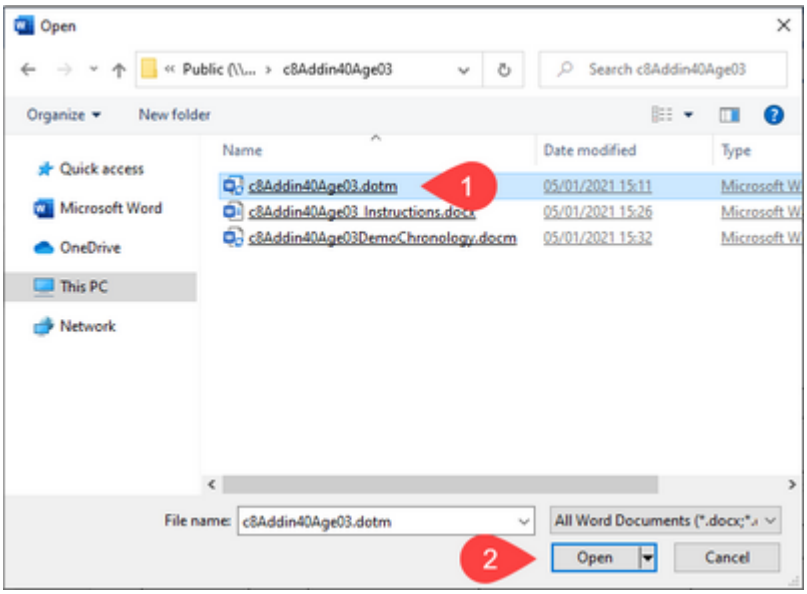
LOADING AN ADD-IN

The first step is to load the add-in into Word. Press ***Tools > Add-ins > Load add-in***:

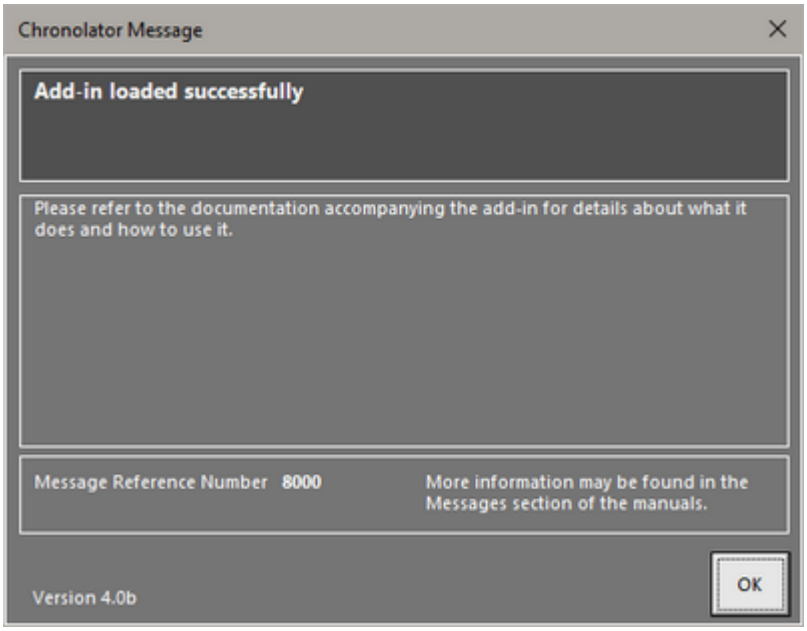


Word's **Open** dialog will appear. Navigate to and open the add-in:

> Add-ins are supplied with instructions and a demonstration chronology. The add-in itself is the ***.dotm*** file (usually the first one in the list).



Message 8000 confirms the add-in has loaded:



Press ***OK*** to dismiss the message.

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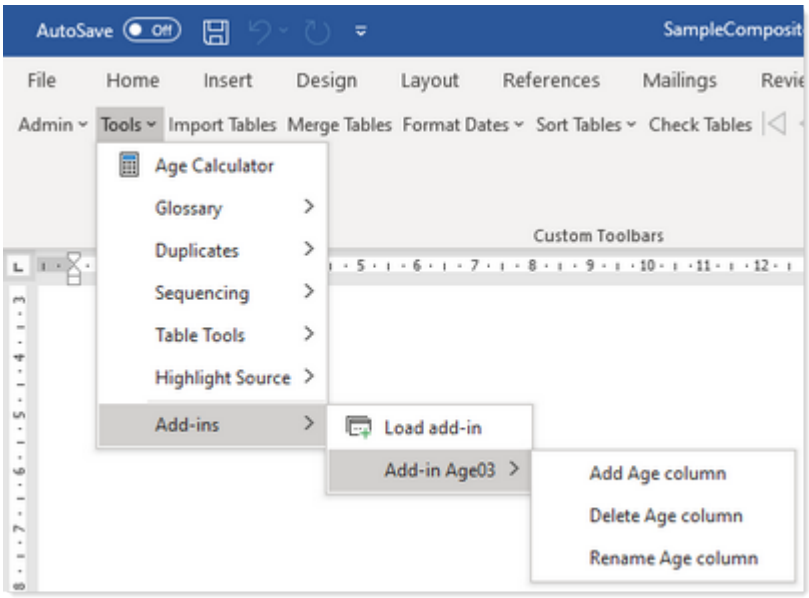
USING AN ADD-IN

After an add-in has loaded, it updates the ***Tools > Add-ins*** menu with its functions. In this case, the add-in has provided options to add, delete, or rename an **Age** column.



Add-ins are supplied with their own detailed instructions.

9.10 DOCUMENT DETAILS AND SYSTEM INFORMATION REPORTS

The Document Details and System Information reports give information about the chronology document and the Word and operating system environment in which it is running.

THE DOCUMENT DETAILS REPORT

The **Document Details** report contains information about the internal structure of the document (such as what columns are included, whether they are mandatory and so on), and statistics about the tools used while editing it.

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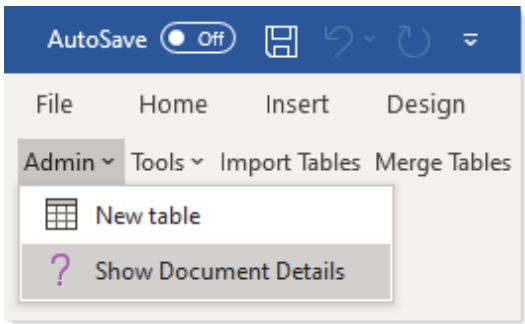
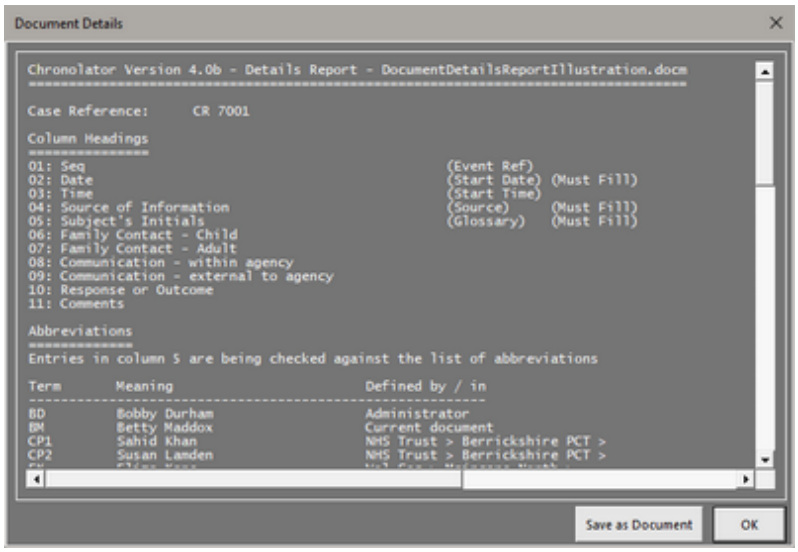
Press ***Admin > Show Document Details***:



The **Document Details** report is displayed. Note the vertical scroll bar that allows you to page through it. A horizontal scroll bar will also appear if necessary.



Press ***OK*** when you have finished looking at the report, or if you want to copy the information to a new document, press ***Save As Document***.

The various sections of the report are described below.

CASE REFERENCE

```
Case Reference:      CR 7001
```

The Case Reference assigned by the Case Review Administrator.

COLUMN HEADINGS

```
Column Headings
===============
01: Seq                                    (Event Ref)
02: Date                                   (Start Date) (Must Fill)
03: Time                                   (Start Time)
04: Source of Information                  (Source)     (Must Fill)
05: Subject's Initials                     (Glossary)   (Must Fill)
06: Family Contact - Child
07: Family Contact - Adult
08: Communication - within agency
09: Communication - external to agency
10: Response or Outcome
11: Comments
```

A list of the headings for each column in the chronology table, identifying any *Special columns* (section 7.2).

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ABBREVIATIONS

```
Abbreviations
=============
Entries in column 5 are being checked against the list of abbreviations

Term       Meaning                        Defined by / in
-------------------------------------------------------
BD         Bobby Durham                   Administrator
BM         Betty Maddox                   Current document
CP1        Sahid Khan                     NHS Trust > Berrickshire PCT >
CP2        Susan Lamden                   NHS Trust > Berrickshire PCT >
EK         Eliza Kane                     Vol Sec > Maincare North >
GL         Graham Laboriel                Administrator
HB         Harry Bruford                  Administrator
JB         Jim Bruford                    Administrator
LL         Laura Lamb                     Administrator
MA         Mary Adams                     Administrator
MM         Martin Murray                  Vol Sec > Maincare North >
PL         Patrice Laboriel               Administrator
RE         Roberta Evans                  Current document
RR         Roberta Rushen                 Administrator
XY         Xaviera Yarrup                 Current document
```

The entries in the Abbreviations Glossary, showing where they were defined and whether they are being used during Chronolator error checking.

SOURCE PREFIXES

```
Source Prefixes
===============
Berrickshire Social Care >
Berrickshire Youth Offending Team >
Education >
NHS Trust > Berrick Collegiate Hospital >
NHS Trust > Berrickshire Ambulance >
NHS Trust > Berrickshire PCT >
NHS Trust > CAMHS >
NHS Trust > Community >
Police >
Vol Sec > Maincare North >
Vol Sec > Maincare South >
```

The Source Prefixes in a Composite Chronology, assigned when importing other chronology documents.

MISCELLANEOUS

```
Miscellaneous
=============
Document Full Name : V:\DocumentDetailsReportIllustration.docm
Sort Order         : Ascending
Table Count        : 1
Event Count        : 152
```

The full name of the document, the order chosen when tables were last sorted, how many Chronolator tables there are, and how many events are in the chronology.

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STATISTICS

```
Statistics
==========
Refer to the product documentation for an explanation of these statistics.

Process          Run Tables   Rows Field1 Field2  Elapsed   MemPT   MemPF   MemVT   MemVF
-------------------------------------------------------------------------------------------
Check Tables       5      1    143      4           23.8s   7.91G   0.12G  17.25G   3.08G
Duplicates         5      1    143      3           17.5s   7.91G   0.14G  17.25G   3.07G
Format Dates       4      1    143                   2.1s   7.91G   0.57G  17.25G   3.02G
Add Sequence       4      1    150                   5.9s   1.50G   0.99G   3.00G
Update Sequence    1      1    143                  14.3s   7.91G   0.46G  17.25G   3.05G
Clear Sequence
Delete Sequence
Change Seq Head
Merge              3      2    152                  10.9s   7.91G   0.29G  17.25G   3.08G
Publish Custom     3      1    143                  24.8s   7.91G   0.29G  17.25G   3.01G
Publish Analysis
Publish JSON       1      1    143                  11.6s   7.91G   0.31G  17.25G   3.11G
Normalise Src      2      1    152     13           16.3s   7.91G   0.41G  17.25G   3.06G
Abbrev. Review     4      1    143     15    *745   23.9s   7.91G   0.19G  17.25G   3.08G
Abbrev. Report     4      1    143     15    *745   23.6s   7.91G   0.26G  17.25G   3.04G
Anonymise          5      1    143     15    *745   24.5s   7.91G   0.25G  17.25G   3.04G
Personalise        4      1    143     15    *745   22.3s   7.91G   0.47G  17.25G   3.04G
Highlight Src      3      1    152     RT Bright    15.6s   7.91G   0.36G  17.25G   3.06G
```

Statistics about the tools used.

The **Run** column records how often the tool has been used.

The remaining columns relate to the last time the tool was used, and are described below.

Tables	How many tables were in the document when the tool was started.
Rows	The number of events in the chronology tables (excludes the table headings).

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Field 1	**Check Tables**	The number of errors found.
	Duplicates	The number of duplicates found.
	Format Dates	Not used.
	Add Sequence	Not used.
	Update Sequence	Not used.
	Clear Sequence	Not used.
	Delete Sequence	Not used.
	Change Seq Head	Not used.
	Merge	Not used.
	Publish Custom	Not used.
	Publish Analysis	Not used.
	Normalise Src	The number of Source Prefixes. Source prefixes are normalised if required before the **Abbreviations Review** and **Highlighting** processes. Normalisation puts them into the same format as defined by the administrator who imported a document. Normalisation time is not included in the Elapsed time for those processes, but is noted here.
	Abbrev. Review	The number of glossary entries which were searched for.
	Abbrev. Report	"
	Anonymise	"
	Personalise	"
	Highlight Src	Scope (T= Text, CT=Cell Text, RT=Row Text, C=Cell, R=Row).

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Field2	**Check Tables**	Not used.
	Duplicates	Not used.
	Format Dates	Not used.
	Add Sequence	Not used.
	Update Sequence	Not used.
	Clear Sequence	Not used.
	Delete Sequence	Not used.
	Change Seq Head	Not used.
	Merge	Not used.
	Publish Custom	Not used.
	Publish Analysis	Not used.
	Normalise Src	Not used.
	Abbrev. Review	The number of glossary entries which were found. If preceded by an asterisk, the Glossary column was included in the search. **cncl** means the user cancelled the process.
	Abbrev. Report	"
	Anonymise	"
	Personalise	"
	Highlight Src	Colour Scheme (in full, except TxtWhi=Text on White, C&G=ColoursAndGreys).
Elapsed	Time taken.	
MemPT	Total physical memory on computer.	
MemPF	Free physical memory on computer.	
MemVT	Total virtual memory on computer.	
MemVF	Free virtual memory on computer.	

SOFTWARE VERSIONS USED

```
Software Versions used
----------------------
Windows:        10.0
Word:           14.0.7015 10.0.6866 12.0.6612 16.0.12325 16.0.13530
Browser Tools:
```

The versions of Word and Windows used to produce the document. In a Composite Chronology, an

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asterisk preceding the version information means that that version was used for one of the imported chronologies.

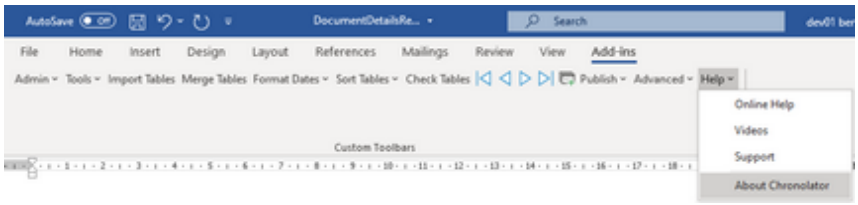
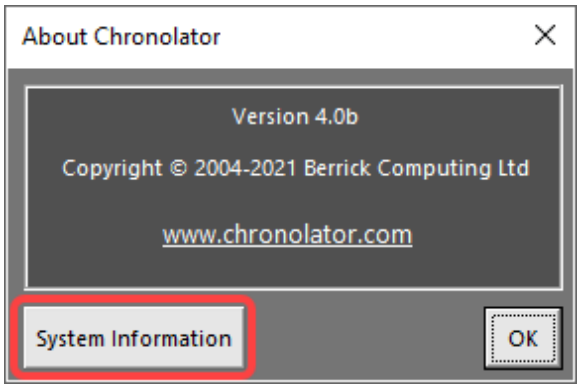
SYSTEM PROCESSORS USED

```
System Processors used
----------------------
(1) AMD A10-5700 APU with Radeon(tm) HD Graphics    3400 Mhz, 2 Core(s), 4 Logical Processo
(1) Intel Pentium II Xeon processor 2956 Mhz, 1 Core(s), 1 Logical Processor(s)
(1) Intel(R) Core(TM) i3 CPU        540  @ 3.07GHz 3154 Mhz, 1 Core(s), 1 Logical Processo
(1) Intel(R) Core(TM) i5-7400 CPU @ 3.00GHz 3000 Mhz, 4 Core(s), 4 Logical Processor(s)
```

The System Processors (CPUs) used to produce the document. The number in brackets at the start of each line is the number of physical processors on the machine.

THE SYSTEM INFORMATION REPORT

The **System Information** report contains information about the Word and Windows versions on a computer.

Press ***Help > About Chronolator***	
Press the ***System Information*** button	

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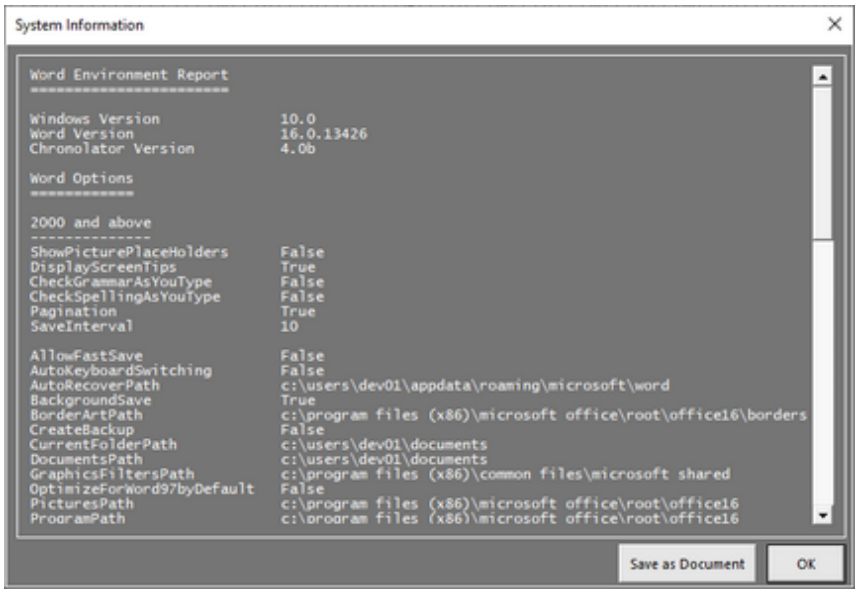
The **System Information** report is displayed. Note the vertical scroll bar that allows you to page though it.	

Press ***OK*** when you have finished looking at the report, or if you want to copy the information to a new document, press ***Save As Document***.

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10 WORKING WITH MICROSOFT WORD TABLES

This section provides some hints and tips about working with tables in Microsoft Word. Generally it gives only one way of achieving a particular end, but there are often other ways. You can find more information in Word's Help, particularly under 'Keyboard Shortcuts'.

> It is always worth experimenting and asking colleagues for tips. You might feel that you do not have time to do so, but ten minutes spent once in a while to find a new time-saver can save you much more than that over the years.

10.1 TERMINOLOGY

Tables are composed of a number of **Rows** and **Columns**. Each individual 'box' where a row and column meet is called a **Cell**.

10.2 USING A MOUSE

As you move the mouse over a table, the pointer changes. Sometimes it points upwards from left to right, sometimes from right to left, sometimes it is the insertion pointer, sometimes a width adjuster, and sometimes a black arrow. What happens when you press the mouse depends on what the pointer looks like.

Mouse pointer shapes

10.3 SELECTING ITEMS IN A TABLE

If you want to move or copy an item in a table, you must first **Select** it. Word highlights whatever is selected.

You can select items with the Mouse or with the Keyboard.

SELECTING ITEMS WITH THE MOUSE

The table below shows how to select table items with the mouse.

Be careful, because if you move the mouse while you are pressing it the effect can sometimes be different to what you want as the pointer changes.

Also, note that there is a difference between selecting the **text in a cell** and selecting the **cell** itself.

Item to be selected	Mouse pointer	Mouse action
Text in a cell	I	Press and hold at beginning of text, drag to desired end, let go.

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Cell	↗	Press left edge of cell.
Row		Press to left of row.
Column	↓	Press top edge of column.
Multiple elements		Press as above and drag across the table as desired.

SELECTING ITEMS WITH THE KEYBOARD

The table below shows how to select table items with the keyboard.

Item to be selected	Key
Text in the cell to the right	***Tab***
Text in the cell to the left	***Shift*** +***Tab***
Multiple elements	***Shift*** + ***Arrow keys*** (experiment!)

10.4 ADDING ROWS TO A TABLE

To add a row to the end of a table, click the mouse anywhere in the bottom right hand cell and press the ***Tab*** key.

To add a single row in the middle of the table, click in the row next to which you want it to go, right-click the mouse, press ***Insert***, and choose whether to insert **Above** or **Below**.

To add several rows to the middle of the table, select the desired number of rows next to which you want the new rows to go, right-click the mouse, and press ***Insert*** (choose whether **Above** or **Below**). The number of rows you selected will be added.

10.5 COPYING AND MOVING ITEMS IN A TABLE

When you have selected an item by one of the methods described above you can copy or move it to another place with the Mouse or with the Keyboard.

COPYING AND MOVING ITEMS WITH THE MOUSE

Use Windows **Drag and Drop**. To **Move** an item, do the following;

- Move the mouse over the selection until the pointer is an arrow pointing upwards from right to left like this
- Press and hold the left mouse key
- Move the mouse pointer where you want the item to go
- Let go of the left mouse key

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If you want to **Copy** instead of Move, hold the ***Ctrl*** key while you do the above.

COPYING AND MOVING ITEMS WITH THE KEYBOARD

Use the Windows Clipboard shortcut keys to copy the selected item to the Clipboard:

- ***Ctrl*** + ***C*** to copy and leave in place
- ***Ctrl*** + ***X*** to cut from the current location

Move the Insertion Point to the desired location, and press ***Ctrl*** + ***V*** to paste the Clipboard into the new location

UNDOING MISTAKES

Because of the many types of table elements you can select, it is easy to make a mistake. If you want to undo a mistake, you can press the mouse on the ***Undo*** button on Word's **Quick Access Toolbar**, or press ***Ctrl*** + ***Z*** on the keyboard.

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11 APPENDIX A – TROUBLESHOOTING

If your problem is not described here, please see the **FAQ** page on the Chronolator website *www.chronolator.co.uk/faq.htm*, which contains information about problems encountered after this document was produced.

Many of the actions described below depend on what version of Word you are using. If you are unsure, refer to *How can I tell which version of Word I am using?* (section 2.2)

11.1 THE CHRONOLATOR TOOLBAR DOES NOT APPEAR

The Chronolator toolbar should be added to any other custom toolbars on the ***Add-Ins*** tab on the Ribbon.

Before Word adds it, it might require you to allow some actions. In particular:

- you might need to **Enable Editing** if the document opens in **Protected View**
- you might need to **Enable macros**, depending on your macro security settings

You will also need to accept the terms of the Chronolator licence if you have not already done so since you opened Word.

For details, please refer to the following:

- *Protected View* (section 15.1.1)
- *Enabling macros* (section 15.1.2)
- *Licensing* (section 15.1.3)

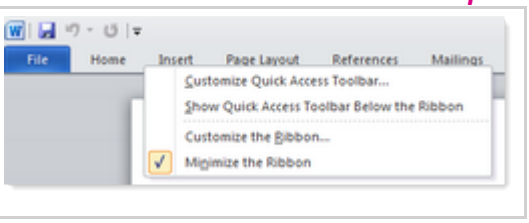
11.2 THE CHRONOLATOR TOOLBAR HAS DISAPPEARED

If the Chronolator toolbar was there when you opened the document but is no longer visible, you might have hidden the Ribbon by accident.

If so, click the ***Add-ins*** tab to show the Chronolator toolbar.

MAKING THE RIBBON PERMANENTLY VISIBLE

You can make the Ribbon stay visible if you want. Right-click between any of the tab labels (***Home*** and ***Insert*** for example) and un-tick ***Minimise the Ribbon*** or ***Collapse the Ribbon***:

Word 2010	

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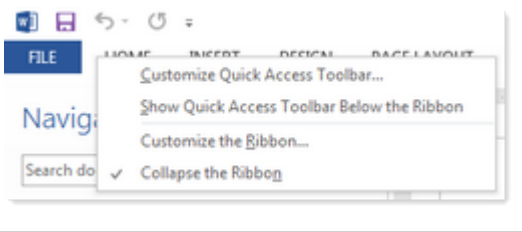
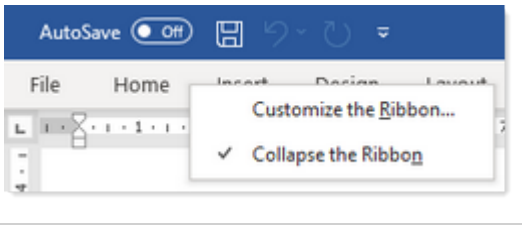
Word 2013	
Word 2016 and later	

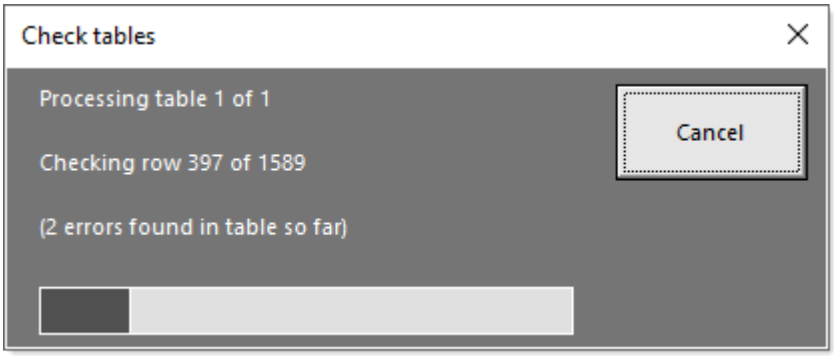
You can also toggle the Ribbon between visible and invisible states by pressing ***Ctrl + F1*** .

11.3 THE CHRONOLATOR TOOLBAR DOESN'T HAVE ALL ITS BUTTONS

Chronolator only puts buttons on the toolbar if they can do something useful in the current document - for example, since the only thing you can do with a fresh Composite Chronology is to import tables into it, the only buttons are ***Import Tables*** and ***Help***.

Having said that, Word hides buttons from the toolbar or ribbon if your window is too small. To get them back, just widen or maximise the window.

11.4 THE CHRONOLATOR PROGRESS BAR DISAPPEARS

Chronolator informs you about the progress of most tasks using the **Progress Bar**. For example, while you are checking tables it might look something like this:	

Sometimes, if you are processing a very large file on an older computer with not much memory, or on a slow network, the progress bar can disappear from time to time. If this happens, it is often possible to make it visible again by double-clicking on the document's icon in the Windows Task Bar.

Disappearance of the progress bar does not affect the processing which is being done. When it has finished, Chronolator will display a completion message as usual.

11.5 RECOVERING CORRUPTED CHRONOLATOR DOCUMENTS

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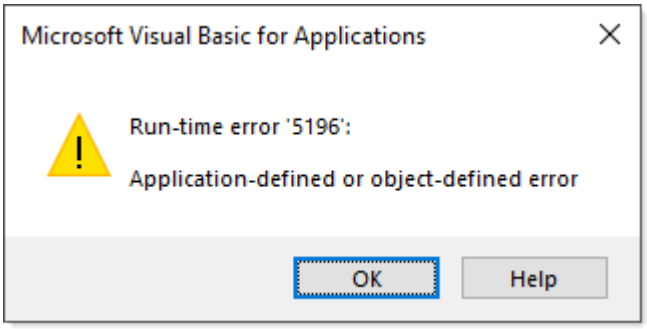
Like any Word document, a Chronolator document can become corrupted if problems occur on your computer or network while you are working on it. Symptoms can vary. For example:

- Microsoft Visual Basic messages about a 'Run-time Error'
- Badly formatted or corrupted tables or text
- Word crashes or stops working

The next few paragraphs describe what you can do to try to recover them.

RUN-TIME ERRORS

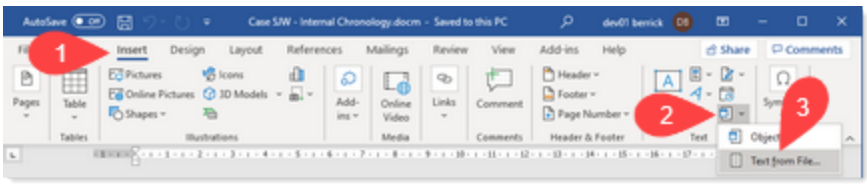
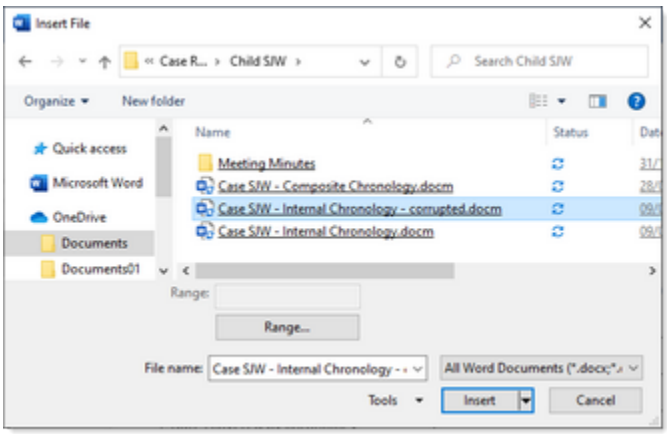
Chronolator uses macros and variables which are hidden inside the document. If they become corrupted, you might get a message similar to this:



The actual 'Run-time error' number and description can vary.

To recover from this, you will need a blank Chronolator Document. If you still have the original which was sent to you, you should use that. If not, contact the person who sent it to you and ask for another copy.

PROCEDURE

Step 1. Open the blank Chronolator Document	
Step 2. Use Word's **Insert File** tool (press ***Insert > Object > Text from file***)	
Step 3. Navigate to and select the corrupted document and press ***Insert***	
Step 4. Save, close and re-open the document.	

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- If the document is OK when you re-open it, you have successfully recovered your document and can carry on with your work.
- If not, or if the ***Insert*** fails:

  1. follow the instructions in the next section *Corrupted tables or text, or Word stops working* in this section
  2. go back to *Step 1* in this section above, and then in **Step 3**, insert the file you will have created in the next section

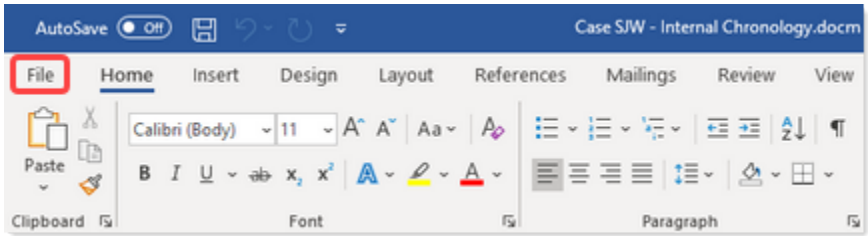
CORRUPTED TABLES OR TEXT, OR WORD STOPS WORKING

If the tables or text in the document have become corrupted, or Word stops working, try using Word's **Open and Repair** facility, which is available from Word's standard **Open** dialog.

REACHING THE OPEN DIALOG

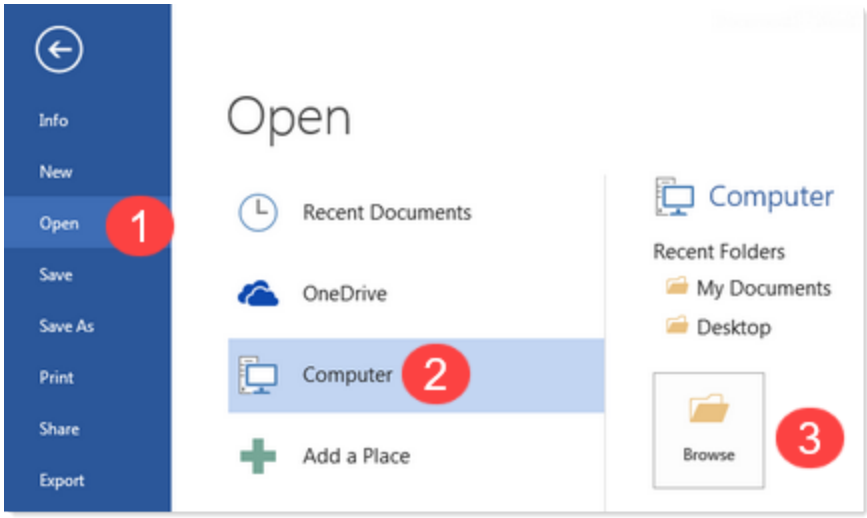
You reach the **Open** dialog in different ways depending on your version of Word:

- In **Word 2007**, press > ***Open***.
- In **Word 2010** and later versions, press the ***File*** tab.



What to do when you have opened the ***File*** tab also depends on your version of Word:

- In **Word 2010** and **Word 2013**, press ***Open***, then ***Computer***, then ***Browse***



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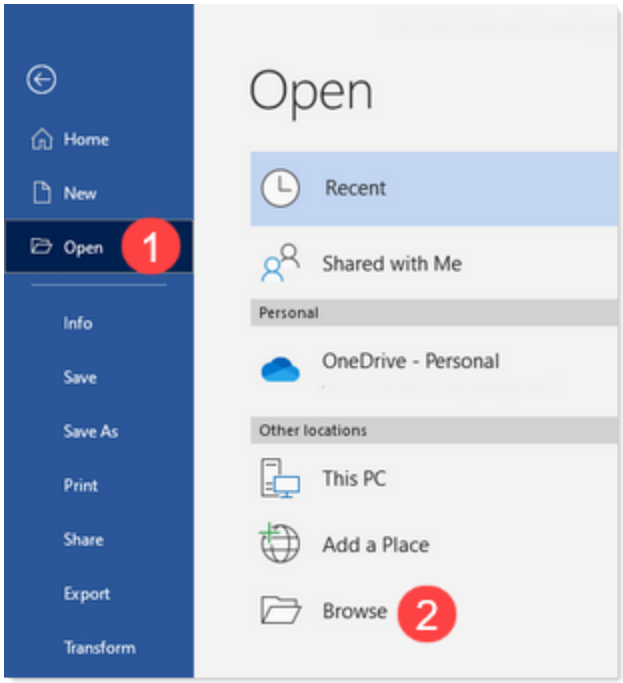
In **Word 2016** and later versions, press ***Open***, then ***Browse***



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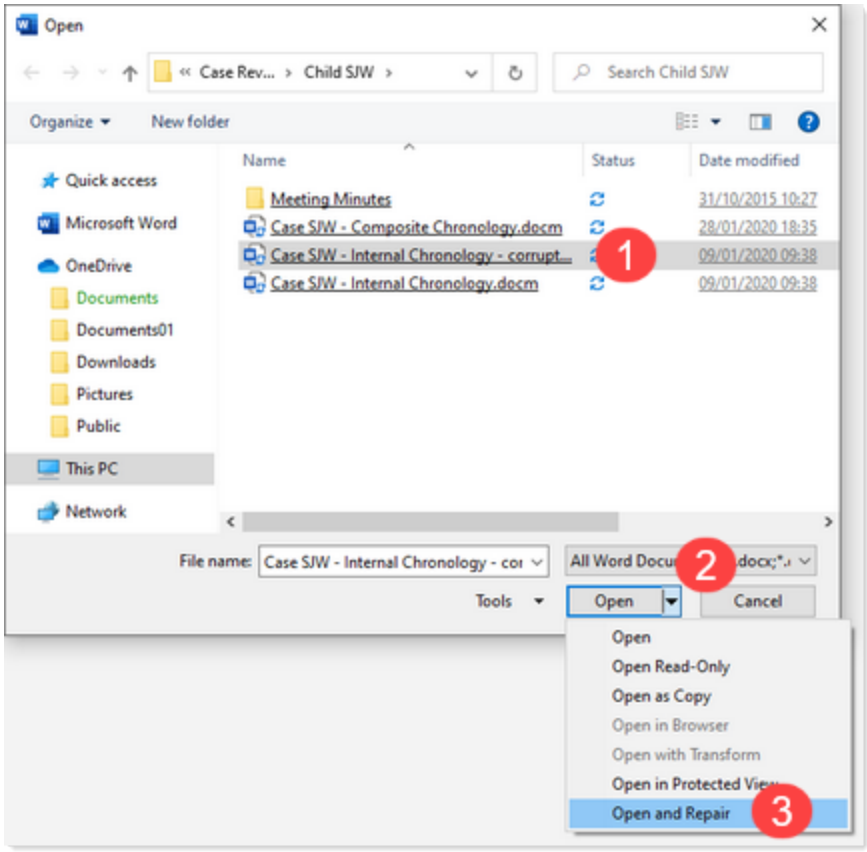
USING OPEN AND REPAIR FROM THE OPEN DIALOG

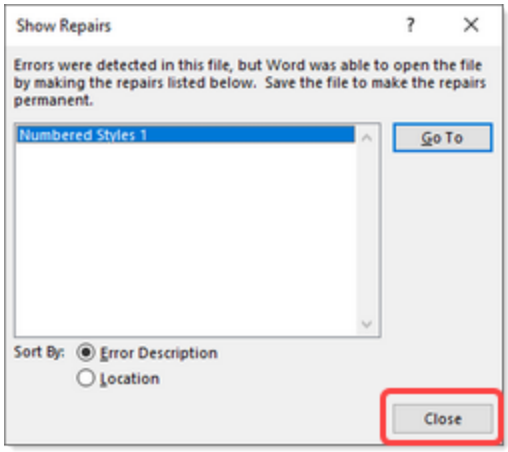
Navigate to the corrupted document, but **do not left- or double-click on it**; if you do, it will open without giving you the opportunity to repair it.

1. ***right-click*** on it to select it
2. press the small arrow to the right of the ***Open*** button
3. press ***Open and Repair***



The options you see when pressing on the small arrow will vary depending on your version of Word.

Word will try to recover your file. If it succeeds, it will display a list of any problems it has corrected.



Press ***Close*** to close the list, and then save the file.

11.6 SLOW PROCESSING

If you find that Chronolator is running unusually slowly, it can sometimes help to close Word and start again - don't forget to save your work first!

For example, on one occasion while Version 3 was being developed, it was found that updating sequence numbers in a large file was taking almost four minutes. After saving, closing, and re-opening

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the document, the time went down to just over one minute.

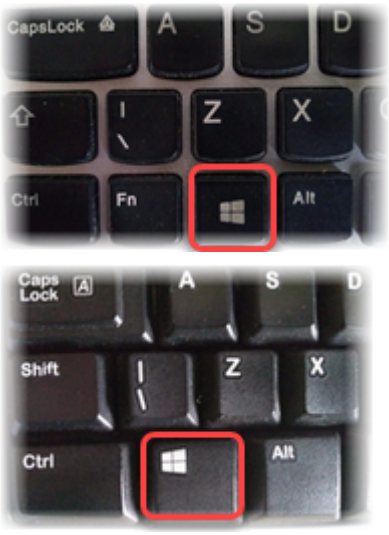
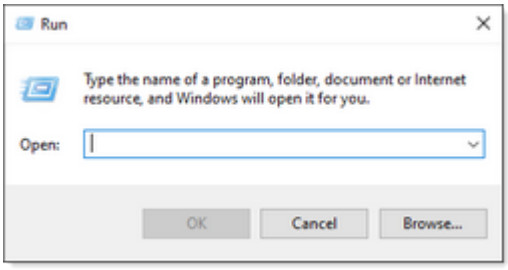
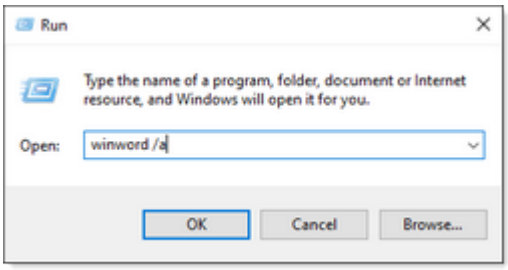
It is also worth noting that the Chronolator Browser Tools run many functions significantly faster than Chronolator for Word. See *Working with the Browser Tools* (section 4).

11.7 CONFLICTS WITH WORD ADD-INS

Sometimes Word add-ins conflict with Chronolator. When that happens, you can start Word without loading add-ins and then open the Chronolator Document from Word's Open dialog.

STARTING WORD WITHOUT LOADING ANY ADD-INS

You can start Word without any add-ins by following the instructions below.

Locate the ***Windows*** key. It is usually somewhere between the ***Ctrl*** and ***Alt*** keys near the bottom left of your keyboard.	
Hold down the ***Windows*** key and press ***R*** to open the **Run** dialog	
Type **winword /a** in the **Open** box Note: there is a space between **winword** and **/a**	

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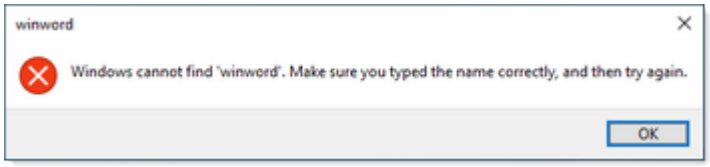
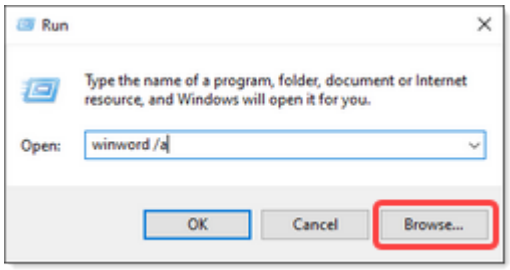
Press ***OK***	For most installations of Office, Word should start without any add-ins. If so, you have completed this procedure and can now open the Chronolator Document from Word's Open dialog.

In some installations, Windows will be unable to find Word	 If so, press ***OK*** then continue as follows.
Press the ***Browse ...*** button	
Word's **Browse** dialog will be displayed Find **Winword.exe**	The default locations are as follows: **Word 2016** C:\Program Files\Microsoft Office\Root\Office16 or C:\Program Files (x86)\Microsoft Office\Root\Office16 **Word 2013** C:\Program Files\Microsoft Office\Office15 or C:\Program Files (x86)\Microsoft Office \Office15 **Word 2010** C:\Program Files\Microsoft Office\Office14 or C:\Program Files (x86)\Microsoft Office \Office14

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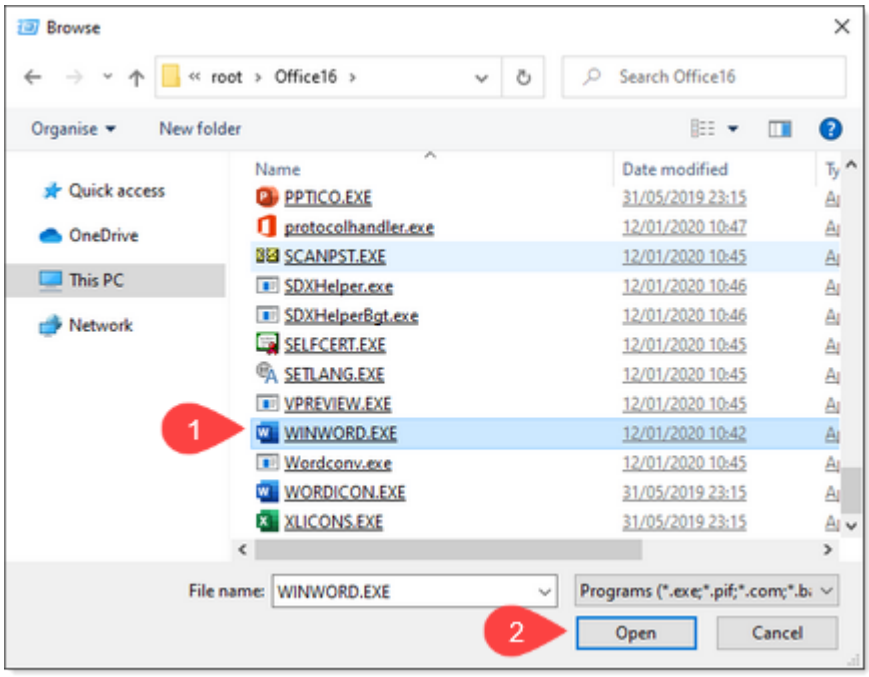
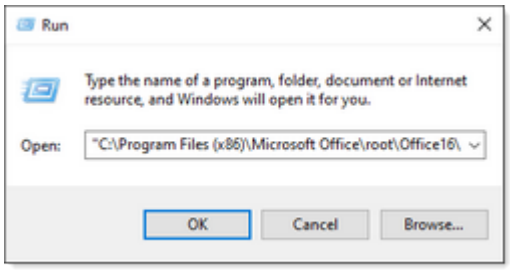
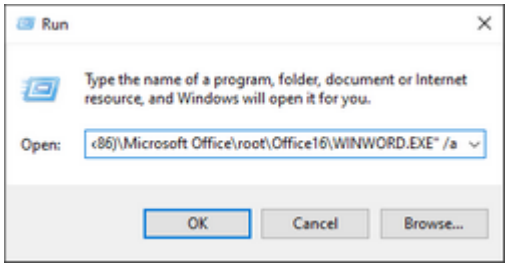
In the **Browse** dialog, click **WINWORD.EXE**, and then press ***Open***	
The **Run** dialog will be redisplayed, with the path to **Winword.exe** in the **Open** box, surrounded by quote marks	
Click in the **Open** box, use the **right arrow button** to reposition the insertion point to the right of the closing quotation mark at the end of the path statement, and type a **space** followed by **/a**	
Press ***OK*** to open Word	Word will start without any add-ins. You can now open the Chronolator Document from Word's Open dialog.

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12 APPENDIX B - CHRONOLATOR MESSAGES

12.1 MESSAGE TYPES

Chronolator messages fall into two main types:

- Messages confirming the results of some processing or offering the user a choice of actions. These messages are displayed on the **Chronolator Message Form** and have unique reference numbers. They are described in the next section.
- Brief messages describing errors found when checking tables. These messages appear as Tooltips when the mouse is hovered over a table error, and are also listed at the bottom of a Chronolator Document after ***Check Tables*** discovers errors. They are described in *Check Table Error Codes* (section 12.10).

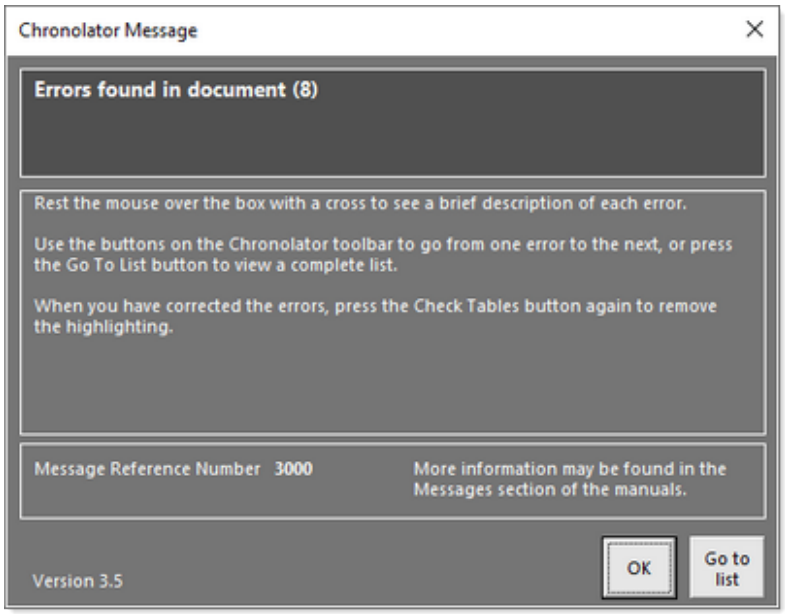
THE MESSAGE FORM

The **Chronolator Message Form** has three main parts:

The upper part contains the main message.

The middle part contains a more detailed explanation of the message, and suggests what actions might be appropriate.

The lower part displays a four-digit Message Reference Number, which can be used to locate the message in the following sections.



All the messages are shown below, together with further information and suggested actions if appropriate.

12.2 MESSAGES 1000 - 1999

Messages in this range are issued when importing, merging and sorting tables.

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1000	**Tables imported** All Chronolator tables have been imported. You can merge them into a single table by using the 'Merge Tables' button on the Chronolator toolbar.
Further Information	Chronolator has imported tables from one document into another. The imported tables appear after those which were originally in the target document. You can continue importing more tables, or merge the tables together.

1003	**Invalid document** The file you chose is not a Chronolator document and cannot be imported into a new Composite Chronology. Please refer to the description of this message in the documentation for suggestions about what to next.
Further Information	A new Composite Chronology has no information about the requirements for a particular review until you import a Chronolator Document. Once this information is in place, Chronolator will import matching tables from any Word document; but the first document you import into a blank Composite Chronology MUST be a Chronolator Document.

1004	**Invalid document** The file you chose is not a Chronolator document, or it has internal inconsistencies which are described below. It cannot be converted.
Possible causes	You are trying to convert a document that does not contain the information Chronolator needs, or in which that information has been corrupted.

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1005	**Case References are different** **Composite Chronology: *CaseReference1*** **Imported Chronology: *CaseReference2*** Press OK to continue with import, or Cancel
Further Information	Every Chronolator Document is assigned a Case Reference by the Case Review Administrator in order to warn against accidentally merging documents which relate to different cases. The Case Reference of each document is shown in the message.
Possible causes	You are trying to import tables from a non-Chronolator document, or from a Chronolator document which has a different Case Reference.
Possible actions	Press ***OK*** if you want to continue with the import, or ***Cancel*** if you do not.

1006	**Cannot import document into itself** Chronolator cannot import a document into itself. Please choose a different document to import.

1010	**'Must-fill' columns are different in source and target documents** Press OK to continue with import, or Cancel
Further Information	Although Chronolator has found tables which have the correct column headings, the 'Must-fill' columns are different.
Possible causes	You are trying to import tables from a non-Chronolator document, or from a Chronolator document from a different case which has different 'Must Fill' columns.
Possible actions	Press ***OK*** if you want to continue with the import, or ***Cancel*** if you do not.

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1015	**No Data Tables found in document** There are no tables in the document which match the required column headings.
Further Information	Issued when you process a document which has no tables with the required column headings.
Possible causes	If you are checking, sorting, or formatting a document, the table headings might have been accidentally changed. If you are importing a document, the headings in the document you are trying to import do not match those in the composite.
Possible actions	Check what column headings Chronolator expects, and if appropriate change table headings in the problem document to match the defined headings. You can find the expected headings by using the ***Admin > Show Document Details*** button. Alternatively, use the ***Admin > New Table*** button to add a table with the correct column headings to the bottom of the document. After you have done so, either copy any data you have already entered into the new table, or copy the heading row from the new table into that of the old one.

1016	**No events found in document** There are no events in the document
Further Information	Issued when the only Chronolator table in the document contains no events.
Possible causes	If there is a table that does contain events, its headings have been changed.
Possible actions	See the suggestions for *Message 1015* in this section above

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1020	**Document level mismatch** The document you are trying to import cannot be imported into this document as it was created with a higher level of Chronolator. Create and use a new Composite Chronology using the higher level document for this review. Refer to the manuals if you require step-by-step instructions.
Further Information	Chronolator documents are generally backwards-compatible; that is, newer version documents can read older version ones. However, it is not possible to guarantee forwards-compatibility.

1025	**Conflicting and Multiple Definitions** The document you are trying to import includes some abbreviations and definitions which could be confused with those in this one. Although Chronolator will keep track of what was defined where, reading the document might be confusing. If you want to use the anonymisation / personalisation feature in the Composite Chronology, you must first resolve these conflicts by changing the abbreviations in one of the documents. Press Go To List to review the conflicts, OK to continue with the import, or Cancel.
Further Information	Chronolator will import a document with conflicting and multiple entries in the **Abbreviations Glossary**, but if you want to anonymise or personalise the document you must resolve these anomalies. You will be able to do this in the Composite Chronology after import, but it is recommended that you do it in the source document before importing it.

1026	**Conflicting Definitions - Import Cancelled** You have chosen to save the conflicting definitions in a new document. Chronolator assumes this is because you want some time to review them, and will therefore cancel the Import.
Further Information	Issued if you press ***Go To List*** in response to **Message 1025**.

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1030	**User-defined sequence column found** The document you are trying to import includes a user-defined Sequence column. It was probably added because the person completing the document wanted to be exact about the order of certain events whose exact times were unknown. Chronolator can either add a Sequence column to the table(s) in this document, or delete the one in the document being imported. Press Add to add a Sequence column to the table(s) in this document, Delete to delete the one in the document being imported, or Cancel.
Further Information	Recommendation: Press ***Add*** to add a Sequence column to the Composite Chronology so that you can continue to preserve the correct order of events. After you have done so, you can use the ***Tools > Sequencing*** menu to add numbers to the remaining events. If you choose ***Delete***, the Sequence column remains in the document being imported but is not carried across.

1031	**Sequence column not found** The document you are trying to import does not include a Sequence column, but is suitable for import in all other respects. Chronolator can either delete the Sequence column from the table(s) in this document, or add one to the document being imported. Press Add to add a Sequence column to the table(s) in the document being imported, Delete to delete the one in this document, or Cancel
Further Information	Recommendation: Assuming you have deliberately added a Sequence column to the Composite Chronology, press ***Add*** to add one to the document being imported (the document itself is unchanged, just the version of it in the Composite Chronology). After you have done so, you can use the ***Tools > Sequencing*** menu to add numbers to the imported events.

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1033	**Unable to import** Chronolator cannot import anything into this document because of the following internal inconsistencies in its structure: *<list of inconsistencies>*
Further Information	The document you are trying to import is a Chronolator Document, but it has some internal inconsistencies. These are listed in the message.
Possible causes	The internal variables which Chronolator uses to describe the document structure have been lost or corrupted. This can sometimes happen when importing documents across a slow network, or it might happen if Word failed while the document was being edited sometime in the past.
Possible actions	if the document is on a slow network, copy it to your desktop and try importing the copy try Repairing the document as described in *Recovering corrupted Chronolator Documents* (section 11.5)

1050	**Your entry *<newPrefix>* is similar to the existing prefix *<oldPrefix>*** Chronolator will not use exactly what you entered. You can either import the document using the existing prefix, or you can choose a completely different one. Press OK to use the existing prefix. To choose a different one, press Cancel and then Import Tables again.
Further Information	Chronolator keeps the list of Source Prefixes tidy.
Possible causes	Your Composite Chronology already contains information from agency *<oldPrefix>*, and you are trying to import another document with a similar Source Prefix. For example, If a Composite Chronology already has an agency **Berrick New Town Clinic**, Chronolator will stop you importing another chronology with a similar prefix such as **Berrick Newtown Clinic**.

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1100	**Tables merged** All Chronolator tables have been merged into a single table. You can sort the new table into the correct sequence by using the 'Sort Tables' button on the Chronolator toolbar.
Further Information	Chronolator has merged all the tables in the document. The next thing you might want to do is to sort the events into chronological order.

1110	**Cannot merge tables** A non-Chronolator table has been found in between the Chronolator tables. The offending table is selected. Please move or delete it and try again.
Further Information	The document contains more than one Chronolator table, and among them is a non-Chronolator table.
Possible causes	An ordinary Word table has been inserted by accident. A Chronolator table has had its headings changed.
Possible actions	If the table contains no data for import, delete it or move it to the end of the document. If the table does contain data for import, correct its headings so that Chronolator recognises it as a Chronolator table.

1120	**Multiple chronology tables found** This document contains more than one chronology table. Press 'Merge' if you want Chronolator to merge the tables and sort them before processing. Press 'Don't Merge' to process each table individually. Press 'Cancel' to return to the document without doing anything.
Further Information	It is normal to have multiple chronology tables when assembling a Composite Chronology, but in other circumstances it might come about by accident. Chronolator therefore checks how many tables are in a document before most major processes, and if there are more than one it offers to merge and sort them before continuing.

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1200	**Table sorted** Events should now be in Date and Time sequence. Some date and time formats can prevent a successful Sort. If that happens, use the Format Dates button to put dates in the all-digital format and then sort the table again. You can put the dates back to your preferred format afterwards if you wish. If you know the order of events on a day but not exactly when they occurred, you can use a Sequence column to put them in order. You can make one using the Tools > Sequencing > Add Column button.
Further Information	Chronolator puts events with unspecified Times or End Dates before those specified with greater detail if the sort is Ascending, or after them if it is Descending. See *Using a Sequence column* (section 9.5) for details about using a Sequence column. (If the document contains multiple tables, the message heading will be **Tables merged and sorted** or **Tables sorted individually** according to the response to **Message 1120**).

1201	**Table sorted** Events should now be in Date and Time sequence. Some date and time formats can prevent a successful Sort. If that happens, use the Format Dates button to put dates in the all-digital format and then sort the table again. You can put the dates back to your preferred format afterwards if you wish. If you know the order of events on a day but not exactly when they occurred, you can use the first column to put them in order.
Further Information	Chronolator puts events with unspecified Times or End Dates before those specified with greater detail if the sort is Ascending, or after them if it is Descending. See *Using a Sequence column* (section 9.5) for details about using a Sequence column. (If the document contains multiple tables, the message heading will be **Tables merged and sorted** or **Tables sorted individually** according to the response to **Message 1120**).

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1300	**Dates formatted** All dates have been formatted to one of Chronolator's standard formats. If you would like future releases of Chronolator to offer alternative date formats please use the suggestion form on our web site *www.chronolator.com*.
Further Information	Chronolator uses two main formats for dates: - ***dd mmm yyyy*** (e.g. 01 Feb 2005). This format takes up a small amount of space while being unambiguous about months and days (compared to, say 01.02.05 – is that the first of February or the second of January?) - ***yyyy-mm-dd*** (e.g. 2005-02-01). This is the ISO 8601 format. It takes even less space than the previous format and has the advantage of being an International Standard, but most people find it harder to read The day of the week can be added to both of these formats. If you would like to be able to set other formats, please contact us via our web site.

12.3 MESSAGES 2000 - 2999

Messages in this range are issued by the Online Workbench.

2000	**Cannot find Conversion Tool** Find the file < chronolator-conversion-tool.docm > from your original Chronolator installation and copy it into folder *<folderName>*.
Further Information	When you create a new Chronology Document, Chronolator looks for the file **chronolator-conversion-tool.docm**. It issues this message if it cannot find it.
Possible causes	You have opened the Online Workbench directly from the installation zip file. You need to **Extract All Files** from the installation file and open the extracted Online Workbench. The Conversion Tool document has been moved or deleted. The Online Workbench has been moved, but not the Conversion Tool.
Possible actions	**Extract All Files** from the installation zip file. Find the file **chronolator-conversion-tool.docm** and copy or move it into the folder shown in the message.

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2001	**Cannot copy Conversion Tool** The Conversion Tool (chronolator-conversion-tool.docm) is open and cannot be copied. Please close it and try again.
Further Information	When you create a new Internal or Composite chronology, Chronolator tries to open **chronolator-conversion-tool.docm**. It issues this message if the file is already open.
Possible causes	You have opened **chronolator-conversion-tool.docm**.
Possible actions	Close **chronolator-conversion-tool.docm** and try again.

2002	**Conversion Tool is wrong version** The Conversion Tool Document (chronolator-conversion-tool.docm) is the wrong version for this Online Workbench. Please copy the correct Conversion Tool into folder *folderName.*
Further Information	When you create a new Internal or Composite chronology, Chronolator opens **chronolator-conversion-tool.docm**. It issues this message if the file is a different version from the Online Workbench.
Possible causes	You have upgraded the Online Workbench without also upgrading the Master Chronology.
Possible actions	Install the correct version of **chronolator-conversion-tool.docm** in the folder shown in the message.

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2003	**Cannot find Master Chronology Text** Find the file < ChronolatorMasterChronologyText.docx > from your original Chronolator installation and copy it into folder *<folderName>.*
Further Information	When you create a new Internal chronology, Chronolator looks for the file **ChronolatorMasterChronologyText.docx**. It issues this message if it cannot find it.
Possible causes	You have opened the Online Workbench directly from the installation zip file. You need to **Extract All Files** from the installation file and open the extracted Online Workbench. The Master Chronology Text document has been moved or deleted. The Online Workbench has been moved, but not the Master Chronology Text
Possible actions	Install **ChronolatorMasterChronologyText.docx** in the folder shown in the message.

2010	**Invalid document** The file you chose is not a Chronolator document and cannot be used as a model. Please choose another file, or use the Chronolator defaults.
Further Information	You can only use a Chronolator document as a model for a new one.
Possible causes	You opened an ordinary Word document when choosing an existing file to use as a Model in the Case Details Wizard.
Possible actions	Use a Chronolator document as a model, or use the Chronolator defaults.

2011	**Invalid password** The password you supplied is incorrect. Please try again, choose another file, or use the Chronolator defaults.
Further Information	You entered the wrong password for a protected file.
Possible actions	When Chronolator redisplays the Open dialog: enter the correct password, choose another file, or use the Chronolator defaults.

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2015	**Invalid document** The Chronolator document you chose has internal inconsistencies and cannot be used as a model. Please choose another file, or use the Chronolator defaults.
Further Information	Information about the structure of a Chronolator Document is stored in document variables. The document you have chosen as a model has inconsistencies in this information, and it is not possible to use it as a Model.
Possible causes	Word might have ended abnormally when it last processed the document, causing internal inconsistencies.
Possible actions	Use a different Chronolator document as a model, or use the Chronolator defaults.

2016	**Invalid document** The Chronolator document you chose is a blank Composite Chronology and cannot be used as a model. Please choose another file, or use the Chronolator defaults.
Further Information	Information about the structure of a Chronolator Document is stored in document variables. A blank Composite Chronology does not contain these variables, and it is not possible to use it as a Model.
Possible actions	Use a different Chronolator document as a model, or use the Chronolator defaults.

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2020	**Cannot write document details in preamble** The area in the Master Chronology preamble where Chronolator writes information about the headings in this Chronolator document cannot be found. This affects only the document preamble: the table and all Chronolator features will work correctly, and it is safe to distribute the document.
Further Information	When first installed, the Master Chronology Text document **ChronolatorMasterChronologyText.docx** contains a bookmarked area in which Chronolator writes information about the column headings in a new Internal Chronology. That area cannot now be found. Chronolator does not write information about the headings in the preamble, but continues to create the remainder of the Internal Chronology.
Possible causes	You have customised the Master Chronology and have deleted the area and its associated bookmark.
Possible actions	If you want Chronolator to include information about the column headings, revert to the original Master Chronology and redo your changes, being careful not to delete the relevant area and bookmark.

12.4 MESSAGES 3000 - 3999

Messages in this range are issued when Chronolator checks the tables in a Chronology.

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3000	**Errors found in document (*n*)** Rest the mouse over the box with a cross to see a brief description of each error. Use the buttons on the Chronolator toolbar to go from one error to the next, or press the Go To List button to view a complete list. When you have corrected the errors, press the Check Tables button again to remove the highlighting.
Further Information	You pressed the ***Check Tables*** button, and Chronolator has found *n* errors. Errors are highlighted in Turquoise, Yellow, or Purple. You can scroll from one error to the next using the navigation buttons towards the right of the Chronolator toolbar, or see a complete list of them by pressing the button to the right of the navigation buttons. Chronolator does not check for errors as you type, so you must ***Check Tables*** after making any corrections in order to remove the highlighting.
Possible causes	Refer to *Check Table Error Codes* (section 12.10) for information about each error detected by Chronolator.
Possible actions	No immediate action is necessary, but you should ensure that all errors are corrected before returning or publishing the document.

3001	**Some rows had the wrong number of columns - fix these first** Chronolator has corrected the number of columns in at least one row. However, it could not be sure which entry should go in which column. You should review these rows now and make sure their entries are in the right places. It is important to do this now, because now that they have the right number of columns they will not be caught in future checks unless they have other errors. For ease of identification, the corrected rows are displayed with white text on a purple background.

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3005	**Document contains errors - do you want to close it?** Please ensure that all errors are corrected before returning or publishing this document. Press Cancel to resume editing the document and correct them now. Press OK to close the document and correct them later.
Further Information	Chronolator has checked the document as you closed it, and has found errors. The errors are highlighted in Turquoise, Yellow, or Purple. You can scroll from one error to the next using the navigation buttons towards the right of the Chronolator toolbar, or see a complete list of them by pressing the button to the right of the navigation buttons.
Possible causes	Refer to *Check Table Error Codes* (section 12.10) for information about each error detected by Chronolator.
Possible actions	No immediate action is necessary, but you should ensure that all errors are corrected before returning or publishing the document. If you want to correct them straight away, press ***Cancel***. If you want to do it later, press ***OK***.

3010	**Checked - no errors found** Chronolator has checked all the tables in this document and found no errors.
Further Information	You pressed the ***Check Tables*** button, and Chronolator has found no errors in this document. The buttons on the Chronolator toolbar which can be used to scroll through errors are disabled.

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3011	**No changes found since previously checked** No data table appears to have changed since Chronolator last checked this document. Press Cancel to resume editing. Press Check to re-check the document.
Further Information	To save time, Chronolator makes a quick check to see whether anything has changed since the last run of ***Check Tables***. It is possible that this check does not detect a change. If you are sure you have updated the table press ***Check*** to re-check the document.

3012	**Document contains no events** None of the Chronolator tables in this document has any events.
Further Information	Chronolator does not create a Custom or Analysis document if there are no events in a chronology.

3013	**Document contains text after chronology tables** The area after the chronology tables is reserved for Chronolator and will be overwritten if you continue. Press Cancel to return to the document and review the text Chronolator found. If you want to keep it, move it before the chronology tables before you check the tables again. Press OK to delete the text and continue.
Further Information	You pressed the ***Check Tables*** or ***Duplicates*** button. Chronolator will overwrite whatever follows the chronology tables in the document if you press ***OK***.

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3015	**Error checking cancelled** Please ensure that you check for errors before returning or publishing this document. Also please note that if you have corrected some previous errors they might still be highlighted until the next time you check the document completely
Possible causes	You pressed the ***Cancel*** button while Chronolator was checking for errors.
Possible actions	No immediate action is necessary, but you should ensure that all errors are corrected before returning or publishing the document.

3020	**Processing cancelled** No changes have been made.
Possible causes	You pressed the ***Cancel*** button while Chronolator was processing. Any changes made before you pressed ***Cancel*** have been backed out.

3025	***n* duplicates found** You can use the buttons on the Chronolator toolbar to go from one duplicate to the next.
Further Information	Chronolator found *n* duplicated rows and highlighted them.
Possible actions	You can scroll from one duplicate to the next using the navigation buttons towards the right of the Chronolator toolbar.

3030	***n* duplicates deleted**
Further Information	Chronolator found *n* duplicated rows and deleted them. The rows cannot be recovered.
Possible actions	If you want to be able to recover deleted rows in future, tick the **Copy Deleted Rows** option when deleting duplicates.

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3031	***n* duplicates deleted** Chronolator has saved the deleted rows. Press the 'Go to List' button to view them. Tip: to re-import them, save the list in a convenient location and use the c8ImportSpecial_1 macro. Refer to this message in the manuals for more information
Further Information	Chronolator found *n* duplicated rows and deleted them. The rows can be recovered.

Possible actions	Press ***Go to List*** to view the saved rows (if you have already moved on before reading this, you will find the document is open in the current Word session - look for 'Document*n*' where *n* is a number).
	
	Column widths in the saved list might be different from those in the Chronology Document, which can present a problem when copying them back in. There are a couple of ways to circumvent this:
	• if you want to recover every row and are working in a Composite Chronology:
	  • save the list as a new document
	  • press ***Advanced > c8ImportSpecial_1*** to import the saved document without setting a Source Prefix
	  • merge the tables
	• if you want to recover only selected rows or are working in an Internal Chronology:
	  • in the saved list, select and copy the row(s) you want to recover
	  • go back to the Chronology Document
	  • add the same number of rows to the bottom of the chronology table
	  • press in the first blank cell you added to the chronology table
	  • paste the copied row(s)

3035	**No duplicate rows** Chronolator has checked all the tables in this document and found no duplicated rows.
Further Information	Until Chronolator Version 3, identical rows separated by other non-blank rows were not identified as duplicates. From Version 3 onwards, duplicate rows will be found wherever they occur in a table.

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3100	**Chronolator table contains vertically merged cells** A Chronolator table in this document contains some vertically merged cells. The table will be ignored. Use the Check Tables button to find the problem cells.
Further Information	A Chronolator table in the current document contains a cell which spans more than one row; this is called a 'vertically merged cell'. Chronolator is unable to process tables containing vertically merged cells. Any other Chronolator tables in the document will be processed as usual.
Possible actions	Use the ***Check Tables*** button to find vertically merged cells. Insert one or more rows. Copy and paste any required text into them, then delete the rows containing vertically merged cells.

3103	**Chronolator table contains vertically merged cells** *<document name>*cannot be imported because a table in it contains some vertically merged cells. Open the document and use its Check Tables button to find the problem cells.
Further Information	This message can be issued when you try to import a document into a new Composite Chronology. A Chronolator table in the document being imported contains a cell which spans more than one row; this is called a 'vertically merged cell'. Chronolator is unable to process tables containing vertically merged cells. Chronolator will not import a document containing any Chronolator tables with vertically merged cells into a new Composite Chronology.
Possible actions	After Import processing completes, open the problem document. Correct the problem as described under the 'Possible Actions' for **Message 3100**. Retry the Import.

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3105	**Chronolator table contains invalid rows** *<document name>* cannot be imported because a table in it contains some rows with the wrong number of columns. Open the document and use its Check Tables button to find the problem rows.
Further Information	*<document name>* is a valid Chronolator Document, but a table in it has at least one row with the wrong number of columns.
Possible actions	Open the problem document. Press its ***Check Tables*** button and then take the actions suggested in **Message 3001**. Retry the Import.

3107	***<process>* processing cancelled - invalid table** Word failed to process a Chronolator table. No changes have been made to this document. Retrying the process might succeed. If not, use the Check Tables button to find (and possibly automatically correct) the problem.
Further Information	In normal running, this message indicates that a Chronolator table contains at least one column with cells of varying widths. Chronolator is unable to run *<process>* on such tables. This message can also occur under a peculiar set of circumstances with versions of Word prior to 2013. In that case, retrying *<process>* can sometimes be successful. The Chronolator document will be restored to the state it was in before *<process>* processing began.
Possible actions	Retry *<process>*. If that does not work, use the ***Check Tables*** button, which as part of its processing rebuilds the table, and then try *<process>*again. If the problem persists, contact your administrator and ask them to request support.

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3108	***<process>* processing cancelled - non-uniform table** At least one of the tables in this document has a row with the wrong number of columns. Please correct this and try again. Hint: Use Check Tables to find the problem.
Further Information	Chronolator has found a table which, although it has the correct headings, contains at least one row with the wrong number of columns.
Possible causes	Cells have been merged. A row has been added with the wrong number of columns.
Possible actions	Open the offending document and press ***Check Tables***. Chronolator will correct any rows with the wrong number of columns and highlight them. You should check that Chronolator has put the relevant information in the right columns before saving the corrected document.

3110	**Chronolator table contains nested table** A Chronolator table in this document contains at least one nested table. The table will be ignored. Use the Check Tables button to find the nested table(s).
Further Information	A Chronolator table in the current document contains a cell which in turn contains a nested table. Chronolator is unable to process such tables. Any other Chronolator tables in the document will be processed as usual.
Possible actions	Use the ***Check Tables*** button to find nested tables. Having found one, select it and convert it to text. Cut and paste information into the correct columns.

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3113	**Chronolator table contains nested table** *<document name>* cannot be imported because a table in it contains at least one nested table. Open the document and use its Check Tables button to find the nested table(s).
Further Information	A Chronolator table in *<document name>* table contains a cell which in turn contains a nested table. Chronolator is unable to process such tables. Nothing will be imported.
Possible actions	Open *<document name>* and use its ***Check Tables*** button to find nested tables. Having found one, select it and convert it to text. Cut and paste information into the correct columns. Retry the import.

3120	**Chronolator table contains unexpected number of rows** **Expected: *m* Found: *n*:** When Word prepared the table for processing, it did not find the expected number of rows. No data will have been lost, but some might be misplaced (either on its own new row, or appended to the previous row).
Further Information	To make some of its processes faster, Chronolator gets Word to store tables in an internal array. This message is issued if the number of elements in the array does not match the number of rows in the table.
Possible actions	If you encounter this message after pressing the ***Check Tables*** button, look for any rows that are highlighted in purple, or check the error list for error code *c8n100* (section 12.10). If it occurs in other circumstances, pressing the ***Check Tables*** button might show other errors resulting from the potentially misplaced data (for example, invalid dates). If ***Check Tables*** shows no errors, look through the document for misplaced data.

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3200	**Bulleted or Numbered list has been reformatted** A Chronolator table in this document contained some bulleted or numbered lists. These can cause problems when documents are merged. The bullets or numbers have been removed. Rather than using Word's list features, you could use 'o' characters or dashes for bullets, or use ordinary numbers.

12.5 MESSAGES 4000 - 4999

Messages in this range are issued when Chronolator checks the status of your licence.

4000	**Multiple licences found** Chronolator found more than one licence file. Please delete old ones. Look in the same folder as the Online Workbench for files whose names begin 'Chronolator40Licence'.
Further Information	The Online Workbench found more than one licence file in its folder.
Possible causes	You have received a new licence and installed it in the correct folder without deleting the old licence.
Possible actions	Delete the old licence(s), then close and reopen the Online Workbench.

4001	**Multiple licences found** Chronolator found more than one licence file. Please delete old ones. Look in the same folder as the Conversion Tool for files whose names begin 'Chronolator40Licence'.
Further Information	The Conversion Tool found more than one licence file in its folder.
Possible causes	You have received a new licence and installed it in the correct folder without deleting the old licence.
Possible actions	Delete the old licence(s), then close and reopen the Conversion Tool.

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4005	**Invalid licence** Chronolator found a licence file, but it is not valid. Please re-install or delete it. Look in the same folder as the Online Workbench for a file whose name begins 'Chronolator40Licence'. Replace that file with the licence supplied to you, or simply delete it if you only want to evaluate Chronolator.
Possible causes	Licences are supplied as **.txt** files. The file might have accidentally been edited.
Possible actions	Find your original licence and copy it into the same folder as **ChronolatorOnlineWorkbench.docm**.

4006	**Invalid licence** Chronolator found a licence file, but it is not valid. Please re-install or delete it. Look in the same folder as the Conversion Tool for a file whose name begins 'Chronolator40Licence'. Replace that file with the licence supplied to you, or simply delete it if you only want to evaluate Chronolator.
Possible causes	Licences are supplied as **.txt** files. The file might have accidentally been edited.
Possible actions	Find your original licence and copy it into the same folder as **chronolator-conversion-tool.docm**.

4020	**Licence Expired** Your licence has expired and this function is not available.
Further Information	Running Chronolator features requires a licence. Without a valid licence, only standard Microsoft Word features are available.
Possible causes	Licence has expired.
Possible actions	Depends on what document issued this message: - if issued by the Online Workbench, install a new licence file. then close and reopen the Online Workbench. Details about how to get a licence can be found on the Chronolator Web site at *www.chronolator.com/licence.htm* - if issued by an Internal or Composite Chronology, ask the Case Review Administrator to send you a new licensed copy, and then copy the old document into the new one

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4030	**Licence Expired** Your licence has expired. All standard Microsoft Word features remain available, but Chronolator features are disabled. Please visit *www.chronolator.com* for details of how to obtain a new licence.
Further Information	Refer to **Message 4020**.

4040	**Invalid Extension Password** The password you entered is not valid Please contact your administrator.
Further Information	When a Chronology Document licence expires, you can enter a password to extend it.
Possible causes	The password you entered is invalid.
Possible actions	Obtain a valid password from the person who sent you the document.

12.6 MESSAGES 5000 - 5999

Miscellaneous messages.

5100	**Publish document?** Publishing a document makes a plain Word copy without any Chronolator code. Readers of the copy will not have to agree to any licence terms. After Chronolator has created the copy, you will be prompted to save it. Press OK to continue, or Cancel.
Further Information	If you circulate a Chronolator document, readers will have to think about macros and accepting licence terms when opening it. Use this button to produce a plain Word document which contains no Chronolator code.
Possible actions	Press ***OK*** to create a non-Chronolator copy, or ***Cancel***.

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5105	**Cannot publish a document to the same name** Publishing the file using this name would make it lose all its Chronolator functions. Please try the save again using a different name.
Further Information	You have tried to publish a Chronolator Document using the same name as the document. Overwriting it in this way would stop its Chronolator functions from working.
Possible actions	Choose a different name for the published document.

5110	**Could not copy styles** Chronolator encountered a Word error when trying to copy some of the styles used in this document. Pagination, text size and other formatting attributes might be different in the published version. Try Publishing a second time when this attempt has completed: it will probably work as expected.
Possible causes	Internal error in Word when Publishing a Chronolator Document
Suggested actions	Retry Publishing. If that fails, try Publishing to a different location.

5115	**Publishing cancelled** Report production was cancelled at your request.

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5120	**Publishing cancelled** At least one date/time combination in this document is not valid. Chronolator is therefore unable to calculate elapsed times. Correct the date/time combination and try Publishing again. (Suggestion: use the Check Tables button to find any invalid date/time combinations).
Further Information	When you choose one of the Elapsed formats when Publishing a Custom chronology, Chronolator needs to calculate the difference between when an event started or ended and the start of the chronology. It can only do this if all non-blank dates and times are valid.
Possible actions	Press the ***Check Tables*** button to find any invalid date/time combinations, and correct them.

5130	**Show Chronolator error details in published document?** This document contains error highlights and / or a list of errors generated the last time it was checked. Do you want to include them in the published version? (If you do not, please note that page numbers might be different in the published version).
Further Information	It is up to you whether to include details of errors in a published document.

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5140	**Cannot create Analysis Document** Sequence numbers are missing or invalid. If the chronology document does not have a Sequence column, add one using Tools > Sequencing > Add column. If it does, update it using Tools > Sequencing > Update – sequential Afterwards, try Publish > Analysis again.
Further Information	An Analysis document requires valid sequence numbers in every event.
Possible causes	a table does not contain a **Sequence** column non-numeric, blank, or duplicate entries in the **Sequence** column

5141	**Cannot create Analysis Document** Chronolator could not determine the date boundaries of table *<tableNum>.*
Further Information	In order to analyse a table, Chronolator needs to determine the earliest and latest events.
Possible causes	Either the earliest or latest date in the table, or both, cannot be determined.
Possible actions	Use the ***Check Tables*** button to ensure all dates in the table are valid.

5143	**Cannot create Analysis Document** Chronolator found an invalid date in the event with reference number *<eventRef>.*
Further Information	In order to analyse a table, all dates must be valid.
Possible causes	The date of the event with reference number *<eventRef>* is invalid.
Possible actions	Correct the date.

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5144	**Cannot create Analysis Document** Chronolator found an invalid source prefix in the event with reference number *<eventRef>*
Further Information	In order to analyse a table, all Source Prefixes must be valid.
Possible causes	The Source Prefix of the event with reference number *<eventRef>* is invalid.
Possible actions	Correct the Source Prefix.

5200	**Unsupported Word version** Chronolator requires Microsoft Word 2000 or later. Press OK to continue without Chronolator, or Cancel to exit Word.
Further Information	Earlier versions of Word are not supported by Microsoft, so we would be unable to offer Chronolator support if the root cause of a problem was Word itself.
Possible actions	Press OK to close the document. Ask your IT department to upgrade Word. They might be persuaded to do so by reading the information about Microsoft's support lifecycle for Office programs at *https://support.microsoft.com/en-gb/lifecycle/search?alpha=office*.

5210	**Document type changed** Chronolator works by running macros, so documents must be saved as .doc or .docm types. Chronolator will change the document to the correct type before saving it. If you want to save the document as another type, use the Chronolator Publish button to make a plain Word copy and then save the Published copy in your desired format.
Further Information	Saving a document in a format which does not support macros would stop it being able to use Chronolator.
Suggested actions	Publish the document to make a plain Word copy which you can then save in any other format.

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5220	**Performance recommendation** Chronolator performs best when Word uses an option that improves the performance and reliability of any document stored on a network drive. Press OK if you would like Word to use it.
Further Information	Word XP introduced a performance improvement option for documents stored on a network. When the option is set on, a network document is copied to a secure location on your computer when you open it. You work on that copy. When you save or close the document, Word moves it back to its network location. This can lead to dramatic improvements in performance, and also provides enhanced protection against network failure. Unfortunately, when Microsoft introduced this option they did not make it the Word default. Chronolator can set it for you if it is not already on. The option applies to all documents, not just Chronolator ones.
Suggested actions	Press ***OK*** to allow Chronolator to set the option Close and re-open the document when prompted
Turning the option off	If you decide later that you want to turn the option off, you can do so as follows:

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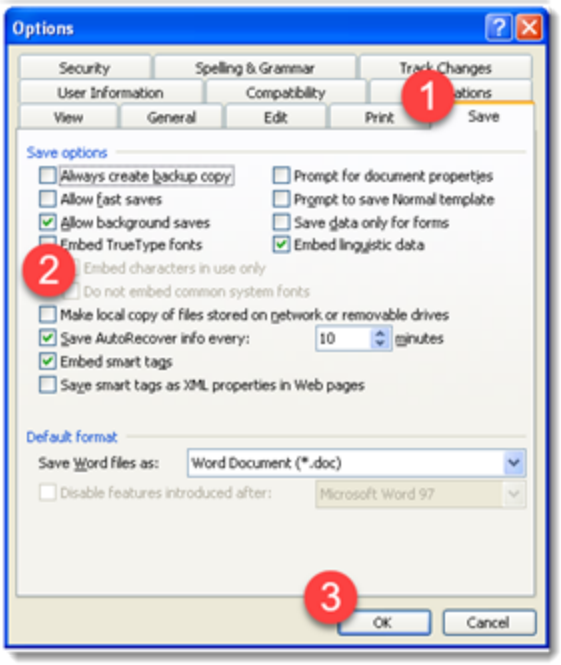
Word XP and 2003

On the main Word menu bar, press ***Tools > Options***, then press the ***Save*** tab:



Un-tick **Make local copy of files stored on network or removable drive**.

Press ***OK***.

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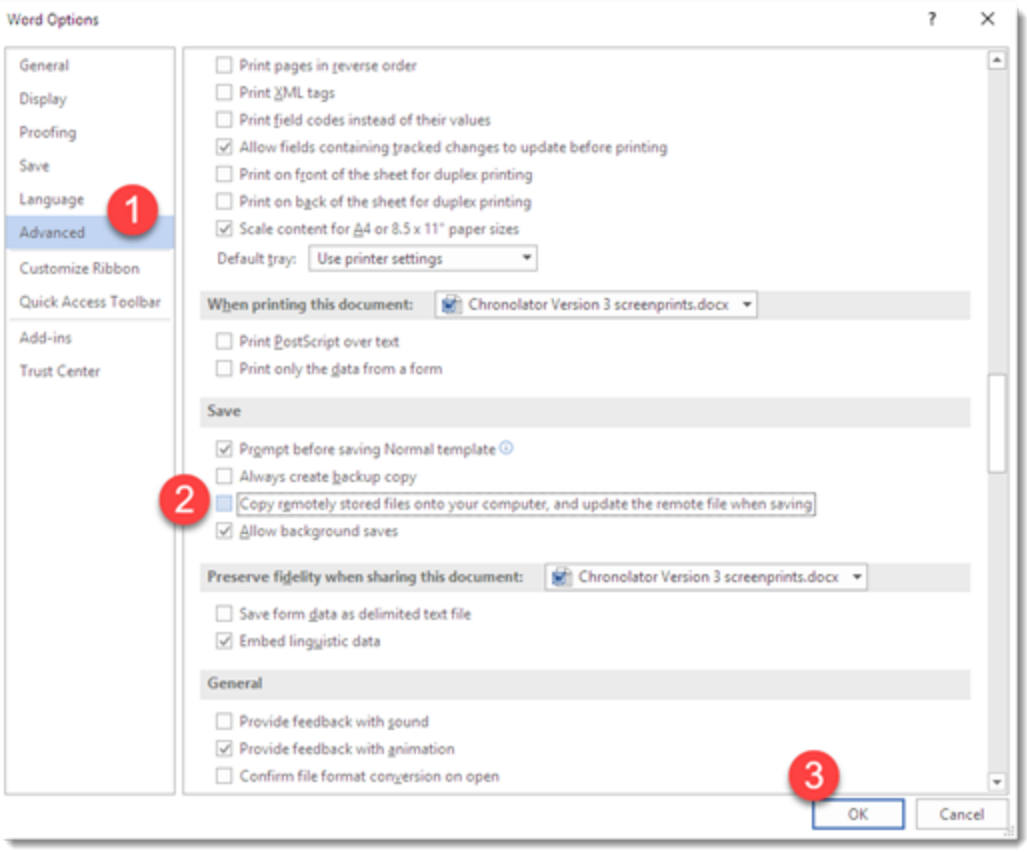
Word 2007 and later

Open the Options dialog (see *Opening the Word Options Dialog* (section 15.3) in *The Trust Center* (section 15.3)).



Press ***Advanced*** and scroll down to **Save.**

Un-tick **Copy remotely stored files onto your computer, and update the remote file when saving**.

Press ***OK***.

5221	**Performance recommendation** Chronolator has set the option. Please close and re-open this document to allow it to take effect.
Further Information	See **Message 5220**.

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5230	**Change tracking alert!** *<document name>* is using Word's Track Changes feature. Tracking changes can cause severe problems when processing tables. Press OK to accept all tracked changes and turn change tracking off, or Cancel if you want to review them.
Further Information	Using Tracked Changes with tables can cause problems in any Word document, not just a Chronolator one. Microsoft are aware of this, but at the time of writing there is no fix on the horizon.

5231	***<process>* cancelled - change tracking active** *<document name>* is using Word's Track Changes feature. The Tracked Changes feature can cause severe problems when processing tables.
Further Information	The named *<process>* was cancelled because change tracking is active in the document *<document name>*.
Possible causes	You replied ***Cancel*** to **Message 5230**. You replied ***OK*** to **Message 5230**, but Chronolator was unable to turn off tracked changes.
Suggested actions	Review the tracked changes if you wish, then retry the cancelled process and reply ***OK*** to **Message 5230**.

5232	**Unable to determine Tracked Changes status in *<document name>*** Chronolator could not determine whether Tracked Changes is on in the document because it appears to be locked by another user. To be on the safe side, Chronolator will assume that Tracked Changes is on. The Tracked Changes feature can cause severe problems when processing tables.
Possible causes	Someone else is editing the document and Chronolator could not determine whether Change Tracking is on.
Suggested actions	Close the document and wait for the other person to close it as well. Reopen the document.

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5233	**Unable to turn off Tracked Changes in *<document name>*** Chronolator could not turn off Tracked Changes. This is probably because the document has been protected. The Tracked Changes feature can cause severe problems when processing tables.
Possible causes	*<document name>* has been protected so that the Tracked Changes feature cannot be turned off.
Suggested actions	Turn off the protection. You might need to supply a password. The relevant protection feature can be found in various places: • **Word 2013 and later**- the ***Track Changes*** dropdown or the ***Restrict Editing*** button on the ***Review*** tab of the Ribbon • **Word 2010** - the ***Restrict Editing*** button on the ***Review*** tab of the Ribbon • **Word 2007** - the ***Protect Document*** dropdown on the ***Review*** tab of the Ribbon

5310	**Web connection error.** Word cannot open the Web site. Please check your connection is OK.
Further Information	A Chronolator Web site cannot be found.
Possible causes	You do not have an open Internet connection, or your organisation might have limited your access.
Possible actions	Connect to the Internet or contact your IT department to grant you access to our website as appropriate.

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5320	**Cannot save the document using the name you chose** A document with that name is already open in Word. Please try the save again using a different name.
Further Information	Word does not allow you to save a document with the same name as one which is already open.
Possible causes	You have tried to save a document using the same name as an open document.
Possible actions	Retry the save using a different name.

5321	**Cannot overwrite Chronolator system file** Saving the file using this name might overwrite documents which Chronolator needs to function. Please try the save again using a different name.
Further Information	Chronolator will not let you save a file using one of its own reserved file names (**chronolator-conversion-tool** and **ChronolatorOnlineWorkbench**).
Possible actions	Retry the save using a different name.

5322	**Permission Denied** You do not have Write access to the requested folder. Please try to save the file in a different folder.
Further Information	You have tried to save the file in a folder to which you do not have Write access
Possible actions	Save the file in a folder to which you do have Write access, such as **My Documents**. If you think you should have Write access to the folder, contact your IT department.

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5323	**File might be temporary** This file looks like a temporary one, or is in a temporary folder. If you are unaware of this you might not be able to find it after you close it. After you press OK, you will be asked to save the document using another name and folder. Please refer to the manuals if you frequently get this message.
Further Information	You might have become a victim of a bug in Word.
Possible actions	Save the file in the right place with the right name. If the message is issued often, please ask your Administrator to contact Berrick Computing, quoting **Message 5323**.

5400	**Internal inconsistencies in Chronolator document** Chronolator has found internal inconsistencies in this document, which are detailed below. These may stop Chronolator functions working. Standard Word features are unaffected. *<list of inconsistencies>*
Further Information	Information about the structure of a Chronolator Document is stored in document variables. Inconsistencies in this information might stop some Chronolator functions working. However, standard Word functions should not be affected.
Possible causes	The document is stored on a slow network. Word might have ended abnormally when it last processed the document, causing internal inconsistencies.
Possible actions	If the document is on a slow network, close it and try opening it again. If that does not work, copy the document to your Desktop and work on that copy; remember to move it back to the network when you have finished. If the document is indeed corrupted, open a valid Chronolator Document with the correct table headings (for example, the original document sent to you by an Administrator), and copy the contents of the problem document into it. Save this new document and use it from now on.

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5402	**Unable to create table** Chronolator cannot create a new table in this document because of following internal inconsistencies in its structure: *<list of inconsistencies>*
Further Information	See **Message 5400** for suggestions about how to resolve these inconsistencies.

5403	**Unable to set styles** Chronolator could not set some document styles because the file appears to be locked by another user. This will only affect the fonts used to display any error messages at the end of the document.
Further Information	If there are any error messages at the end of the document, they might not be displayed in the usual font.
Possible causes	Someone else is editing the document.
Suggested actions	Close the document and wait for the other person to close it as well. Reopen the document.

5500	**Clipboard Unavailable** Chronolator could not access the clipboard. Another application is probably using it. Press OK to try again, or Cancel.

12.7 MESSAGES 6000 - 6999

Chronolator issues these messages when an unexpected error occurs.

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6000	**Unexpected processing error** Please note the information below and report it to us using the form on our website: *www.chronolator.com/bug-form.htm*. *<problem description>*
Further Information	Chronolator has encountered an unexpected error. The problem description provided will help diagnose the error.
Possible actions	Please note the problem description and what you were doing at the time and send the details to us using the form on the website. The more information you can provide the better. The **Document Details** and **Word Environment** reports will be useful if you can produce them after closing and reopening the document. See *Document Details and Word Environment Reports* (section 9.10).

12.8 MESSAGES 7000 - 7999

Chronolator issues these messages when you use the Anonymisation and Highlighting features.

7000	**Glossary contains similar entries** Anonymisation and Personalisation are not possible because the Abbreviations Glossary contains abbreviations and / or definitions that are too similar to each other.. You can update the glossary and related text using Tools > Glossary > Edit. Press Review to see the relevant entries, or OK to dismiss this message.
Possible actions	See *Changing an abbreviation* (section 9.2).

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7010	**Warning!** Formatting introduced while using the *<feature>* feature can be lost when Checking or Merging Tables, processing Sequence numbers, and in some other circumstances which are described in the 'Using Chronolator Documents' manual. Press OK to continue, or Cancel so that you can save your work and review the manual before trying again. This message will not be shown again during this session.

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Further Information	The ***Bold, Italic, Underline*** formatting which can be applied using the **Anonymisation** feature, and the colours applied by the **Highlight Source** feature can sometimes be lost. This happens because Chronolator makes some compromises between convenience and speed. When formatting and colouring are lost it would be possible for Chronolator to reapply it automatically, but this could take time in a large file. Instead of doing this, it warns you it might happen and directs you here for more information. The following buttons and processes will **ALWAYS** destroy formatting and colouring: ***Check Tables*** ***Tools > Duplicates > Highlight*** ***Tools > Duplicates > Delete*** ***Tools > Sequencing > Add*** ***Tools > Sequencing > Update - sequential*** ***Tools > Sequencing > Update - group by day*** The following buttons and processes will **SOMETIMES** destroy formatting and colouring because they rely on the Source Prefixes in the **Source of Information** column being in a uniform state (for example, having the right number of spaces between words and being in the correct case). As long as the column is unchanged from one run to the next, formatting and colouring will be unaffected: ***Tools > Glossary > Edit > Change*** ***Tools > Glossary > Edit > Delete*** ***Tools > Glossary > Edit > Review*** ***Tools > Glossary > Anonymisation and Review > Anonymise*** ***Tools > Glossary > Anonymisation and Review > Personalise*** ***Tools > Glossary > Anonymisation and Review > Review*** ***Tools > Highlight Source > Define and Do > OK*** The following buttons and processes will **SOMETIMES** destroy formatting and colouring, either because the table has cells of different widths or because a bug in Microsoft Word erroneously thinks it has: ***Tools > Sequencing > Delete*** ***Tools > Sequencing > Clear*** ***Import Tables*** (if the importing document has a Sequence column but the imported one does not, or vice versa)

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Possible actions	Do not use the **Anonymisation** and **Highlight Source** features until you have no further need for the buttons and processes known **ALWAYS** to destroy formatting and colouring before using. Avoid changing the **Source of Information** column.

7030	**Abbreviation Not Used** The selected abbreviation and definition are not used in the text.

7031	**Abbreviations Not Used** The selected abbreviations and definitions are not used in the text.

7032	**Nothing to anonymise** The selected abbreviation is not used in the text. *OR* The selected abbreviations are not used in the text.

7033	**Nothing to personalise** The selected abbreviation is not used in the text. *OR* The selected abbreviations are not used in the text.
Further Information	If the message includes the text 'with the specified formatting', you have asked Chronolator only to look for abbreviations which have ***Bold, Italic, Underline*** formatting by ticking the box on the **Anonymisation** form. If the ***Use formatting*** checkbox is ticked when a document is being Personalised, only those occurrences of an abbreviation which are formatted ***like this*** will be changed.

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12.9 MESSAGES 8000 - 8999

Chronolator issues these messages when you use Chronolator Add-ins.

8000	**Add-in loaded successfully** Please refer to the documentation accompanying the add-in for details about what it does and how to use it.

8010	**Add-in failed to load** *<document>* *<error message>*
Further Information	Add-in *<document>* failed to load. The reason is given in *<error message>*
Possible actions	Ensure that *<document>* is a valid Chronolator Add-in for the version of Chronolator. If you think it is, contact your Administrator and ask them to report the problem to Berrick Computing. Give them as much detail as possible.

8020	**Cannot open document - a Chronolator Add-in is loaded** Only one Chronolator document can be open while a Chronolator Add-in is loaded.

12.10 CHECK TABLE ERROR CODES

These messages appear as Tooltips when the mouse is hovered over a table error, and are also listed at the bottom of a Chronolator Document after ***Check Tables*** discovers errors.

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c8n100	This row contained the wrong number of columns. Chronolator has rectified this, but you should check that the each entry is under the right heading
Further Information	The number of columns in this row was different from the number of column headings. Chronolator has added or deleted columns to rectify this. No data will have been deleted, but it might not be in the correct column.
Possible actions	Review where Chronolator has put the original data, and move it into another column if necessary.

c8n120	This column is blank, but must always be completed. Add some text.
Further Information	The Case Review Administrator has deemed it mandatory that this column should always be completed.
Possible actions	Add text to the column.

c8n125	'As Above', 'See Above', or ditto marks are not allowed.
Further Information	This can seem annoying when you are entering many similar events into an Internal Chronology. However, remember that the Administrator will probably merge your chronology with others. When merged chronologies are sorted, 'As Above' and similar rows may well become separated from their previous predecessors.
Possible actions	Copy and paste text from the previous row.

c8n130	Cell is vertically merged. Copy any text to another row or rows and delete all rows containing this cell.
Further Information	The table cell in question spans more than one row; this is called a 'vertically merged cell'. Chronolator is unable to process tables containing vertically merged cells.
Possible actions	Insert one or more rows. Copy and paste any required text, then delete all rows containing the problem cell.

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c8n135	Cell contains a nested table. Convert the nested table to text.
Further Information	The table cell in question contains a nested table. This can happen if you select the relevant option when pasting from on table into another.
Possible actions	Convert the nested table to text, and make sure the information it contains is under the correct column headings.

c8n140	The '>' character is not allowed in this column.
Further Information	Chronolator uses the '>' character to keep track of the Source of Information in a Composite Chronology. It is, therefore, not allowed in the Source of Information column in an Internal Chronology.
Possible actions	Use a different character.

c8n145	Invalid Source
Further Information	The **Source of Information** column contains an invalid Source Prefix. Source Prefixes are assigned when you import a chronology document and cannot be changed afterwards.
Possible actions	Press ***Admin > Show Document Details*** to see the list of prefixes which are valid in this document.

c8n210	Invalid date, or invalid date format. Try another format (e.g. '01 feb 2006' or '01.02.06').
Further Information	Chronolator cannot interpret the date in this cell. It might be in a recognisable format but be invalid (e.g. '32 May 2007'), or Chronolator might not recognise the format.
Possible actions	Enter a date in a recognisable format. Chronolator recognises most common date formats.

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c8n220	Invalid time, or invalid time format. Try another format (e.g. '1.20 am', '0120', or '01.20').
Further Information	Chronolator cannot interpret the time in this cell. It might be in a recognisable format but be invalid (e.g. '25:00'), or Chronolator might not recognise the format.
Possible actions	Enter a time in a recognisable format. The message text indicates a number of formats that Chronolator recognises.

c8n230	Event ends before it starts.
Further Information	None.
Possible actions	Change the start or end dates / times of the event.

c8n240	Start of event is out of sequence.
Further Information	None.
Possible actions	Check the information about when the event started. If it is correct, you can use the Sort Tables button to put the event in the proper place in the table. Sometimes you might get many of these errors. If so, go to the first one and then look at the event immediately before it; it is often that one which is the root cause of the problem.

c8n250	End of event is out of sequence.
Further Information	None.
Possible actions	Check the information about when the event finished. If it is correct, you can use the Sort Tables button to put the event in the proper place in the table.

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c8n300	**At least one abbreviation is not defined. Change the abbreviation, or use the Tools > Glossary > Edit button to define a new one. Put multiple abbreviations on separate lines, or separate them with commas.**
Further Information	None.
Possible actions	As suggested in the note.

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13 APPENDIX C - LICENSING

Chronolator is licensed software. You can evaluate its features without having a licence, but the documents it creates include a watermark on every page. If you do not want these watermarks to appear, Chronolator must be licensed.

When you open the first Chronolator Document in a particular Microsoft Word session, a form is displayed where you can accept or decline the licence terms. The **Licensee** and **Expiry Date** are shown on the form, and the full terms of the licence can be displayed by pressing the ***View Licence*** button. If you do not accept them, the document will close.

Chronolator Documents and the Chronolator Online Workbench are licensed in different ways.

ONLINE WORKBENCH LICENCE

When you buy a licence to use the Chronolator Online Workbench, you are given a small text file whose name begins **Chronolator40Licence**.

The licence is specific to a particular purchaser, and the licence file should not be distributed to anyone else except as allowed in the licence terms.

Details about how to get a licence for the Online Workbench can be found on the Chronolator Web site at *www.chronolator.com/licence.htm*.

To install the licence, copy it into the same folder as the Online Workbench. The Online Workbench propagates the licence information into the Chronolator Documents it creates.

CHRONOLATOR DOCUMENT LICENCE

Chronolator Document licences are created by the Online Workbench and stored internally in the Chronolator Document.

LICENCE PERIODS

A Chronolator licence is valid for a specified period.

- For the **Online Workbench**, the period is contained in the licence file
- **Internal Chronologies** are licensed for up to six calendar months from the day they are created, subject to a maximum of one month after the Online Workbench licence expires
- **Composite Chronologies created by the Online Workbench** are licensed for the same period as the Online Workbench
- **Composite Chronologies created by Local Administrators** using the facilities included in an Internal Chronology expire at the same time as that Internal Chronology

Internal Chronologies created by Berrick Computing Ltd under the terms of a Single Case licence are licensed for the period agreed with the purchaser

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WHAT HAPPENS WHEN A LICENCE EXPIRES

When a licence expires, **all the standard Microsoft Word features continue to function**, but:

- the Chronolator toolbar and buttons do not appear
- no Chronolator features are available

Chronolator Documents whose licence has expired can be imported into licensed Composite Chronologies as if they were still licensed.

LICENCE EXTENSION

Unavailability of records and other factors can sometimes delay the completion of a Chronolator Document beyond its expiry date. Chronolator Documents therefore provide a simple way to extend a licence without having to contact Berrick Computing Ltd.

Starting 30 days before a Chronolator Document expires, an ***Extend Licence*** button appears on the **Licence Acceptance** form. Pressing it prompts the user to enter an **Extension Password**, which is supplied along with the Online Workbench licence. Entering the correct password extends the licence for up to three calendar months, subject to a maximum of one month after the Online Workbench licence expires.

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14 APPENDIX D - HOW CHRONOLATOR DEALS WITH EVENTS WITH IMPRECISE DATES OR TIMES

In the real world, events begin and end on exact dates and at exact times. In a chronology, not all this information might be known for a particular event. Indeed, in some chronologies, the administrator might decide not to collect some of this information at all.

Chronolator always ensures that the **Start Date** of event is specified, but the **Start Time**, **End Date** and **End Time** are often missing. How does it deal with such events?

ASSUMPTIONS

INDIVIDUAL EVENTS

When information about the exact start or end of an event is missing, Chronolator makes the following assumptions so that it can be processed.

- if **Start Time** is missing, it is assumed to be midnight (00:00)
- if **End Date** is missing, it is assumed to be the same as **Start Date**
- if **End Time** is missing, it is assumed to be the same as **Start Time**

DURATIONS

Sometimes the elapsed time between two instants needs to be calculated; for example, the interval between two events, or between the start and end of a single event. Chronolator assumes that any information missing in the later instant is the same as that of the earlier one.

ASSUMED INFORMATION IS NEVER DISPLAYED

Whatever assumptions Chronolator might make about missing information, it will never display those assumptions explicitly. For example:

- an event which Chronolator assumes to start at midnight, for example, will never include that time in any display
- a duration based upon an assumed time will only include date-based information

OVERRIDING CHRONOLATOR'S ASSUMPTIONS

Sometimes you might know the order in which events happen even though you do not know their dates and time exactly. In these circumstances you can use a **Sequence** column to ensure that Chronolator sorts events in the order you specify. The ***Check Tables*** button can still be used to check that such 'manually' sorted events are in a valid order. For more information about the **Sequence** column, see *Using a Sequence column* (section 9.5).

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15 APPENDIX E - SUPPLEMENTARY INFORMATION

15.1 OPENING A CHRONOLATOR DOCUMENT

Word might require you to allow some actions before it initialises Chronolator. In particular:

- you might need to **Enable Editing** if the document opens in **Protected View**
- you might need to **Enable macros**, depending on your macro security settings

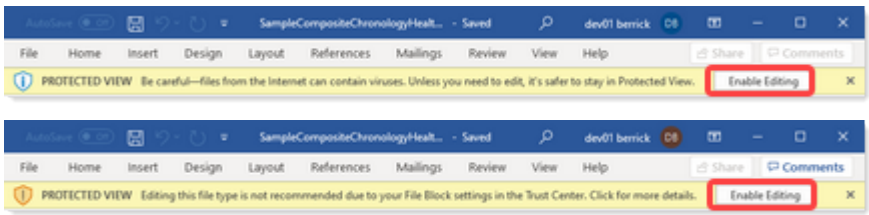
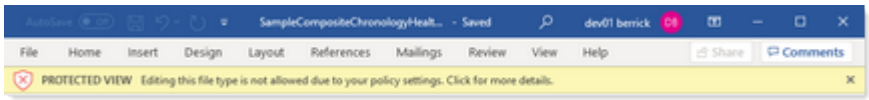
You will also need to accept the terms of the Chronolator licence if you have not already done so since you opened Word.

For details, please refer to the following:

- *Protected View* (section 15.1.1)
- *Enabling macros* (section 15.1.2)
- *Licensing* (section 15.1.3)

15.1.1 PROTECTED VIEW

Word sometimes opens a document in Protected View, in which no editing is allowed. You must enable editing if you want to make any changes to the document, let alone use its Chronolator facilities.

If you get a warning like one of these, in which the **Protected View** warning includes an ***Enable Editing*** button, press it and then see *Enabling Macros* (section 15.1.2).	
If the **Protected View** warning does not include an ***Enable Editing*** button, click on the warning to discover more information, and continue reading here.	

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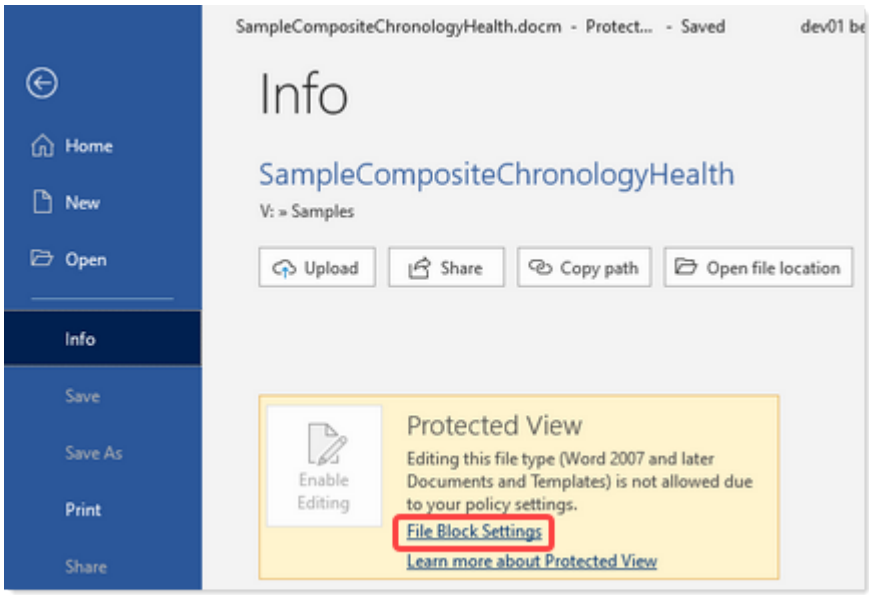
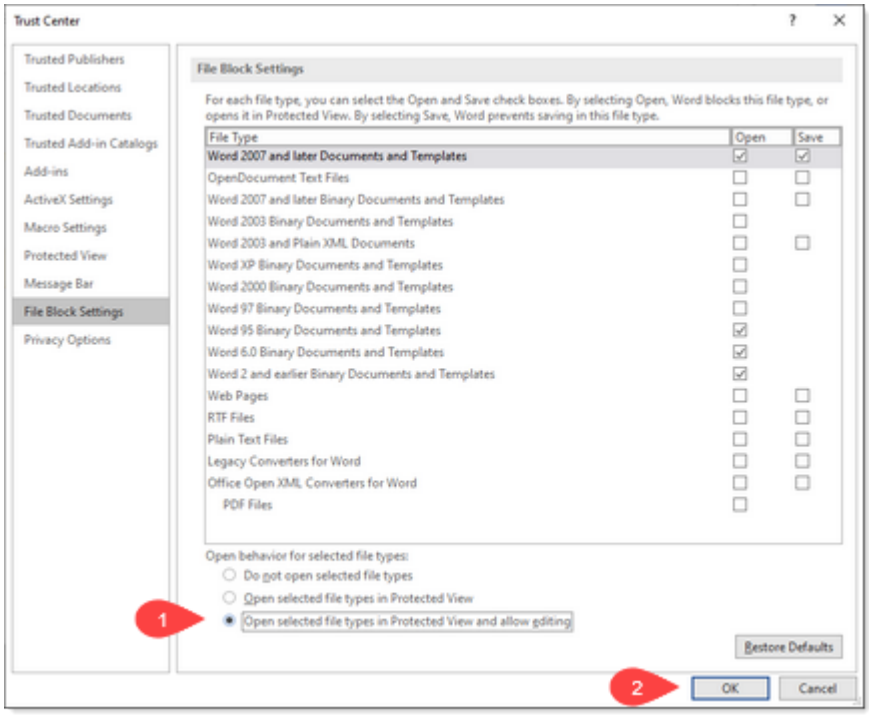
The resulting display tells you more about why Word stopped you editing the document and offers the opportunity to change some settings.

In this example, you would press ***File Block Settings*** . . .



. . . and then:

- press the circle next to ***Open selected file types in Protected View and allow editing***
- press ***OK*** a few times until you return to the Chronolator document
- close and reopen the document
- press ***Enable Editing*** as shown in the picture *above* in this section



The File Block settings in the above example are just some of those which can make a document open in **Protected View**. Other settings which activate **Protected View** can be found in the Trust Center. See *The Trust Center* (section 15.3) to discover how to open it.

After you have enabled editing in **Protected View**, you will probably need to **Enable Macros**. See *Enabling Macros* (section 15.1.2) for details.

15.1.2 MICROSOFT WORD MACROS

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If, when you open a Chronolator Document, either the *Licence* (section 15.1.3) is displayed or the **Add-ins** tab on the Ribbon has a *Chronolator Toolbar* (section 5), you do not need to read here any further.

Word might – or might not – warn you that a document contains macros when you open it.

Before it does so, Word might open a document in **Protected View**. For more details, see *Protected View* (section 15.1.1).

Chronolator works by using Word macros. Because they are computer programs, macros can be used to propagate and run computer viruses. Word therefore allows you to prevent them running, since for most documents they are unnecessary. However, for Chronolator they are essential.

The following pages show you how to allow Chronolator macros to run without compromising your computer.

DIGITALLY SIGNED MACROS

Chronolator Version 4.0 macros are 'digitally signed' by **Berrick Computing Ltd**, which means that Word checks they have not been tampered with since they were published. If they have been, Word will not allow them to run.

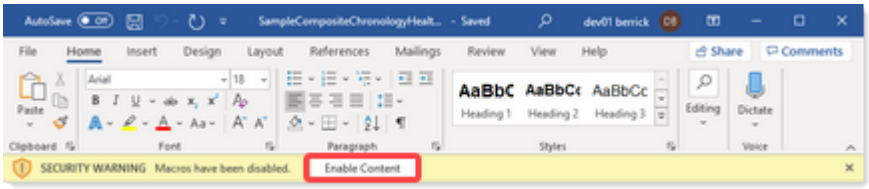
You can choose to trust all documents signed by Berrick Computing Ltd, in which case Chronolator Documents will always run macros when you open them. This document shows you how.

Sometimes your IT department might prevent you from making the changes described below. If so, you might like to ask them to read *Group Policy settings for Chronolator Macros*.

ENABLING MACROS

Word usually informs you it has disabled macros by displaying a message under the Ribbon, with an ***Enable Content*** button.

If you want to enable macros just this once, press ***Enable Content***, and continue reading at *Licensing* (section 15.1.3)



If you want always to let macros run in this document, press ***Macros have been disabled***, and continue reading at *Setting a level of Trust* in this section.

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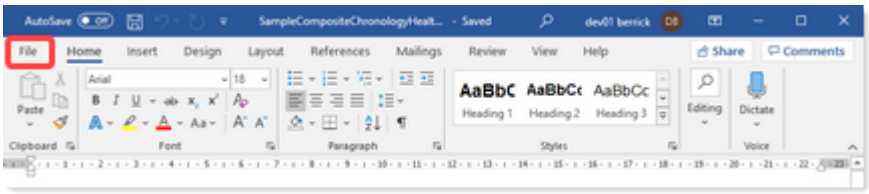
- If Word does not inform you it has disabled macros, press ***File***, and continue reading at *Setting a level of Trust* in this section.



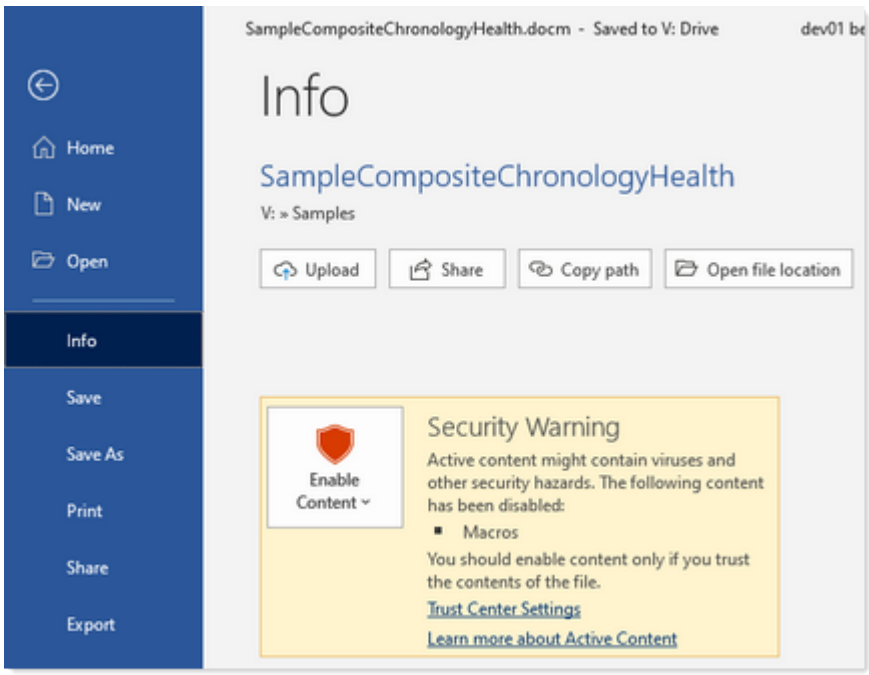
SETTING A LEVEL OF TRUST

You can choose to enable macros each time you open a Chronolator Document. If you find that inconvenient, you can specify a level of trust in them:

- To enable macros every time you open **a particular** Chronolator Document, make it a **Trusted Document**
- To enable macros every time you open **any** Chronolator Document, you can make **Berrick Computing Ltd** a **Trusted Publisher**

You set a level of Trust on the **Info** tab in Word's **Backstage View**.

You can get to **Backstage View** by pressing the ***File*** tab on the Ribbon, or by pressing ***Macros have been disabled*** if Word displayed a security warning when you opened a document.



Making a Trusted Document

If you make the document a **Trusted Document**, Word will automatically enable macros in it whenever you open it.

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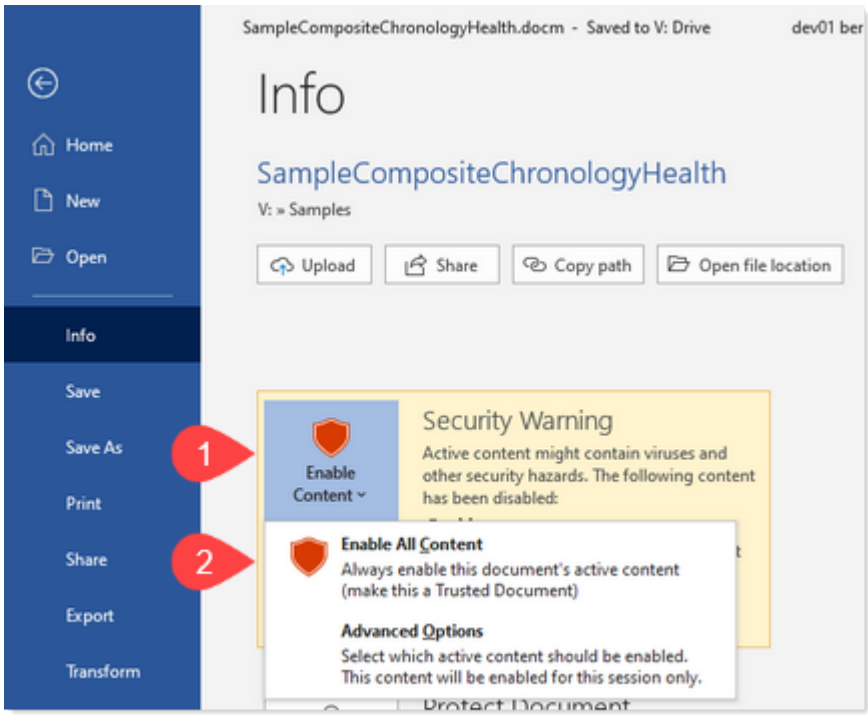
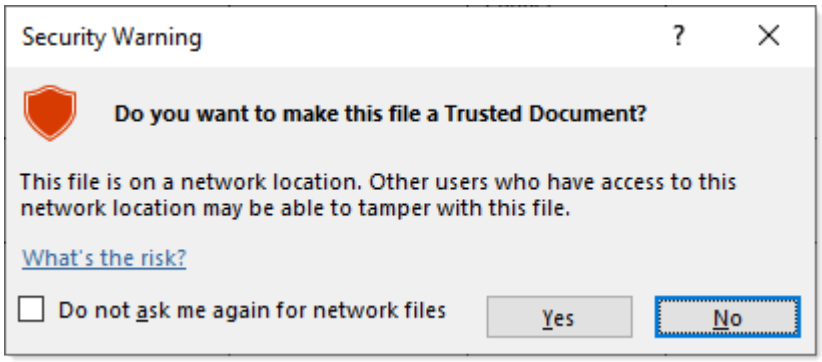
In **Backstage View**: Press ***Enable Content*** to see more options. Press ***Enable All Content***.	
If the document is on a network location, Word might warn you about it. Press ***Yes***.	

Making Berrick Computing Ltd a Trusted Publisher

If you make Berrick Computing Ltd a **Trusted Publisher**, Word will automatically enable macros in this document and any other Chronolator Documents you receive in future.

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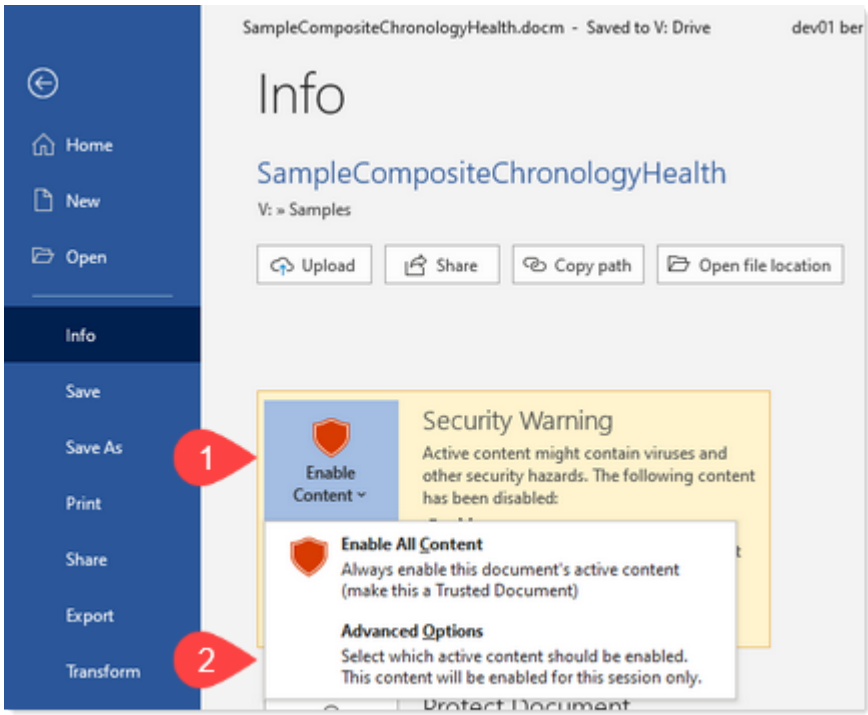
In **Backstage View**:

Press ***Enable Content*** to see more options.

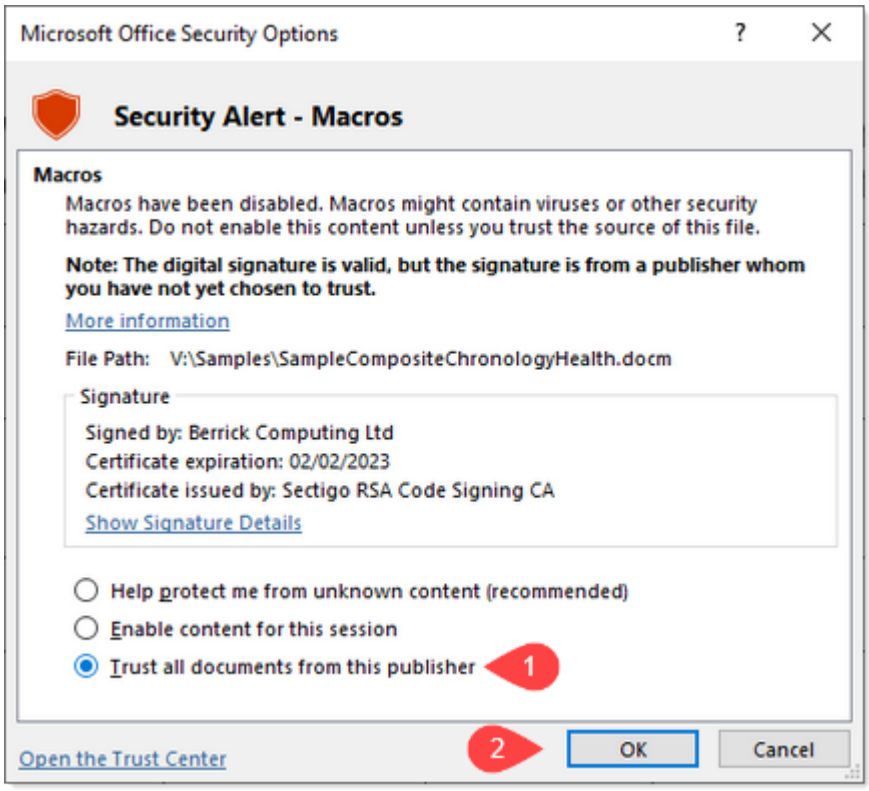
Press ***Advanced Options***.



In the resulting **Microsoft Office Security Options** display:

Press ***Trust all documents from this publisher***.

Press ***OK***.



WHAT IF I CANNOT ENABLE MACROS?

If for some reason you cannot enable macros, you can still update the document but you will not be able to use basic Word **Save** (you will get a message about macros being disabled). In that case, you should save your changes either:

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- by using **Save As**, or
- by closing the document and making the relevant reply when Word asks you if you want to save changes

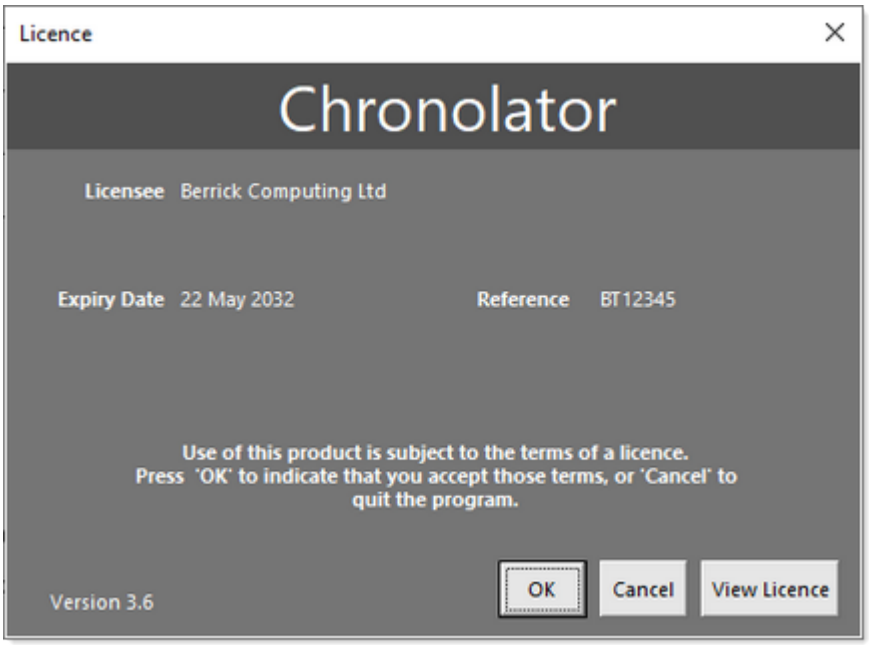
15.1.3 ACCEPTING THE LICENCE

Chronolator is licensed software. If macros have been properly enabled, a **Licence** screen is displayed when you open the Online Workbench or a Chronolator Document.

Press ***OK*** to continue using Chronolator.

Press ***Cancel*** if you do not agree to the licence terms. The document will close.

Press ***View Licence*** if you want to read the licence terms.



You are only asked to accept a licence once in a particular Microsoft Word session.

Further details about licensing can be found in *Appendix C* (section 13).

15.2 PROTECTING A DOCUMENT WITH A PASSWORD

Word can protect your document with a password. Consult Word Help for full details, but here are two methods.

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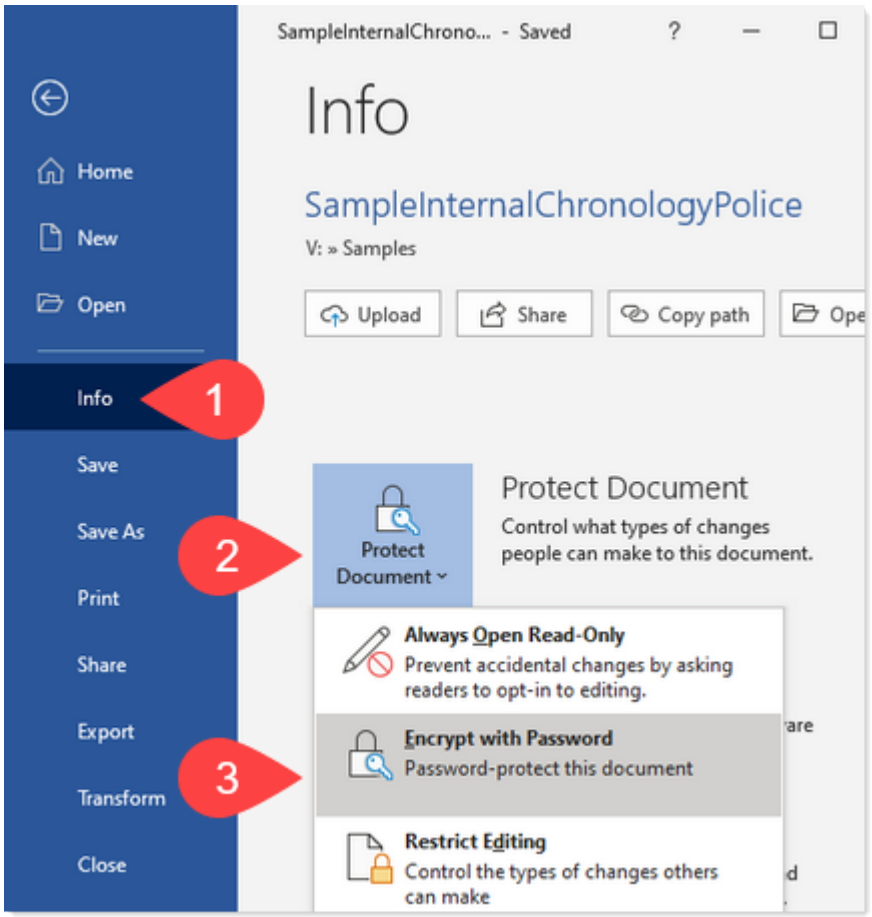
USING THE FILE TAB

Press the ***File*** tab on the Ribbon, and then press ***Info > Protect Document > Encrypt with Password*** and follow the ensuing instructions.



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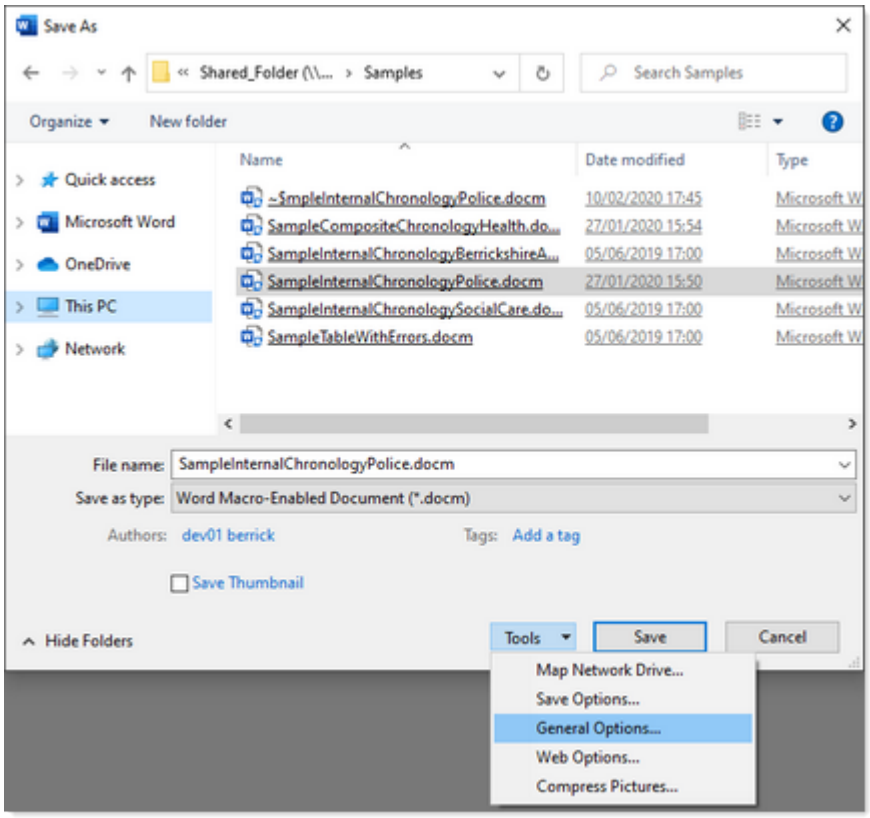
USING SAVE AS

You can also password-protect a document by clicking on the ***Tools > General Options*** dropdown on the ***Save As*** dialog.



15.3 THE TRUST CENTER

The **Trust Center** is where you set security options for Microsoft Word. It is found in the **Word Options** dialog.

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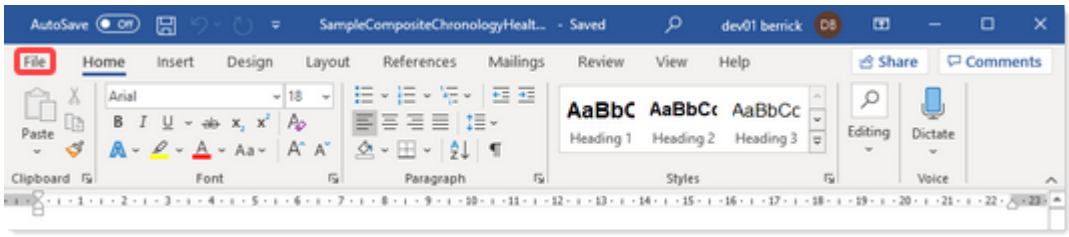
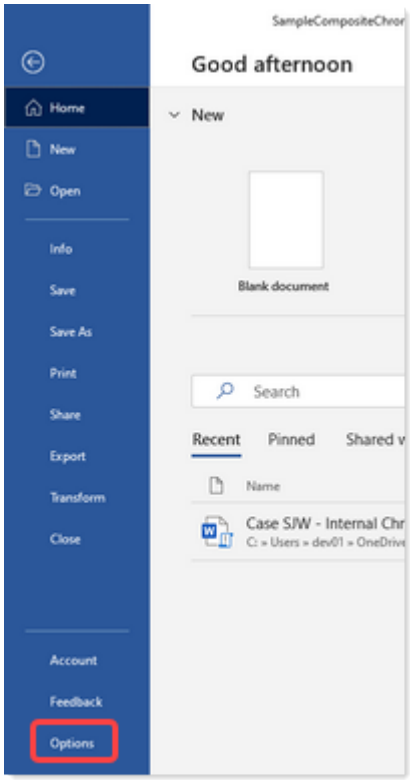
OPENING THE WORD OPTIONS DIALOG

Press the ***File*** tab	
Press ***Options***	

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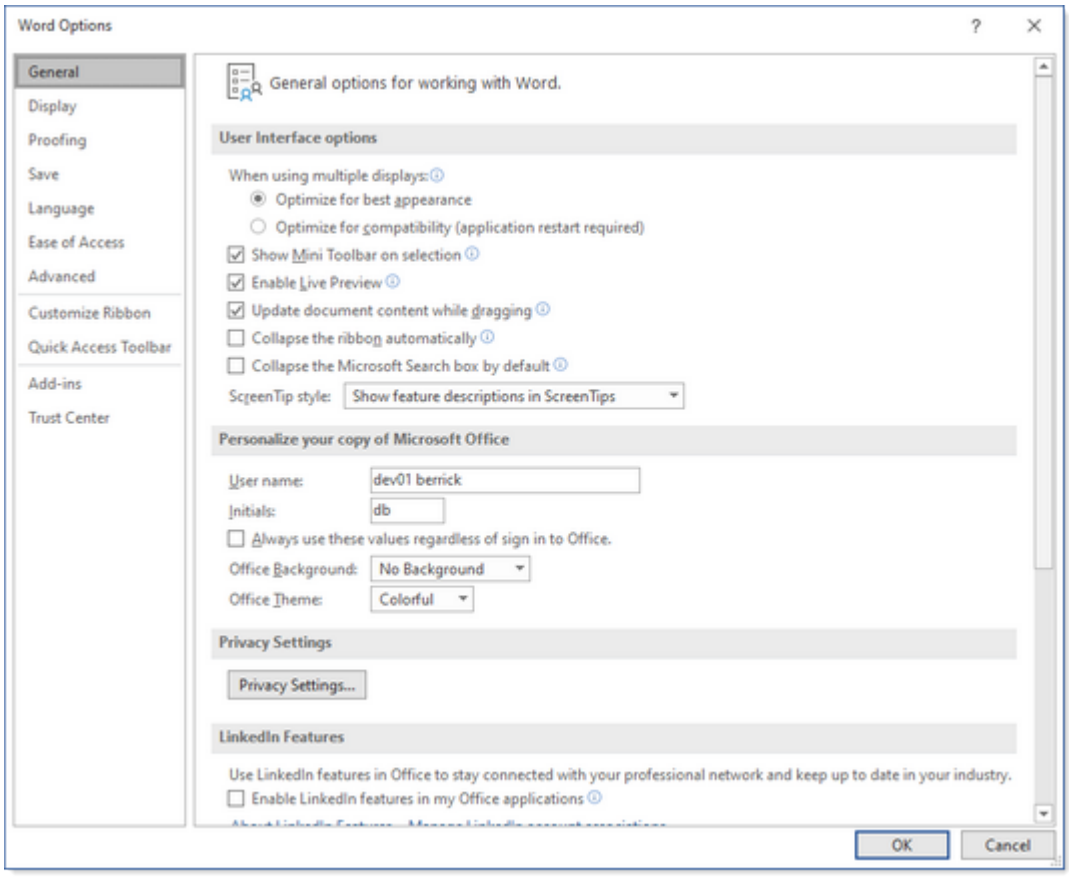
The **Word Options** dialog is displayed	

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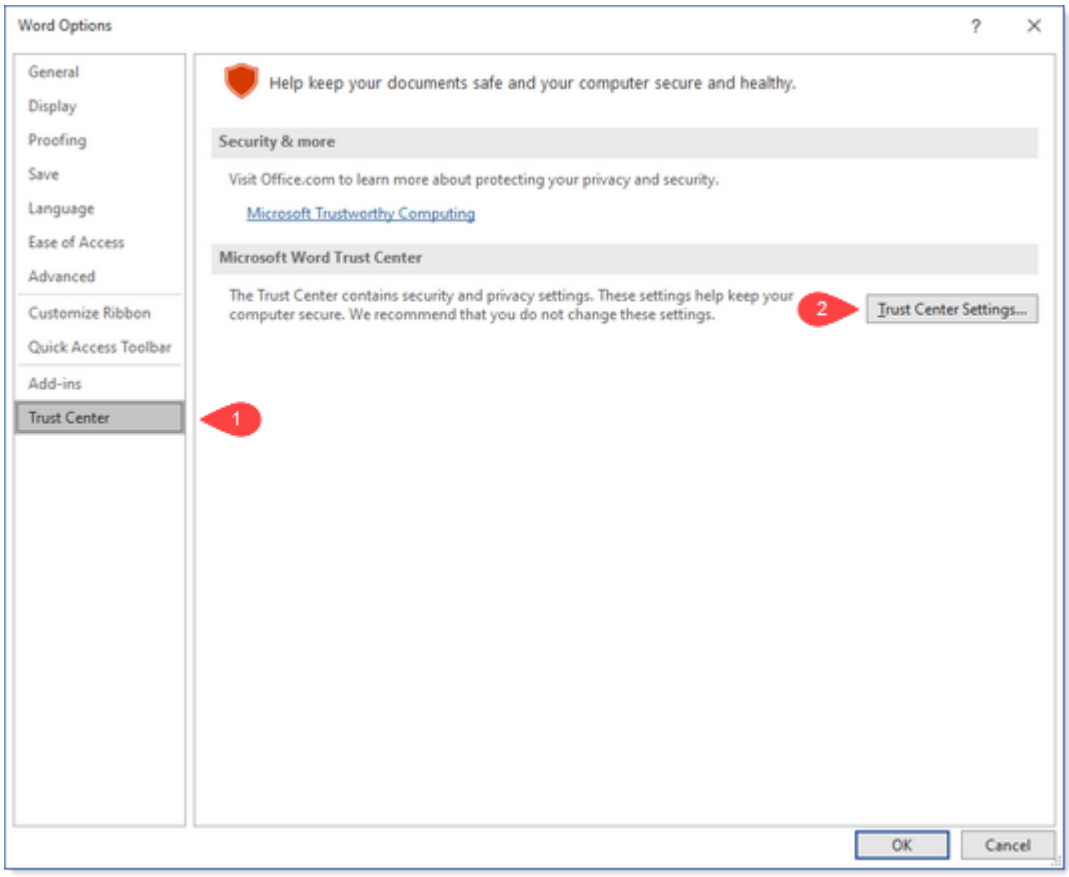
THE TRUST CENTER

In the **Word Options** dialog, press ***Trust Center***, then press ***Trust Center Settings***.



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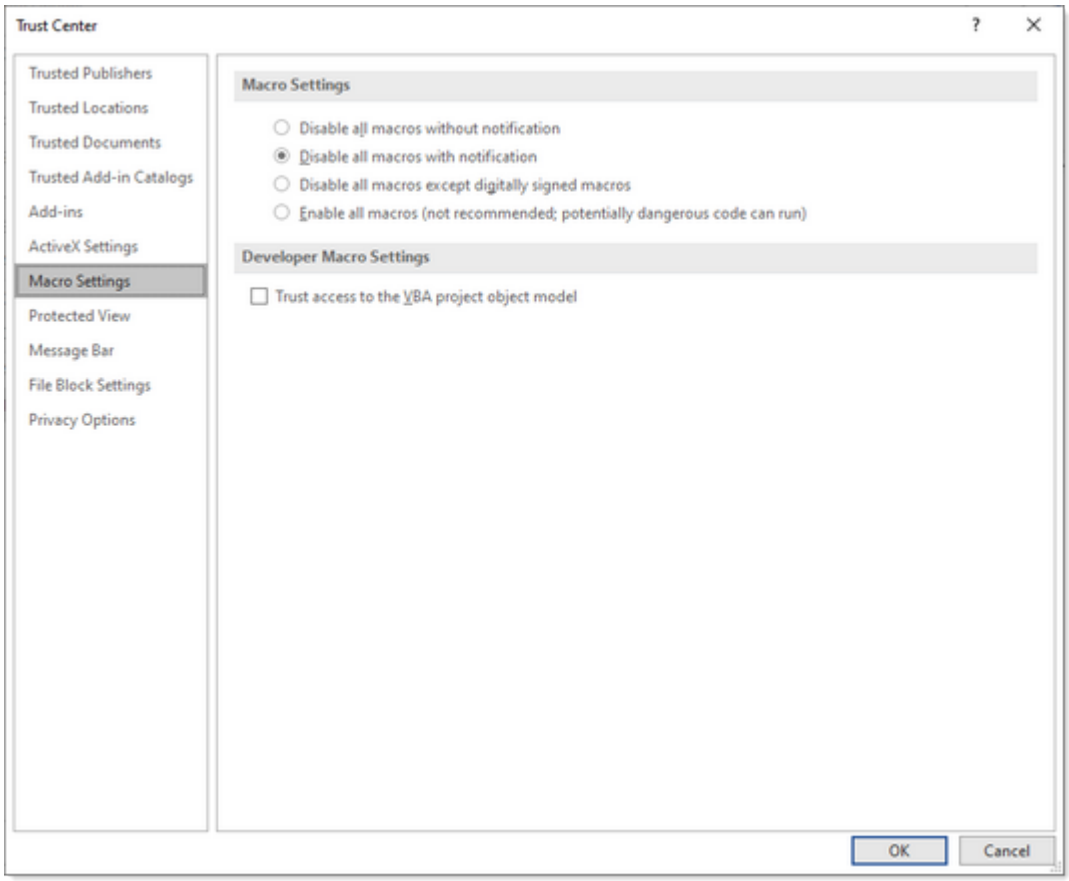
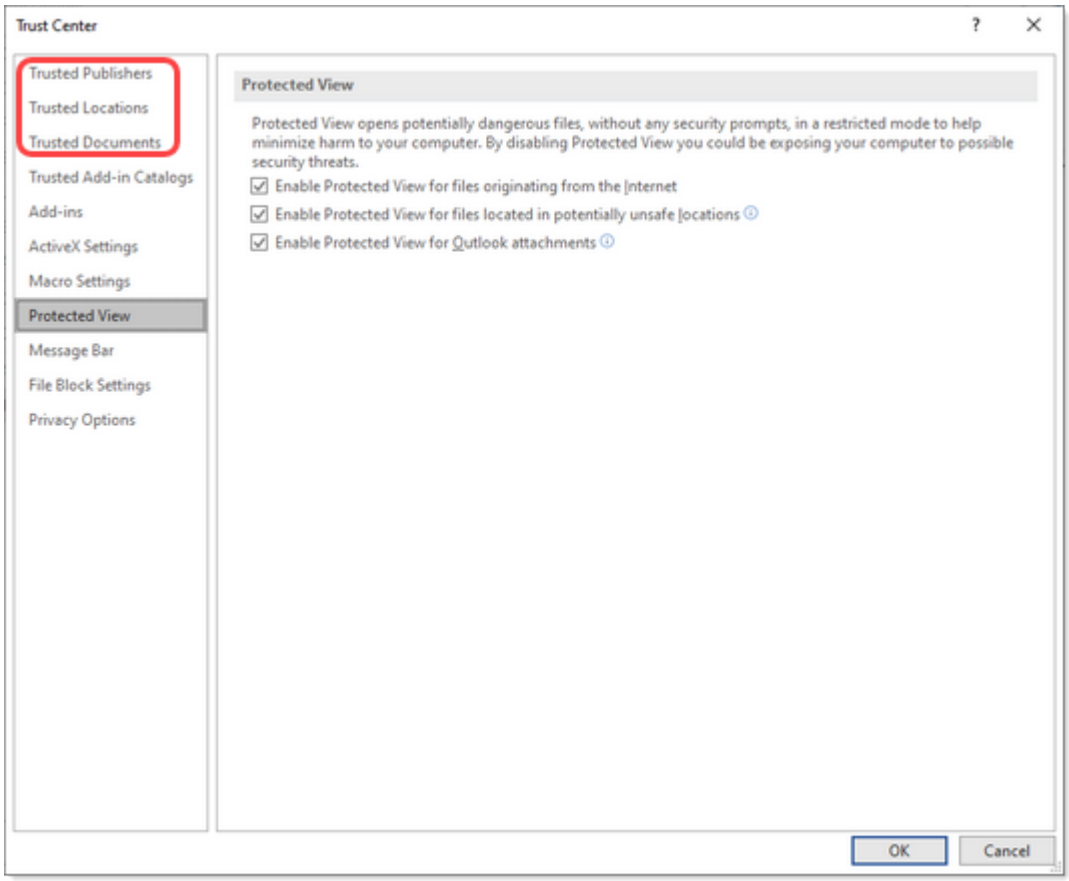
The ***Macro Settings*** button controls whether macros can run. When set as shown here, it works in conjunction with the **Message Bar** settings



The ***Trusted Publishers***, ***Trusted Locations***, ***Trusted Documents***, and ***Protected View*** buttons work together to influence when a document opens in **Protected View**.



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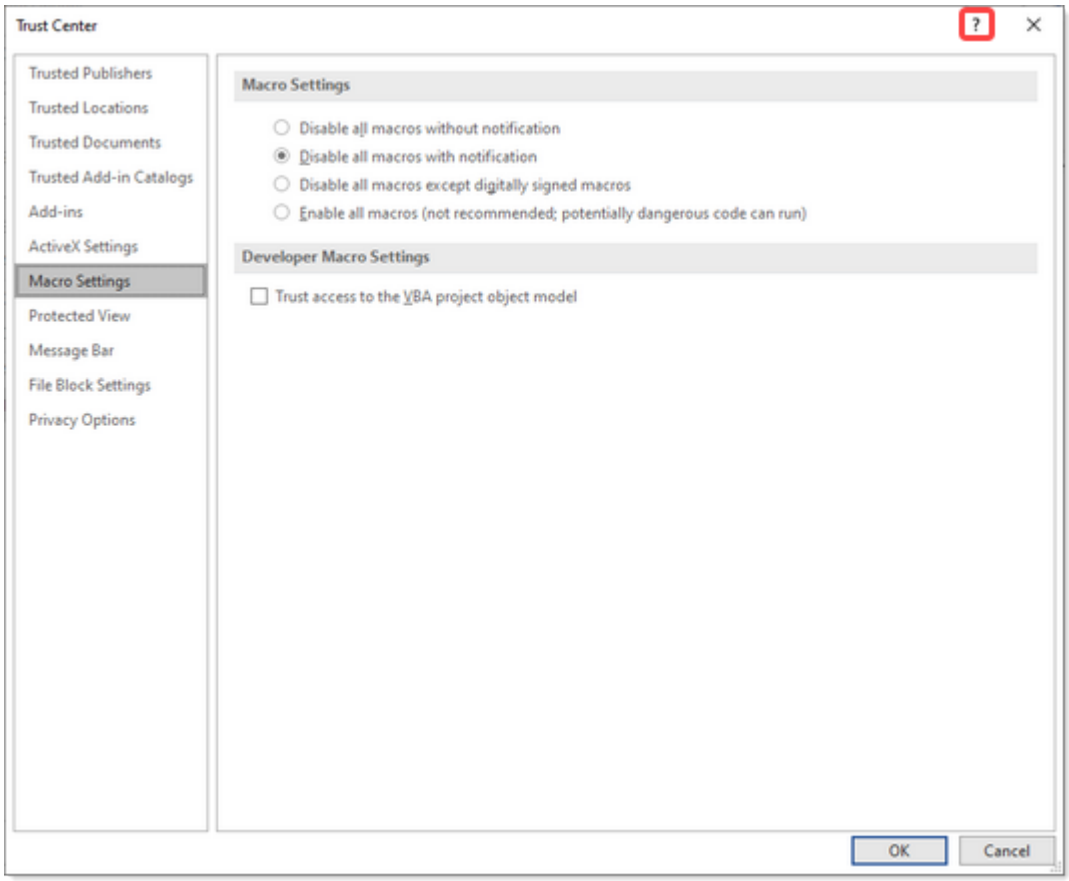
To find out more information about the settings you can make after pressing one of these buttons, click on it and press ***?*** at the top right hand corner of the display to open Word **Help** for the relevant topic.



15.4 ADVANCED MACROS

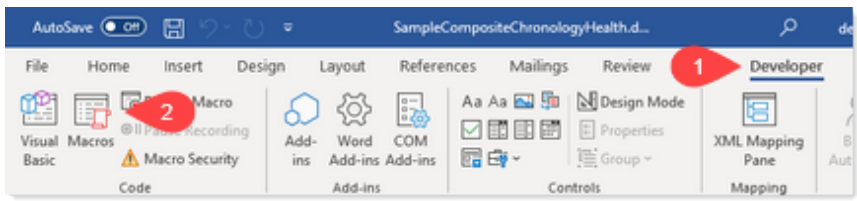
⚠ You should usually only run these macros if asked to do so by Chronolator support staff.

The ***Advanced*** menu contains the following tools:

- ***c8ImportSpecial_1***
- ***c8EnvironmentCleanup***
- ***c8CleanupAddins***
- ***c8NormaliseSourceOfInformation***
- ***c8SetJSONParser***

Some of these tools are also available using Word's **Run Macro** facility in case of problems with the standard Chronolator toolbar.

You run a macro by pressing ***Macros*** on the ***Developer*** tab of the Ribbon:



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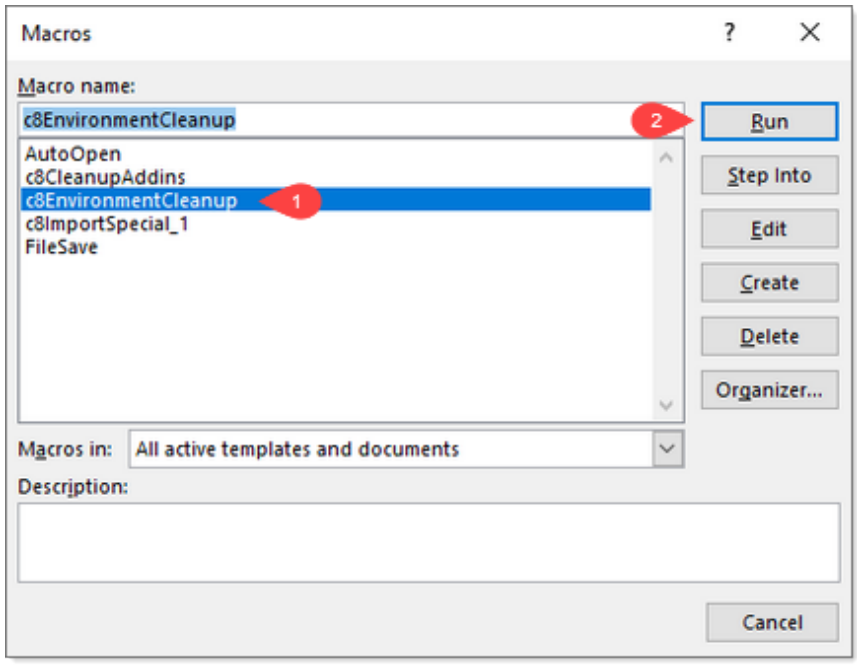
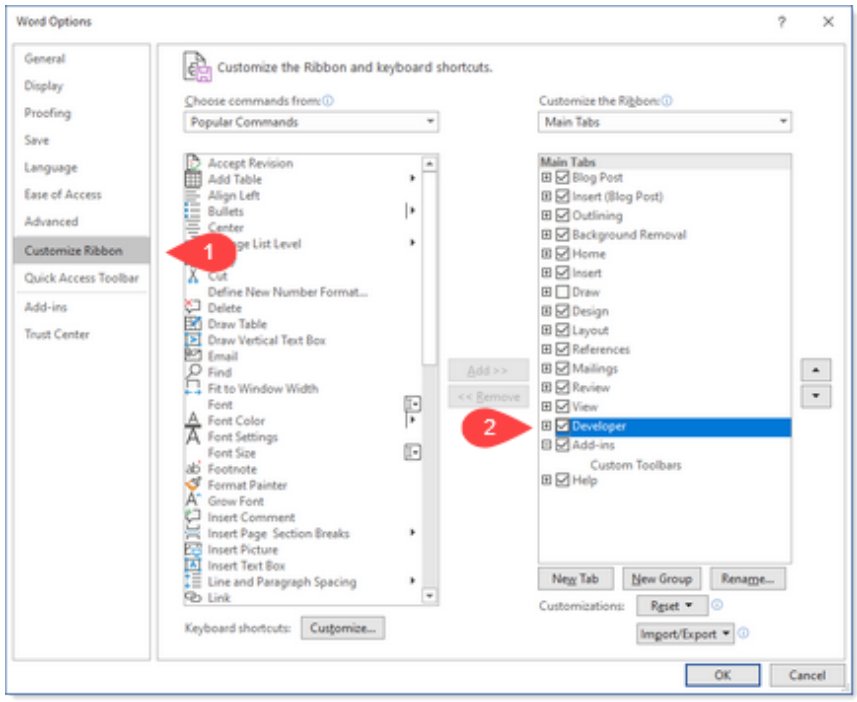
You will be asked which macro you want to run as shown here.

Select it and press ***Run***.



The ***Developer*** tab is only shown on the Ribbon if the Word Option ***Customise Ribbon > Developer*** is ticked:



15.4.1 IMPORTING A DOCUMENT WITHOUT ADDING A SOURCE PREFIX

Macro ***c8ImportSpecial_1*** imports a document as-is without adding a prefix to its **Source of Information** column.

15.4.2 CLEANING UP THE CHRONOLATOR ENVIRONMENT

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Chronolator stores some settings in the user area of the Windows Registry, and sometimes saves your work in hidden Word documents. It removes these things when the last Chronolator document in a Word session is closed. If this removal were to fail (if Word crashes for example) it might affect opening the next Chronolator Document.

Macro ***c8EnvironmentCleanup*** performs the same clean-up that Chronolator does when it closes normally.

15.4.3 UNLOADING CHRONOLATOR ADD-INS

The last Chronolator Document to be closed in a Word session should unload any Chronolator Add-ins. If it fails to do so, you can run macro ***c8CleanupAddins***, which will unload Chronolator Add-ins but leave any others you might use in place.

15.4.4 NORMALISING THE SOURCE OF INFORMATION COLUMN

When processing abbreviations and highlighting documents by agency, Chronolator relies on the Source Prefixes in the **Source of Information** column being in a uniform state (for example, having the right number of spaces between words and being in the correct case). Chronolator does this automatically when needed, but the algorithm it uses to check whether it is necessary does not check every event in a large file - to do so might take too long. There is, therefore, the possibility that abbreviations might not properly be found and that highlighting might not properly be applied.

Macro ***c8NormaliseSourceOfInformation*** can be used to put the Source Prefixes in a uniform state if required.

Note that any ***Bold, Italic, Underline*** formatting applied using the **Anonymisation** feature will be lost and will need to be redone. If that is the case, **Personalise** the document without using formatting, and then **Anonymise** it using formatting. See *Anonymisation and Personalisation* (section 9.3) for more details.

Similarly, any colours applied by the **Highlight Source** feature will be lost and need to be redone. Chronolator remembers the highlighting which was last applied, so you just need to press ***Tools > Highlight Source > Define and Do*** and then press the ***OK*** button on the **Highlight Source options selector.**

15.4.5 SETTING THE JSON PARSER

Chronolator uses a JSON parser when converting a JSON file (as used by the Chronolator Browser Tools) to Word. You can set which of the two installed parsers to use by pressing ***Advanced > c8SetJSONParser*** and choosing option ***1*** or ***2***.

If you need to use Word's **Run Macro** facility to set the parser, run ***c8SetJSONParser_1*** or ***c8SetJSONParser_2***.

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16 GLOSSARY

A

Abbreviations Glossary

The Glossary contains Abbreviations and their Definitions that can be used to anonymise, personalise, search and navigate the chronology.

Add-in
A stand-alone Word document that can be used to add functions to a Chronolator Document.

Add-ins
A Chronolator Add-in is a stand-alone Word document that can be used to add functions to a Chronolator Document.

C

Case Details Wizard
The tool in the Online Workbench that is used to define a new Chronology Document

Case Review Administrator
Someone who sets up a Chronology Document using the Online Workbench

Chronolator Browser Tools

Some tools that use your web browser (e.g. Chrome) to process chronologies.

It is important to note that only the software resides on the Web. Your chronologies stay on your computer, completely under your control. Their confidentiality is not compromised.

See *tools.chronolator.com*.

Chronolator Document
A document containing one or more tables created by Chronolator

Chronolator Documents
Documents containing one or more tables created by Chronolator

Chronolator Online Workbench
The Word document (ChronolatorOnlineWorkbench.docm) used by a Case Review Administrator to create Chronolator chronology documents

Chronology Document
A document containing one or more tables created by Chronolator

Composite Chronology

A Chronolator Document containing information from two or more organisations or departments. Often referred to as a 'Multi-Agency Chronology'

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I

Internal Chronology
A Chronolator Document specific to a particular organisation or department

ISO 8601
ISO 8601 is an international standard covering the exchange of date- and time-related data. It was issued by the International Organization for Standardization (ISO) and was first published in 1988.

J

JSON
JavaScript Object Notation. A text-based format for storing and exchanging data. Can be read by any text editor, such as Notepad.

JSON parser
Software that translates JSON into items that a computer can process.

L

Local Administrator
Someone who distributes an Internal Chronology for others to complete and then merges the results into a Composite Chronology

London Child Protection Procedures
London Child Protection Procedures, Edition 4, p510 (London Safeguarding Children Board, 2010 (*www.londonscb.gov.uk*))

M

macros
Macros are a standard feature of all Microsoft Office programs. They automate repetitive tasks and commands by using **Visual Basic for Applications** programs.

O

Online Workbench
The Word document (ChronolatorOnlineWorkbench.docm) used by a Case Review Administrator to create Chronolator chronology documents

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P

Preamble
The first couple of pages in a new **Internal Chronology**. You can update it in any way you like: Chronolator does not check it.

Protected View

A standard Word feature that protects your computer from viruses, worms, or other kinds of malware that can harm your computer.

Because Chronolator Documents contain macros, and macros can be used to create viruses, Word sometimes flags them as potentially harmful and opens them in Protected View.

R

Ribbon
The area at the top of the Word display

S

Source Prefix
Specifies the agency or organisation that provided the information about an event. You are prompted to enter it when you import a chronology into a Composite Chronology, and Chronolator adds it to the beginning of whatever is already in the **Source of Information** column.

T

Trust Center
The area in the Word Options dialog that lets you set security options.

txt
A text file produced by one of the Chronolator Browser Tools. Although simple text, only the Tools can make sense of it.

W

Windows Task Bar
The area along the bottom of the screen.

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