

Click on the Preferences button from the Tool Bar or select Preferences from the Edit menu to select your TimeTracker preferences. The box in the lower left portion of the window displays help messages.

#### Column Settings

Here you can set whether or not a column is displayed and the column's justification. Select the columns from the Column pop-up menu. You must have at least one column set to display.

#### Font and Text Size

Select the font and text size for all time entries. Note that some fonts do not display the mark symbol • very well. Geneva is a good font to read on screen.

#### Status Indicator

Choose between a color and black & white status light. This is the indicator that tells if a document is recording time, paused, or stopped. If you have a black and white monitor, or are color blind, you may be better off with the black and white indicator.

#### Auto-File Saving

Check the box "Auto-Save files every" to have all TimeTracker files saved to disk at every time interval you select in the minutes field.

Remember...

Lets you turn on or off some features of TimeTracker when saving a file to disk.

Stop Time Displays...

Choose how the Stop Time is displayed.

Show Start Date as

Choose how the Start Date is displayed. Note that the longer the date, the more memory is required to display the date and the faster the file fills up.