

In order to use [Personal Log](#), you must be familiar with its interface. There are two basic types of windows used in Personal Log: the [log window](#) and the [entry window](#).

[Log Window](#):

The log window represents the log file in [Personal Log](#). The window can be thought of as being a log book containing many log entries. It has four features and looks like the following:

[ew Entry Button](#): Clicking this button starts the process of adding a new entry to the log file represented by the log window. You also may add new entries by selecting the [New Entry](#) item under the [Commands](#) menu.

Search Button: Clicking this button brings up a dialog which is used to set up a log file search. You also may initiate a file search by selecting the **Search** item under the **Commands** menu. The log file search process is explained further in the Advanced Features chapter of this manual.

Entry List Area: This area lists all of the entries recorded in the log file and the dates they were recorded.

Subject & Date Sort Buttons: Clicking either of these buttons will sort the Entry List by either their subjects or entry dates.

Entry Window:

The entry window is where individual entries are recorded, edited, or viewed. The entry window has three main features and a typical one looks like the following:

ntry Info: This area contains information about the displayed entry. The first line contains the entry's subject. The next two lines are user configurable to contain the entry's start date, assigned date, or last edited date, and any assigned keywords (see **Date Manager** in the Advanced Features chapter of this manual).

Record Entry Button: Clicking this button permanently records a new entry into the log file. This button is disabled when the entry is read only, i.e., a previously recorded entry that can be viewed but not edited. If the entry has been signed (via PowerTalk), this button will turn into a "signature action" button.

Text Entry Area: For new log entries, text may be entered and edited in this area of the window. The text of previously recorded entries may be edited here also. For read-only entries, text is displayed here, but may not be edited.