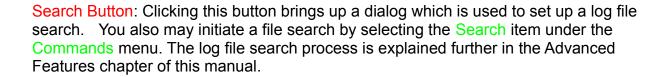
In order to use Personal Log, you must be familiar with its interface. There are two basic types of windows used in Personal Log: the log window and the entry window.

## 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.

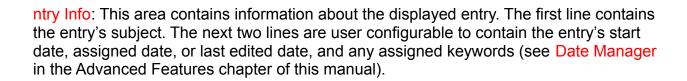


Entry List Area: This area lists all of the entries recorded in the log file and the dates they were recorded.

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:



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.