

In order to use Personal Log, you must be familiar with its interface. There are two basic types of windows used in Personal Log. These are 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, and looks like the following:

As noted above, the log window has four features:

Log Type Icon: This icon indicates whether or not your recorded log entries may be edited. There are three types of icons:

This indicates that recorded log entries may be edited.

This indicates that recorded entries may be edited using a password.

This indicates that recorded log entries cannot be edited.

New Entry Button: Clicking this button starts the process of adding a new entry to the log file represented by the log window. You may also 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 may also 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. A typical entry window looks like the following:

he entry window has three main features:

Entry Info: The subject and date of an entry, as well as the time the entry was created and a list of key words used in file searching, are displayed in the upper area of the window.

Record Entry Button: Clicking this button causes a new entry to be recorded permanently 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.

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 also be edited here. For read only entries, text is displayed here but may not be edited.