

For most preferences, click on the Preferences button from the Tool Bar or choose an item from the Preferences sub-menu from the Edit menu. However, there are several preferences which are set by other means.

#### Status Indicator

Choose a color or black & white status light by clicking on the status indicator. 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.

elp messages on/off.

To turn the on-line button on or off for all documents, click on the Question mark button