This is a suggested method for creating your first TimeSlice document.   Most of these items are discussed in more detail in other chapters.

• Select New from the File menu.
This starts a new TimeSlice document.

• Customize the file to your own personalized taste.
Adjust the column widths, adjust the size of the window, set the Time Display, and adjust any other items that you would like set differently than the default settings.

• Create a set of jobs
Select Projects…, Categories…, and Clients… from the Edit menu to build your list of jobs.   There is no set way for naming jobs — whatever works for you is the best way.

• Save the file.
Select Save from the File menu.   You can never save too often.
Before you click on the Start button, you may want to make this file a Stationery pad file so you don't have to do the above steps every time you create a new file (see below).

TIP: To save your job list (categories, projects, and clients) so you can easily reuse them, save the file as a Template (also known as a Stationery pad).   Do this by selecting "Save As Template…"from the File menu.   When you need a new file with the same job lists, instead of selecting New from the File menu, double-click on the template file you just created (or select Open from the File menu).   Instead of the template opening, TimeSlice makes a copy of the template for you without changing the original.