This chapter gives some hints and tips on using TimeSlice.

• Quickly toggle back and forth between Pause and Resume for all open documents by pressing the Escape key.

• Edit a time record by…
√ Double-clicking on the time record, or
√ Click on a time record and then select "Time Record…" from the Edit menu, or
√ Click on a time record and press the Enter key.

• Put an alias of TimeSlice or a TimeSlice document in the "Startup Items" folder
Launch TimeSlice or open your TimeSlice document every time you start your Mac.
Here's what you do:
1) Click once on the TimeSlice document or application to highlight it.
2) Select "Make Alias" from the File menu.
3) Place the alias in the "Startup Items" folder (it's inside the System folder).
4) Select Restart from the Special menu.

• Print onto Legal Paper in Landscape mode if the TimeSlice data runs off the printed page.   Select Page Setup from the TimeSlice File menu to set this.

• Bypass exporting TimeSlice data and importing into a database by highlighting the desired time records, select Copy from the Edit menu, open your database or spreadsheet file, and select Paste from the Edit menu.

•   Deleting time records quickly
To bypass the delete confirmation alert, hold down the Option key when clicking on the Trash button.

• How to show the current time record in the Total
If you want the totals to represent only the active time record, first unmark all time records, and then mark the active time record.   Click on the Totals icon in the Tool Bar so that Total Marked Indicator is visible (totals calculated from marked time records only).   Now the totals are calculated from the active time record only.   This is

especially handy when the window is minimized.

- Create a Template or Stationery pad file.

Then you don't have to recreate your category, client, and project list every time you start a new file.   See the chapter "Starting Up" for more information.