

- Quickly toggle back and forth between Pause and Resume for all open documents by pressing the Escape key.
- Edit a time entry by...
  - ✓ Double-click on the time entry, or
  - ✓ Click on a time entry and then select “Time Entry...” from the Edit menu, or
  - ✓ Click on a time entry and press the Enter key.
- Put an alias of your TimeTracker document in the Startup folder  
That way your TimeTracker document opens everytime you start your Mac.  
Here's what you do:
  - 1) Click once on the TimeTracker document to highlight it.
  - 2) Select “Make Alias” from the File menu.
  - 3) Place the alias in the “Startup Items” folder within the System folder.
- Print onto Legal Paper in Landscape mode to see all your notes:

- Choose categories and projects quickly with pop-up menus. Hold down the Option key and click on a selected time entry. A pop-up category menu appears where you can quickly change categories (see figure below). Hold down the shift-option key to bring up the projects pop-up menu. The item selected applies to all selected time entries. However, if you also hold down the Command key when changing items, the change applies only to the time entry you click on.

- Choose categories quickly by typing the first letters of the category. As you type the category name, the highlighted time entries change categories.

- Bypass exporting TimeTracker data and importing into a database by selecting the desired time entries, select Copy from the Edit menu, open your database or spreadsheet program, and select Paste.

- Create a TimeTracker template or stationery pad file.

To preserve the column widths, window size, default category, default project, and other preferences:

- 1) Select New from the TimeTracker File menu.

- 2) Set the file up how you want it (column widths, window size, etc.)

- 3) Save and close the file.

- 4) From the Finder, click once on the file, and select "Get Info" from the File menu.

- 5) Click on the box that says "Stationery pad".

- 6) Close the window.

When you double-click on the stationery pad file you've created, TimeTracker automatically makes a copy of it for you so you can work from the copy.

This way you never alter the original file, and each time you open the stationery pad, it's the same as opening a new file with your column widths all set for you.

- Deleting time entries

To bypass the delete confirmation alert, hold down the Option key when deleting. Pressing the

- How to show the current time entry in the Total

If you want the totals to represent only the active time entry, first unmark all time entries, and then mark only the active time entry. Click on the Totals icon in the Tool Bar so that Total Marked Indicator is visible (totals calculated from marked time entries only). Now the total represents only the active time entry. This is especially handy when the window is minimized.