

Click on the General Preferences button from the Tool Bar or select General in the Preferences sub-menu from the Edit menu to select your TimeTracker general preferences. The box in the lower left portion of the window displays help messages.

#### Column Settings

Here you can set whether or not a column is displayed and the column's justification. Select the columns from the Column pop-up menu. You must have at least one column set to display.

#### Font and Text Size

Select the font and text size for all time entries. Note that some fonts do not display the mark symbol • very well. Geneva is a good font to read on screen.

#### Status Indicator

Choose between a color and black & white status light. 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.

#### Auto-File Saving

Check the box "Auto-Save files every" to have all TimeTracker files saved to disk at every time interval you select in the minutes field.

#### TimeTracker files save...

Turn on or off some features of TimeTracker when saving a file to disk. If "Which time entries are highlighted" is checked, TimeTracker saves which time entries are highlighted, and highlights them when the file is later

reopened.

If “Scrolled position” is checked, TimeTracker saves which time entries are displayed, and scrolls to that position when the file is later reopened.

If “Timer state” is checked, TimeTracker saves the state of the timer, whether it's tracking time, paused, or idle (neither tracking or paused). When the file is later reopened, the timer state is resumed. For example, if you quit TimeTracker while some files were tracking time, TimeTracker will immediately start the timer again when the files are later reopened.

Stop Time Displays...

Choose how the Stop Time is displayed.

Show Start Date as

Choose how the Start Date is displayed. Note that the longer the date, the more memory is required to display the date and the faster the file fills up.