

Also see the chapter “In-line Editing.”

To edit a time record, double-click on the time record, or click on the Edit button, or select “Time Record...” from the Edit menu. Click on the Apply button to see the changes before clicking the OK button. The changes revert back if you click on Cancel. Press the Tab key to go from field to field within this window.

Date and Time. Select the Date and Time from the pop-up menu in the Time Values box. If the time record is the active time record, then only the Start Time can be changed. Click on one of the time values, and change its value by clicking on either the up or down arrow, or by typing the numbers with the keyboard.

Adjust elapsed time. When checked, the elapsed time is adjusted automatically when editing some of the time values. You will probably always want this checked.

Category, Client, and Project. Use the pop-up menu to change these items.

Color. Use the pop-up menu to change the color of the time record.

Notes. Use the Notes section for notes about each time record. This can be for any purpose you find useful. The standard Macintosh editing commands are available when entering notes (cut, copy, paste, and clear). You should

probably keep your notes somewhat brief, as they may run off the page when printing. However, if you export the document and then import it into a database program, such as Excel or FileMaker, there should be no problem printing. The small box with the number shows how many characters you've entered. The limit is 254 characters.

Expenses. Use the pop-up menu to choose Expenses. Enter a monetary value for any purpose you want, independent of the time settings. For example, during a time period you purchased \$20 of paper. You'd enter 20 as the expense, and describe the purchase in the Notes section.

Hourly Rate. Use the pop-up menu to choose Hourly Rate. Enter a number to override the default hourly rate set by either the Category, Project, or Client. To revert back to the default hourly rate, enter the default hourly rate, or a minus one (-1).

Mark/Unmark. Click on Mark or Unmark to mark or unmark the time record.