

Click on the Preferences button from the Tool Bar or select General in the Preferences sub-menu from the Edit menu.

For all Preference windows, the box in the lower left portion of the window displays help messages. Go to other Preference windows by using the pop-up Preferences menu, or click on the up/down arrows next to the pop-up menu.

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 records. Note that some fonts do not display the mark symbol • very well. Geneva is a good font to read on the screen. The more fonts installed, the longer it takes the Font pop-up menu to build, and the longer this window may take to appear.

Display last two currency digits

If Always is selected, numbers such as 123 and 456.78 will be displayed as 123.00 and 456.78.

If "Only when they are not zero" is selected, numbers such as 123 and 456.78 will be displayed as 123 and 456.78.

Stop date & time are calculated as

If “Elapsed Time plus Paused Time” is selected, the Stop date & time are calculated as the Start Time plus the Elapsed Time plus the Paused Time.

If “Elapsed Time only” is selected, the Stop date & time are calculated as the Start Time plus the Elapsed Time.

Show dates as

Choose how the Start Date and Stop Date are displayed.