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Contents

END-USER LICENSE AGREEMENT	4
Introduction	5
New for TimeSlice 1.7	6
Quick Start	7
Terms used in this manual	8
Basics	9
Basic TimeSlice Window Parts	10
TimeSlice Tool Bar	11
Creating a Template	13
Editing Time Records	14
In-Line Editing	16
Projects, Categories, and Clients	19
Default Time Record	21
Time Display	22
Password Protection	23
Sorting Time Records	24
Find	25
Resizing the Columns	26
Combining Time Records	27
Change Font and Font Size	28
Preferences	29
Preferences—General	30
Preferences—Auto-Link	31
Preferences—Auto-Pause	33
Preferences—File Saving	34
Preferences—Start Up	36
Preferences—Speech	37
Preferences—In-Line Editing	38
Preferences—Start/Stop	39
Preferences—Color	40
Preferences—Column Names	41
File Notes	42
Panning	42
Numbers, Dates and Time	43

Conflicts

Aaron



Does this look familiar? If so, it's the fault of an extension called Aaron. If you suspect a bug in TimeSlice, first restart your Macintosh with all extensions off (restart the Mac, and then hold down the Shift key). If the problem does not happen with extensions off, then the problem is not with TimeSlice.

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Display the Totals for the current or active time record

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 button on 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 “Creating a Template” for more information.

Unselect all time records and start a new record

Press Command-U followed by Command-G.

Delete time records quickly

To bypass the delete confirmation alert, hold down the Option key when clicking on the Trash button.



In-line edit multiple records

To have an in-line edit apply to all highlighted time records, hold down the Option key when using an in-line pop-up menu (see the chapter on “In-Line Editing” for more information).

New for TimeSlice 1.7

- Balloon Help.
- Apple Guide.
- New "Column Names" preference setting allows you to change the column names.
- New comma-delimited export option allows exporting TimeSlice data as a comma-delimited file. Some DOS and Windows applications can only import data in this format.
- Mark Special has a new "match Notes text" option. This allows you to mark time records that match text in the Notes.
- New "no sort" option. Normally to sort by a column you click on the column title. Now if you click on the column title again, sorting is disabled. Click again, and sorting is enabled.
- And a few minor bug fixes.

In MacOS 8, Balloon Help and the TimeSlice Guide are available under the Help menu.



Hints & Tips

Combining multiple files

Suppose you have several people using TimeSlice, and at the end of some time period (a week, month, etc.), you want to combine the data. There are several ways to do this, two of which are listed here:

Method 1:

- 1) Have each person give you their TimeSlice file for the time period.
- 2) Open all the files.
- 3) Create a new document.
- 4) Copy and paste, or drag and drop, the contents of each file to the newly created document.
- 5) This new document now contains the combined data. From here you can print, export, or archive the data.

Method 2:

- 1) Have each person export their TimeSlice data for the time period, and have them send you the exported file.
- 2) Using a database application such as FileMaker Pro, import each file into the database application.
- 3) The database application now contains the combined data. From here you can print, export, or archive the data.

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, or
- Click on a time record and click the Edit button.

Terms used in this manual

Time Record

Each time-line of information on the main window is referred to as a “time record” or sometimes a “time entry.”

Field

Fields are the individual components of a time record. For example, the elapsed time is a field. So is the paused time, the start time, and so on. All the individual fields make up one time record.

Job

Categories, Clients, and Projects are “Jobs.”

Application

TimeSlice is an application. Also referred to as a program.

File

You create and save files with TimeSlice. Also referred to as a document.

Highlight

Or select, as in highlighting (selecting) a time record (so that it displays in reverse)

Stop Time	Elapse	Paused	Hr Rate	Charge	Project	Category
4:15 PM	3.25	0:00:00	\$50.00	\$162.50	W/W Training	Design
6:00 PM	1.50	0:00:00	\$40.00	\$60.00	Boeing Ad	Consulting-Smith
1:00 PM	1.50	0:00:00	\$75.00	\$112.50	APPM Ad	Consulting
1:30 AM	4.25	0:00:00	\$75.00	\$318.75	First Hawaiian Bank	Training
6:00 PM	1.50	0:00:00	\$40.00	\$60.00	Boeing Ad	Consulting-Smith
3:30 PM	5.25	0:00:00	\$50.00	\$262.50	Smith Poster	Design
3:00 PM	1.25	0:00:00	\$75.00	\$93.75	American School Assn.	Consulting
12:45 PM	1.75	0:00:00	\$40.00	\$70.00	Boeing Ad	Consulting-Smith

In the figure above, there are two time records highlighted, or selected.

Tracking time

Also referred to as recording time to a TimeSlice document.

Time Menu

Time	
Display...	⌘T
Defaults...	
Combine...	

Mark • Unmark	⌘M
Mark All	
Unmark All	
Select Marked	
Mark Special...	

Set Budget...	
Statistics...	

Find...	⌘F
Sort...	

Start	⌘G
Restart	⌘B
Copy & Start	
Stop	⌘H
Pause	
Resume	

Total Marked Time	
✓ Total All Time	

Display... displays the Time Display window.

Defaults... displays the Defaults window.

Combine... displays the Combine Time Records window.

Mark • Unmark marks or unmarks the selected time records.

Mark All marks all time records.

Unmark All unmarks all time records.

Select Marked selects (highlights) all marked time records and unselects unmarked time records.

Mark Special... displays the Mark Special window.

Set Budget... displays the Budget window.

Statistics... displays the Statistics window.

Find... displays the Find window.

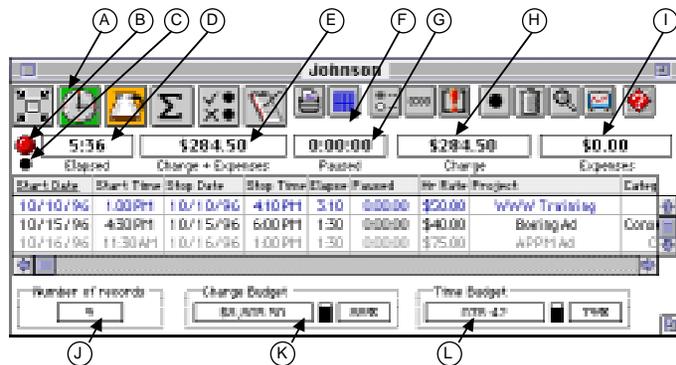
Sort... displays a window informing you to click on a column title to sort the records.

Start, Restart, Copy & Start, Stop, Pause, Resume— Starts, restarts, copies & starts, stops, pauses, or resumes a time record.

Total Marked Time when checked, the totals are calculated from marked time records.

Total All Time when checked, the totals are calculated from all time records.

Basic TimeSlice Window Parts



- A. Tool bar.** The icons across the top represent button shortcuts to the menu items.
- B. Status indicator.** Green means the timer is active, red is off, and yellow is paused. Set the indicator to black, gray, and white by clicking on it.
- C. Total Marked indicator.** When visible, the totals are calculated from the marked time records. Otherwise, the totals are calculated from all time records.
- D. Total Elapsed time** from all time records or from marked time records.
- E. Grand Total** from all time records or from marked time records (Total Charge plus Total Expenses).
- F. On-line help messages.** Move the cursor around the window to display the messages.
- G. Total Paused time** from all time records or from marked time records.
- H. Total Charge** from all time records or from marked time records.
- I. Total Expenses** from all time records or from marked time records.
- J. Number of time records** in the current document.
- K. Charge Budget** displays the charge budget, if any.
- L. Time Budget** displays the time budget, if any.

File Menu

File	
New	⌘N
Open...	⌘O

Close	⌘W
Save	⌘S
Save As...	
Save As Template...	

Page Setup...	
Print...	⌘P
Print One Copy	⌘1

Export...	⌘E
Import...	⌘I

Password Protect...	
Minimize	⌘K

Quit	⌘Q

New creates a new, untitled TimeSlice document.

Open... opens a previously created TimeSlice document.

Close closes the current TimeSlice document.

Save saves the current TimeSlice document to disk.

Save As... saves the current TimeSlice document to disk with another name.

Save As Template... saves the current TimeSlice document to disk as a template or Stationery pad file. See the chapter "Creating a Template" and your Macintosh manual for more information.

Page Setup... displays the standard Mac Page Setup window.

Print... displays the standard Mac Print window.

Print One Copy prints the current TimeSlice document once without bringing up any Print windows.

Export... displays the File Export window.

Import... displays the File Import window.

Password Protect... displays the Password Protection window.

Minimize/Maximize minimizes or maximizes the current TimeSlice document.

Quit quits TimeSlice.



Total Marked time records. This button then becomes the Total All button.



Mark/unmark the time records given certain specifications you set.



Edit the selected time records.



Print the time records.



Export the time records.



Preferences.



Time Display options.



Charge and Time Budget.



Mark/unmark the selected time records.



Delete the selected time records.



Search the time records for some text.



Statistics about the time records.



Turn on and off the on-line help messages.

Statistics

Average Hourly Rate

Average Hourly Rate is \$106.16

Show Average Hourly Rate as

- Total charge divided by the total elapsed time
- Total charge divided by the budgeted time
- Budgeted charge divided by the total elapsed time

Calculate using

- All time records
- Marked time records

Caution: Average Hourly Rate may not be accurate when calculated with very small values.

Done

Select Statistics under the Time menu, or click on the Statistics button on the Tool Bar to bring up this window.

As you click on the various options, the Average Hourly Rate is calculated and displayed by the methods described in the window.

Editing Time Records

Also see the chapter “In-Line Editing.”

There are several ways to open the Edit Time Record window:

- double-click on a time record, or
- click once on the time record(s) and click on the Edit button in the Tool Bar, or
- highlight the time record(s) and select “Time Record...” from the Edit menu, or
- highlight the time record(s) and press the Return or Enter key.

Click on the Apply button to see the changes before clicking the OK button. Click on the Reset button to start over.

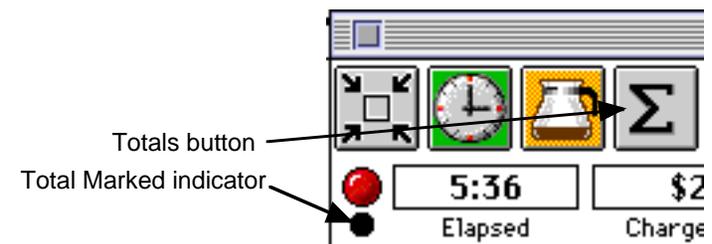
Press the Tab key to go from field to field.

Time and Date. If the time record is the active time record, then only the Start Time and Start Date can be changed. Click in one of the time/date fields, and change the value by clicking on the up or down buttons, or by pressing the up or down arrow keys on the keyboard. You can also edit the values directly using the keyboard.

Marking Time Records

Marked time records normally represent a subset of a document’s time records. This subset can be sorted, printed, and exported, giving you valuable information.

All totals such as the Total Elapsed and Total Charge are calculated either from all time records or from marked time records. To tell how the totals are calculated on a document, look for the Total Marked indicator. It is the black dot just below the Status Light.



When the Total Marked indicator is visible, the totals are calculated from marked time records. If it’s not visible, the totals are calculated from all time records. Switch between the two by clicking on the Totals button on the Tool Bar (4th button from the left), or by selecting “Total Marked Time” or “Total All Time” from the Time Menu.

Marking New Time Records

Available in the Defaults window, under the Time menu (see the chapter “Default Time Record”). When “Marked” is checked, all new time records are marked. This could allow you to total records for a particular session. At the end of the session you could export just these newly marked time records to a database program.

Mark Special

This command (under the Time menu or click the Mark Special button) allows you to mark a subset of time records. (see the chapter “Mark Special” for more information).

In-Line Editing

In-line Editing is a quick and easy way to directly edit a time record without having to use the Edit Time Record window. Also see the chapter “Preferences—In-Line Editing.”

All In-line Editing is done by clicking on a highlighted time record and holding the mouse button down for a short period of time (approximately 1 second). See the chapter on Preferences—In-Line Editing to adjust this time period. The field available for editing is the field you held the mouse down on.

When the cursor is over an in-line edit field, it will change to one of the following cursors.

Use	Color	
00	Charity	
00	Black	
00	Progress	
00	Red	

In-line pop-up cursor. This is valid for in-line editing the Color, Project, Category, or Client fields.

Expense	Col
\$0.00	C
\$10.00	
\$0.00	M
\$0.00	

In-line text editing cursor. This is valid for in-line editing the Start Date, Start Time, Stop Date, Stop Time, Elapsed, Paused, Hr Rate, Expenses, and Notes fields.

	• No
J	He
	Re
sss	• Mc

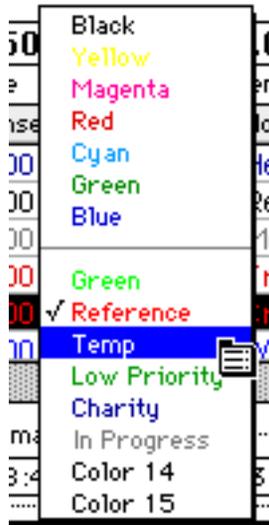
Mark editing cursor. This is valid for in-line editing the Mark field.

However, if you wanted to keep the elapsed time at 4 hours and adjust the hourly rate instead, click on the **Adjust hourly rate** button, and click OK.

Elapsed	Paused	Hr Rate	Charge
04:00	00:00	\$125	\$500
07:06	00:00	\$50	\$390.50

The hourly rate is then adjusted so that the hourly rate multiplied by the elapsed time equals \$500. Remember that this will override the default hourly rate associated with the job. If you later change the job for this time record, the hourly rate will not change. To reset the hourly rate back to the default hourly rate associated with the job, enter minus one (-1) as the hourly rate, using either In-Line Editing or the Edit Time Record window.

To change the color of a time record, click in the color column. Hold the mouse down until a pop-up menu appears. Choose the color of choice.



To have the pop-up menu selection apply to all highlighted time records, press the Option key before you use the pop-up menu.



Selecting a color here will override the color default set in the Edit Category, Client, and Project window.

To Mark or Unmark a time record, click in the Mark field. Hold the mouse down until the record toggles to either marked or unmarked.



To have the selection apply to all highlighted time records, press the Option key before you click on the field.

Print marked time records prints only time records that are marked.

Print all time records prints all time records.

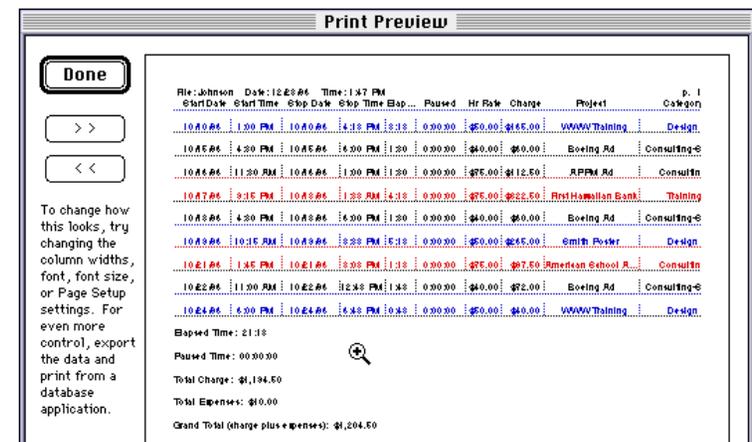
Print all columns prints all the columns.

Print displayed columns prints only the columns that are displayed on the TimeSlice window.

Font & Font Size Change... displays a new window to change the font and font size for printing the TimeSlice data.

Page Setup... displays the normal Macintosh Page Setup window.

Print Preview... displays the Print Preview window.



This allows you to view how the TimeSlice data will look before you print it.

If there are additional pages to view, click on the >> button to advance to the next page. Click on the << button to go backwards. When the cursor turns to a magnifying glass icon with a + in it, move it to an area that you want to zoom into and click. To zoom back out, click again.

Try changing the column widths, font, font size, or Page Setup options to fit the data differently on the page.



To quickly add multiple jobs, press the Option key when clicking OK. That'll keep this window open.

Edit edits the selected job (or double-click on the job). A window appears similar to the Add window where you edit the job.

Import... imports jobs from another TimeSlice file (the file you're importing from must not be open).

Export... exports the job list to a tab-delimited text file. The format is a list of jobs where each line has the job name, a tab character, the hourly rate, a tab character, the color, and then a return character. Each line is separated by a return character.

Show unused highlights any jobs not used in the current document.

Show duplicates highlights duplicate named jobs.

?... displays additional information.

Delete removes the selected jobs.

Sort arranges the jobs alphabetically.

Use hourly rates from pop-up menu lets you choose to use the hourly rates from either the client, category, or project list.

Include rates in menu, if checked, also displays the hourly rate next to the job in any related menus.

Use color from pop-up menu lets you choose to use the color from either the client, category, or project list.

Always Sort items. If checked, the jobs in the list are always sorted.

To keep your changes, click on OK. To cancel your changes, click on Cancel.

Export time as it's displayed exports the Time values as they are displayed on the TimeSlice window.

Create a new file creates a new file and exports the data to the new file.

Append to an existing file exports and appends the data to an existing file.

First record contains the column names inserts the column names as the first record.

Remove carriage returns from Notes removes the carriage return character from the Notes. The carriage return character may interfere with some database applications so it's recommended to have this checked.

First field of each record contains file name creates an extra field for each record containing the file name. This may be useful in identifying the data in your database application.

Always use short dates (more compatible) always exports the date in short format, which is what most database applications expect.

Remove currency symbols removes the currency symbols from fields such as the Expenses.

Export all time records exports all time records.

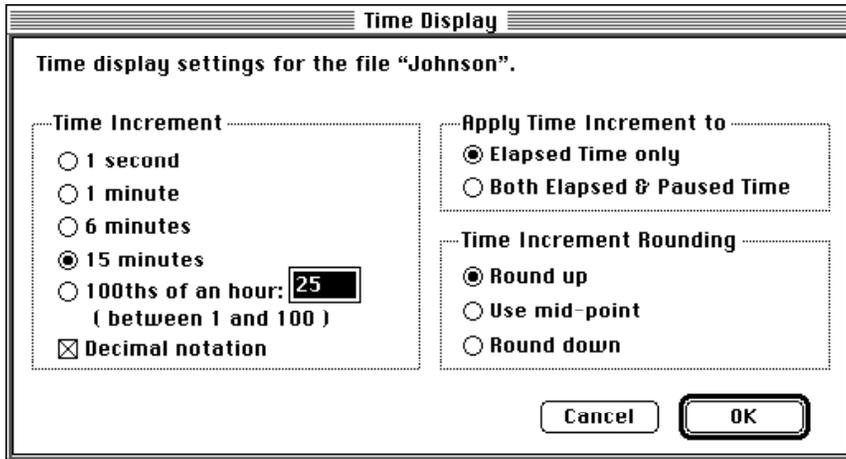
Export marked time records exports only time records that are marked.

Export all columns exports all columns whether or not they are displayed.

Export displayed columns exports only the displayed columns.

Default Settings sets the options of this window to the factory default settings.

Time Display



Select Display from the Time menu or click on the Time Display button on the Tool Bar to display the Time Display window.

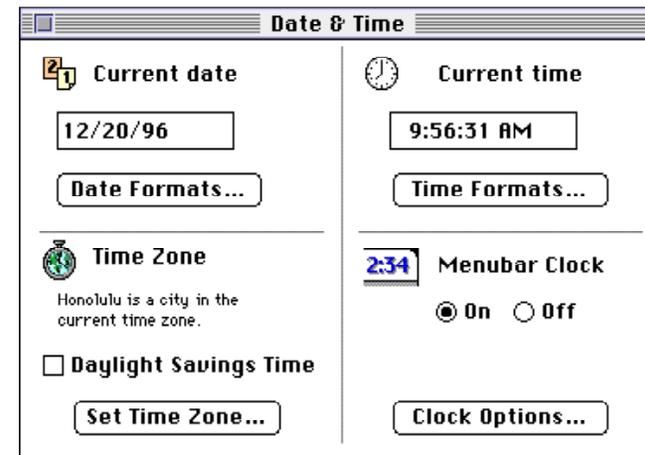
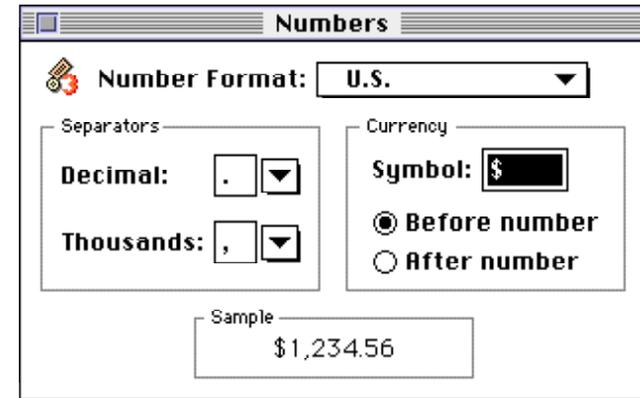
This window allows you to change the way TimeSlice displays the elapsed and paused time for the current file. When the display time is changed, the actual time record is not altered. Instead some time and date values such as the Elapsed time, Stop time and Stop date are set to the nearest increment. For example, if you set the Time Increment Rounding to Round up, click on 6 minute increments, and you work for 13 minutes, the time record will display 18 minutes. Decimal notation is not available for increments of 1 second.

If **Elapsed Time only** is selected in the "Apply Time Increment to" box, the paused time is displayed in one second increments.

Numbers, Dates and Time

Use the Numbers and Date & Time Control Panels to change the way TimeSlice displays dates, time, and currency. This is especially useful for people outside the U.S. The Control Panels on this page are from System 7.5.

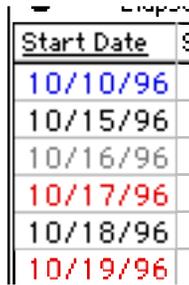
Changes made to these Control Panels will not take effect until you quit and restart TimeSlice.



Sorting Time Records

To Sort the time records in ascending order, click on a column title. To sort in descending order, hold down the Option key when clicking on a column title.

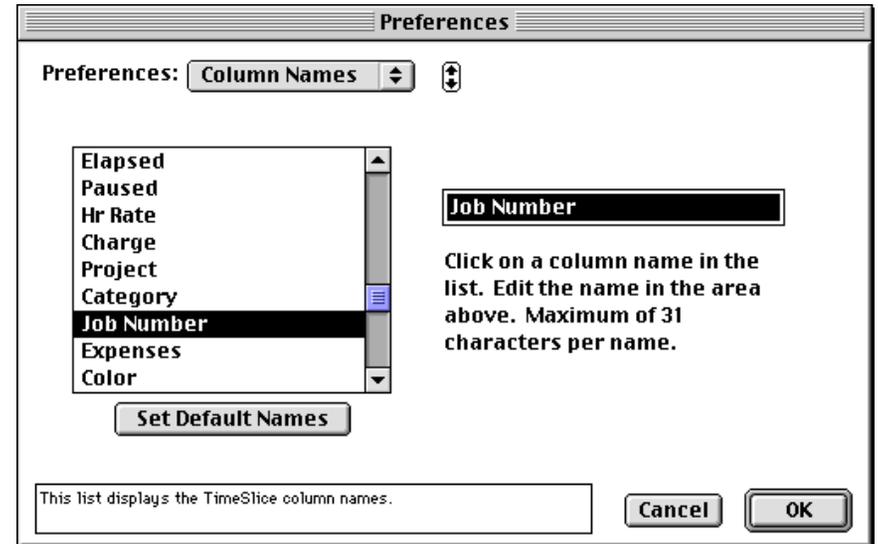
To disable sorting, click again on the same column title. Click again, and sorting is enabled.



<u>Start Date</u>
10/10/96
10/15/96
10/16/96
10/17/96
10/18/96
10/19/96

The column with the underlined title dictates the sort order. When you start a new time record, edit a time record, or even while tracking time, the time records are continually arranged to maintain the sort order.

Preferences—Column Names



To change a column name, click on a name in the column name list, and then edit the name. Click on another name in the list to see your changes. There is a maximum of 31 characters per name. To reset the names to the default names, click on the “Set Default Names” button.

In the example above, the column name “Client” has been changed to “Job Number.”

Resizing the Columns

- 1) Move the cursor over a column line in the column title area. You'll see the cursor change.

Project	Category
'W Trai	Design
Boeing A	Consulting
APPM Ad	Consulting

- 2) When the cursor changes, hold down on the mouse button and move the column line to a new location. In the example below, the right side of the column **Project** is being moved to make the column larger.

Project	Category
'W Trai	Design
Boeing A	Consulting
APPM Ad	Consulting

- 3) Release the mouse button. That's it!

Project	Category
'W/W Training	C
Boeing Ad	C
APPM Ad	

If the column will not enlarge, increase the document window size, and try again.



To obtain the best size for the column data, hold down the Option key when resizing and the column line will “snap” to the best size after you release the mouse.

Preferences—Start/Stop

Preferences: Start/Stop

When a single time record is selected, clicking the Start button...

Restarts the selected time record

Copies the record & Starts a new record with the same properties

Don't copy the Notes

Always unselect the active time record when tracking stops.

Choose your TimeSlice preferences here.

Cancel OK

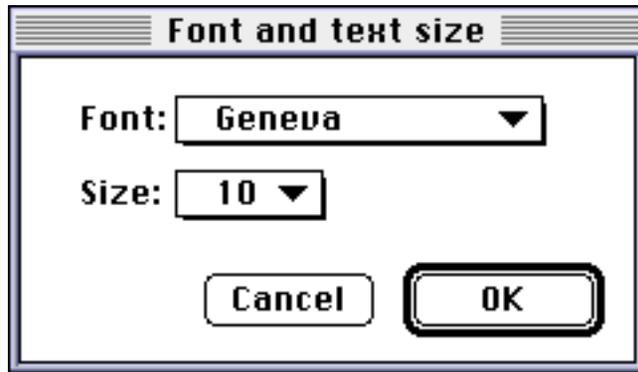
When one time record is selected (highlighted), and no time is being tracked to the file, clicking on the Start button can do one of several things:

Restarts the selected time record, if selected, causes time to start recording to that time record again when you click on the Start button. Time from when it was previously stopped up to when it was restarted is recorded as paused time.

Copies the record & Starts a new record with the same properties, if selected, causes a new time record to be created and start recording time when you click on the Start button. The new time record inherits all the properties of the previously selected time record, with the possible exception of the Notes.

Always unselect the active time record when tracking stops, if checked, clicking on the Stop button will always unselect the active time record if it is selected. Otherwise it is left as is.

Change Font and Font Size

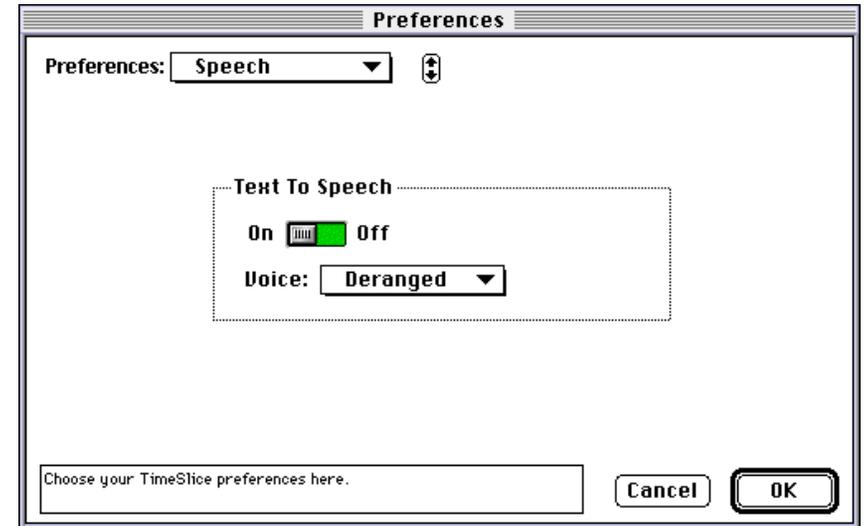


This window appears after clicking the Change... button when in the General Preferences window or the Print window. Choose a new Font and Font Size from the respective pop-up menus.



The more fonts you have installed, the longer it takes the Font pop-up menu to build, and the longer this window may take to appear.

Preferences—Speech

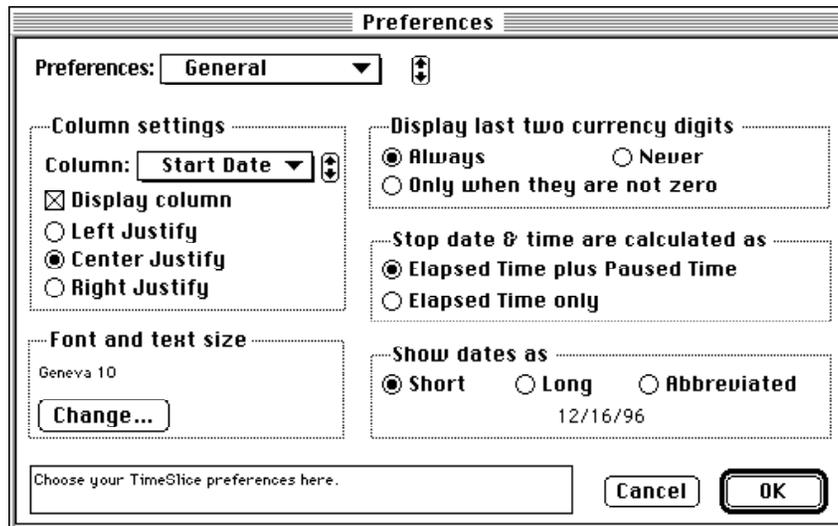


You can choose to have TimeSlice “speak” to you at times. For example, TimeSlice will speak some error messages and greet you upon start up if Text to Speech is activated.

If you don't have Apple's Text to Speech installed, you will not be able to use this feature. To obtain Text to Speech, visit your nearest Apple dealer, or download a copy from <http://speech.apple.com/>. In the U.S., you can call 800-SOS-APPL.

Text to Speech, when checked, activates Text to Speech. Choose the voice of choice from the Voice pop-up menu.

Preferences—General



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

Select a column from the Column pop-up menu, and then set the justification and whether or not to display the column.

Font and text Size

Click the Change... button to change the font and text size for all time records.



Some fonts do not display the mark symbol • very well. Geneva is a good font to read on the screen.

Display last two currency digits

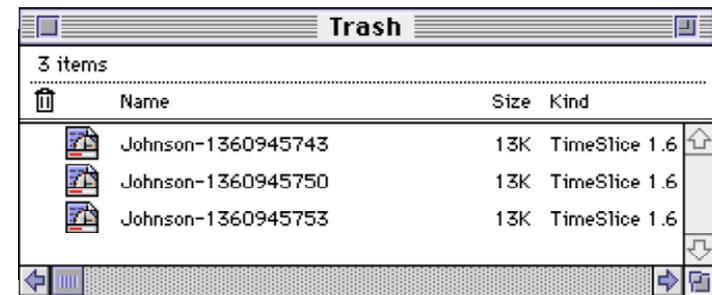
If **Always** is checked, numbers such as 123 and 456.78 will be displayed as 123.00 and 456.78. If **Only when they are not zero** is checked, the same numbers will be displayed as 123 and 456.78. If **Never** is checked, the same numbers will be displayed as 123 and 457.

highlight them again when the file is reopened.

Scrolled position, when checked, tells TimeSlice to save which time records are displayed, and scrolls to that position when the file is reopened.

Timer state, when checked, tells TimeSlice to save the mode or state of the timer, whether it's tracking time, paused, or idle (neither tracking or paused). When the file is reopened, the timer state is resumed. For example, if you quit TimeSlice while a file was tracking time, TimeSlice will restart the timer immediately once the file is reopened.

Save temporary files to the Trash, when checked, it tells TimeSlice to save any temporary files to the Trash instead of deleting them. Each time you save a TimeSlice file to disk, TimeSlice also creates a temporary file. Normally this temporary file is deleted after a successful save, but if this option is checked, the temporary file is instead moved to the Trash. This temporary file can be used as a back up file in case of an emergency (such as a hard disk crash). However, since a temporary file is created each time a TimeSlice file is saved, the temporary files can add up in a hurry, so don't run out of disk space!



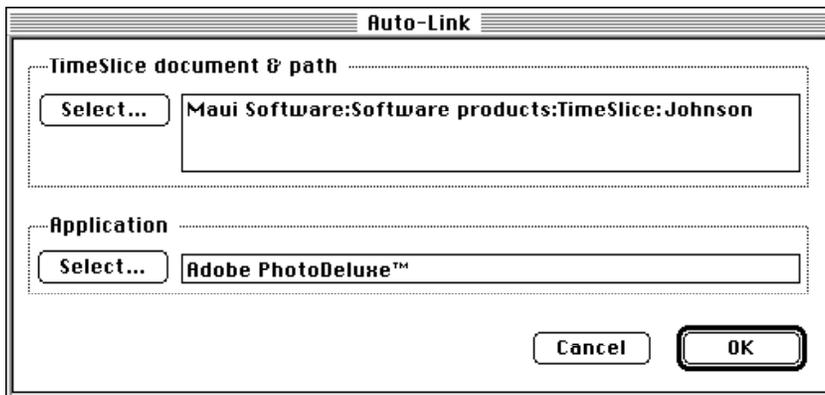
When this option is checked, the temporary files are moved to the Trash.

“Auto-File Saving” must be on before Auto-Link can be turned on. See “Preferences—File Saving” for more information on Auto-File Saving. Additionally, TimeSlice must be running when you want to use Auto-Link; however, it can be running in the background.

In the middle of the Auto-Link window is a list of applications and associated TimeSlice documents. You can have multiple applications linked to one TimeSlice document, but you cannot have one application linked to multiple TimeSlice documents.

To create a new link, click on the New Link... button.

To edit an existing link, click on the Edit Link... button.



Click on the top Select... button to select the TimeSlice document. Click on the bottom Select... button to select the application. Click OK to add the items to the Auto-Link list or make the changes to an existing item in the list.

To delete a link, select an item in the list and click on the Delete Link button.

To obtain additional help, click on the More Help... button.

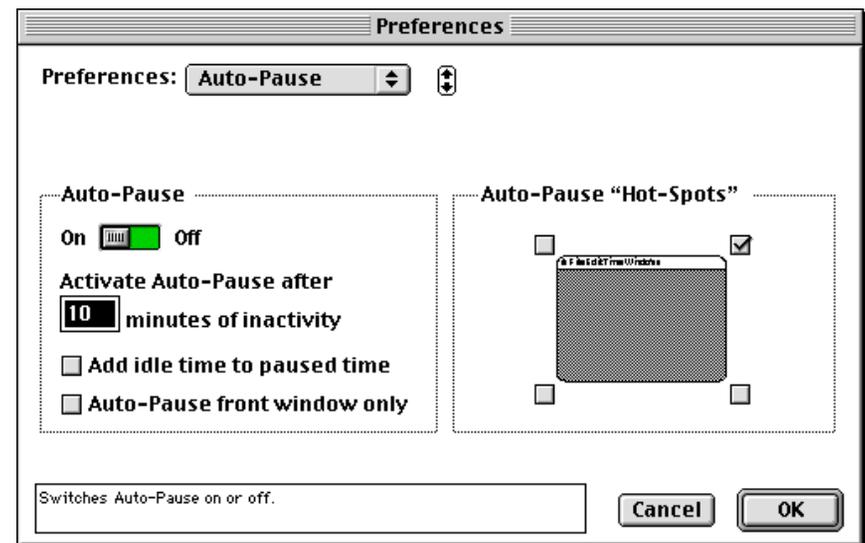
To have the name of the application placed in the Notes, check **Put the name of the application in the Notes**.

In the example above, when Adobe PhotoDeluxe is brought to the front, TimeSlice opens the file “Johnson,” creates a new time record, and puts “Adobe PhotoDeluxe™” in the Notes field.

When the timer starts.

If **Create a new time record** is checked, a new time record is created every time the linked application is brought to the front. If **Restart the last time record** is checked, the last time record in the document is restarted. If you checked **Create a new time record** and you get a lot of time records in your document, see the chapter “Combining Time Records.” Combining time records will combine all the similar time records into one time record.

Preferences—Auto-Pause



Auto-Pause, when activated, automatically places TimeSlice in Pause mode after a set number of minutes of inactivity, or when the cursor is moved to a screen “hot-spot.” If you have two monitors, the hot-spots refer only to the main monitor (the monitor that has the menu bar).

In the example above, if there is no mouse movement or