# Clock

## What is it?

The clock can be viewed in digital or analog form, and can also be used as a timer that counts up or down.

*Resize the clock by clicking and dragging its bottom right corner*

## How Do I Use it?

1. From the main tool box, select the **Tools** icon.
2. Select **More Tools**
3. Select **Clock**
4. Use icons at the bottom of the clock to view Analog, Digital, or Analog + Digital clocks
5. Use arrows to select "count up" or "count down"
6. **Optional:** Set Count Down Time and additional options such as alarm sound or action to take when time is up.
7. Select **OK**