



# KEYBOARD TASKER 1.0

Keyboard Tasker is an advanced and simple-to-use time tracking application. Timers are activated by pressing a key on the keyboard. Each key is assigned a picture and a comment. Log Sessions contain 5 columns – the key you pressed, the time it is pressed, a comment for the key, the time it is stopped and the duration. Store a default key-map that loads at program start, and up to 10 preset key-maps that load by pressing *Alt* and a number. By Installing the software on a netbook you will have a most advanced timing application wherever you go.

## Quick Help

### Keyboard Letter

Press this key on your keyboard to start the timer

### Picture

You can Drag & Drop from Windows Explorer to the Timer button to change the picture

### Duration

The comment written will be added to the grid.



Start and stop timers with the keyboard.  
An active timer on the keyboard display has a green background, and the grid entry shows the '\*' sign.

### Changing a picture:

- Click on the key or Drag & Drop from a directory  
Supported Formats: Jpg, Gif, Bmp, Tif, Ico

### Changing a comment:

- Enter *Edit Comment* mode  
• Click on the text box

### Changing a comment on the grid:

- Enter *Edit Comment Mode*  
• Click the grid comment, wait a second, and click again

### Clearing a grid entry:

- Select one of more entries with the mouse  
• Use **Ctrl** to select non-adjacent entries  
• Press **Backspace**  
• If an active timer is deleted it will be stopped

### Create a default keymap and session:

- Change to **Default** tab, click **Session > Save**, **Keys > Save**  
• Change the **On Start** menus to **Load Default**

### The grid data can be exported in CSV or XML format:

- Click **Copy > CSV** to copy the grid data  
• Click **Session > Save As** to save the grid data as XML

Key	Comment	Time Start	Time Stop	Time Spent
A*	A Comment	5/5/2016 09:00:40	5/5/2016 09:02:55	0:02:16
B*	B Comment	5/5/2016 09:00:40	5/5/2016 09:02:55	0:02:16
C*	C Comment	5/5/2016 09:00:41	5/5/2016 09:02:55	0:02:15
D*	D Comment	5/5/2016 09:00:41	5/5/2016 09:02:55	0:02:15
E*	E Comment	5/5/2016 09:22:25	5/5/2016 09:23:55	0:00:31
F*	F Comment	5/5/2016 09:22:26	5/5/2016 09:23:55	0:00:30
G*	G Comment	5/5/2016 09:22:26	5/5/2016 09:23:55	0:00:30
H*	H Comment	5/5/2016 09:22:27	5/5/2016 09:23:55	0:00:29
I*	I Comment	5/5/2016 09:22:28	5/5/2016 09:23:55	0:00:28
J*	J Comment	5/5/2016 09:22:28	5/5/2016 09:23:55	0:00:28
K*	K Comment	5/5/2016 09:22:28	5/5/2016 09:23:55	0:00:28
L*	L Comment	5/5/2016 09:22:28	5/5/2016 09:23:55	0:00:28
M*	M Comment	5/5/2016 09:22:29	5/5/2016 09:23:55	0:00:27
N*	N Comment	5/5/2016 09:22:29	5/5/2016 09:23:55	0:00:27
O*	O Comment	5/5/2016 09:22:34	5/5/2016 09:23:55	0:00:22
P*	P Comment	5/5/2016 09:22:35	5/5/2016 09:23:55	0:00:21
Q*	Q Comment	5/5/2016 09:22:36	5/5/2016 09:23:55	0:00:20
R*	R Comment	5/5/2016 09:22:36	5/5/2016 09:23:55	0:00:20
S*	S Comment	5/5/2016 09:22:37	5/5/2016 09:23:55	0:00:19
T*	T Comment	5/5/2016 09:22:38	5/5/2016 09:23:55	0:00:18

Session	Default	Settings
Session	Load	Save
On Start	Presets	Keys
Keys	Load	Save
On Start	Time	People
Q	W	E
R	T	Y
U	I	O
P	A	S
D	F	G
H	J	K
L	X	C
V	B	N
M	Z	X

The timer data is collected in a simple grid that can be exported to CSV or saved as XML, for easy import in to a spreadsheet program.



When KT-1 runs for the first time it creates a directory called `\KT_Settings`. This directory stores a settings file and default session and key files:

- `KT_Keys_Default.xml` and `KT_Log_Default.xml` will be created when you click **Session** > **Save** in the **Defaults** tab.
- `KT_Preset_Keys_1 to 10.xml` will be created when you click **Store**, the rightmost button.

## Activating Timers

Press a key on your keyboard once to activate a timer. The grid displays the key's letter, the comment you wrote, and the date and time started. The '\*' sign next to the letter indicates the timer is operating. Two additional columns on the right display current and elapsed time. Press the key again to deactivate the timer.

To delete one or more log entries, select one or more rows with the mouse, and press the **BACKSPACE** key. Use **CTRL** to select non-adjacent entries. If an active timer is deleted it will be stopped.

Click the **Start All Timers** button to start all the timers at once. Use this button to also **Stop All Timers**. Click the **Invert** button to start currently inactive timers and vice versa.

## Assigning Comments to Buttons

To create or change a comment for a Key, enter **Edit Comments** Mode by clicking on the **Edit Comments** Button. *When in Edit Comments Mode, using the keyboard to start and stop timers is not possible.*

The cursor is now placed on the left most letter on the keyboard, 'Q', to write a comment for this Key. Press the **TAB** key to place the cursor at the next letter, 'W'. This method allows you to quickly enter all the activities you wish to log.

### *Keyboard Shortcut:*

Press **CTRL** and any one of the 'A' to 'Z' letters to enter *Edit Comments* Mode and change the comment for that Key. Press **ENTER** or **ESCAPE** to confirm the comment and exit *Edit Comment* mode.

## Assigning Image to Buttons

To assign an Image file to a button click on the key button. In the opened dialog box, select your file and click *Open*. Supported file types are *Jpeg, Png, Gif, Tiff, Bmp* and *Ico*.

You can Drag & Drop an image file from Windows Explorer. Select the file and drag it towards the Key you wish to assign it to.

### *Keyboard Shortcut:*

Use the keyboard to bring up the dialog box for each letter by pressing **SHIFT** and the relevant key on the keyboard. For this, *Edit Comments* mode must be off.

To save the comments and images, click on *Save* Button next to *Keys*.

To load your settings, click on *Load* Button next to *Keys*.

When loading new key-maps, only keys that have a picture or a comment are replaced. For example, if you have several keys on the third row, and then load a Keys file which only has keys on the first row, the Keys on the third row remain intact.

To clear the image from the key-map, hover over it with the mouse pointer and press **DELETE**.

To clear both the image and the comment, hover and press **SHIFT** + **DELETE**.

## Managing Sessions

When the program starts with its default settings, you will see an *Unsaved Session* message in the text-box area under the buttons of the **Session** tab. Save a session by clicking the **Save As** button.

In the dialog box choose a directory and specify a file name. Files are stored in XML format for easy editing in spreadsheet software.

The Log Session file name is displayed under the buttons. An asterisk '\*' symbol indicates if there's any unsaved data. Click *Save* to save it to the specified file.

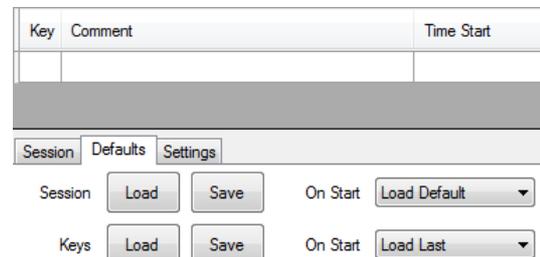
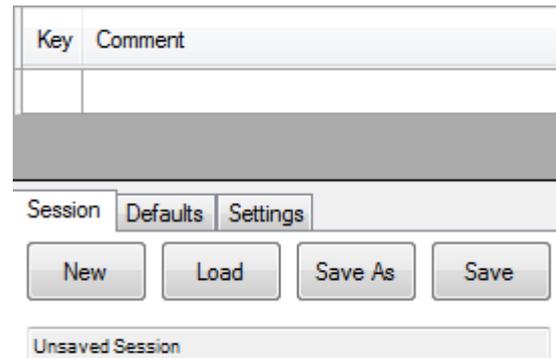
In the **Defaults** tab a default session can be created. Like a template document, the existing entries of any opened or closed timers will remain the same and you'll be prompted to save newer entries to a new file.

This is useful, for example, if you have a daily routine of activities that you wish to log each day. Make sure that the **On Start** drop-down menu is set to *Load Default*.

The **Defaults** tab have **On Start** drop-down menus for log sessions and key-maps. If you wish to load one of the preset key-maps, specify it here, too.

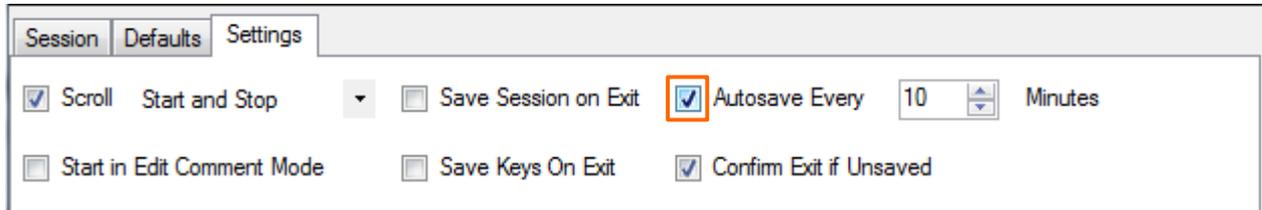
Load a session by clicking the *Load* button in the **Session** tab.

If you accidentally to load a key-map XML into a log session, you'll receive an error.



## Additional Settings

Go to the **Settings** tab, specify the interval in minutes for automatic save, and make sure *Autosave* check-box is checked.



The **Scroll** checkbox and drop-down menu specify conditions for the grid display scroll. The default is *Start and Stop*, so when you start or stop a timer, the grid will scroll to that row.

**Start in Edit Comment Mode** starts the program in *Edit Comment* mode. **Save Session on Exit** and **Save Keys on Exit** should be turned off if you're using a default session.

You can store 10 presets that load when you press **ALT** + number **1** to **0**. First create the key-map. Then, in the **Defaults** tab, choose a preset number and click *Store*.

## Editing Comments

Comments can be edited when a timer is active. Using the keyboard, Press **CTRL** and the key you wish to edit. In the **Settings** tab, change the **Scroll** setting to **Text Change** to make changes to the comments visible when you are editing.

To edit a comment in the grid, first enter **Edit Comments** mode. In the grid click once on the Comment you wish to edit, then either press **F2**, or wait a second and click again.

Press **ENTER** or **ESCAPE** to confirm the Comment and exit **Edit Comment** mode.



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## Keyboard Shortcuts

A-Z	Start or Stop a Timer
Shift + A-Z	Choose a Picture for a Key
Ctrl + A-Z	Write a Comment for a Key
1	Show Session Toolbar
2	Show Defaults Toolbar
3	Show Settings Toolbar
Alt + 1-0	Load Preset Keys 1 to 10
Alt+E	Edit Comments
Alt+W	Window on Top
Alt+N	Start New Session
Alt+L	Load Session
Alt+A	Save As Session
Alt+S	Save Session
Alt+M	Minimize Program <i>Keys will not work</i>
Alt+C	Copy Log Session to Clipboard as CSV
Alt+F	Turn Image File Names to Comments
Space	Set Focus to Grid Display
Backspace	Delete highlighted entries – active timers will be stopped
+ / -	Increase or Decrease Keyboard Size
Shift+ + / -	Maximize and Minimize Keyboard and Grid
Del	Clear Image under Mouse Pointer
Shift + Del	Clear Image and Comment under Mouse Pointer

Read more on the blog:  
[keyboardtasker.wordpress.com](http://keyboardtasker.wordpress.com)