



TASKER CONTENTS



Click on Tasker window for help.

Introduction

Title Bar

Launch Buttons

Status Bar

Control Buttons

Keyboard



INTRODUCTION

Tasker is designed as a replacement for the Microsoft Windows Task Manager. But it can also be setup up to replace the Microsoft Windows Program Manager. With a couple drags of the cursor Tasker can be easily configured, but with a little time and effort it can be totally customized for your needs. No matter how many applications you have Tasker will accommodate all of them. With it's compact design Tasker will take up only a little of your desktop space which is so precious on todays cluttered computers. Designed to be used mainly with a mouse Tasker can also be managed with your keyboard.

Tasker is made up of four essential sections:

- Title Bar
- Launch Buttons
- Control Buttons
- Status Bar

Once you learn to use these parts effectively you should have total control of your applications.

SEE ALSO

[Basic Concepts](#)



BASIC CONCEPTS

SEE ALSO

[Title Bar](#)

[Launch Buttons](#)

[Control Buttons](#)

[Status Bar](#)



CONTROL BUTTONS



Menu Control



Task Manager Control



File Find Control



Browse/Run Control



DOS Prompt



Help for Tasker



Quit Windows



About Tasker for Windows



Change Tasker's Font



Change Tasker's Settings



Toggle Statbar



Edit Launch Menu



Launch Button Group Selection

SEE ALSO

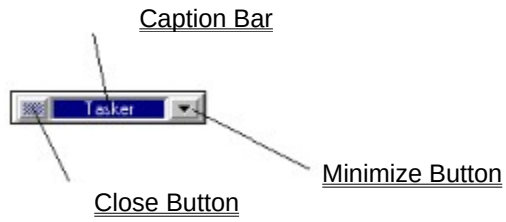
Title Bar

Launch Buttons

Status Bar



TITLE BAR



SEE ALSO

[Launch Buttons](#)

[Control Buttons](#)

[Status Bar](#)



LAUNCH BUTTONS

You can use the Launch Buttons to launch your main applications. The buttons can be configured for different sizes. You can have up to 22 buttons.

How To...

[Set the Button Properties](#)

[Change the Button Properties](#)

[Launch Applications from Buttons](#)

[Change the Size of the Buttons](#)

[Add or Remove Buttons](#)

[Change the Button Font](#)

SEE ALSO

[Title Bar](#)

[Control Buttons](#)

[Status Bar](#)



STATUS BAR

Status bars are used to give the operator information. Tasker has two different status bars that are made available:

- [Time Status Bar](#)
- [Memory Status Bar](#)

To can switch between either status bar

- ▶ Hold down the SHIFT key and click the left mouse button on the status bar.

Or choose [Setup][Status Bar] from the [Control Menu](#) and toggling between the two choices.

SEE ALSO

[Title Bar](#)

[Launch Buttons](#)

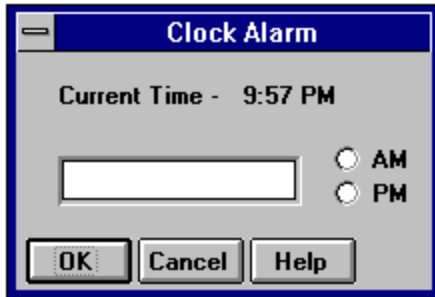
[Control Buttons](#)

TIME STATUS BAR

The time status bar updates the time every minute. You can set an alarm when the Time Status Bar is shown.

To display the Clock Alarm dialog box

- ▶ Click on the Status Bar with the left mouse button.



To set the alarm

- 1 Enter the time in the edit control.
- 2 Select either AM or PM.
- 3 Choose the OK button.

If the alarm is set the status bar will display a little bell on it.

For help with the Clock Alarm dialog box, choose the Help button while using the dialog box.

SEE ALSO

[Status Bar](#)

[Memory Status Bar](#)

CHANGING THE FONT

You can change the font that Tasker uses to display the names on the Launch Buttons. You can also change the style and size of the font. Changing the font affects all the buttons.

To change the font

- 1 Choose [Setup][Font] from the Control Menu.
- 2 In the Font dialog box, select the font, style, and size.
- 3 Choose the OK button.

For help with the Font dialog box choose the Help button.

SET BUTTON PROPERTIES

The Launch Button properties can be set in two different ways. Either drag and drop a file from File Manager or set them manually.

To set button properties with File Manager

- 1 Open Windows File Manager.
- 2 Set File Manager to the directory where your application is located.
- 3 Open Tasker and position it where it is not covered by File Manager..
- 4 Drag the appropriate file from File Manager onto the Tasker button which you want to configure.
- 5 The Button Properties dialog box will appear.
- 6 Edit the file name and path to suit and choose the OK button.

To set button properties manually

► On the button you want to set, click the arrow icon with the left mouse button and the Button Properties dialog box will appear. Enter the file and pathname of the application you wish to launch.

SEE ALSO

Changing Button Properties

BUTTON PROPERTIES

Button Properties include the name of the button, which can be anything, and the path and filename of the application that you want to launch.



NOTE: In order for the application path and filename to be launched the filename extension must have an association in File Manager. To add an association for an extension see File Manager Help.

For help with the Button Properties dialog box choose the Help button.

SEE ALSO

[Setting Button Properties](#)

[Changing Button Properties](#)

CHANGING BUTTON PROPERTIES

To change button properties

► On the button you want to change, click the arrow icon with the left mouse button and the Button Properties dialog box will appear. Edit the file and pathname of the application you wish to launch.

SEE ALSO

Setting Button Properties

LAUNCHING APPLICATIONS

To launch an application the [Button Properties](#) must be set up. When they are set up all you have to do is click on the appropriate [Launch Button](#) with the left mouse button.

NOTE: If the SHIFT key is pressed when the Launch Button is pressed the application will be minimized when launched.

SEE ALSO

[Setting Button Properties](#)

[Changing Button Properties](#)

CONTROL MENU

The Control Menu is Tasker's main menu.

Move

Moves Tasker's main window, using the keyboard. Tasker can also be moved by dragging the Caption Bar to where you want it.

Minimize

Changes Tasker to its iconic form.

Close

Quits Tasker.

Arrange Icons

Arranges the desktop icons at the bottom, left corner of the screen. If the SHIFT key is held during the menu selection the icons will be arranged along the top, left side of the screen.

Setup

Displays the Setup Submenu.

Help

Help on Help

Shows help for Windows Help.

Contents

Shows Tasker's help contents.

About Tasker

Shows Tasker's About dialog box.

Task List

Brings up Tasker's Task List dialog box.

Find File

Brings up Tasker's Find File dialog box.

Run/Browse

Brings up Tasker's Run/Browse dialog box.

Pop Menu

Brings up Tasker's Application Menu.

Quit Windows

Ends your session of Windows.

SETUP SUBMENU

Options

Brings up the Tasker Settings dialog box.

Edit Menu

Brings up the Edit Menu Configure dialog box.

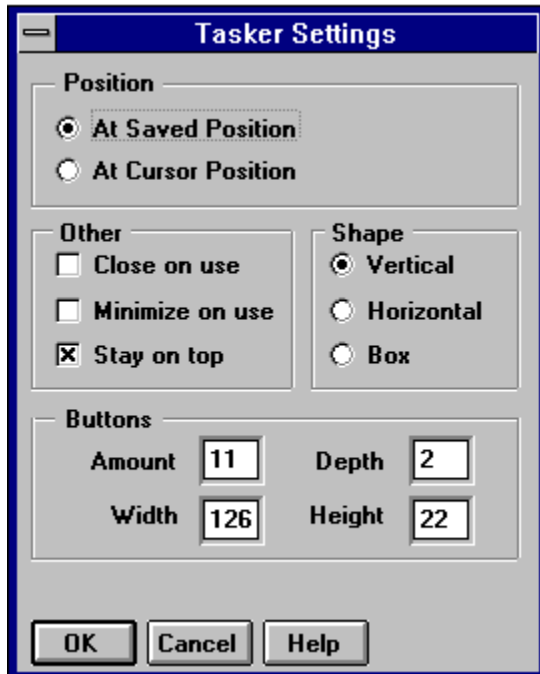
Fonts

Brings up the Change Fonts dialog box.

Status Bar

Allows you to toggle between Memory and Time modes for the Status Bar.

TASKER SETTINGS



The image shows a 'Tasker Settings' dialog box with a blue title bar and a grey body. It is divided into four sections: 'Position', 'Other', 'Shape', and 'Buttons'. The 'Position' section has two radio buttons: 'At Saved Position' (selected) and 'At Cursor Position'. The 'Other' section has three checkboxes: 'Close on use' (unchecked), 'Minimize on use' (unchecked), and 'Stay on top' (checked). The 'Shape' section has three radio buttons: 'Vertical' (selected), 'Horizontal', and 'Box'. The 'Buttons' section contains four numeric input fields: 'Amount' (11), 'Depth' (2), 'Width' (126), and 'Height' (22). At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

Tasker Settings			
Position			
<input checked="" type="radio"/> At Saved Position			
<input type="radio"/> At Cursor Position			
Other		Shape	
<input type="checkbox"/> Close on use		<input checked="" type="radio"/> Vertical	
<input type="checkbox"/> Minimize on use		<input type="radio"/> Horizontal	
<input checked="" type="checkbox"/> Stay on top		<input type="radio"/> Box	
Buttons			
Amount	11	Depth	2
Width	126	Height	22
OK Cancel Help			

Click on dialog box for help.

Position

Other

Shape

Buttons

CHANGING BUTTONS

This group allows you to change the button height, width, depth and amount.

How to change the button height

► Change the parameter in the edit control labeled height to another number. Tasker will warn you if the number is too large or too small.

How to change the button width

► Change the parameter in the edit control labeled width to another number. Tasker will warn you if the number is too large or too small.

How to change the button depth

► Change the parameter in the edit control labeled depth to another number. The depth should be no less than 0.

How to change the button amount

► Change the parameter in the edit control labeled amount to another number. Tasker will warn you if the number is too large (can not exceed 22).

SEE ALSO

[Position](#)

[Other](#)

[Shape](#)

POSITION

This group allows you to set where on the desktop Tasker will appear.

If the **At Saved Position** radio button is selected then Tasker will appear at the same location on the desktop every time. You can adjust this position by moving Tasker.

If the **At Cursor Position** radio button is selected then Tasker will appear wherever the cursor happens to be when you launch Tasker. If you use Tasker as a replacement to Windows Task Manager then when you double-click on the desktop Tasker will appear where you double-clicked.

SEE ALSO

[Other](#)

[Shape](#)

[Buttons](#)

OTHER

If the **Close On Use** checkbox is checked then whenever you use one of Tasker's functions Tasker will close after you are finished. For example, Tasker will close after you press a [Launch Button](#).

If the **Minimize On Use** checkbox is checked then whenever you use one of Tasker's functions Tasker will minimize to an icon after you are finished. For example, Tasker will minimize after you press a [Launch Button](#).

If the **Stay On Top** checkbox is checked then Tasker will always stay on top of your other applications even when it is in icon form.

SEE ALSO

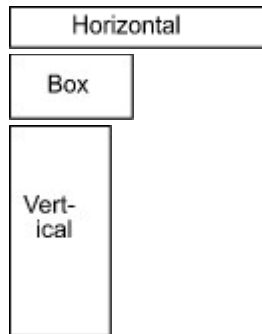
[Position](#)

[Shape](#)

[Buttons](#)

SHAPE

Tasker can configured in three different shapes.



If you double-click with the left mouse button on the Caption Bar Tasker will toggle its shape.

SEE ALSO

[Position](#)

[Other](#)

[Buttons](#)

MEMORY STATUS BAR

The Memory Status Bar updates its memory every second. It reports your **Total Free Memory**, which is the total amount of memory available on your computer, including Windows system memory and other memory not allocated to Windows.

SEE ALSO

[Status Bar](#)

[Time Status Bar](#)

CAPTION BAR

The caption bar is very simple but it is very functional. You can move Tasker with it, change Tasker's Shape, launch a DOS Prompt and launch your screen saver.

How to move Tasker

- ▶ Click and hold the left mouse button on the Caption Bar, then drag Tasker to the position you want it. Make sure you hold the left mouse button down until you are finished dragging.
Or else you can select [Move] from the Control Menu and move Tasker with the arrow keys.

How to change Tasker's shape

- ▶ If you double-click on the Caption Bar with the left mouse button Tasker will toggle its Shape.

How to launch a session of DOS Prompt

- ▶ If you hold down the SHIFT key and click on the Caption Bar with the left mouse button Tasker will launch a session of DOS Prompt.

How to launch your screen saver

- ▶ If you click on the Caption Bar with your **right** mouse button Tasker will launch the screen saver selected in the Control Panel.

SEE ALSO

Close Button

Minimize Button

CLOSE BUTTON

The Close Button has two functions, to close Tasker and to bring up the [Tasker Settings](#) dialog box.

How to close Tasker

- ▶ Just a single click of the left mouse button will close Tasker.
Or select [Close] from the [Control Menu](#).

How to bring up Tasker Settings

- ▶ If you hold down the SHIFT key and click the left mouse button on the Close Button Tasker will bring up the [Tasker Settings](#) dialog box.

SEE ALSO

[Caption Bar](#)

[Minimize Button](#)

MINIMIZE BUTTON

The Minimize Button has two functions. It will reduce Tasker to an icon and it can force Tasker to stay on top of the other windows.

How to minimize Tasker

- ▶ Just a single click of the left mouse button will minimize Tasker.
Or select [Minimize] from the [Control Menu](#).
- ▶ If you hold down the SHIFT key and click the left mouse button on the Close Button Tasker will toggle itself between being a topmost window and a not topmost window.

SEE ALSO

[Caption Bar](#)

[Close Button](#)

MENU Editor Version 2.0 Help Contents

Help topics available for MENU Editor are listed below. Use the scroll bar to see entries not currently visible in the Help Window.

[MENU Editor Overview](#)

[Menu Tree](#)

[Buttons](#)

[Commands](#)

MENU Editor Overview

MENU Editor was designed to give the user of an application a graphical and easy way to create and edit a "Launch Menu".

How to build a Launch Menu

- 1 Insert a Sub-Menu
- 2 Add commands to the Sub-Menu
- 3 Repeat steps 1-2 until you have the menu you want
- 4 Save the Menu
- 5 Test your Menu

Menu Tree

The Menu Tree gives you a graphical view of what your menu will look like. Each folder identifies a new popup menu in your menu which can be activated by clicking on its parent menu item.

If the folder for the Sub-Menu is empty then the Sub-Menu has no Commands init. But if it is not empty then there are Commands in it. The corresponding Commands will be shown in the Command listbox directly under the Menu Tree.

When you have a Sub-Menu selected its name will appear in the edit control directly above the Menu Tree. You can edit its name by clicking on the edit control and changing it.

You can also delete a Sub-Menu from the Menu Tree by selecting it then clicking the delete button. If there are any Sub-Menus attached to the one you want to delete you will not be able to delete it.

MENU Buttons

MENU Editor uses buttons instead of a menu to make it quicker to edit your menu. There are seven buttons in MENU Editor.



Save Menu File



Quit



Insert a Sub-Menu



Delete a Sub-Menu



Add a Command



Remove a Command



Help

Commands

In order to have a "Launch Menu" you must include commands to execute.

Add a Command

- ▶ Either double-click on the Sub-Menu in the Menu Tree or click the Add button. Then in the Command dialog box type in the Menu Title and the Executable Command and click OK. Note

Remove a Command

- ▶ You must select the Command the Command listbox, then click on the Remove button.

Edit a Command

- ▶ To edit a Command you must delete it then add the changed Command. (This will be changed in later versions.)

Launch Menu

A menu from which you can run other applications.

Menu Title

The name which will appear in your menu (cannot have any spaces).

Executable Command

The command line from which Windows will launch your application (cannot have any spaces).

Insert a Sub-Menu

This button will insert a new Sub-Menu under the Sub-Menu which you have selected in the Menu Tree. The name will then be highlighted in the edit control so you can edit it.

You can delete the Sub-Menu by clicking the Delete button.

Delete a Sub-Menu

This button will delete the selected Sub-Menu in the Menu Tree , but only if there are no Sub-Menus below it.

Save the Menu

This button will save the current Menu to the appropriate Menu (.mnu) file.

Quit

This button will end your editing session and will not save the current Menu. In order to save the Menu first you must click the Save button.

Add a Command

This button will add a new command to the selected Sub-Menu in the Menu Tree. To remove this new command click the Remove button.

Remove a Command

This button will remove a command you have selected in the Command listbox.

Test your menu

In order to test the new Menu you have created you must first save the menu by clicking on the Save button. Then click on the Status Bar to see your menu.

If you type the command 'Configure' in the command edit control you will be able to bring up the editor from your Launch Menu.

KEYBOARD

You can use certain keys to work with Tasker. The information in this topic explains what you can do with each key.

ALT - Space

- ▶ Show the Control Menu.

ALT - F4

- ▶ Close Tasker.

CTRL - P

- ▶ Show the Application Menu.

CTRL - T

- ▶ Show the Task Manager dialog box.

CTRL - F

- ▶ Show the File Finder dialog box.

CTRL - M

- ▶ Show the Tasker Memo dialog box.

CTRL - B

- ▶ Show the Run/Browse dialog box.

ALT - A

- ▶ Arranges the desktop icons along bottom left of screen.

ALT - SHIFT - A

- ▶ Arranges the desktop icons along the left top of the screen.

RUN/BROWSE

How to Launch an Application

- 1 Locate the correct file by browsing thru the Directory listbox.
- 2 Select the file in the Files listbox and it should appear in the Filename editbox.
- 3 Choose the OK button.
 - ▶ Or double-click on the file in the Files listbox.

The Run/Browse dialog box is a quick and convenient way to launch some of your seldom used applications. It consists of five main parts:

Filename editbox

If you enter a path and a filename in this editbox and choose the OK button Tasker will launch the application.

Directory listbox

With this listbox you can browse your directory tree. When you select a directory it fills the File Listbox with a list of the files in the selected directory. To select a directory, double-click on the one you want with the left mouse button.

Files listbox

This listbox lists the files under the selected directory. When one of the files is selected it appears in the File name listbox. You can launch one the filename by double-clicking on it with the left mouse button.

Drives combobox

When the arrow button is chosen, this combobox will allow you to choose which drive to browse.

File Type combobox

When the arrow button is chosen, this combobox will allow you to choose a file extension. This extension will be used to sort the filenames in the in the Files listbox.

FILE FIND

How to Find a file

- 1 Enter a filename (using standard Wildcards) into the editbox.
- 2 Choose the drive(s) to search.
- 3 Choose the Search button.

How to Delete a found file

- 1 Choose the Unfold button.
- 2 Select the file you want to delete in the Files Found listbox.
- 3 Choose the Delete button.

How to Move/Copy a found file

- 1 Choose the Unfold button.
- 2 Select the file you want to move/copy in the Files Found listbox.
- 3 Enter the destination to move/copy to in the editbox labeled To:.
- 4 Choose the Move/Copy button.

TASK MANAGEMENT

Tasker's Task Management lists all the visible parent windows on the desktop.

How to Terminate an application

- ▶ Select the task from the listbox and choose the Terminate button.

How to Switch to an application

- ▶ Select the task from the listbox and choose the Switch To button.

How to make a task Topmost

- ▶ Select the task from the listbox and check the Topmost box.

How to make a task Visible/Invisible

- ▶ Select the task from the listbox and check the Visible box.

How to make a task Iconic

- ▶ Select the task from the listbox and check the Iconic box.

How to move and resize an application

- 1 Select a task from the listbox.
- 2 To move, change the values in the x: and y: editboxes. Be careful, if you specify an x or y value that is too large, the application may be moved off the screen.
- 3 To size, change the values in the cx: and cy: editboxes.
- 4 Choose the Apply button.

