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## **Copyright**

TaskView for Windows.

Version 4.0, Build 157, July 1995, x86 processors.

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## What is TaskView

TaskView is a utility program for Microsoft Windows 95, and Windows NT, that provides the ability to view and manage the active tasks currently operating on the computer.

It is particularly useful for terminating programs that are no longer cooperative and to set the priorities of operating tasks.

If you have the new Windows 95 shell and miss the old task manager, this is the utility for you.

### Features

- View the task list as Large Icons, Small Icons, List, or as a detailed list showing task state, priority, date and time started, and processor time used.
- Sort the task list by; task state, priority, date and time started, kernel and user processor time used.
- Complete control of all tasks (even hidden system tasks) using the following commands; Activate, Hide, Minimize, Maximize, Terminate, and Properties.
- Status bar continuously indicates the number of active tasks, percentage of memory load, and the amount of free physical and virtual memory.
- User customizable toolbar for quick access to commands.
- Enhanced Run command with browse and command history.
- User configurable priority and hotkey selection.

# Installation and Setup

## What you Will Need

To use TaskView you will need an IBM compatible personal computer with an 80386 or higher microprocessor running Microsoft Windows 95, or Windows NT Version 3.51 or later. TaskView uses about 100 kilobytes of disk storage.

## Installation

TaskView is provided with a setup program that is used to install and remove the software from your computer. The setup program will present you with the opportunity to register the software using a serial number and authorization key code. If you have not registered your copy, simply select "Skip" and installation will proceed normally. To register the software in the future, just run setup again.

Note that if you are running Windows NT, you must be logged on with administrative privileges.

### To Install TaskView:

1. Insert the program diskette in the floppy drive of your computer, normally drive A or drive B.
2. Select Run from the Start menu, or File menu of the Windows Program or File Managers.
3. Type A:SETUP.EXE for the command line, substitute B for A if the program diskette in drive B.
4. Follow the instructions presented by the setup program to complete the installation.

### To Remove TaskView:

1. Insert the program diskette in the floppy drive of your computer, normally drive A or drive B.
2. Select Run from the Start menu, or File menu of the Windows Program Manager.
3. Type A:SETUP.EXE for the command line, substitute B for A if the program diskette in drive B.
4. Click the Remove button on the first dialog box.
5. Follow the instructions presented by the setup program.

## Registration

Thank You for trying **TaskView**. This program is shareware and distributed in an unregistered form. You may use and copy the unregistered version of this program freely.

If you find this program useful and would like to remove the registration reminder message, please register your own copy. Registered users also benefit from free software updates and unlimited software support via E-Mail. Please DO NOT copy registered versions for other users.

### **The Cost:**

You may register the software for \$ 10, US funds. Registration gets you a serial number and authorization key code to enable you to unlock and encrypt the program with your name.

### **To register on CompuServe:**

Login to CompuServe in the usual way and type GO SWREG at the CompuServe prompt. Select register software from the menu and specify registration ID # 6633. Your serial number and key code will be promptly sent to you via CompuServe E-Mail.

### **To register by mail:**

Send a note with your name, address, E-Mail address, and phone number to the address shown below. Enclose a check or money order for \$ 10. If you supply an E-Mail address, your serial number and key code will be promptly sent to you via E-Mail, otherwise US mail will be used. Reed Consulting, 2312 Belvedere, Toledo, Ohio 43614.

### **Entering Registration Information:**

Once you have registered and obtained a serial number and authorization key, run the setup program again and enter the registration information when prompted to do so. This process will encrypt the TaskView.exe file with your name and will also remove the "Please Register" reminder dialog box. Please DO NOT give TaskView.exe to others once you have registered it.

## How to Activate TaskView

The TaskView window remains hidden until activated by pressing the hotkey. The hotkey was determined during setup and can be changed using the [File Setup](#) command.

If you are running on Windows NT, Ctrl+ESC will also work as a hotkey if you decided to replace the Task Manager during setup.

## How To Select Tasks

You can select tasks using the Up/Down arrow keys on the keyboard, or by using the mouse as follows;

### **To select one task:**

1. Point the cursor at the name or icon of the task and click the left mouse button.

### **To select two or more tasks in sequence:**

1. Click the first task you want to select.
2. Press and hold down SHIFT while you click the last task in the group.

### **To select two or more tasks out of sequence:**

1. Press and hold down CTRL while you click each task.
2. To cancel a selection, Press and hold down CTRL while you click the selected task.

### **To select two or more tasks by dragging area:**

1. Point the cursor at an empty spot in the list and press and hold the left mouse button.
2. Drag the mouse and highlight the items you wish to select.
3. Release the left button.

## How To Use The Task Menu

The task menu is activated by clicking the right mouse button on one or more selected tasks. See [How To Select Tasks](#), and [Task Menu Commands](#) for more information.



## How To Use the Status Bar

The status bar appears at the bottom of the TaskView window and can be turned on and off using the [View Status Bar](#) command. The status bar indicates the number of tasks currently running, the percentage of memory load, and the amount of free physical and virtual memory.

## How To Use the Toolbar

The Toolbar appears at the top of the TaskView window and can be turned on and off using the [View Toolbar](#) command. To execute a command press the desired tool button using the mouse. Tooltips provide help for each button when the cursor is placed over a button.

The toolbar can be customized for each user by double clicking on the toolbar or selecting the [File Setup Toolbar](#) command. You can also re-arrange the buttons by holding the SHIFT key and dragging a button to a new place on the toolbar.

## How To Sort the Task List

The task list can be sorted when the detail task list is shown by clicking the desired column heading with the left mouse button. See the [View Details](#) command for more information.

## File Menu Commands

### Run

The Run command is used to open or start a new program. You may type the name of the program file directly, or use the browse function to search for program files. The priority of the new program may be selected using the priority listbox.

### Setup

The Setup command is used to customize the operation of TaskView. Separate settings are maintained for each user. The setup options are as follows;

|                          |   |
|--------------------------|---|
| <b>Priority</b>          | The priority of TaskView. Typically this should be set to High to allow TaskView to be activated quickly even if a normal priority task has crashed. Set to Highest if you experience difficulty activating TaskView quickly.   |
| <b>Show System Tasks</b> | Select this option to have TaskView show all of the tasks operating. Typically there are many hidden tasks operating as part of Windows.  |
| <b>HotKey</b>            | <p>The HotKey determines what key is used to activate TaskView. Note that the following keys combinations are reserved by Windows can not be used by TaskView;</p> <p>Windows 95: Ctrl+ESC, Alt+ESC, SHIFT+ESC, Atl+TAB, and both Window keys on the Microsoft keyboard.</p> <p>Windows NT: Ctrl+ESC, Alt+ESC, SHIFT+ESC, and Atl+TAB. Note: If you decided to replace the Task Manager, Ctrl+ESC is also used as a hotkey.</p> |
| <b>Automatic Close</b>   | Selecting this option causes TaskView to automatically close and hide the window when another application is selected. Automatic Close operation is similar to that of the Windows Task Manager.  |
| <b>Terminate Time</b>    | Terminate Time specifies the amount of time to wait (seconds) after trying to close a program before prompting to Terminate it anyway.  |
| <b>Refresh Time</b>      | Refresh Time specifies the time interval (seconds) used to update the task list and task properties information. Set to 0 to stop automatic refresh.  |
| <b>Toolbar</b>           | The Toolbar button is used to allow the user to customize the toolbar to suit their preference.   |

### Exit

The Exit command is used to stop and exit the TaskView Program. Normally TaskView operates as long as a user is logged in. Use the Close button on the title bar, or the Close Window command from the System menu, to close the TaskView window without exiting the program.

## View Menu Commands

The view menu is used to control the status and toolbars and task list appearance.

|                    |   |
|--------------------|---|
| <b>Toolbar</b>     | Enable and disable the toolbar function.  |
| <b>Status Bar</b>  | Enable and disable the status bar function.   |
| <b>Large Icons</b> | Displays tasks as large icons with the task title displayed below the icon. Icons are automatically arranged left to right and top to bottom based on the window size.  |
| <b>Small Icons</b> | Displays tasks as small icons with the task title displayed to the right of the icon. Icons are automatically arranged left to right and top to bottom based on the window size.  |
| <b>List</b>        | Displays tasks as small icons with the task title displayed to the right of the icon. Icons are arranged as a list, one per line.   |
| <b>Details</b>     | Displays tasks as small icons with the task title displayed to the right of the icon. Icons are arranged as a list, one per line. In addition to the title, the window state, task priority, date and time started, and kernel and user processor times are listed to the right of the title. The column widths are selectable by dragging the column headings with the mouse. Note: Process times are not available on Windows 95. |
| <b>Refresh</b>     | Updates the task list with current information. Typically this is not needed as the list is updated automatically. See <a href="#">File Setup</a> for more information.   |

## Task Menu Commands

|                   |   |
|-------------------|---|
| <b>Activate</b>   | Activates and switches focus to the selected tasks. If the Tasks were minimized or hidden, they are restored.   |
| <b>Hide</b>       | Hides the selected tasks. Tasks continue to operate but are invisible to the user. Use the Task Activate command, above, to un-hide tasks.  |
| <b>Minimize</b>   | Minimizes the selected tasks.   |
| <b>Maximize</b>   | Maximizes the selected tasks.   |
| <b>Rename</b>     | Renames a task. If more than one task is selected, only the first task is renamed. Note that some programs write to their title bar while operating, overwriting the title from the rename command.             |
| <b>Terminate</b>  | Closes a task window. If the task refuses to close within the configurable terminate time, the user will be asked if they want to Terminate it anyway. See <a href="#">Terminate Time</a> for more information. |
| <b>Properties</b> | Displays properties of the selected task and allows the priority to be changed. If more than one task is selected, only the first task is shown.  |

