

# **TimeKeeper v3.2 for Windows v3.x**

## **Users Guide**

TimeKeeper is great for keeping track of how much time has been spent on a project, phone call, or even to time how long it takes a particular program to load! If you bill your time out to clients, it can help you bill for all the time you spend on a project. It is very easy to run multiple copies of TimerKeeper and give each copy a separate name for those who are constantly juggling many different things.

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## TimeKeeper Display Window

TimeKeeper has five buttons.



starts the timer.



will temporarily pause the timer, for example when you get a phone call. To restart, just push the start button again (**do not** push pause).



will reset the timer to zero.



will bring up a second dialog box containing many other options that apply toTimeKeeper.



will close all windows, update the INI file, and exit the program.

## TimeKeeper Options Window

The options dialog box is divided into five sections.

The Upper Left section controls various aspects of TimeKeeper's display.



lets you choose from any font installed in your system. This font will be used for the Elapsed Time and Amount display of the main window. It is advised to choose something readable and don't try anything over 12 point as things might disappear. The current font is always displayed below the button.

The Always On Top check box controls whether the TimeKeeper window sits on top of all other windows. When it is checked off, it sits behind any active applications. When it is checked on, it will float above all active applications. This must be checked on any time you run TimeKeeper if you want to use it. Always On Top is only available if you have Windows v3.1 or higher. This function is not possible in any earlier versions of Windows.

The Upper Middle Section controls the Project Name and Billing Rate.

The Project Name is saved with any data as well as being shown in the Title Bar of TimeKeeper's main window. The Billing Rate is used to calculate the Amount of Money Earned. It must be an hourly rate to be accurate.

The Lower Left section controls the data files used by TimeKeeper.



lets the user choose which data file will be used to store project data. The default extension is .TIM.



saves the current TimeKeeper data to disk. It also updates TIMEKEEP.INI (which is automatically stored in your Windows directory). The data file is stored in a comma-delimited ASCII format the information as follows:

MONTH, DAY, YEAR, PROJECT NAME, HOURS, BILLING RATE, AMOUNT EARNED

TIMEKEEP.INI looks as follows:

```
ProjectName=TimeKeeper v3.2
HourlyRate= 25
DefaultDataFile=c:\windows\timer30.tim
FontName=MS Sans Serif
FontSize= 10
```

If you wish to manually edit the file, please only make changes after the equals sign.

The Lower Middle Section controls various windows.



loads the TimerKeeper Help file which is what you are now reading.



closes the options dialog box and updates the INI file.



quits the program and updates the INI file.

The Right Section controls the sounds used for the alarms and the times when they will sound.

## About TimeKeeper

TimeKeeper was written in Microsoft's Visual BASIC v3.0 Professional.

It requires the files VBRUN300.DLL, CMDIALOG.VBX, COMMDDL.DLL and THREED.VBX in your \WINDOWS\SYSTEM directory.

The file TIMER.HLP must be placed in your \WINDOWS directory or any other directory on your path in order for it to function properly.

TIMEKEEP.EXE can be placed anywhere you wish.

VBRUN300.DLL can be found on Compuserve in MSLANG, Library 6, as VBRUN3.ZIP for those who don't already have a copy. All distributions of this program will contain the other files mentioned. Some distributions of this program will have the file included in the main ZIP file or on the diskette.

TimeKeeper is not "free software." It is being distributed as shareware. Please register your copy by following the registration instructions.

## **TimeKeeper Registration**

To register your copy of TimeKeeper please send \$10 to Smart Typesetting. I've spent numerous hours developing this software and making it do things that users have requested. You can show your appreciation by registering as soon as possible. Registered users will be provided with telephone support and their feedback on features for future releases will weigh heavily in the development process. Please encourage your friends to purchase their own copy.

Smart Typesetting  
6835 E. Phelps Rd.  
Scottsdale, AZ 85254-1539

Print out a copy of TIMEKEEP.WRI and fill out the registration form and send a copy of them form to Smart Typesetting with the appropriate payment.

If you would like a copy of the latest version of TimeKeeper and other utilities developed by Smart Typesetting, include an additional \$5 to cover shipping and handling.

If you should have any problems with TimeKeeper, please let Smart Typesetting know about it so that a fix can be developed.

If you would like to see a particular feature added to TimeKeeper in the future, please let us know as we will be constantly working on new and improved versions.

Address all problems and feature requests to the above address or Compuserve address 70274,3072. I will reply promptly.

Please fully understand that there are no warranties, promises or guarantees that TimeKeeper will do anything other than take up good disk space.

